



West Barn, Norton

Travel Plan Statement

i-Transport Ref: ITB200091-003G R

Date: 17 March 2026

West Barn, Norton

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i-Transport LLP

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Quality Management

Report No.	Comments	Date	Author	Authorised
ITB200091-003	Draft	26/08/25	LJ	EP
ITB200091-003A	Client Review	09/09/25	LJ	EP
ITB200091-003B	Issue	02/10/25	LJ	EP
ITB200091-003C	Updated Layout	13/10/25	LJ	EP
ITB200091-003D	Revised Issue	20/10/25	LJ	EP
ITB200091-003E	Revised Issue	16/02/26	LJ	EP
ITB200091-003F	Revised Draft	16/03/26	LJ	EP
ITB200091-003G	Revised Issue	17/03/26	LJ	EP

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SECTION 1 Introduction

1.1 Overview

1.1.1 i-Transport has been appointed to provide highways and transport advice in relation to a new commercial building at an existing employment site located at West Barn, Norton Lane, Chichester.

1.1.2 The site location is shown in **Image 1.1**.

Image 1.1: Site Location



1.2 Scope

1.2.1 This Travel Plan Statement (TPS) has been prepared as measure to ensure that the opportunity for sustainable travel is promoted and encouraged amongst staff working in the new building. The primary purpose of the TPS is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives, e.g., walking, cycling and public transport to reduce the demand for travel by less sustainable modes.

1.2.2 Having regard to the requirements of the National Planning Policy Framework (NPPF), this Travel Plan Statement (TPS) has been prepared to accompany the planning application. The TPS is written in line with West Sussex County Council's (WSCC) Travel Plan Statement Guidance (February 2017).

- 1.2.3 The development does not trigger a requirement for a Travel Plan and instead requires a Travel Plan Statement (TPS) aimed at smaller developments to focus on the promotion of sustainable travel options and reducing car use. The TPS applies to the new building only.

1.3 **Vision**

- 1.3.1 The site has an existing employment use which already attracts journeys to and from the workplace. The proposal is for a new on-site building to allow occupation of a Use Class E(g) business.

- 1.3.2 The new employment use offers the opportunity to expand the sustainable transport provision for the site. Having regard to the rural location, the transport Vision for the site is as follows:

- To encourage non-car modes for staff, travel to work where this is feasible through:
 - Local recruitment to facilitate shorter journeys to work.
 - Provision of cycle parking on site to enable cycling to work from the local area and the nearest Rail Station at Barnham.
 - Facilitating sustainable car use including car sharing, consideration of minibus transport from the station and provision of on-site EV charging to encourage greater use of electric vehicles.
- To promote sustainable visitor transport to the site through promotion of shared and EV car use and minibus collections from the station.

- 1.3.3 The above will be promoted throughout this TPS.

Existing Site and Development Proposal

- 1.3.4 The site has an existing employment use, based in a single building with a gross internal floor area (GIA) of 855sqm. It is split into three units, as follows:

- Unit 1: Occupied by a research and development (R&D) operation;
- Unit 2: Occupied by five small businesses (office use)
- Unit 3: Provides an office use for a single business.

- 1.3.5 Existing vehicular access is taken via a private road from Norton Lane leading into a car park with 40 spaces.

- 1.3.6 The proposal will provide an additional building for employment use, providing 1,080sqm floor area over two floors in a new building replacing the redundant tennis court to the east of the existing building, along with some additional car parking. It is intended to enable a new business to occupy the site, providing they fall under Use Class E(g), or for the expansion of one of the existing employers on site.
- 1.3.7 The site masterplan is presented at **Appendix A**.

SECTION 2 Principles, Objectives and Benefits

2.1 Principles

- 2.1.1 The TPS focuses on promoting sustainable lifestyles amongst new staff, by providing non-car-mode travel options for local journeys; promoting sustainable travel options and influencing modal choice.

2.2 Objectives

- 2.2.1 The plan has the following objectives:
- To develop an awareness of the options for sustainable travel to and from the site amongst staff.
 - To promote car sharing, cycling and public transport as safe, efficient and affordable alternatives to private cars and highlight the health and environmental benefits of using sustainable travel modes.
 - Encourage the use of electric vehicles by providing on-site EV charging.

2.3 Benefits

- 2.3.1 The development of a TPS has a number of benefits for staff as well as the existing local community and surrounding environment, such as:
- Improved health and fitness through increased levels of walking and cycling.
 - Increased travel flexibility offered through wider travel choices.
 - The social aspects of sharing transport with others.
 - A better environment within and around the site as vehicular movements are minimised.

SECTION 3 Existing Conditions

3.1 Walking and Cycling Opportunities

- 3.1.1 The site is accessed via Old Dairy Lane; a private, shared surface cul-de-sac connecting with Norton Lane via a simple priority junction. Besides those living within close proximity to the site, i.e. Norton, it is acknowledged that there are limited opportunities to walk to work. Norton Lane is a quiet lane which acts well as a shared surface.
- 3.1.2 Whilst there is no specific cycling infrastructure within the vicinity of the site, the topography of the site and surrounding roads, along with the 30/40mph speed limit on Nyton Road means that traffic conditions are conducive to on-carriageway cycling. As set out above, WSCC previously stated that cycling on surrounding roads is appropriate, and it is understood that some existing employees based at the site currently cycle to work.

3.2 Public Transport

- 3.2.1 The nearest bus stops are located circa 700m south of the site on Nyton Road and are served by Compass Buses (85/85A) which operate five services per day between Chichester and Arundel.
- 3.2.2 Barnham Rail Station is located circa 4km south of the site and is served by the 85/85A bus as well as being a comfortable 13-minute cycle along Nyton Road and Barnham Road. The station provides 130 car spaces with two accessible spaces and step free access to all platforms. There are also 62 cycle spaces with CCTV provided. A summary of the rail services and frequency is provided in **Table 3.1**.

Table 3.1: Rail Service Frequency

Destination	Frequency		Average Journey Time
	Peak	Off-peak	
Chichester	5 per hour	4 per hour	7 minutes
Brighton	2 per hour	2 per hour	44-50 minutes
Bognor Regis	4 per hour	4 per hour	7 minutes
Littlehampton	3 per hour	2 per hour	11 minutes
Portsmouth	2 per hour	2 per hour	36 minutes

Source: National Rail

- 3.2.3 There are frequent services to Barnham from destinations further afield. Although the station exceeds a reasonable walking distance, there is the option to travel via bike to / from the station. All trains are served by Southern Rail who permit bikes on all of their trains. Some of the existing on-site businesses currently offer a station collection service by minibus.

SECTION 4 Measures

4.1.1 This section of the TPS describes the measures that will be developed and promoted for staff, in line with the site's transport vision. The site will target local recruitment to facilitate shorter journeys to work.

4.2 Promotion of Cycling

4.2.1 The staff area of the development will promote safe cycle routes in the local area, as well as to / from Barnham rail station. This will include directing staff to information on the WSCC website which provides maps and guides of local cycle routes, as well as a cycle journey planning facility.

4.2.2 The provision of secure cycle parking on site will enable cycling to work from the local area and the station. A new secure, covered cycle store will be provided to the north of the proposed new building and will accommodate nine additional cycle parking spaces in line with Arun District Council's standards.

4.2.3 The national Cycle to Work scheme will also be explored by the employer, as well as the West Sussex adult cycle training courses.

4.2.4 WSCC also provide a link on their website to local cycle stores which offer discounts to members of the West Sussex Travel Plan Network. Noticeboards in the communal area will inform staff of these potential discounts. Additional posters can also be obtained from the WSCC Travelwise Officer for display.

4.3 Promotion of Public Transport

4.3.1 Information on the public transport routes and timetables will be promoted on noticeboards in the staff area. This will include information on WSCC's multi-modal journey planning website which provides route information and allows for journey times and carbon saving.

4.3.2 The Travel Plan Co-ordinator will liaise with local public transport providers and, where possible, obtain 'taster tickets' to be distributed to staff.

4.4 Car Sharing

4.4.1 Car sharing will be promoted to all new staff, in relation to the journeys to and from work. Not only does car sharing cut the costs of travel to work for the individual, but it helps to reduce vehicle emissions, contributing to meeting local air quality targets.

4.4.2 Staff will be provided with information about car sharing via the West Sussex car share website (www.westsussexcarshare.com) on noticeboards within the staff area. Details on the benefits of the car sharing scheme and how to register will be displayed here. The TPC will also liaise with staff that live near each other and work similar shift patterns to be in contact with one another. This will provide an easy and safe way for potential car shares to identify people undertaking similar journeys.

4.4.3 Some businesses occupying the site have a minibus that is already used for collecting of customers from Barnham station and will continue to do so. The occupier of the proposed building will be encouraged to develop a similar approach.

4.4.4 11 new electric vehicle charging points will be provided on site, as well as two larger spaces to accommodate minibus parking.

4.5 **Sustainable Vehicle Use**

4.5.1 The proposal will include 11 no. new EV charging spaces to encourage sustainable car use amongst those staff or visitors who drive to work.

4.5.2 Further, a minibus is already used to collect visitors from the station and transport them to the site and will continue to do so. The potential for a staff minibus collection service could also be considered by the occupier of the new building.

4.6 **Travel Audit**

4.6.1 A voluntary questionnaire will be undertaken within six months of the new building being operational. This will seek to enable an understanding of how the staff are travelling to and from the site, how many staff live in the same area, what facilities already exist, and which facilities are required to encourage more sustainable travel. A QR code will be placed on a noticeboard for staff to take part.

4.7 **Summary**

4.7.1 Measures are promoted to promote the use of primarily cycling and public transport amongst new staff, and to make more efficient use of car sharing initiatives.

4.7.2 The proposed measures aim to ensure that the objectives set out in Section 2 of this TPS are met. A range of information and marketing initiatives are put forward to encourage awareness and participation in the TPS amongst staff.

SECTION 5 Management and Implementation

5.1 TPS Management

5.1.1 A Travel Plan Co-ordinator (TPC) will be appointed to the site, and their contact details will be supplied to WSCC. The role of the TPC will be as follows:

- To maintain a good level of knowledge of sustainable travel opportunities in the vicinity of the site.
- To manage the delivery of the measures contained in Section 4 of the TPS.
- To market the TPS to encourage interest and involvement of staff.

5.2 Involvement of Staff

5.2.1 The involvement of staff will be key to the success of the sustainable transport measures. The Travel Plan measures, e.g. information provision and cycle parking options, will be displayed in all staff areas upon appointment of the TPC.

5.2.2 A voluntary questionnaire will be undertaken within six months of the new building being operational. This will seek to enable an understanding of how the staff are travelling to and from the site, how many staff live in the same area, what facilities already exist, and which facilities are required to encourage more sustainable travel.

5.3 Framework for Implementation

5.3.1 The TPC will be appointed in advance of the new building becoming operational and implement the initial TPS measures in time for any new staff starting. **Table 5.1** provides an initial framework for implementation of the measures set out in Section 4 of this TPS.

Table 5.1: Framework for Implementation

Measure	Timescale
Travel Plan Co-ordinator	Appointed in advance of the new building being operational
Cycle Parking	As part of implementation
Engage with local cycle stores and bus operators to seek discounts / taster tickets	In advance of the new building being operational
Information Development and Provision	Upon operation of the new building – displayed on noticeboards
Travel Audit	Six months of the building being operational
Feedback to WSCC	Following review of Travel Audit

SECTION 6 Summary

- 6.1.1 i-Transport has been appointed to provide highways and transport advice for a planning application for a new commercial building at West Barn, Old Dairy Lane, Norton.
- 6.1.2 Having regard to the requirements of the National Planning Policy Framework (NPPF), this Travel Plan Statement (TPS) has been prepared to accompany the planning application. The TPS is written in line with WSCC Travel Plan Statement Guidance (February 2017).
- 6.1.3 This TPS has been prepared as measure to ensure that the opportunity for sustainable travel is promoted and encouraged amongst staff. The primary purpose of the TPS is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives, e.g., walking, cycling and public transport to reduce the demand for travel by less sustainable modes.
- 6.1.4 The TPS puts forward a range of non-infrastructure or 'soft' measures aimed at influencing modal choice for travel to the site, including:
- Measures to promote cycling, including provision of cycle route maps and new / additional cycle parking.
 - Promotion of public transport, including provision of public transport timetables and route information.
 - Promotion of West Sussex car sharing scheme.
 - Travel Audit Questionnaires.
- 6.1.5 A framework for management and implementation of the TPS is proposed. A Travel Plan Co-ordinator will be appointed by the developer prior to the new building becoming operational, to oversee the implementation of the proposed measures. A suggested timetable for the implementation of these measures has been identified.

APPENDIX A. Masterplan



Site Plan

Scale 1:250 @ A2
0m 2m 4m 6m 8m 10m

- Rev H 12/03/26- Client details amended
Rev G 29/01/26 - LGV parking amended
Rev F 26/01/26 - LGV parking relocated
Rev E 26/01/26 - LGV parking relocated
Rev D 6/11/25 - Buildings to north of proposed building amended in accordance with latest OS plan
Rev C 7/10/25 - Minor amendments
Rev B 3/09/25 - Minor amendments to boundary
Rev A 31/07/25 - PV panels moved from east to west elevation

CLIENT
A & MJ Cozens

PROJECT
New office building adjacent to
West Barn Norton Lane, Norton, Aldingbourne

DRAWING TITLE
Proposed Site Plan

DATE	SCALE	DRAWN BY
Feb 2025	1:250 @ A2	CHECKED BY

JOB NO.	DRAWING NO.	REVISION
25 / 01	03	Rev H

