

Highgate *Transportation*

Proposed Packhouse
Barfoots of Botley Ltd Sefter Farm Site
Pagham Road, Arun

Technical Note
(HTp/24134/TN/01/A)

March 2025

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1.0 Introduction

- 1.1 This Technical Note has been provided by Highgate Transportation Limited to support the planning application for an extension of 30 metres by 60 metres to an existing packhouse warehouse at Barfoots of Botley Ltd.'s Sefter Farm site. The site location is illustrated in **Figure 1.1**.

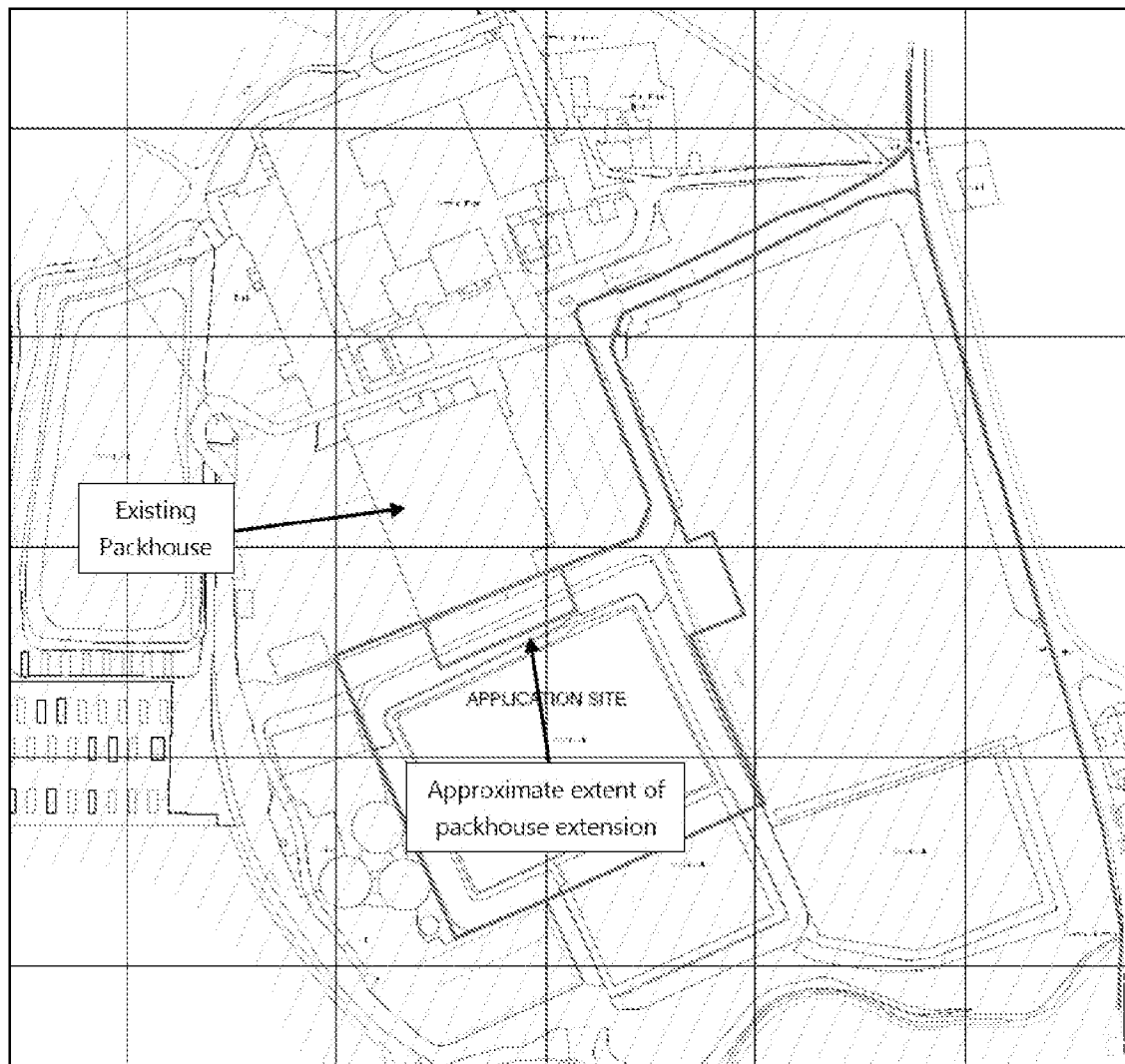
Figure 1.1 – Site location



- 1.2 The requirement for the extension to an existing packhouse facility at the Sefter Farm site is driven by a lack of storage on site during the site's peak periods from mid-June to mid-July and mid-August to the end of October. During these periods, product is currently required to be transferred between the site at Sefter and Funtington, which is around a 15km journey. It has been confirmed by Barfoots of Botley that the ability to store all the product at the Sefter farm site would remove around 800 individual HGV journeys a year.
- 1.3 The vehicular access from Pagham Road will be retained and the existing service road will be re-routed.

- 1.4 Access to the existing packhouse with the proposed facility will be via an internal roundabout on the site access road. The access forms part of the approved application (ref: P/117/21/PL) for the construction of a new packhouse, with the relocation of staff parking. This application was supported by a Transport Statement, prepared by HTp (ref: HTp/2167/TS/01). The application site with annotations to demonstrate the approximate extent of the packhouse extension is shown in **Figure 1.2**.

Figure 1.2 – Annotated application site



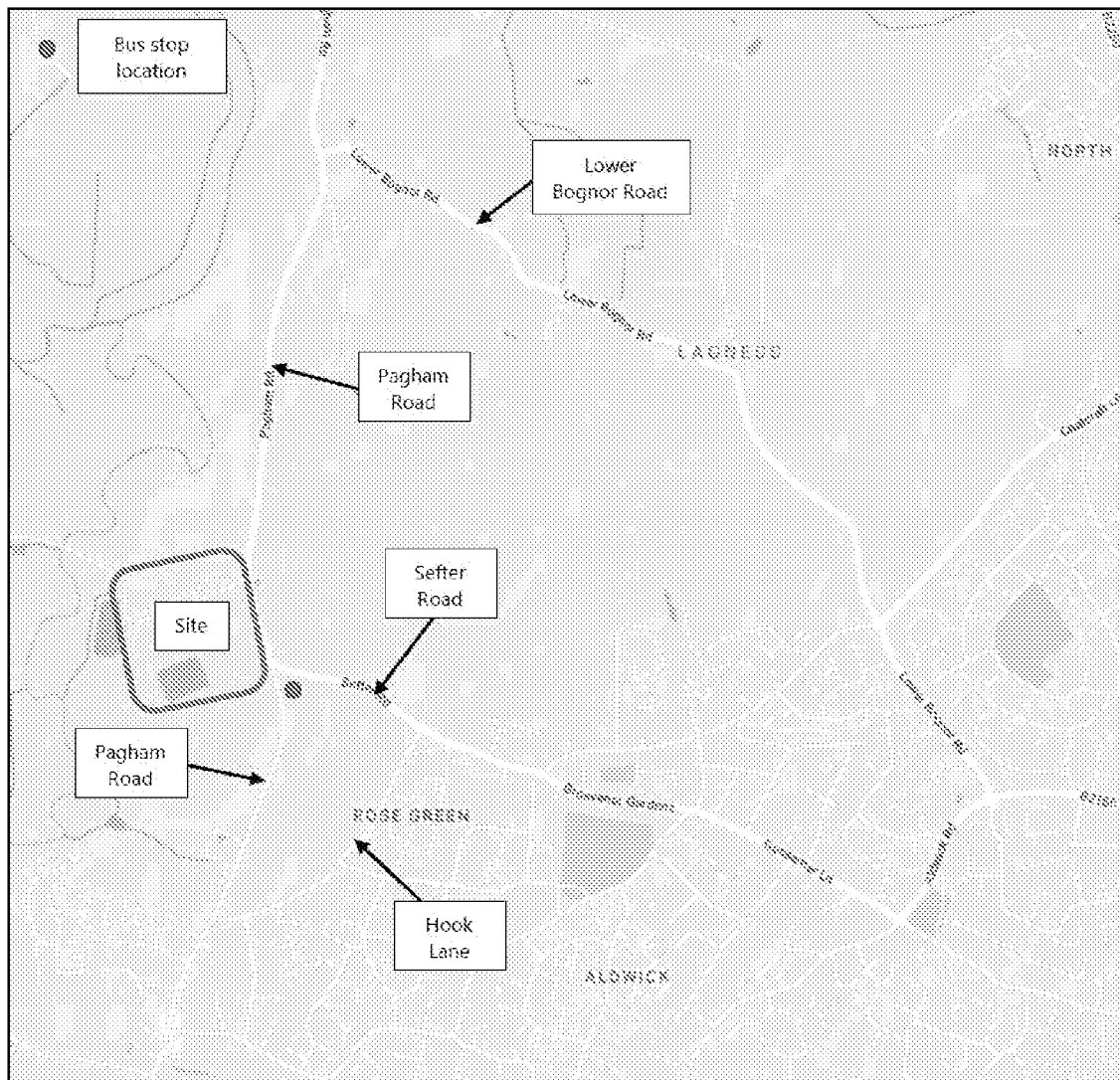
- 1.5 Barfoot's Sefter Farm site currently employ up to around 600 staff at the farm and associated production facility.
- 1.6 This Technical Note will focus on the following key issues:
- The proposed use of the building
 - The trip generation associated with the proposed building extension, and confirm the impact on the local highway network
 - Confirm the car and cycle parking requirement associated with the building extension
 - The expected number of HGV movements associated with the building extension

- v. The proposed internal road realignment, supported by swept path analysis
 - vi. Confirm that the existing access for Sefter Farm is appropriate to accommodate the building extension
 - vii. Reaffirm travel plan measures, aimed at Barfoots staff, to assist in increasing the sustainable credentials of the site
- 1.7 This report will conclude that the proposed extension at an existing packhouse facility is acceptable in highway safety and capacity terms and that there will be no impact on the local highway network associated with the proposed extension

2.0 Existing Situation

- 2.1 The site is located to the west of Pagham Road, around 2.7km north of Pagham. Pagham Road is a single carriageway subject to a 60mph speed limit and connects to Runcton and the Chichester Bypass in the north, and to Bognor Regis in the south.
- 2.2 The local highway network is shown below in **Figure 2.1**

Figure 2.1 – Local highway network (bus stops shown as blue dots)



- 2.3 The site is bound to the north by an access road which provides access to a farm and to the east, the site is bound by Pagham Road. To the west and south, the site is bound by agricultural land with the river Pagham Rife along the western boundary.

- 2.4 Within the site, there is a bus stop for staff. Route 725 runs from Portsmouth to Barfoots Farm, via Chichester, with one service a day in each direction, arriving at Barfoots Farm at 0640 and departing at 1915. Route 69 runs from Littlehampton to Barfoots Farm, via Middleton-on-Sea, Bognor Regis and Aldwick, with two services a day in each direction, arriving at Barfoots Farm at 0540 and 0640 and departing at 1810 and 1910. In 2023 and 2024, there were an average of 1,901 staff journeys by the two bus routes per week.
- 2.5 There is also a bus stop located on Pagham Road around 270 metres south of the Sefter Farm site entrance, at the junction of Pagham Road with Sefter Road. The bus stop location is shown on **Figure 2.1**. The flagged stop on the east of the carriageway serves both northbound and southbound services. The stop is served by bus route 600 which runs from Elmer to Chichester via Felpham, Bognor Regis and Pagham with half hourly services.

Existing Storage Logistics

- 2.6 Presently, locally grown sweetcorn is brought to the site via tractor. The product is cooled on site and the transported to a site in Funtington for off-site storage, as there is not enough storage at the Sefter Farm site. The product is then returned as required to the site for processing.
- 2.7 It has been confirmed from the site occupants that there are two main periods during the year that the on-site storage is exceeded and the Funtington facility is required; mid-June to mid-July, and mid-August to the end of October. During this 16 week period, there is an average of 50 single HGV journeys per week from the Sefter Farm site to Funtington.

Existing Site Layout

- 2.8 The existing development and site operations can be summarised as follows:
- i. Currently up to around 600 staff are employed across the farm and associated production facility
 - ii. 219 car parking spaces overall (190 in main staff car park), including electric parking with the charging points being fed from the onsite generation of green energy derived from vegetable waste
 - iii. The site operates 364 days a year
- 2.9 The existing site layout is demonstrated from the aerial view in **Figure 2.2** and the following site layout in **Figure 2.3**.

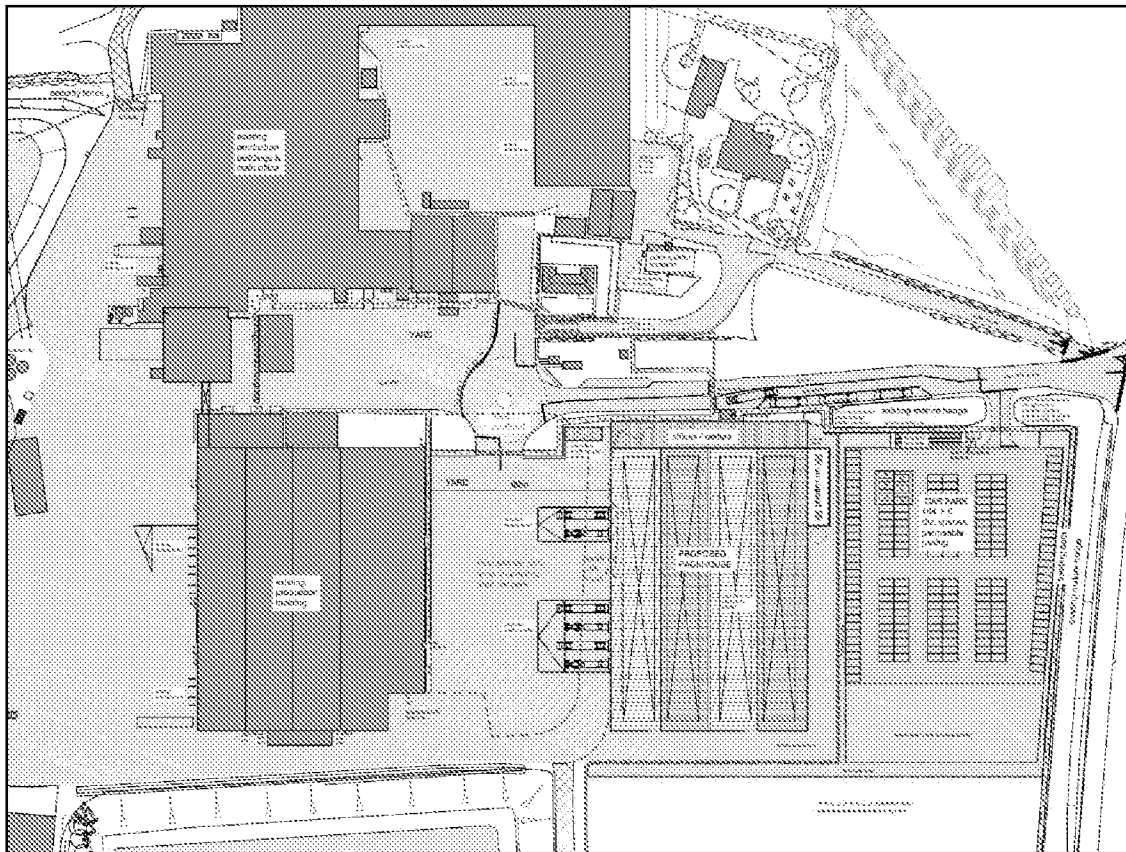
Figure 2.2 – Existing site layout (aerial)



[illegible]

- 2.10 A previous planning application (ref: P/117/21/PL) for the construction of a new packhouse including relocation of a staff parking area and landscaping was approved in August 2022). The car park was relocated to provide a like for like provision to the east of the site.
- 2.11 The erection of the proposed packhouses was for further on-site storage and to create space for automation of processing, and forecast to result in the reduction of third-party transit requirements and as such it the proposals would not result in an increase of staff numbers.
- 2.12 The approved Proposed Site Layout Plan (ref: 2102-005 rev 10) is shown in **Figure 2.4**.

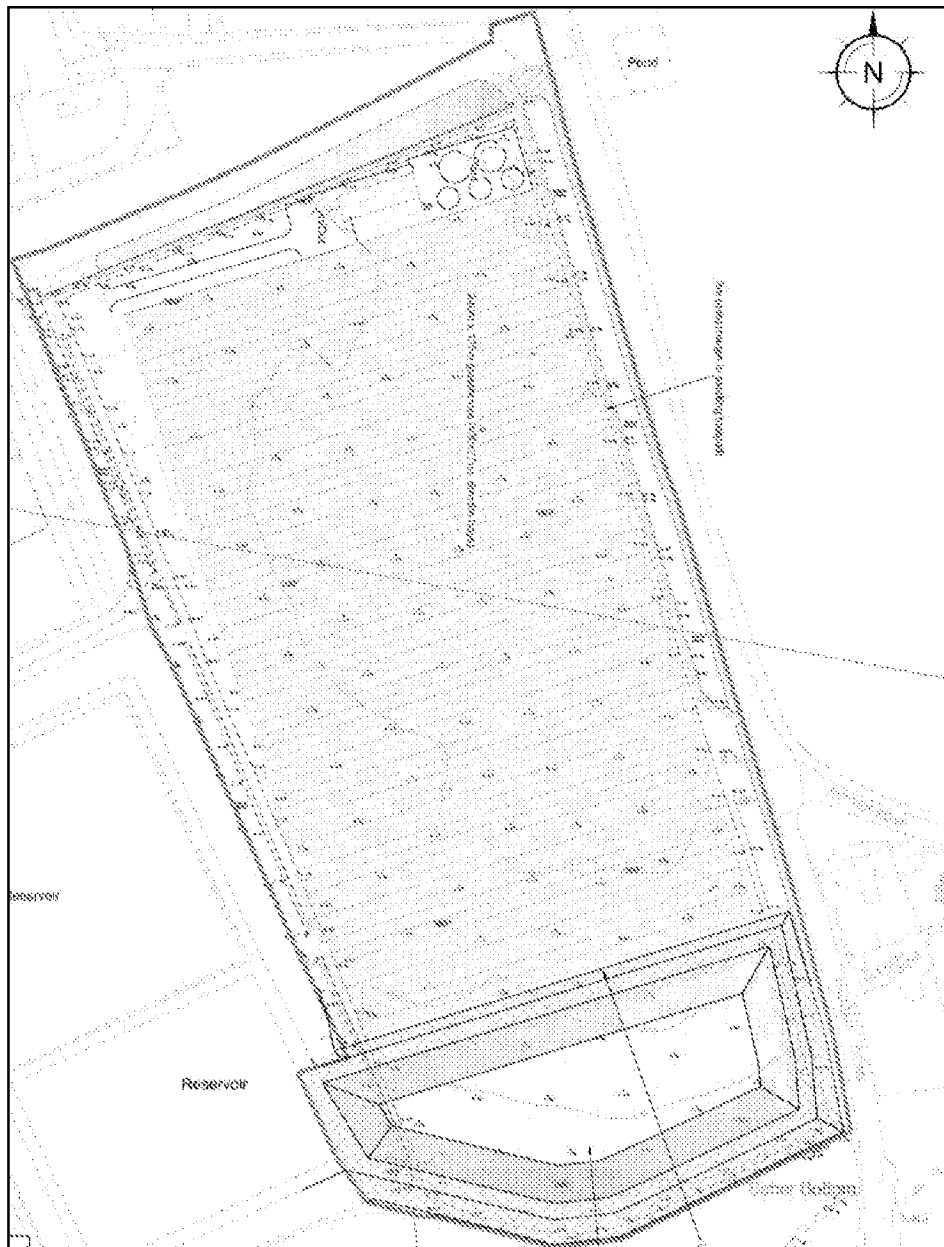
Figure 2.4 – Extract of approved layout (application P/117/21/PL)



- 2.13 A previous application (ref: P/76/16/PL) for the construction of a 5,887sqm packhouse building for the packaging, preparation and distribution of fresh foods, with 1,857sqm of office space, was approved in June 2017. This has been constructed and is operational. The approved site layout plan for this application is provided in **Appendix 1** and illustrated clearly in **Figures 2.2** and **2.3** above. The application was supported by a Transport Assessment (dated July 2016) and a Technical Note (dated December 2016).
- 2.14 WSCC highways and transport response confirmed that no highway objection was to be raised subject to a suitable S106 Agreement to secure a financial contribution towards accessibility improvements in the locality (footpaths/ footways and bus service) and the following conditions:
- Vehicular and pedestrian access to development site (Pagham Road) was to be improved and maintained to provide the required visibility splays
 - Car parking spaces were to be provided in accordance with the submitted plans and retained at all times for their designated use
 - Lorry parking spaces were to be provided in accordance with the submitted plans and retained at all times for their designated use
 - Secure and covered motorcycle parking was to be provided in accordance with the submitted plans
 - Secure and covered cycle parking was to be provided in accordance with the submitted plans

- vi. A Travel Plan was to be submitted to Arun District Council to encourage and promote sustainable travel
 - vii. A detailed Construction Management Plan was to be submitted to the Local Planning Authority
- 2.15 A previous planning application (ref: P/68/15/PL) for the construction of a glasshouse, balancing pond/ irrigation storage, staff facilities, water tanks, security fence and an access road, was approved with conditions in October 2015. The application was supported by a Transport Assessment (dated June 2015) and received no objection from WSCC highways, with two conditions regarding the provision of covered and secure cycle parking and a Construction Management Plan. The site layout plan from the previous 2015 planning application is also provided in **Appendix 1**, an extract of which is shown in **Figure 2.5**.

Figure 2.5 – 2015 planning permission site layout



Historic Vehicle Trips

- 2.16 The Transport Assessment for the previous planning permission (ref: P/68/15/PL) set out that it was expected there would be an increase in 18 two-way movements a day (with the nine arrivals and nine departures to be undertaken by staff in private cars) and no significant increase in HGV movements (two movements per day). WSCC provided 'no objection' to the supporting Transport Assessment and confirmed that the *'additional number of trips to the site from this development will be minimal.'*
- 2.17 The Transport Assessment for the 2016 application (ref: P/76/16/PL) set out that the expected trip generation from the pack house, including the previous 2015 permission, would be an additional 80 private car movements across the 12 hour period. This is a net increase over the consented 2015 application of [80-18=] 62 private car movements and zero HGV movements.
- 2.18 However, it can be noted that WSCC surmised from the submitted Technical Note that there would be a best case of 70 additional two-way daily trips associated with the site, and a worst case of 237 additional two-way daily trips associated with the site.
- 2.19 It was rebutted that trips were expected to be lower than those estimated due to the changes in working practices and the implementation of a Travel Plan, mini-bus service and 'cycle to work' scheme. WSCC provided no highway objection subject to a S106 Agreement and conditions relating to vehicular and pedestrian access from Pagham Road, parking, a Travel Plan and a construction management plan.

Accident Records

- 2.20 To gain an understanding of the safety of the existing local highway network, the accident records for the most recent five-year period (January 2019 – December 2023) have been obtained from Crashmap.co.uk and are contained in **Appendix 2**.
- 2.21 The records confirm that there has been no Personal Injury Accidents (PIA) at the site access within the period surveyed.
- 2.22 Five PIAs have been recorded south of the site access junction, where Pagham Road meets Sefter Road at a priority junction:
- i. A PIA recorded as 'slight' in 2020 occurred between a light goods vehicle travelling southbound on Pagham Road turning left into Sefter Road and a car waiting to turn right from Sefter Road to Pagham Road
 - ii. A PIA recorded as 'serious' in 2021 occurred between a car turning right onto Pagham Road from Sefter Road and a car travelling north on Pagham Road
 - iii. A PIA recorded as 'serious' in 2021 occurred between a car travelling north and a motorcycle travelling south
 - iv. A PIA recorded as 'slight' in 2021 occurred between a car turning right onto Pagham Road from Sefter Road and a car travelling north on Pagham Road
 - v. A PIA recorded as 'slight' in 2021 occurred between a light goods vehicle travelled south on Sefter Road and a car turning right from Sefter Road onto Pagham Road

- 2.23 It is concluded that there is no underlying highway safety problem in the vicinity of the application site that would be exacerbated by the proposed expansion. Indeed, HGV trips on the local highway network are to be reduced.

- 3.6 It is understood that during the peak periods (mid-June to mid-July and mid-August to end of October) there are an average of 50 single HGV trips a week associated with third party storage. Therefore, given the proposals will result in no longer requiring third party storage, a significant number of HGV movements will be removed from the highway network. As there will not be an increase in traffic movements, there is therefore no requirement for junction modelling to be undertaken.

Access

- 3.7 The main vehicular access from Pagham Road for both staff vehicles and HGVs is to be retained, as shown in **Figure 3.1**. The access into the service yard, provided under approved application P/117/21/PL will be taken from the internal roundabout on the site access road.

Car Park

- 3.8 Arun District Council's parking standards are contained in their *Parking Standards Supplementary Planning Document* (dated January 2020) and detail that B8 Storage require one parking space per 100sqm. Therefore, the extension to the packhouse of 2,178sqm would require $[2,178 / 100 =]$ 22 parking spaces in accordance with the parking standards.
- 3.9 However, Barfoots have confirmed that they will not be employing additional staff (above the current level) following the extension of the packhouse, given that this area will be used for storage purposes only. Therefore, the number of overall on-site car parking spaces (219) remains appropriate. Site observations have confirmed that the main car park currently has spare capacity on a daily basis.
- 3.10 The relocated car park, proposed under approved application P/117/21/PL, will have 190 car parking spaces, including six disabled parking spaces, and land to accommodate an additional 64 parking spaces, required to meet the Arun District Council parking standards, will be safeguarded to the south of the parking area. This was accepted by WSCC Highways under the previous application.
- 3.11 As part of the approved application P/117/21/PL, four parking bays will be dedicated to electric vehicles and be provided with charging points which will be fed from the onsite generation of green energy derived from vegetable waste. Again, this was accepted by WSCC Highways.

Cycle Parking

- 3.15 Arun District Council's cycle parking guidance is also set out in the *Parking Standards Supplementary Planning Document* and confirms that B8 Storage should provide the following cycle parking:
- i. 1 space per 500sqm for staff
 - ii. 1 space per 1000sqm for visitors

- 3.16 Therefore, to be in accordance with the council's standards, the packhouse extension would be required to provide four cycle parking spaces for staff and two cycle parking spaces for visitors i.e. a total of six cycle parking spaces.
- 3.17 As part of the approved application (P/117/21/PL), six visitor parking spaces will be provided up at the reception building, in the form of three Sheffield stands, and 30 cycle parking spaces are proposed to the west of the car park access, and will be secure and covered.
- 3.18 Land is available to the north of the car park to accommodate a larger (or additional) cycle store, should this be required to meet staff needs in the future.

Motorcycle Parking

- 3.19 As part of the approved application (P/117/21/PL) 16 motorcycle parking spaces will be provided within the cycle parking store. These will therefore be secure and covered.

Servicing Strategy

- 3.20 HGVs will access the site from Pagham Road, along the access road and continue west into the development. Vehicles will use the proposed roundabout within the development to exit the site.
- 3.21 Swept path analysis of a HGV entering the site, manoeuvring and egressing the site is shown on drawing HTp/24134/TR/01, contained in **Appendix 4**, and this demonstrates that the layout is appropriate.
- 3.22 It is clear from the swept path analysis of a large HGV that the site is also suitable for emergency service vehicles.

Summary

- 3.23 In summary, it has been demonstrated that the access is safe and suitable for all vehicles, and the proposed level of parking for cars, cycles and motorcycles meets the required standards.

4.0 Travel Plan Requirements

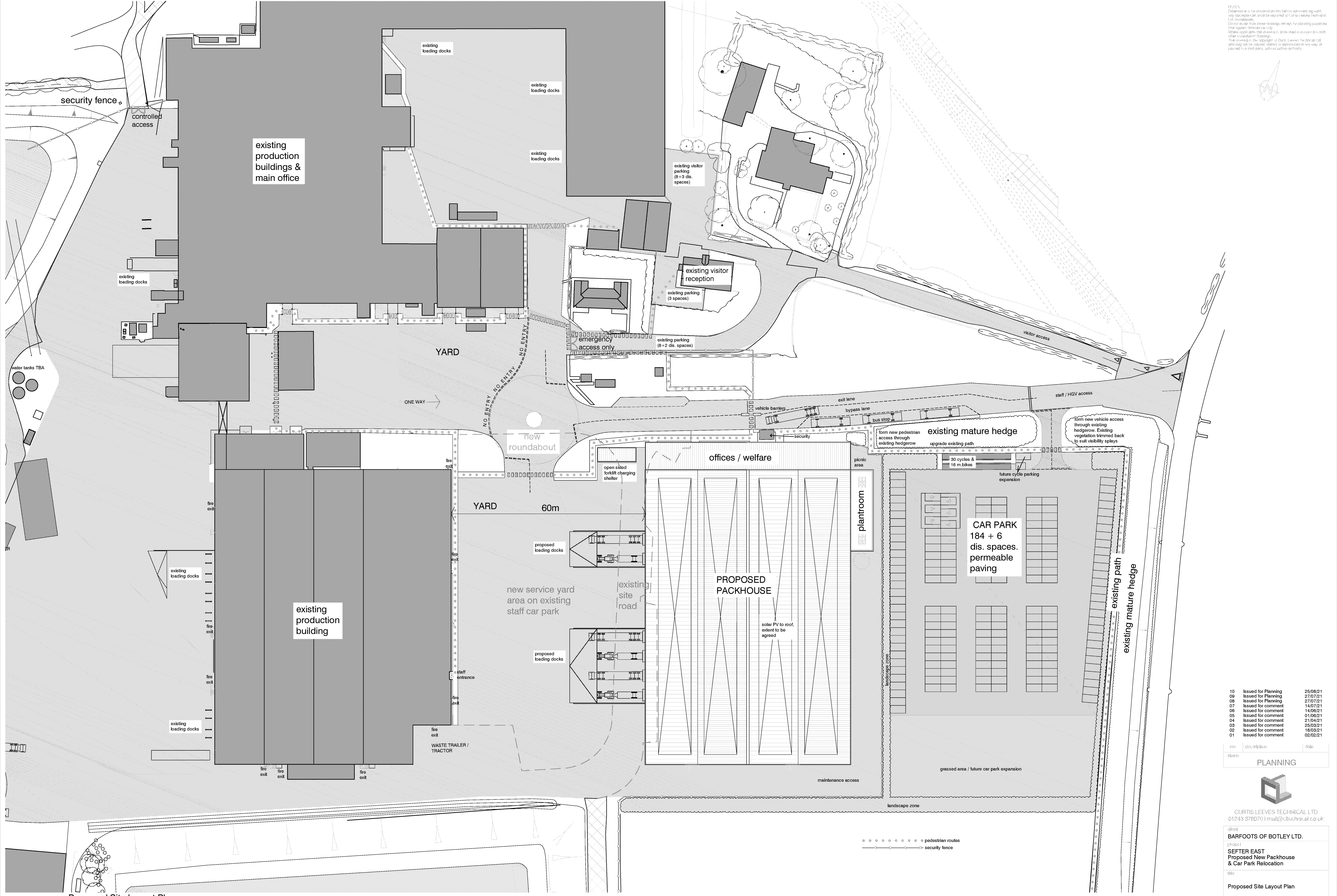
- 4.1 To assist in increasing the sustainable credentials of the site, travel plan measures, aimed at staff are being implemented by the site operators. Furthermore, it can be noted that this proposal will not give rise to additional staff requirements.
- 4.2 The measures will include promoting car sharing to the site in order to reduce the reliance on staff private car journeys.
- 3.25 As set out in **paragraph 3.17**, secure and covered cycle parking will be provided for use by staff. Monitoring of the use of the current cycle parking provision will continue. If it is apparent that further cycle parking is required, as set out in **paragraph 3.18**, land is available to the north of the car park to accommodate a larger (or additional) cycle store, should this be required to meet staff needs in the future.
- 4.3 Barfoots of Botley operate a Cycle to Work Scheme which offers staff incentives to purchase bicycles and equipment at discounted rates, it is proposed to continue this scheme.
- 4.4 Within the site, there is a bus stop for staff, with two bus routes contracted to Stagecoach that run seven days a week, with ticket prices subsidised by Barfoots. As the bus will enter the site, this alleviates the issue of staff having to wait on Pagham Road to alight on a public service and from walking to/from the site.
- 4.5 Route 725 runs from Portsmouth to Barfoots Farm, via Chichester, with one service a day in each direction, arriving at Barfoots Farm at 0640 and departing at 1915. Route 69 runs from Littlehampton to Barfoots Farm, via Middleton-on-Sea, Bognor Regis and Aldwick, with two services a day in each direction, arriving at Barfoots Farm at 0540 and 0640 and departing at 1810 and 1910.
- 4.6 In 2023, there was an average of 964 staff journeys by the two bus routes per week. In 2024, there was an average of 1,238 staff journeys per week, i.e. a 28% increase in staff use
- 4.7 In summary, the travel plan measures will continue to increase the sustainable credentials of the site.

5.0 Summary and Conclusions

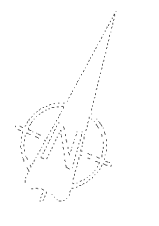
- 5.1 This Technical Note has been provided to support the planning application for an extension of 30 metres by 60 metres to an existing packhouse warehouse at Barfoots of Botley Ltd.'s Sefter Farm site.
- 5.2 The proposed extension is to increase storage within the Sefter Farm site and remove the need to use third party storage facilities located in Funtington. There is not intended to be any increase in staffing levels as a result of this packhouse warehouse extension.
- 5.3 The existing packhouse facility, with the extension, will be accessed via an internal roundabout, provided as part of the approved application P/117/21/PL. An existing internal service road will be re-routed to the south of the extension, which will also result in a drainage ditch being relocated. The extension will include four new loading docks, with two docks on the eastern side of the building and two docks on the western side.
- 5.4 The relocated car park, proposed under approved application P/117/21/PL, will have 190 car parking spaces, including six disabled parking spaces, and land to accommodate an additional 64 parking spaces, required to meet the Arun District Council parking standards, will be safeguarded to the south of the parking area. This was accepted by WSCC Highways under the previous application.
- 5.5 A review of the vehicle trips associated with the previous consent have confirmed that there were two additional HGV movements with the 2015 implemented consent, which was accepted by WSCC. The current proposals are forecast to result in a reduction in HGV movements which are currently associated with the third party off-site storage during the peak periods of mid-June to mid-July and mid-August to end of October (50 movements per week).
- 5.6 This report concludes that:
- i. The reduction in HGV movements associated with the replacement of third party off-site storage to on-site will not have an impact on the local highway network and will not result in an increase in productivity or staffing levels
 - ii. The car, cycle and motorcycle parking proposed under approved application P/117/21/PL is located conveniently, is accessible and complies Barfoot's requirements. Furthermore, space is available on site to accommodate the 64 car parking spaces commensurate with local parking policy
 - iii. The strategy and access of servicing, delivery and emergency services is appropriate
 - iv. The travel plan measures, aimed at Barfoots staff, to assist in increasing the sustainable credentials of the site are suitable and will be implemented by the site operators
- 5.7 It is finally concluded that the erection of a new packhouse, at Barfoots of Botley Ltd.'s Sefter Farm site, is acceptable in highway safety and capacity terms and that there will be no impact on the local highway network associated with the proposed development.

Appendix 1

Previous Planning Application Layout Drawings

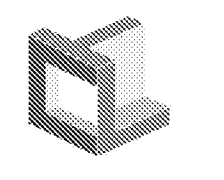


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09	Issued for Planning	27/07/21
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07	Issued for comment	14/07/21
06	Issued for comment	14/06/21
05	Issued for comment	01/06/21
04	Issued for comment	21/04/21
03	Issued for comment	25/03/21
02	Issued for comment	18/03/21
01	Issued for comment	02/02/21

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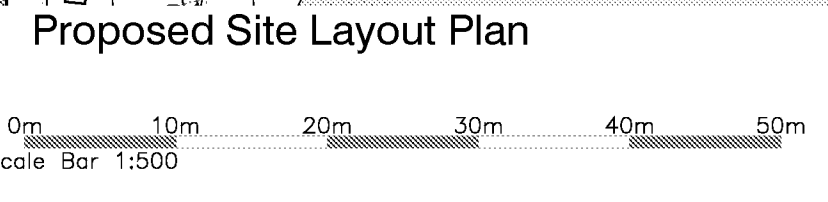


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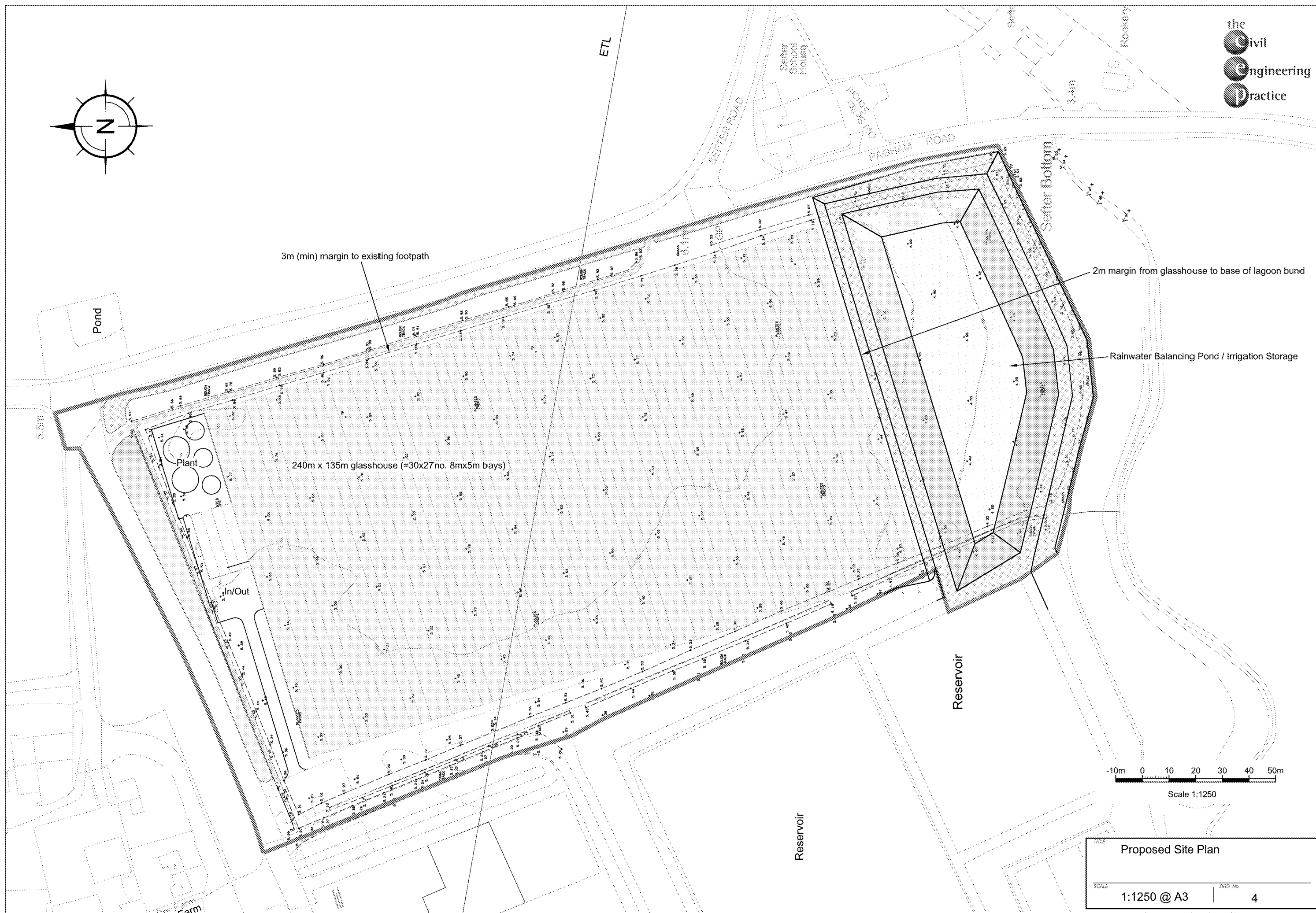
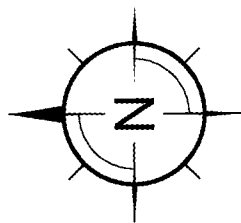
client
BARFOOTS OF BOTLEY LTD.
project
**SEFTER EAST
Proposed New Packhouse
& Car Park Relocation**
title

Proposed Site Layout Plan

date	scale @ A3	drawn	check
Jan. 2021	1:500	GBC	GBC
project no	drawing no	rev	
2102	005	10	



Proposed Site Layout Plan



Proposed Site Plan

SCALE
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Appendix 2

Personal Injury Accident Records

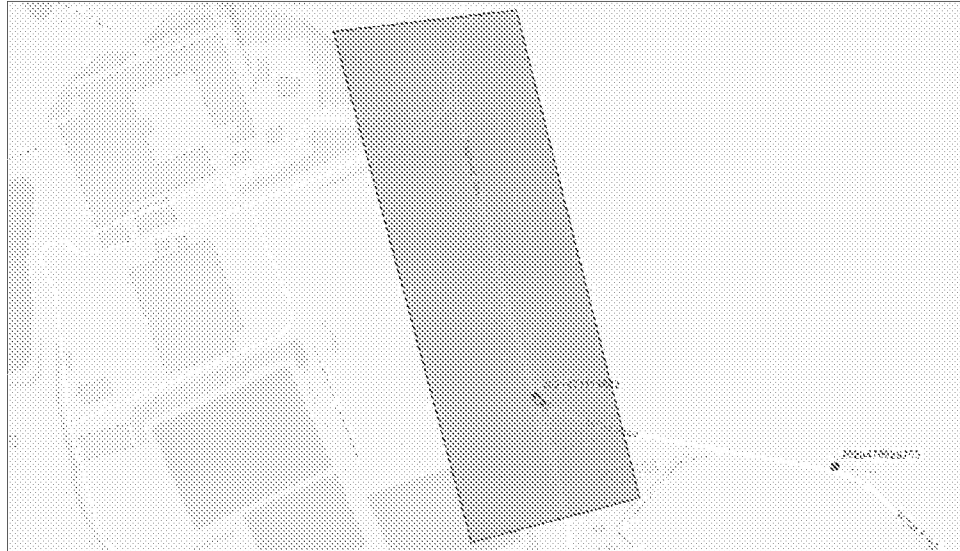


24134 Pagham Road/Sefter Road PIA Report

Area of Interest (AOI) Information

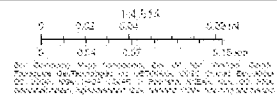
Area : 62,645.76 m²

Feb 26 2025 12:38:28 Greenwich Mean Time



Crashes:

- Slight
- ⊗ Serious



Summary

Name	Count	Area(m²)	Length(m)
Crashes	5	N/A	N/A

Crashes

#	Carriageway_Hazards	Severity	Officer_Attended	Accident_DateTime	Year	Number_of_vehicles	Number_of_casualties	Easting
1	None	Slight	Police officer attended crash scene	September 17, 2020	2020	2	1	489452
2	None	Serious	Police officer attended crash scene	November 26, 2021	2021	2	1	489446
3	None	Slight	Police officer attended crash scene	October 28, 2021	2021	2	1	489455
4	None	Serious	No officer attended crash scene	July 17, 2021	2021	2	1	489452
5	None	Slight	Police officer attended crash scene	July 16, 2021	2021	2	1	489449

#	Northings	Highway_Authority	Road_Number	Weather_conditions	Road_Type	Road_surface	Speed_Limit	Light_conditions
1	99544	West Sussex	U	Fine without high winds	Single carriageway	Dry	60	Daylight: regardless of presence of streetlights
2	99550	West Sussex	U	Raining without high winds	Single carriageway	Wet or Damp	60	Daylight: regardless of presence of streetlights
3	99542	West Sussex	U	Fine without high winds	Single carriageway	Dry	60	Daylight: regardless of presence of streetlights
4	99545	West Sussex	U	Unknown	Single carriageway	Dry	60	Darkness: no street lighting
5	99546	West Sussex	U	Fine without high winds	Single carriageway	Dry	60	Daylight: regardless of presence of streetlights

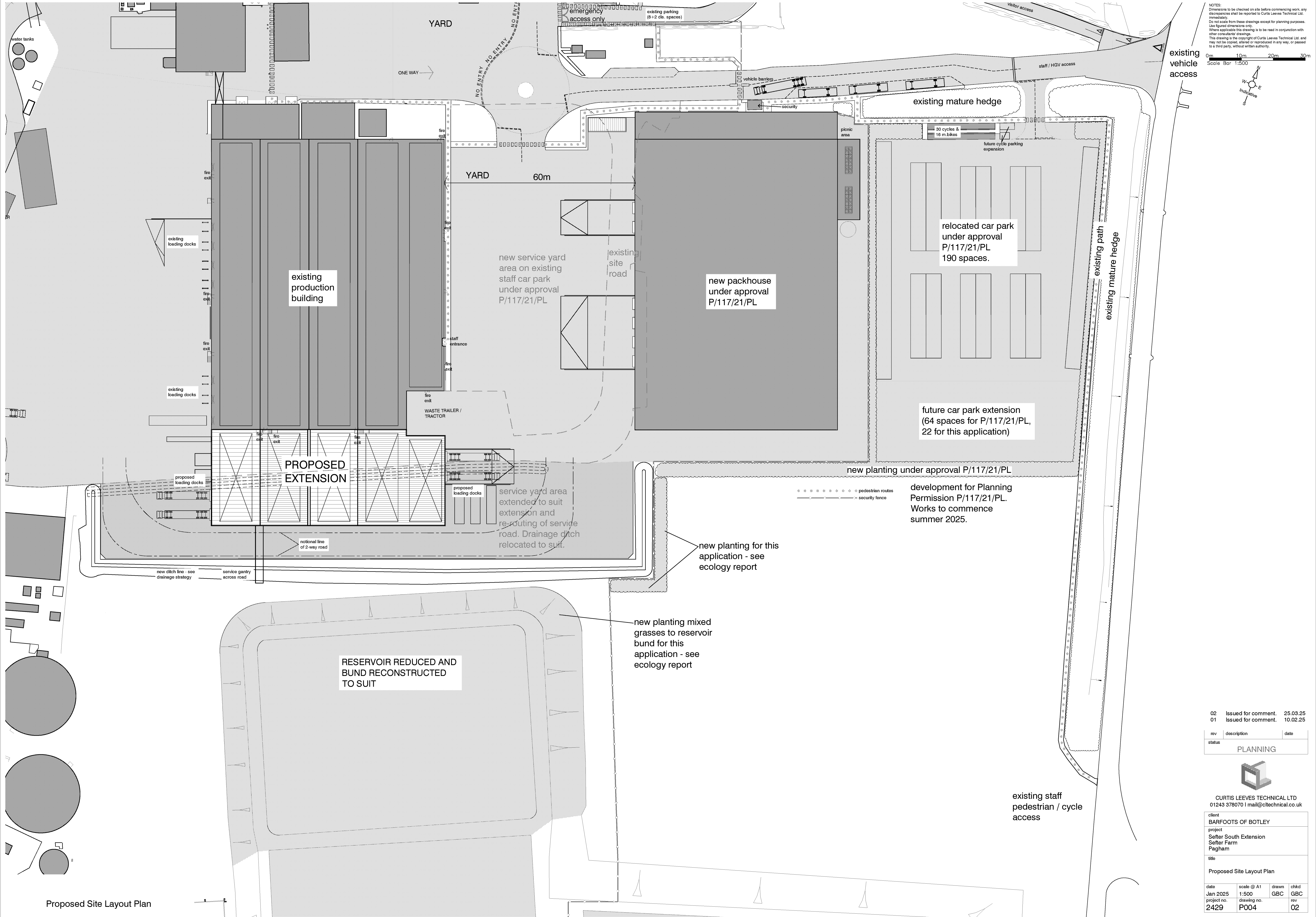
#	Junction_detail	Pedestrian_Crossing	Involved_ped_alcycle	Involved_Motorcycle	Pedestrian_casualty	Child_casualty	Pedal_cycliser_casualty	Motorcycle_user_casualty
1	T or staggered junction	No physical crossing facility within 50 metres	0	0	0	0	0	0
2	T or staggered junction	No physical crossing facility within 50 metres	0	1	0	0	0	1
3	T or staggered junction	No physical crossing facility within 50 metres	0	0	0	0	0	0
4	T or staggered junction	No physical crossing facility within 50 metres	0	0	0	0	0	0
5	T or staggered junction	No physical crossing facility within 50 metres	0	0	0	0	0	0

#	Involved_car	Involved_goodsvehicle	Involved_Bus	Involved_young_driver	Local_Authority_District	Junction_control	Is_Provisional	Is_Amended	Web_Link	Count
1	1	1	0	0	Arun	Give way or uncontrolled	N	No	https://www.crashmap.co.uk/reports/prorep-ortservice?reportid=2020470982044	1
2	1	0	0	0	Arun	Give way or uncontrolled	N	No	https://www.crashmap.co.uk/reports/prorep-ortservice?reportid=2021471114802	1
3	1	1	0	0	Arun	Give way or uncontrolled	N	No	https://www.crashmap.co.uk/reports/prorep-ortservice?reportid=2021471103568	1
4	1	0	0	0	Arun	Give way or uncontrolled	N	No	https://www.crashmap.co.uk/reports/prorep-ortservice?reportid=2021471068692	1
5	1	0	0	1	Arun	Give way or uncontrolled	N	No	https://www.crashmap.co.uk/reports/prorep-ortservice?reportid=2021471067048	1

Report produced from CrashMap Pro

Appendix 3

Architect's Illustrative Site Layout



02 Issued for comment. 25.03.25
01 Issued for comment. 10.02.25

rev	description	date
status	PLANNING	



CURTIS LEVES TECHNICAL LTD
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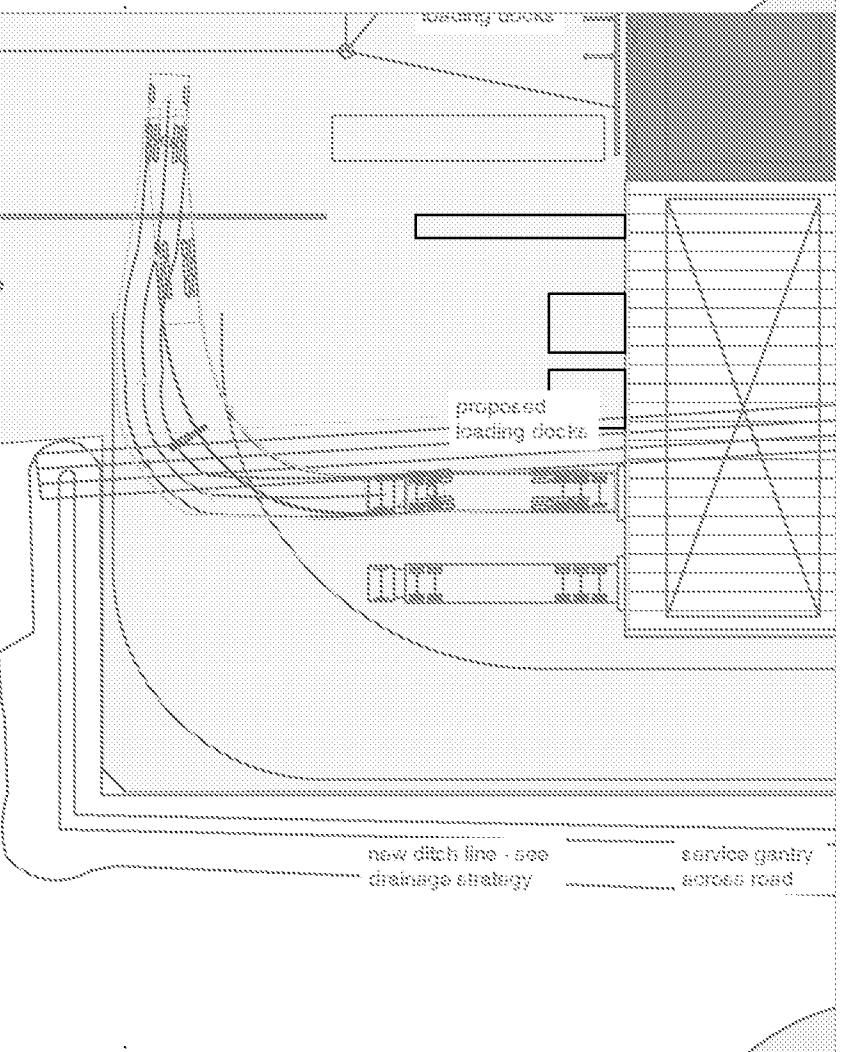
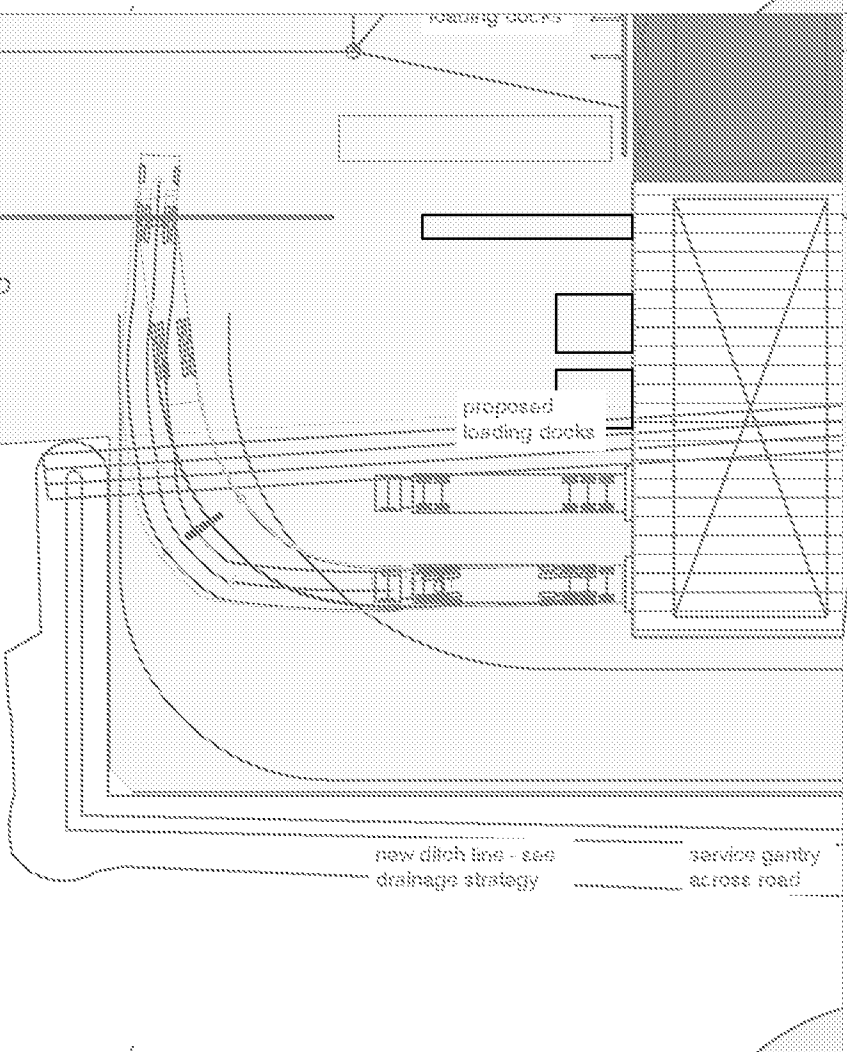
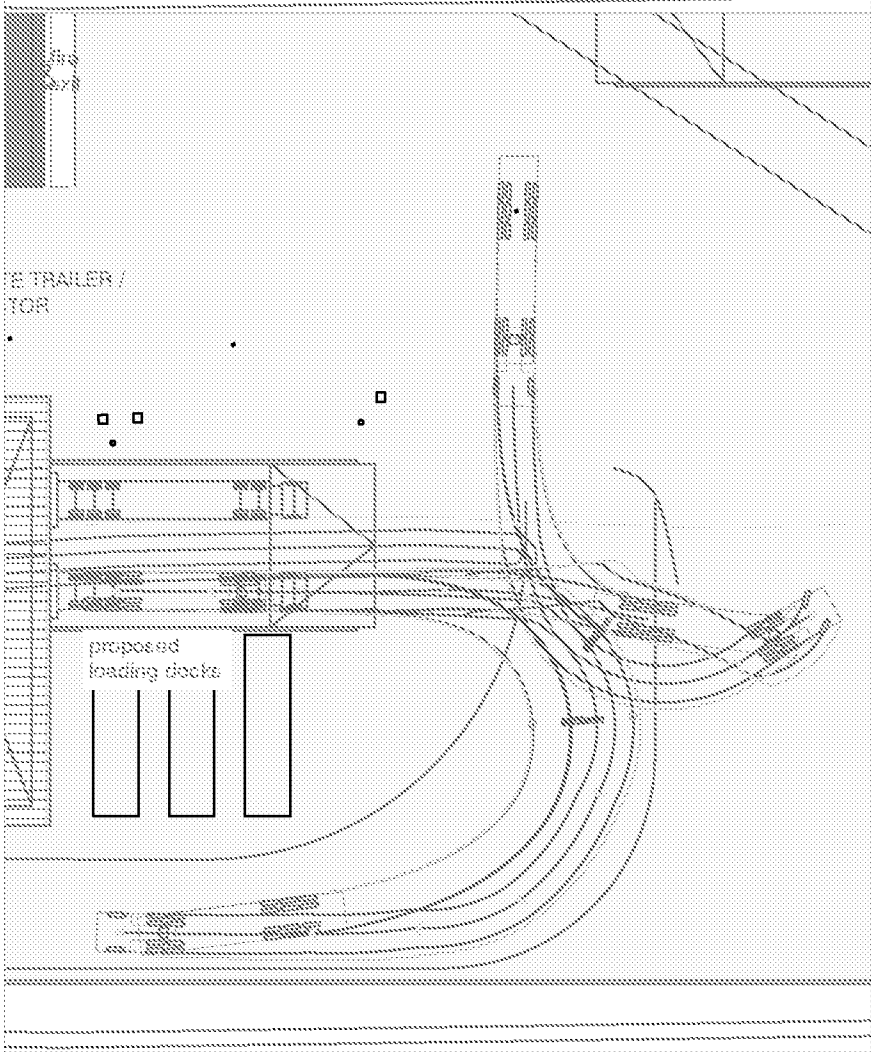
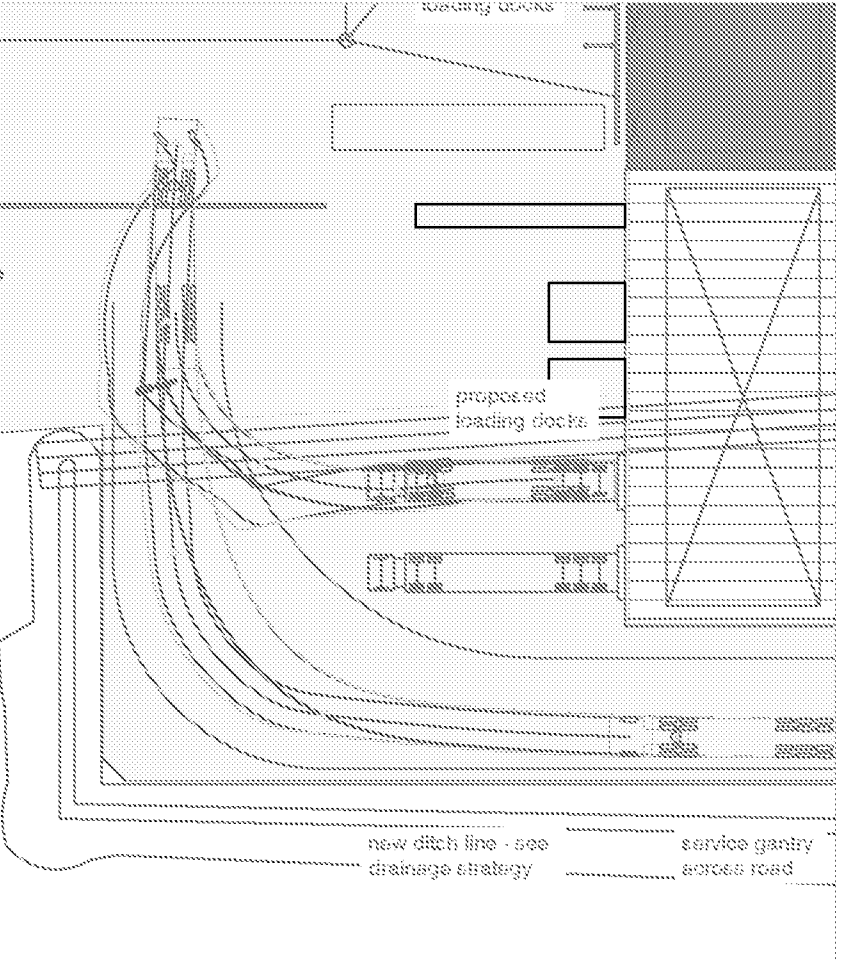
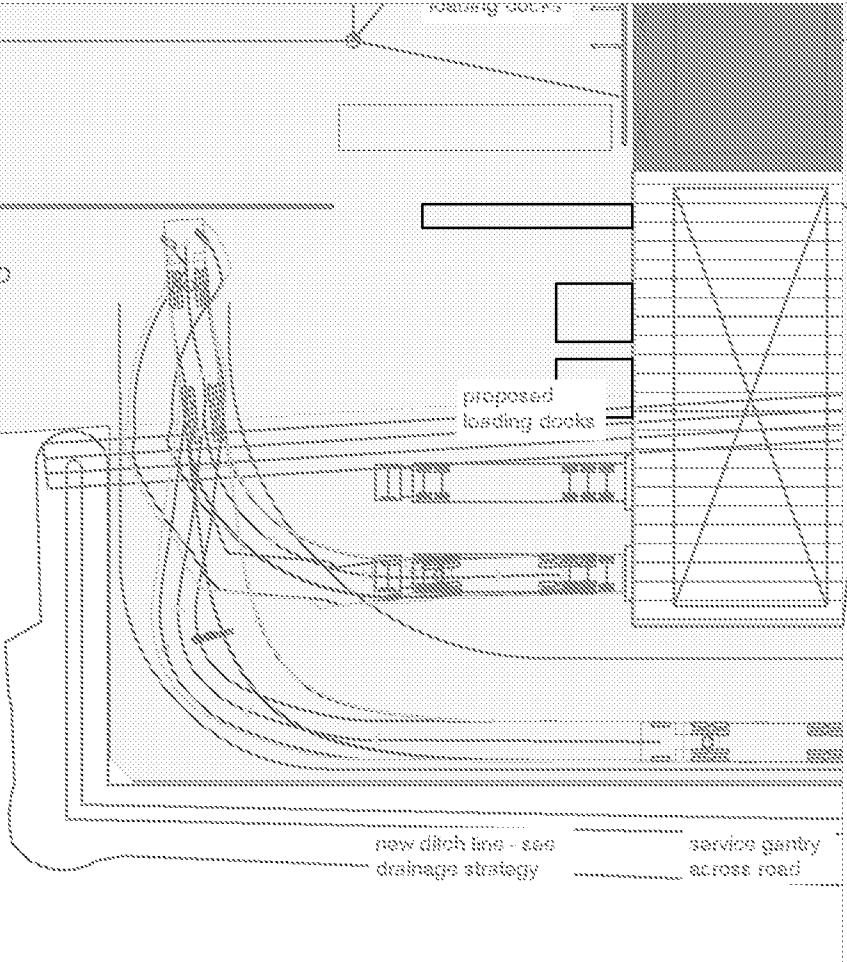
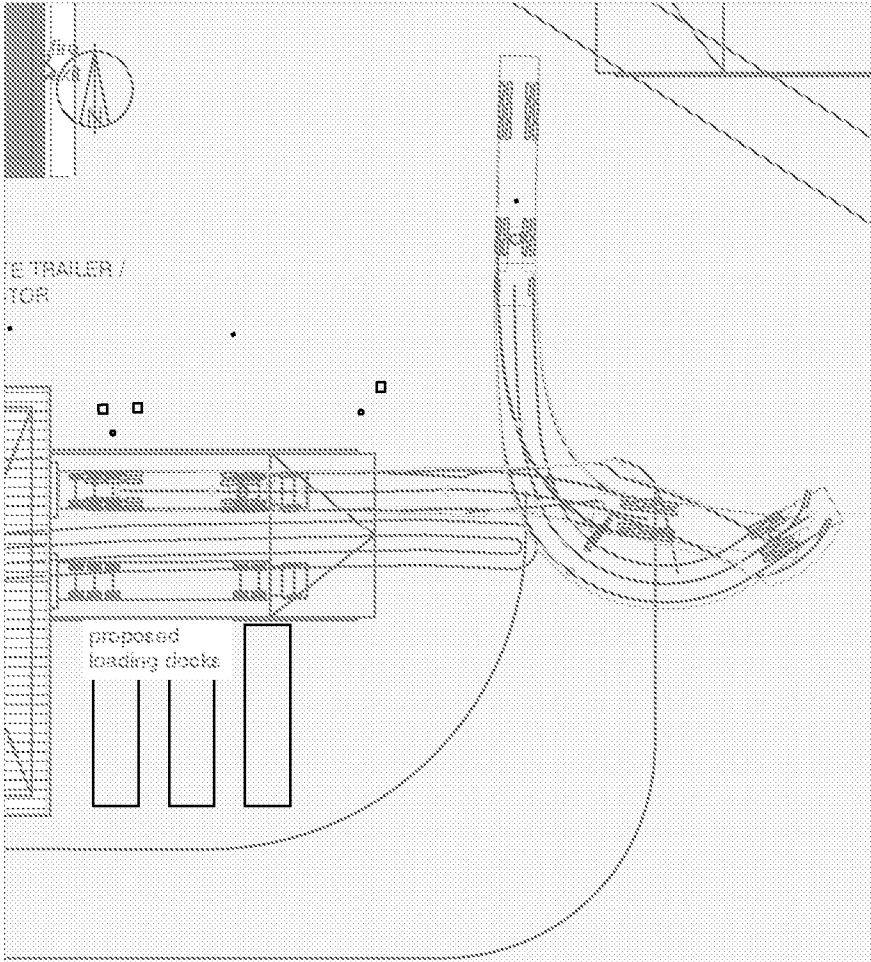
client
BARFOOTS OF BOTLEY
project
Setter South Extension
Setter Farm
Pagham

title
Proposed Site Layout Plan

date	scale @ A1	drawn	chkd
Jan 2025	1:500	GBC	GBC
project no.	drawing no.	rev	
2429	P004	02	

Appendix 4

Swept Path Analysis Drawings



NOTES

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Drawing based on Corbis Leazes Technical Ltd drawing 'Proposed Site Layout Plan' ref 2429 P004 rev 02, dated 25.03.25 received 25.03.25

A	Updated proposed site layout	AH	26/03/25
DATE	REVISION	BY	DATE

PROJECT: SEFTER FARM, PACKHOUSE EXTENSION		
CLIENT: BARFOOTS OF BOTLEY		
PROJECT REF 24134	DRAWING NUMBER: TR/01	SCALE (AT A3) 1:500
SHEET NUMBER: SHEET NUMBER 2 OF 2		
SCALE BAR:		
HighgateTransportation www.highgatetransportation.co.uk First Floor, 43-45 Park Street Bristol BS1 5NL 01179 348 121 © Highgate Transportation Limited		
TITLE: SWEPT PATH ANALYSIS - 16.5 METRE HGV		
DATE: 15/03/25	DRAWN BY: AH	CHECKED BY: FB