



REPORT N° 70031912/RDSPA/A/1/0

# **BURGESS HILL ROAD SPACE AUDIT**

**BASELINE INFORMATION GATHERING**

Draft

October 2017



# BURGESS HILL ROAD SPACE AUDIT

## BASELINE INFORMATION GATHERING

**Mid Sussex District Council**

**Draft  
Confidential**

Project no: 70031912  
Date: October 2017

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## APPENDICES

### **A P P E N D I X   A   BURGESS HILL PUBLIC CAR PARKS**

APPENDIX A-1 BURGESS HILL PUBLIC CAR PARKS

### **A P P E N D I X   B   BURGESS HILL PRIVATE CAR PARKS**

APPENDIX B-1 BURGESS HILL PRIVATE CAR PARKS

### **A P P E N D I X   C   BURGESS HILL PARKING STANDARDS**

APPENDIX C-1 BURGESS HILL PARKING STANDARDS

# 1 INTRODUCTION

## 1.1 BACKGROUND

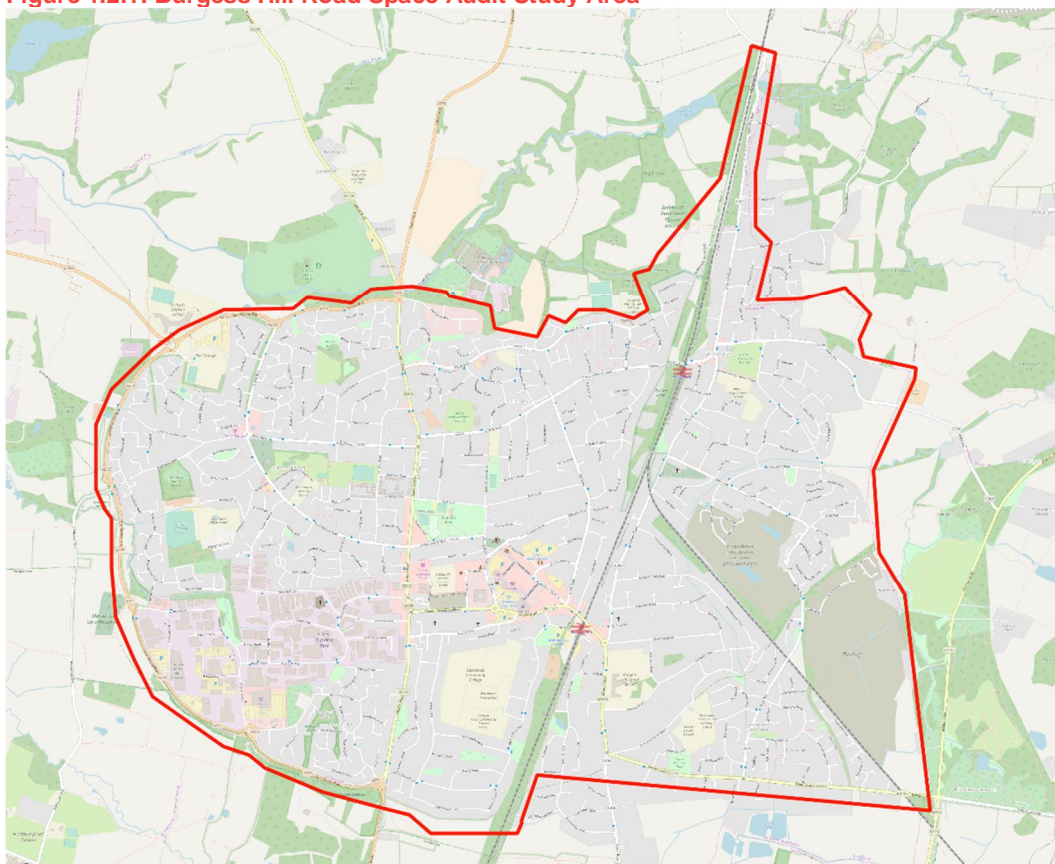
- 1.1.1 WSP were commissioned by Mid Sussex District Council on 22<sup>nd</sup> June 2017 to undertake a Road Space Audit in Burgess Hill Town Centre. The objective of the Road Space Audit within an agreed study area, is to provide essential base data to ascertain current use and demands for road use and parking. It will also provide an understanding of funding and resources required to meet the challenges of the future and to optimise parking stock and road space.
- 1.1.2 Burgess Hill is located to the south of the Mid Sussex District, and is the largest of three towns in the District. It borders East Sussex and is close to the edge of the South Downs National Park. The town of Burgess Hill. It is well served by the north south A23 London, Brighton and Gatwick Airport road which joins the A27 east west Eastbourne to Southampton route. Burgess Hill is served by two stations – Burgess Hill & Wivelsfield – with regular services from London Victoria & St Pancras International to Brighton, Hastings & Portsmouth. Burgess Hill also has a thriving business community with two main business parks. In the 2011 Census the town's population was 30,635.

## 1.2 STUDY OBJECTIVES

- 1.2.1 Over the next 15 years Burgess Hill will see significant growth and investment to become a modern thriving town. The Burgess Hill Vision includes 5,000 new homes, 2 new business parks and a £65million town centre development supported by a sustainable transport infrastructure.
- 1.2.2 With the predicted growth for the town, further demand for on and off street parking is to be anticipated, particularly in the town centre and commercial areas. Whilst the extension of waiting restrictions into outlying residential roads has been beneficial for some residents and businesses, the future demand for free long stay parking from residents, commuters, shoppers, visitors and local workers will continue to displace a large number of vehicles onto roads further away from the town centre and industrial parks. This will create parking congestion in a number of areas or exacerbate existing problems on already congested roads.
- 1.2.3 The District Council, working in partnership with West Sussex County are keen to adopt a broader approach to long term parking measures to meet current and future demand on the town's road network. The objective of this work would be to support the Burgess Hill Vision and develop a strategic blueprint for Burgess Hill that defines how parking provision, combined with other sustainable transport initiatives would support the long term economic prosperity of the town. The study area for the Burgess Hill Road Space Audit is shown in Figure 1.2.1



**Figure 1.2.1: Burgess Hill Road Space Audit Study Area**



## 1.3 ROADSPEACE ALLOCATION

- 1.3.1 The development of a Road Space Audit within an agreed study area will provide essential base data to ascertain current use and demands for road use and parking. It will also provide an understanding of funding and resources required to meet the challenges of the future and to optimise parking stock and road space.
- 1.3.2 The Burgess Hill Road Space Audit will comprise a number of key deliverables and actions. These key deliverable will be in the following three areas:

- Key Deliverable A – Baseline Information Gathering (Burgess Hill Road Space Audit – Baseline Information Gathering (Report ref: 70031912/RDSPA/A/1/0).
  - **A1:** An outline of the current number and type of free limited on-street parking bays within the study area, along with parking compliance/turnover data.
  - **A2:** An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
  - **A3:** As above, but applied to car parks run by other/private organisations (including Waitrose/ Market Place, Railway Station, Tesco, (\*Lidl, if available)
  - **A4:** An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
  - **A5:** An outline of WSCC / MSDC (and neighbourhood plan) parking standards currently applied to new residential and business developments within the study area.

- **A6:** An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.

### 1.3.3

The original scope also included the following deliverables. It was agreed that these deliverables were unlikely to be completed within the available timeframe and as such have not yet commenced:

- **A7:** A detailed site appraisal of the study area in order to identify any accesses, build-outs, road alignments and any other features that could determine the nature of a future review of waiting restrictions and/or potential infrastructure improvements (e.g. verge replacement or new cycle routes). The appraisal should also identify key attractors such as retail outlets, hospitals education or tourism /leisure facilities as well as areas of road space which could potentially be subject to improvement and/or used differently.
- **A8:** On-street vehicle/use surveys in a number of roads within the study area in order to identify specific types of parking demands/durations. It is recommended that two separate surveys be undertaken (one during term time and another during the school holidays), each to be on two weekdays as well as a Saturday, preferably at three-hourly intervals between 8am and 6pm (the final survey being at 6pm). The methodology and results of the surveys in all roads within the study area would be presented to the Employer, alongside any conclusions drawn from that survey data.

- **Key Deliverable B – Public / Stakeholder Engagement** (This will follow at a later date)

- **.B1:** In addition to the collection of the technical data outlined in Key Deliverable A a comprehensive public/stakeholder engagement and communications strategy, which should link to the engagement plan of the Burgess Hill Vision will be undertaken.

The public / stakeholder engagement will obtain and analyse the views of stakeholders, interest groups and members of the public on the current use and efficiency of the road network in the study area as well as what future measures are desired. This exercise will include a fully inclusive engagement programme, which gathers the views of local residents, businesses and visitors in an interactive and meaningful way. As part of this engagement sessions with stakeholders, including resident and business groups will be undertaken, to ensure that local views are gathered, understood and fed into the overall analysis. The expectation is that residents and businesses have the opportunity to fully engage in this audit.

Data gathering and communication throughout this exercise will include techniques such as:

- (1) survey monkey,
- (2) touch screens,
- (3) posters,
- (4) staff/visitor
- (5) surveys/forums)

All the while working closely with the council communication team to develop a communication strategy.

It is envisaged that the information collected as part of the public/stakeholder engagement will be integrated with the technical data and comparisons and conclusions will be drawn from all of this information made available to them.

- **B2:** In addition to the stakeholder engagement, the project team will have various progress meetings throughout the course of the project.

#### 1.3.4 Key Deliverable C – Future Requirements (This will follow at a later date)

- **C1:** An outline of the expected future transport/travel trends, including parking, within the study area as outlined in existing studies/documentation e.g. the Local Transport Plan, Mid Sussex Transport Study and South Coast Corridor Multi Modal Study.
- **C2:** An outline of any potential/planned changes in off-street regulations, tariff structures and overall capacity e.g. introduction of Sunday charges, car park expansions/closures, sustainable transport initiatives.
- **C3:** An outline of planned development scenarios (residential, business and retail) in addition to the Burgess Hill Vision and the parking/wider transport demands and provision associated with them. As well as any known infrastructure/transport improvements already identified in the WSCC Integrated Works Programme (e.g. cycle network) or any of the District Council's forward plans as well as neighbourhood plans.

#### 1.3.5 Within this report Key Deliverable A is considered.

## 1.4 STRUCTURE OF THIS REPORT

#### 1.4.1 The remainder of the report will be split into these following sections:

- Data collected and GIS
  - This section will outline how and what data was obtained and explain how this data was used.
- Evidence Base – Key Findings
  - Provides analysis of the data collected as part of this study, including a site visit and street audit
- Conclusions and Recommendations
  - Concludes the data reviewed and recommends any further analysis

## 2 DATA COLLECTED AND GIS

### 2.1 INTRODUCTION

- 2.1.1 A site visit was undertaken by WSP staff on 7<sup>th</sup> August 2017 in order to gain an understanding of the study area and to observe the free limited on-street parking as well as both the MSDC controlled and private off street parking. This gave an understanding of the usage and parking fees as well as limitations of parking.
- 2.1.2 In addition, data to be collected was identified during discussions between WSP and MSDC during the inception of the project in June 2017. It was noted in the project programme that the deliverables are subject to obtaining the necessary information. This sections aims to summarise the correspondence between WSP and MSDC / WSCC in order to detail where data was (and was not) obtained and how this impacts on the deliverables, which are listed below:
- **A1:** An outline of the current number and type of free limited on-street parking bays within the study area, along with parking compliance/turnover data.
  - **A2:** An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
  - **A3:** As above, but applied to car parks run by other/private organisations (including Waitrose/ Market Place, Railway Station, Tesco, (\*Lidl, if available)
  - **A4:** An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
  - **A5:** An outline of WSCC / MSDC (and neighbourhood plan) parking standards currently applied to new residential and business developments within the study area.
  - **A6:** An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.

### 2.2 DATA REQUESTED

- 2.2.1 The Table 2.2.1 summarises the correspondence between WSP and MSDC / WSCC. The correspondence aimed to obtain the necessary information to fulfil the deliverables listed above:

**Table 2.2.1: Burgess Hill Data Requested**

Format Name	Received	Contact
GIS	Existing Car Park Zone Boundaries	Yes
	Off Street Car Park Locations	No - WSP produced bespoke GIS layers based on data obtained from MSDC website.
	On Street Car Parking Bays	Yes
	Taxi Parking	Yes
	Bus Lanes	No - No data available
		Email sent to Maureen Davenport on 07/07/2017.
		Email sent to Maureen Davenport on 07/07/2017.
		Email sent to Maureen Davenport on 07/07/2017.
		Email sent to Maureen Davenport on 07/07/2017.
		Email sent to Maureen Davenport on 07/07/2017.

Format Name	Received	Contact
Forthcoming Development Sites	No - No data available	Email sent to Maureen Davenport on 07/07/2017.
Parking Compliance Data	No - This information is not currently held by MSDC. Compliance monitoring is scheduled to commence imminently.	Email sent to Maureen Davenport on 07/07/2017. Email sent to Melanie Burgess on 07/07/2017.
Parking Turnover Data – incl. Season Tickets, Tariffs and Waiting Lists	No for On Street Parking Yes for Off Street Parking – Yearly & Monthly Transactions Ongoing - CPZ	Email sent to Maureen Davenport on 07/07/2017. Latest - Melanie Burgess who was last emailed on 05/09/2017.
Excel Travel Plans by Major Employers	Yes. Provided on 06/09/2017.	Latest - Andy Mouland who was last emailed on 05/09/2017.
Travel Plans for schools	Awaiting TP information for local schools	Email to sent Andy Mouland 03/10/17
Car Ownership / Use Data	No – MSDC does not hold any data on car ownership / use beyond that which is reported in the census.	Email sent to Maureen Davenport on 07/07/2017.
Census Travel Data	No – WSP downloaded from NOMIS web.	Email sent to Maureen Davenport on 07/07/2017.
Parking Standards for New Developments	No – WSP referred to WSCC / MSDC Standards.	Email sent to Maureen Davenport on 07/07/2017.

## 2.3 GAPS IN DATA RECEIVED

2.3.1 The results of the data collection exercise has had the following impact on the deliverables:

1. Task A1 has been slightly compromised by a lack of turnover and compliance data. An outline of the current number and type of free limited waiting on street parking bays has been provided.
2. Task A2 has also been slightly comprised. Usage data (per car park) was received detailing yearly & monthly transactions, disaggregated by parking ticket type (hours stayed). From this parking hours sold per day were deduced and therefore car park capacities were deduced. Information regarding compliance was not available.
3. Task A3 gives a brief outline of what could reasonably be expected to be the most popular private car parks in each town, including their location, number of spaces and prices. WSP did not receive any information on turnover or compliance.
4. Task A4 has been drafted with reference to travel plans provided by MSDC and WSCC. It should be noted that the deliverable is only concerned with outlines of the measures used and does not concern an analysis of monitoring reports to see whether these measures are effective.
5. Task A5 has been drafted with reference to the following documents:
  - WSCC - 'Revised County Parking Standards and Transport Contributions Methodology – Supplementary Planning Guidance adopted by West Sussex County Council – November 2003 (Revised September 2010).'
  - The Burgess Hill Neighbourhood Plan 2015-2031 - January 2016

2.3.2 Task A6 has been drafted with reference to data held by NOMIS web.



# 3

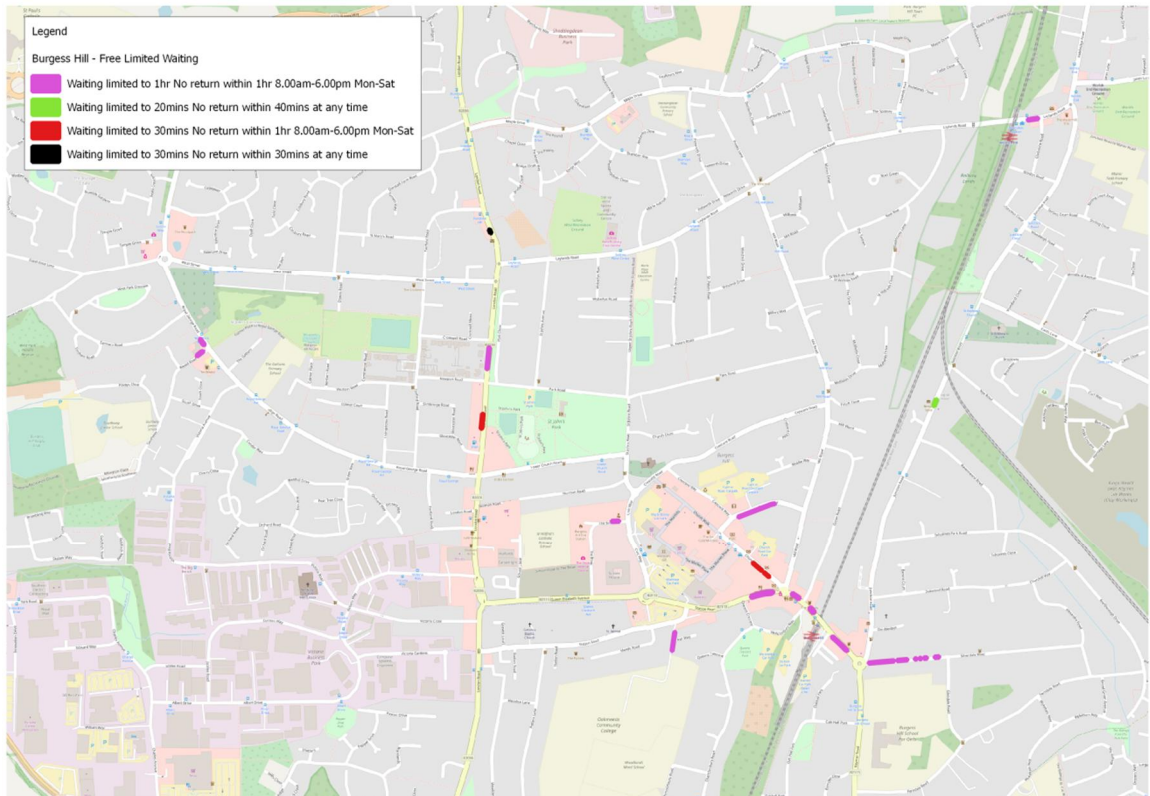
## EVIDENCE BASE – KEY FINDINGS

### 3.1 A1: ON-STREET PARKING

3.1.1 To undertake this assessment GIS mapping data has been obtained from West Sussex County Council to identify the location and capacity of on-street parking. The parking compliance and turnover data has been requested from Mid Sussex District Council.

3.1.2 Figure 3.1.1 shows the location and type of all free limited waiting on-street parking in Burgess Hill. Within Burgess Hill there is currently no Controlled Parking Zones (CPZ), it is understood that discussions previously took place in 2011 but was not taken forward due to opposition by residents.

**Figure 3.1.1: Location of Free Limited Waiting in Burgess Hill**



## TYPE OF FREE LIMITED WAITING ON-STREET PARKING

3.1.3 Table 3.1.1 shows the types of limited waiting on-street parking in Burgess Hill.

**Table 3.1.1: Burgess Hill Free Limited Waiting On-Street Parking**

Type of Free Limited Waiting	Number of Locations	Length Available (m)	Number of Spaces
Waiting limited to 1hr No return within 1hr 8.00am-6.00pm Mon-Sat	17	544	110
Waiting limited to 20mins No return within 40mins at any time	1	19	4
Waiting limited to 30mins No return within 1hr 8.00am-6.00pm Mon-Sat	3	83	16
Waiting limited to 30mins No return within 30mins at any time	1	10	2
Grand Total	22	657	132

3.1.4 The table above shows that 'Waiting limited to 1hr No return within 1hr 8.00am-6.00pm Mon-Sat' is the most frequently occurring type of free limited on-street parking, this is a total of 544 metres or 110 spaces. The second most frequent is 'Waiting limited to 30mins No return within 1hr 8.00am-6.00pm Mon-Sat' with a total of 83 metres or 16 spaces. Overall there is a total of 657 metres of free limited on-street parking or a total of 132 spaces. Based on the number of spaces and length of available parking shown within the data provided, it is assumed that each parking space is 5 metres long.

3.1.5 In addition, it should be noted that during the site visit it was observed that the section of free limited parking on Cyprus Road is shown to be 97m metres long within the data supplied by Mid Sussex County Council with a capacity of 20 vehicles. However, as shown in Photographs 3.1.1 and 3.1.2, there are sections of 'access protection lines' road markings denoting that part of the carriageway is outside a vehicular entrance to adjacent premises or a private drive which should be kept clear of waiting vehicles. Therefore this theoretically reduces parking to approximately 5 spaces.

**Photograph 3.1.1: Cyprus Road Free Limited Parking Looking East**



**Photograph 3.1.2: Cyprus Road Free Limited Parking Looking West**



- 3.1.6 Using data obtained for the GIS and observations from the site visit it was observed that to the south east, south west and north of the town centre there are residential streets with free unlimited on street parking within walking distance from the town centre. These roads are shown in Table 3.1.2

**Table 3.1.2: Free Unlimited Parking near Burgess Hill Town Centre**

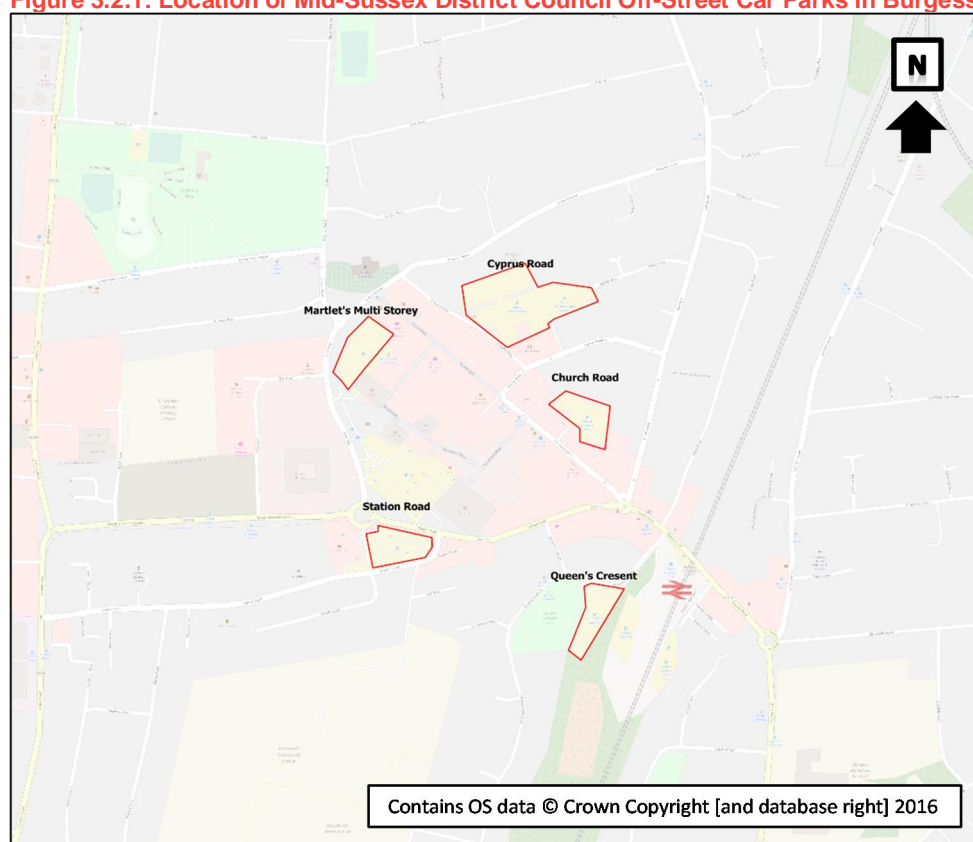
Road Name	Distance from Town Centre
Inholmes Park Road	12 minutes walk
Oakwood Road	10 minutes walk
Silverdale Road	9 minutes walk
Glendale Road	10 minutes walk
Oak Hall Park	9 minutes walk
Station Road	6 minutes walk
Meeds Road	6 minutes walk
Crescent Road	5 minutes walk
Park Road	10 minutes walk
Norman Road	5 minutes walk



## 3.2 A2: MSDC OFF-STREET CAR PARKS

- 3.2.1 A site visit was undertaken to confirm the layout of the Mid Sussex District Council controlled car parks on 7<sup>th</sup> August 2017. During the site visit it was observed that the car parks at Cyprus Road and Queens Crescent have recently been increased in size. Further information has been requested from Mid Sussex District Council to clarify the size and clarification has been provided.
- 3.2.2 Further information has been obtained from the Mid Sussex District Council website to identify the location and capacity of off-street parking. The parking turnover data has been obtained from Mid Sussex District Council, parking compliance data has also been requested from Mid Sussex District Council on 7<sup>th</sup> July 2017.
- 3.2.3 Figure 3.2.1 shows the location of the principal off street parking locations in the centre of Burgess Hill.

**Figure 3.2.1: Location of Mid-Sussex District Council Off-Street Car Parks in Burgess Hill**



### LOCATION OF CAR PARKS AND CURRENT TARIFFS

- 3.2.4 There are currently 5 main Mid Sussex controlled off-street car parks in Burgess Hill. Table 3.2.1 shows the car parks and the capacity of each car park<sup>1</sup>. It should be noted that Cyprus Road Car Park has both capacity for long stay and short stay car parking.

<sup>1</sup> Information obtained from <http://www.midsussex.gov.uk/travel-transport/parking/>

**Table 3.2.1: Burgess Hill Town Centre Off-Street Car Parks**

Car Park	Total	Short Stay	Long Stay	Dis-abled	Parent & Child	Motor-cycle	Electric	P & D Machines	Park Mark Award	Season Tickets
Church Road	54	49	0	3	2	Yes	No	2	Yes	
Cyprus Road	214	198	0	13	3	Yes	Yes	5	Yes	Yes
	101	0	101							
Martlets Multi-storey	165	150	0	9	6	Yes	No	3		
Queens Crescent	204	0	201	3	0	Yes	No	2	Yes	Yes
Station Road	120	0	118	2	0	Yes	No	2	Yes	Yes
Grand Totals	858	397	420	27	9			12		

3.2.5 The car parking tariffs for the Mid Sussex controlled car parks<sup>2</sup> are shown in Table 3.2.2.

**Table 3.2.2: Burgess Hill Town Centre Off-Street Car Parking Charges**

Duration	Short Stay Parking Charges			Long Stay Parking Charges		
	Cyprus Road	Martlets Multi-Story	Church Road	Cyprus Road	Station Road	Queens Crescent
Up to 1 hour	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80
Up to 2 hours	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20
Up to 3 hours	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00
Up to 4 hours	£4.00	£4.00	£4.00	£3.00	£3.00	£3.00
More than 4 hours	£6.00	£6.00	£6.00	£4.00	£4.00	£4.00

3.2.6 The Table shows that up to 3 hours the cost of parking is the same in both the short stay and the long stay car parks. From up to 4 hours parking is cheaper in the long stay car parks.

<sup>2</sup> Information obtained from <http://www.midsussex.gov.uk/travel-transport/parking/>

3.2.7 In Table 3.2.3 the current provision of season tickets are shown.

**Table 3.2.3: Burgess Hill Off-Street Car Parking Season Tickets**

Car Park	Car Park Spaces	Capacity	Total Permits	Remaining Capacity	Annual Cost
Cyprus Road	101	60	45	15	£550.00
Queens Crescent	100	60	35	25	£550.00
Station Road	120	69	60	9	£550.00
Grand Totals	321	189	140	49	

3.2.8 The table above shows that approximately two thirds of available season tickets in off-street car parks in Burgess Hill have been purchased.

3.2.9 A penalty charge of a maximum of £70 is issued for a breach of the following regulations

1. Failure to display a valid parking ticket or permit (the date and expiry must be clearly visible). The ticket should be displayed on the dashboard.
2. Parking longer than the period permitted.
3. Failure to park wholly within a marked bay.
4. Parking in a marked disabled bay without a valid disabled persons badge displayed in the prescribed manner.
5. Parking on double yellow lines or hatched areas. This included disabled badge holders.
6. On expiry of first ticket purchased the vehicle must leave the car park and not return within one hour.
7. Purchase of additional ticket(s) to extend stay.

3.2.10 A reduction in the cost of the penalty charge notice is available if the penalty is paid within 14 days (this information is not available on the Mid Sussex website) and after the notice period of 28 days an increase in penalty charge will apply.

3.2.11 It is possible to appeal the penalty notice. If this appeal is unsuccessful it is possible to appeal to the Traffic Penalty Tribunal.

3.2.12 Details of the parking charges and penalty notices are shown in Appendix A

### ANNUAL VARIATION

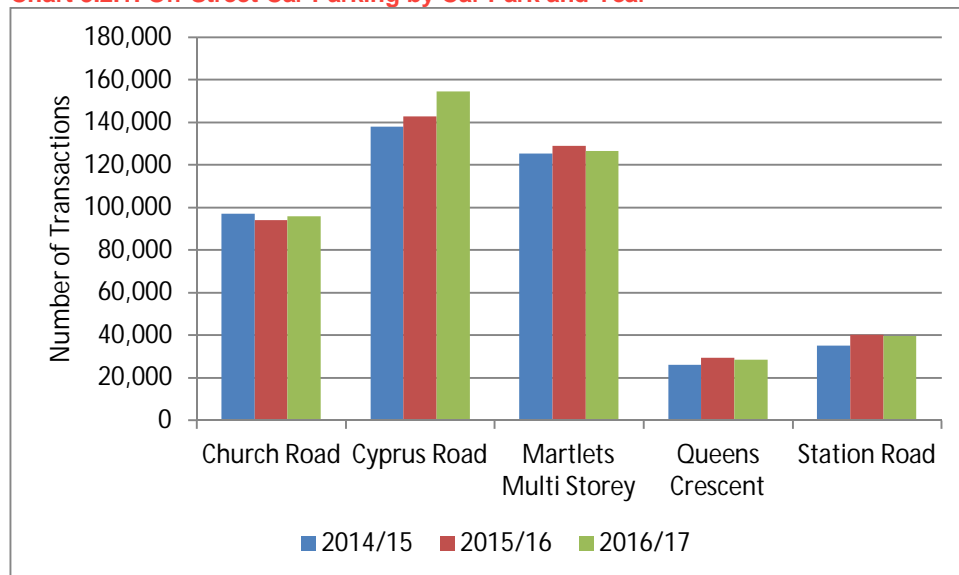
3.2.13 Table 3.2.4 shows the annual fluctuation by car park for the financial years 2014/15 to 2016/17 for ticket transactions

**Table 3.2.4: Burgess Hill Off-Street Car Parking by Car Park and Year**

	2014/15	2015/16	2016/17
Church Road	97,084	94,005	95,621
Cyprus Road	137,995	142,811	154,579
Martlets Multi Storey	125,165	128,811	126,568
Queens Crescent	25,878	29,122	28,374
Station Road	35,106	40,049	39,433
Grand Totals	421,228	434,798	444,575

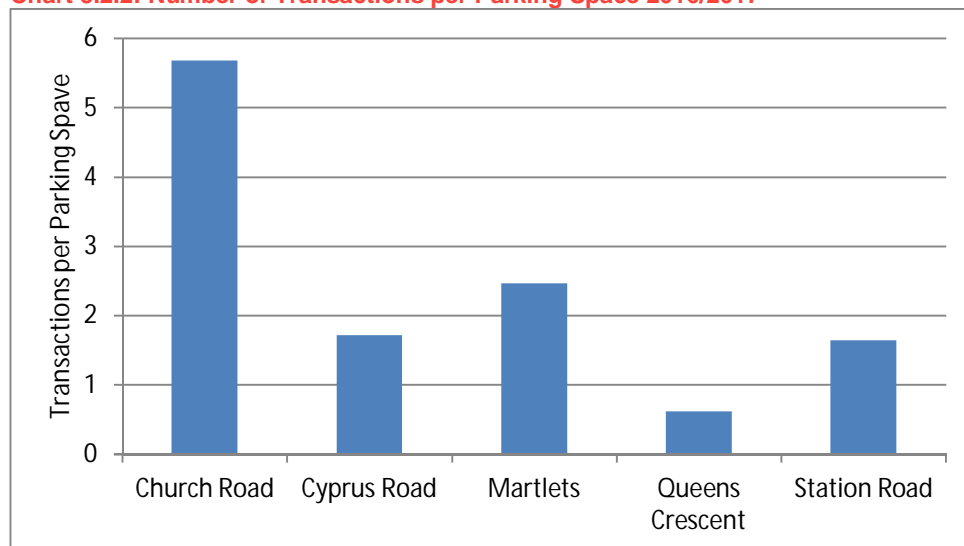
- 3.2.14 In general demand for off-street parking has risen annually between 2014/15 and 2016/17. However Table 3.2.4 does show that at Cyprus Road car park traffic has steadily risen over the assessment period and Church Road has fallen over the same period. The remaining car parks peak in 2015/16. Chart 3.2.1 shows the change over the financial years.

**Chart 3.2.1: Off-Street Car Parking by Car Park and Year**



- 3.2.15 The number of transaction made per parking space for an average day in each car park including season ticket sales is shown in Chart 3.2.2.

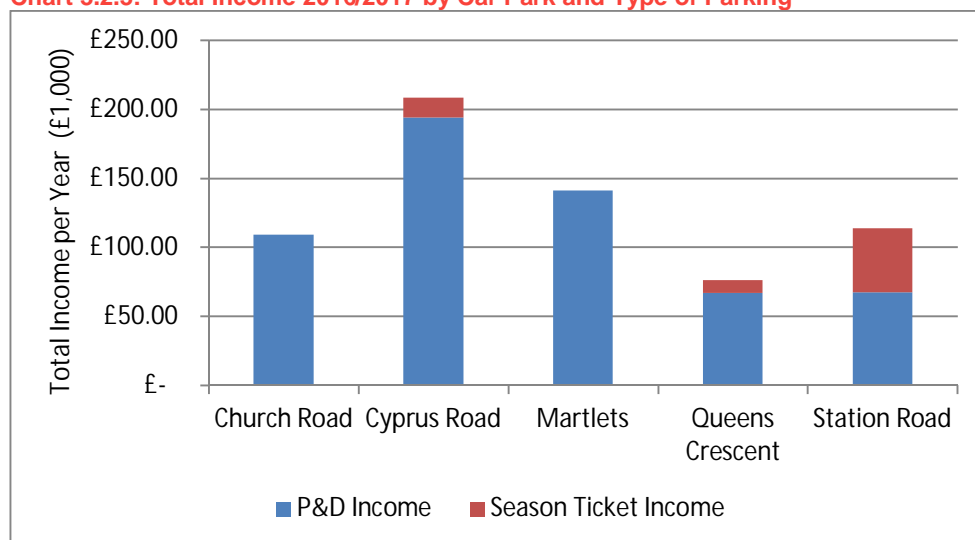
**Chart 3.2.2: Number of Transactions per Parking Space 2016/2017**



3.2.16 This chart shows that Church Road, which is a short stay car park, has the greater number of transaction per parking space. Queens Crescent and Station Road are long stay car parks and have a lower number of transactions per parking space.

3.2.17 Chart 3.2.3 shows the total income raised by car park for financial year 2016/2017.

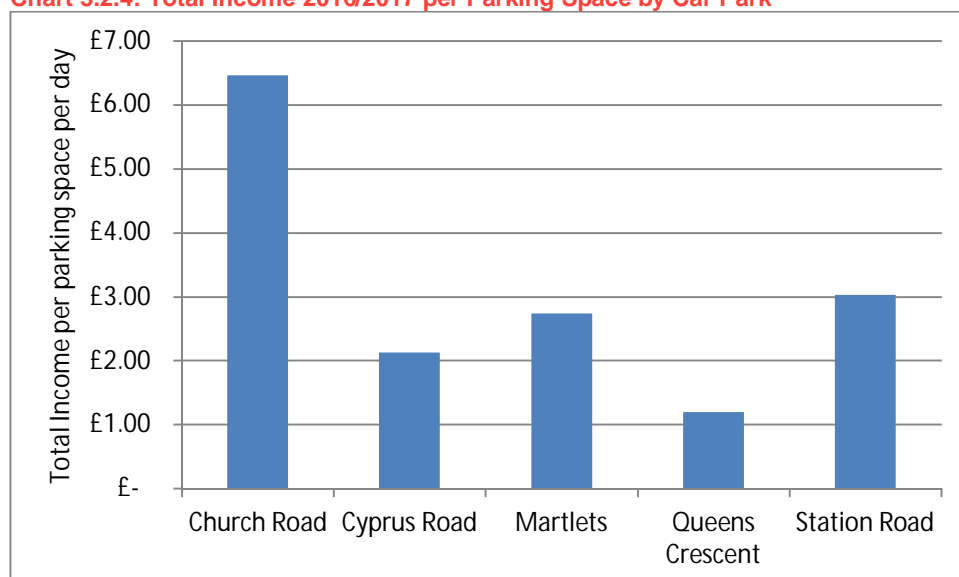
**Chart 3.2.3: Total Income 2016/2017 by Car Park and Type of Parking**



3.2.18 The chart above shows that Cyprus Road car park raises the largest income, this is mainly due to being the largest car park. Station Road car park has raises the most fees in terms of season ticket income. It should be noted that the information provided for Cyprus Road does not distinguish between the short stay and long stay parking.

3.2.19 In Chart 3.2.4 the total income raised per parking space per day has been calculated based on the assumption that the car parks charge Monday to Saturday for 52 weeks of the year.

**Chart 3.2.4: Total Income 2016/2017 per Parking Space by Car Park**

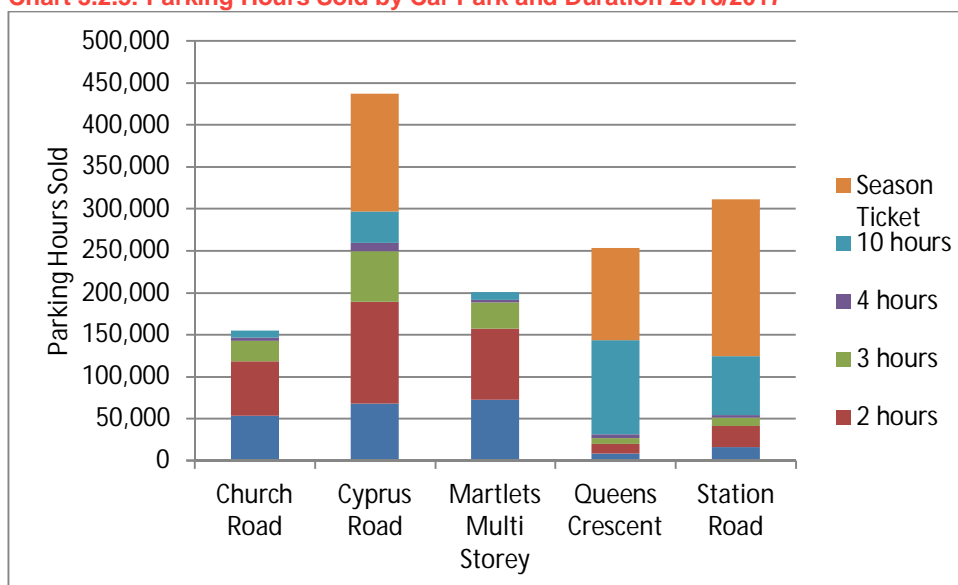


3.2.20 The above chart indicates that Church Road has the highest income in parking per parking space, per day. This is likely due to a high number of short duration parking.

3.2.21 Chart 3.2.5 shows the total number of parking hours sold by car park in 2016/2017 split into time periods. The chart makes the following assumptions:

- Up to 1 hour is counted as 1 hour
- Up to 2 hours is counted as 2 hours
- Up to 3 hours is counted as 3 hours
- Up to 4 hours is counted as 4 hours
- More than 4 hours is counted as 10 hours (Car park charges operates 10 hours a day from 8.00am to 6.00pm)
- Season Tickets are counted as 10 hours

**Chart 3.2.5: Parking Hours Sold by Car Park and Duration 2016/2017**



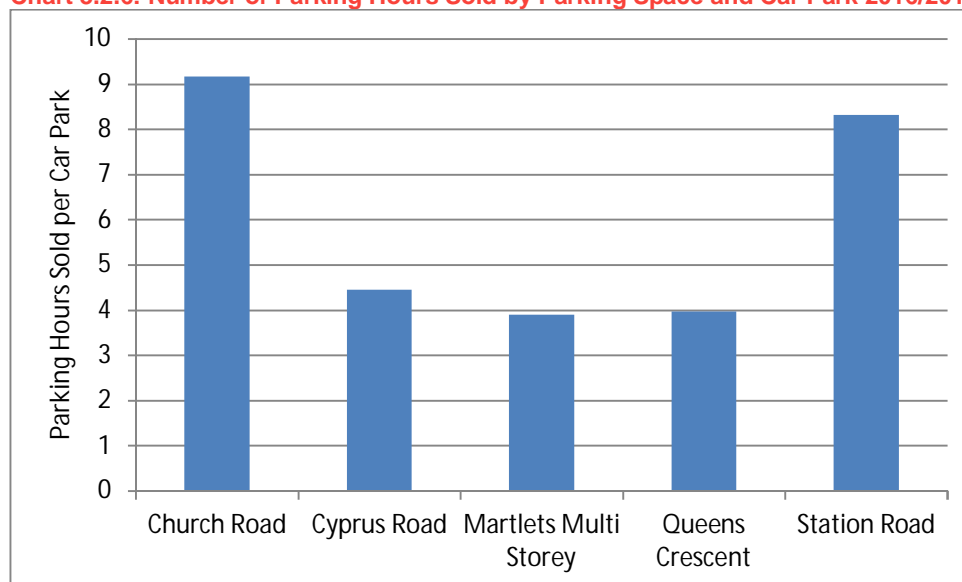
3.2.22 Chart 3.2.5 shows that in Church Road, Cyprus Road and Martlets Multi-Storey the majority of the parking hours sold are up to 1hr and up to 2 hours, this is befitting with the primarily short stay nature of the car park.

3.2.23 It is acknowledged that there is a long stay car park at Cyprus Road demonstrated in the chart by the larger more than 4 hours sales compared to the other short stay car parks, however the long stay car park is notably smaller than the short stay car park.

3.2.24 The two long stay car parks at Queens Crescent and Station Road show a notably larger more than 4 hours parking hours sold than the short stay car parks.

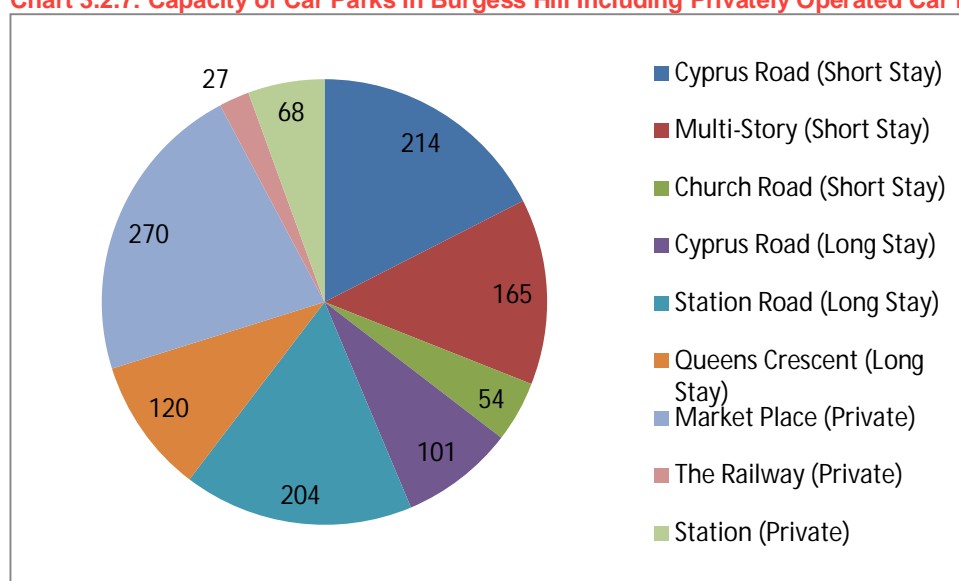
- 3.2.25 In Chart 3.2.6 the number of parking hours sold per parking space and car park in 2016/2017 is shown. This is based on the total number of parking hours sold and divided by the number of spaces and total number of chargeable hours. It has been assumed that the car parks charge Monday to Saturday for 52 weeks of the year. This also includes the number of season ticket sales assuming that a season ticket holder would park for 10 hours.

**Chart 3.2.6: Number of Parking Hours Sold by Parking Space and Car Park 2016/2017**



- 3.2.26 In Chart 3.2.6 it can be seen that the highest turnover of parking is in the Church Road car park, suggesting a high number of short duration stays. It can also be concluded that Church Road is fully occupied for approximately 90% of the day. During the site visit it was observed that vehicles were waiting for parking spaces to become available. It can also be concluded that the remainder of the car parks are less than 40% occupied, this was also consistent with observations on site.
- 3.2.27 The capacity of the Mid-Sussex District Council controlled car parks along with any other privately operated car parks in the town centre is shown in Chart 3.2.7.

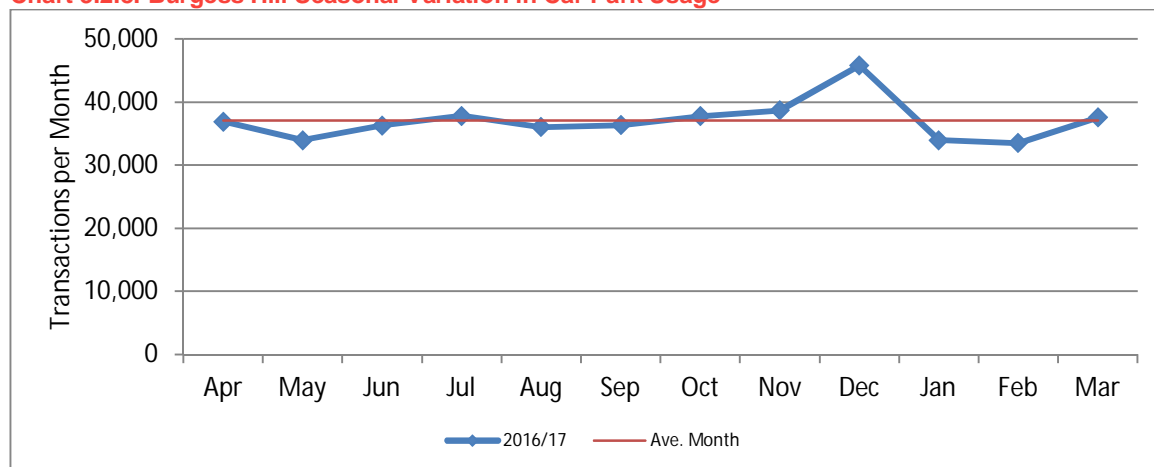
**Chart 3.2.7: Capacity of Car Parks in Burgess Hill Including Privately Operated Car Parks**



## MONTHLY VARIATION

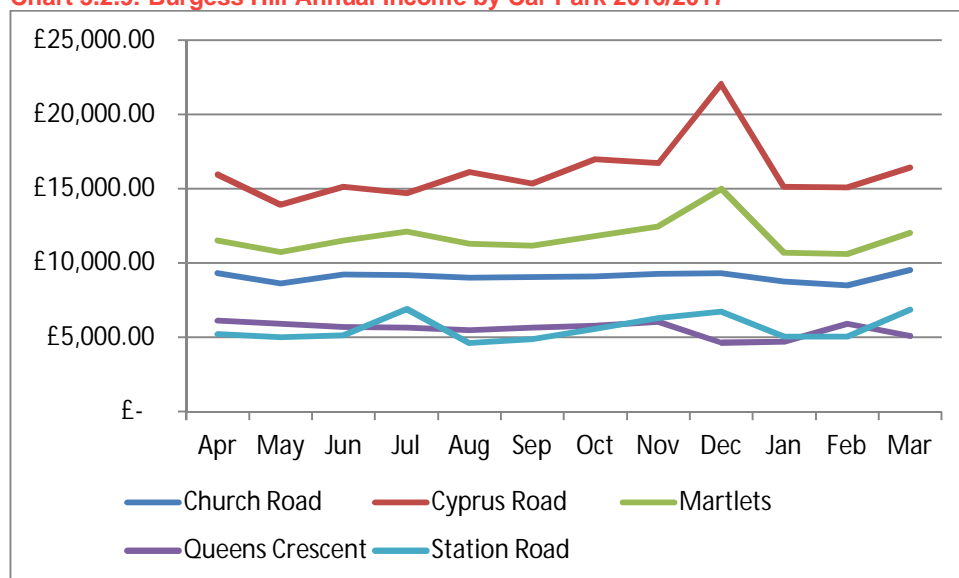
3.2.28 Chart 3.2.8 demonstrates the seasonal fluctuation in off street car parking in Burgess Hill.

**Chart 3.2.8: Burgess Hill Seasonal Variation in Car Park Usage**



3.2.29 The chart above shows that throughout the year the car park usage in Burgess Hill does broadly follow the monthly average for the year. The main variances are in December, when car park usage increases by approximately 7,000 vehicles per month and in May, January and February when car park usage decrease by 4,000 vehicles per month. Chart 3.2.9 shows that the annual income peaks in December for Cyprus Road and Martlets, whereas Church Road is consistent throughout the year this is consistent with Chart 3.2.6 that the car park is operating close to capacity. The long stay car parks at Queens Crescent and Station Road are consistent throughout the year.

**Chart 3.2.9: Burgess Hill Annual Income by Car Park 2016/2017**



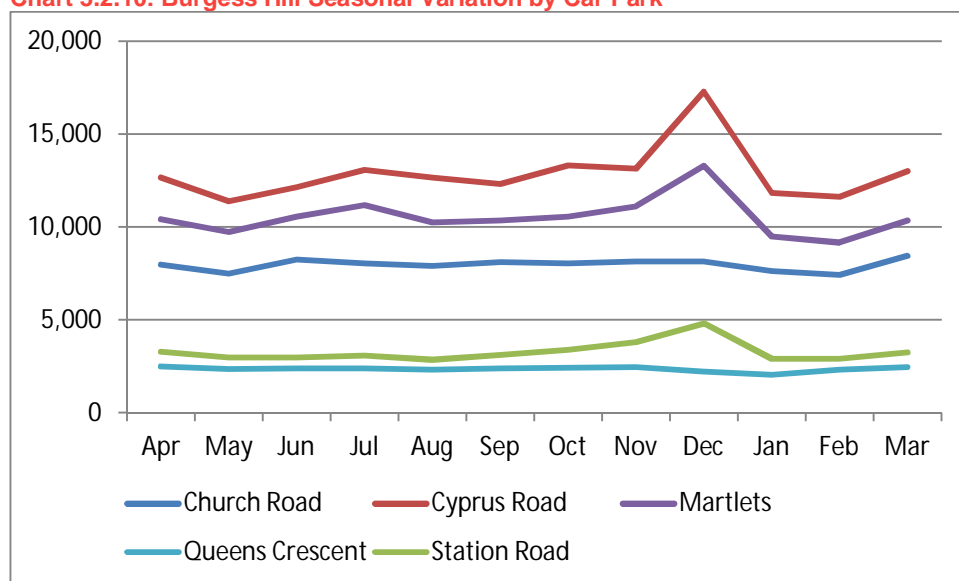


3.2.30 Table 3.2.5 and Chart 3.2.10 shows the seasonal variation for each car park per month in 2016/17.

**Table 3.2.5: Burgess Hill Seasonal Variation by Car Park**

	Church Road	Cyprus Road	Martlets Multi Storey	Queens Crescent	Station Road	Grand Total
April	7,987	12,681	10,420	2,503	3,302	36,893
May	7,481	11,386	9,728	2,367	2,987	33,949
June	8,240	12,155	10,567	2,378	2,971	36,311
July	8,041	13,081	11,202	2,402	3,098	37,824
August	7,909	12,673	10,259	2,327	2,855	36,023
September	8,111	12,339	10,374	2,401	3,115	36,340
October	8,042	13,326	10,576	2,437	3,393	37,774
November	8,161	13,141	11,120	2,469	3,805	38,696
December	8,147	17,299	13,311	2,228	4,816	45,801
January	7,619	11,855	9,495	2,048	2,926	33,943
February	7,436	11,628	9,173	2,339	2,903	33,479
March	8,447	13,015	10,343	2,475	3,262	37,542
Average Month	7,968	12,882	10,547	2,365	3,286	37,048
Grand Totals	95,621	154,579	126,568	28,374	42,719	444,575

**Chart 3.2.10: Burgess Hill Seasonal Variation by Car Park**



3.2.31 The table and chart above also shows a peak increase in December and decreases in May, January and February.

- 3.2.32 Table 3.2.6 shows the ticket sales by time period per month. It should be noted that this does not take into account the duration of the stay, only the number of ticket sales per time period.

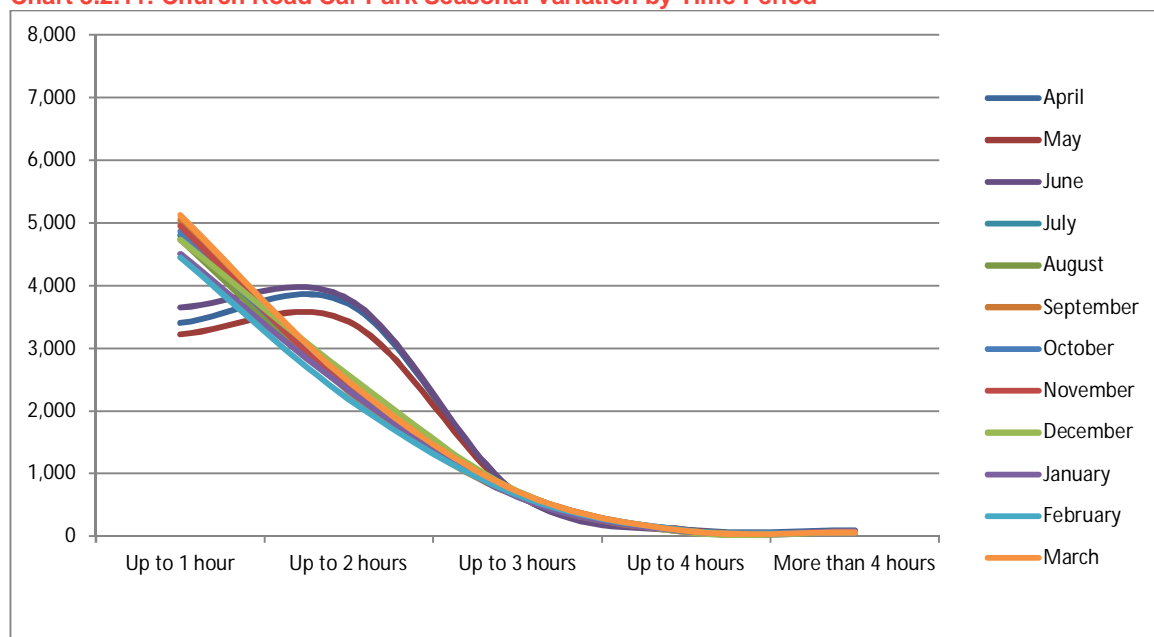
**Table 3.2.6: Burgess Hill Ticket Sales by Month and Time Period**

	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	More than 4 hours	Total
April	14,137	16,407	3,853	551	1,945	36,893
May	13,295	15,015	3,233	483	1,923	33,949
June	14,346	16,101	3,449	499	1,916	36,311
July	19,887	11,779	3,752	510	1,896	37,824
August	18,666	11,255	3,812	545	1,745	36,023
September	19,673	11,100	3,277	458	1,832	36,340
October	19,478	11,865	3,884	524	2,023	37,774
November	19,992	12,172	3,738	522	2,272	38,696
December	23,405	15,326	4,793	615	1,662	45,801
January	17,571	10,822	3,151	479	1,920	33,943
February	16,902	10,270	3,619	539	2,149	33,479
March	19,602	11,372	3,610	550	2,408	37,542

- 3.2.33 The Table above shows that majority of ticket sales are for between 1 and 2 hours parking. Parking up to 4 hours is consistently low throughout the year with a slight increase for more than 4 hours.

3.2.34 Chart 3.2.11 shows the number of ticket sales by time period per month for Church Road car park.

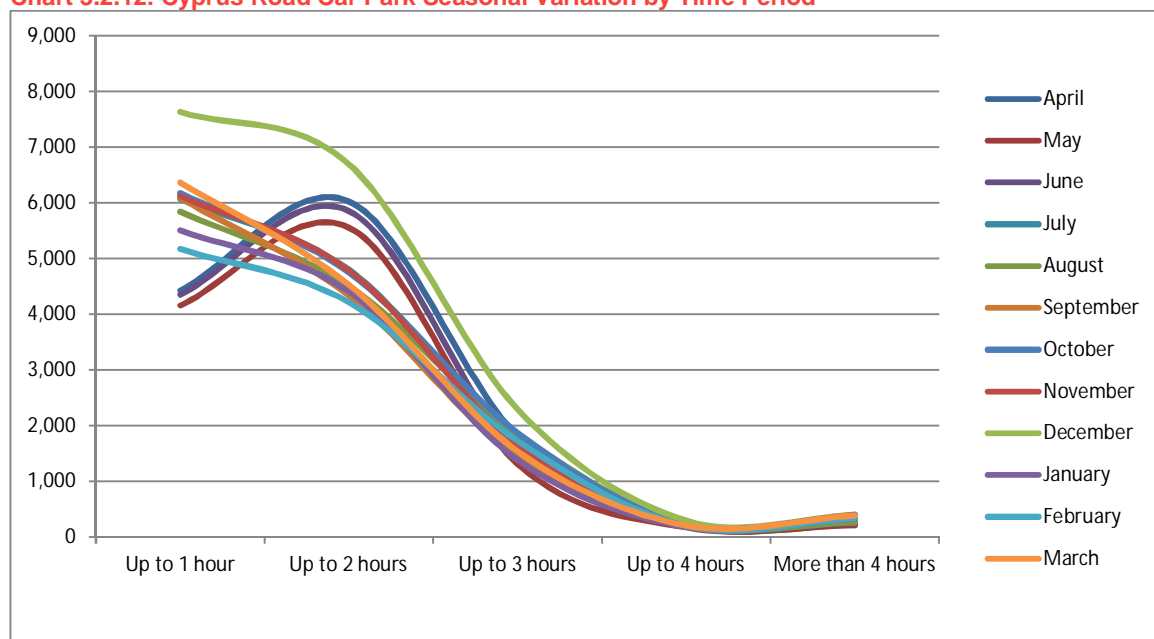
**Chart 3.2.11: Church Road Car Park Seasonal Variation by Time Period**



3.2.35 Church Road car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to an hour and then decreasing to up to 4 hours. This is the time period where short stay car parking becomes more expensive than long stay car parking. There is an anomaly in the data where up to an hour is notably lower in April, May and June and up to two hours is notably above the average for the year. It is not known why this has occurred.

3.2.36 Chart 3.2.12 shows the number of ticket sales by time period per month for Cyprus Road car park.

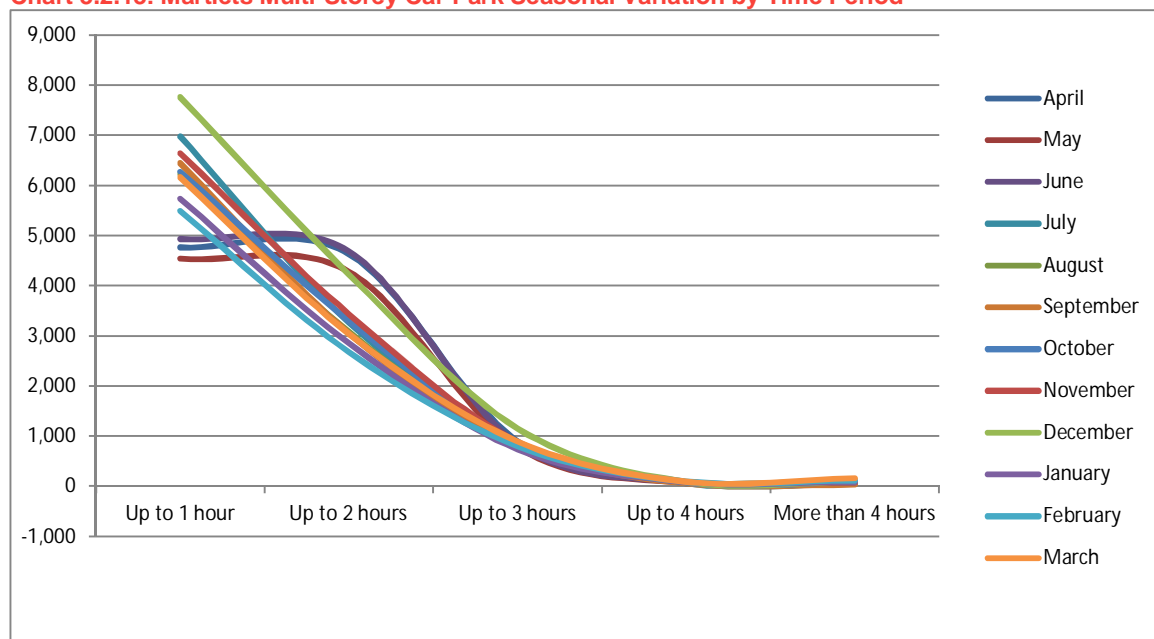
**Chart 3.2.12: Cyprus Road Car Park Seasonal Variation by Time Period**



3.2.37 The above Chart shows that, as with Church Road car park, ticket sales are highest for up to an hour then decrease. However the chart shows a slight increase for more than 4 hours, this is due to the long stay element of the car park. There is a notable increase in parking up to 3 hours in December, it is thought that this could be due to Christmas shopping. In addition, as with Church Road car park, April, May and June are shown to be below average for up to an hour and above average for up to two hours

3.2.38 Chart 3.2.13 shows the number of ticket sales by time period per month for Martlets Multi Storey car park.

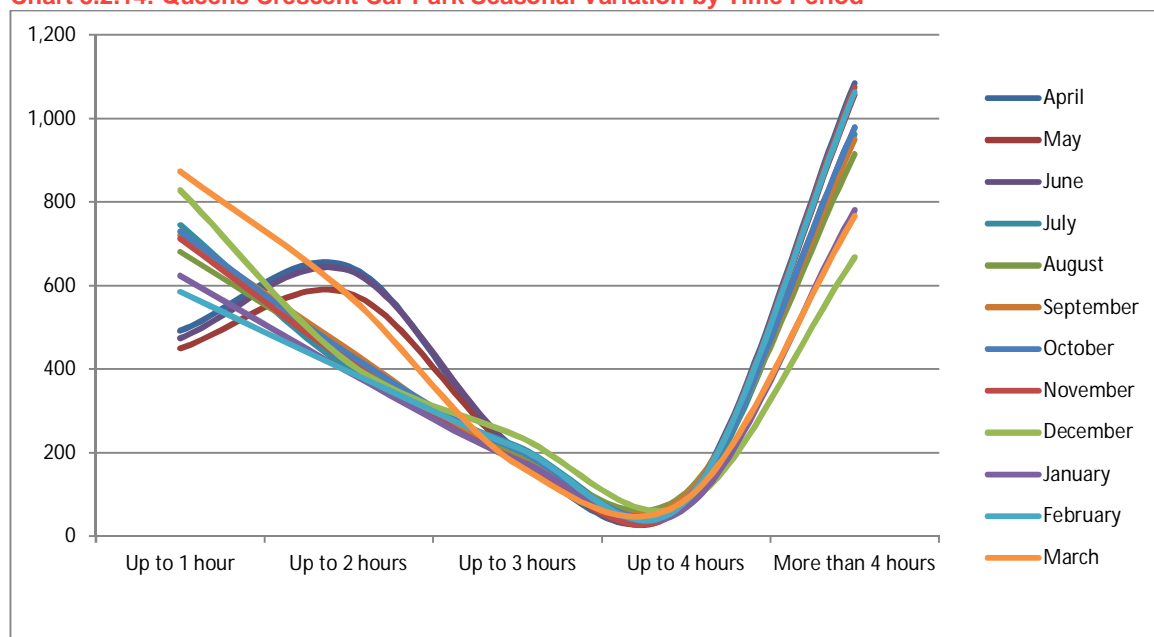
**Chart 3.2.13: Martlets Multi-Storey Car Park Seasonal Variation by Time Period**



3.2.39 The chart above shows that ticket sales are highest for up to an hour then decrease over the time periods. This would be expected as Martlets Multi-Storey is a short stay car park. There is a notable increase in parking up to 3 hours in December, it is thought that this could be due to Christmas shopping. In addition, as previously stated for other car parks, April, May and June are shown to be below average for up to an hour and above average for up to two hours.

3.2.40 Chart 3.2.14 shows the number of ticket sales by time period per month for Queens Crescent car park.

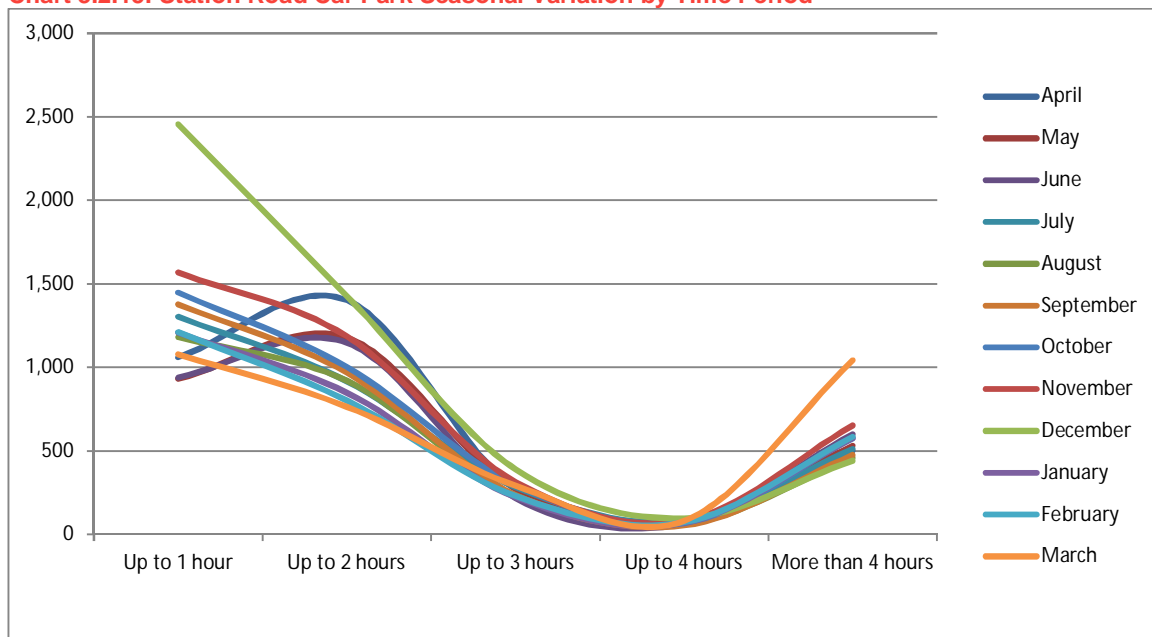
**Chart 3.2.14: Queens Crescent Car Park Seasonal Variation by Time Period**



3.2.41 As Queens Crescent is a long stay car park the peak ticket sale is for more than 4 hours with a similar pattern to other car parks up to the up to 4 hour ticket pricing. In addition, as previously stated for other car parks, April, May and June are shown to be below average for up to an hour and above average for up to two hours. It should be noted that the car park was increased in size from 150 spaces to 204 spaces in January 2017, this is the most likely cause for the increase in ticket sales in March.

3.2.42 Chart 3.2.15 shows the number of ticket sales by time period per month for Station Road car park.

**Chart 3.2.15: Station Road Car Park Seasonal Variation by Time Period**



3.2.43 Station Road car park is also a long stay car park. The peak ticket sale is for more than 4 hours, with a similar pattern to other car parks up to the up to 4 hour ticket pricing. There is a notable increase in parking up to 3 hours in December, it is thought that this could be due to Christmas shopping. In addition, as previously stated for other car parks, April, May and June are shown to be below average for up to an hour and above average for up to two hours.

### SUMMARY

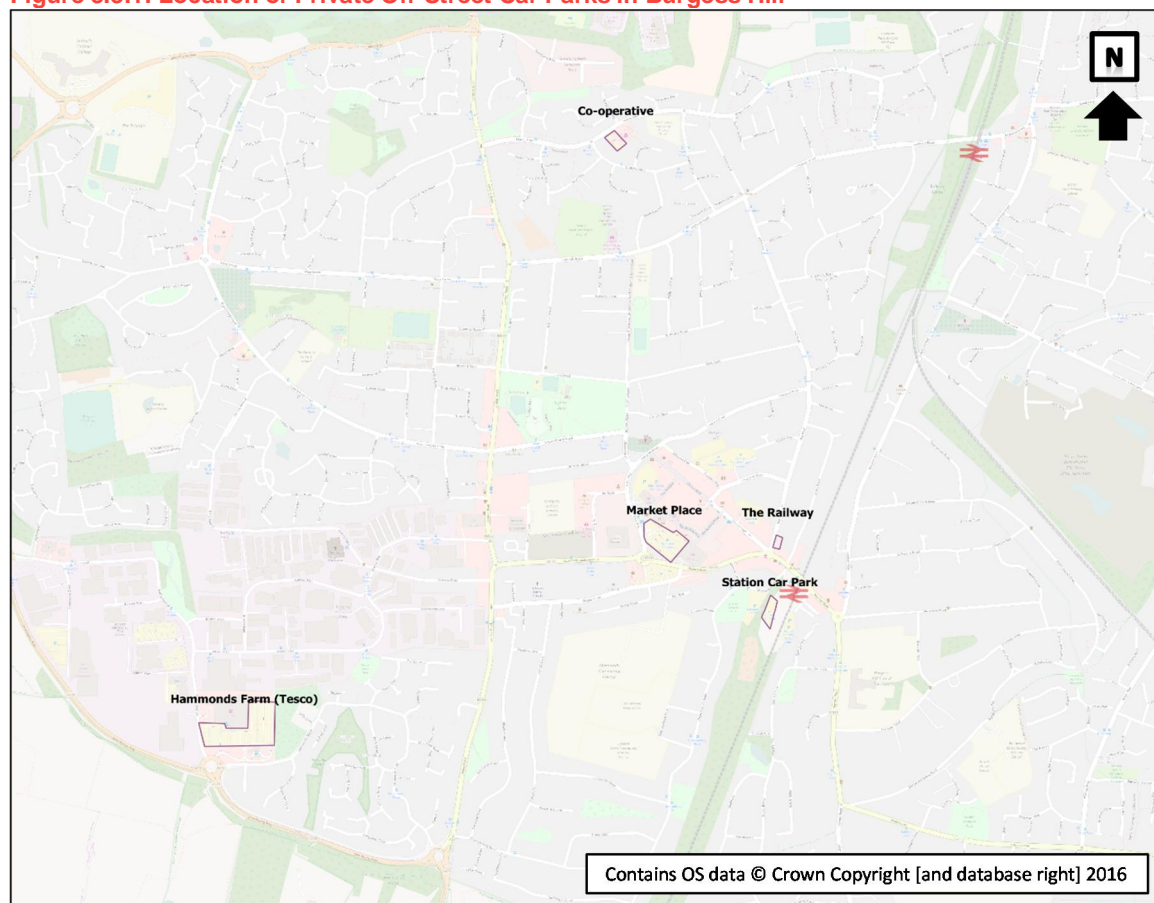
3.2.44 There are five off street car parks in Burgess Hill. These are split into long stay and short stay. Season tickets are available at all long stay car parks. The data gathered suggests that Church Road Short Stay Car Park is operating close to capacity and the remaining car parks are operating within capacity. Over the course of the year car park usage is generally consistent with a peak in short stay car parks in December, this is most likely due to Christmas shopping. Over the period that data was obtained for it shows that car park use between 2014/2015 and 2016/2017 has increased in the town.

### 3.3 A3: PRIVATE OFF-STREET CAR PARKS

3.3.1 To undertake this task car parks were identified in July 2017 through [www.parkopedia.co.uk](http://www.parkopedia.co.uk) to identify to location and number of car parking spaces. A site visit was undertaken to identify the composition of the allocated parking spaces by counting the number of disabled, parent and child and motorcycle spaces.

3.3.2 Figure 3.3.1 shows the location of the main private off street car parks in Burgess Hill.

**Figure 3.3.1: Location of Private Off-Street Car Parks in Burgess Hill**



3.3.3 Table 3.3.1 shows that the three car parks at The Railway, Station Car Park and Market Place are pay and display. The Station Car Park charges a daily rate whereas The Railway is essentially a pub car park charging £1 an hour, up to 4 hours, from 6am to 8pm. Market Place Shopping Centre charges the same times and prices, as the MSDC short stay car parks. Tesco car park is free for three hours and the Co-Op does not have a limit on parking.

3.3.4 During the site visit it was observed that the car parks at the Station, Market Place and Co-Op were full whereas The Railway and Tesco had spare capacity.

**Table 3.3.1: Burgess Hill Private Off-Street Car Parks**

Car Park	Total	Short Stay	Long Stay	Dis-abled	Parent & Child	Motor-cycle	Electric	P&D
Co-operative	30	28		2		No	No	No
Hammonds Farm (Tesco)	520	471		30	19	Yes	No	No
Market Place	270	250		20		Yes	No	Yes
Station Car Park	68	65		3		No	No	Yes
The Railway	27	27				No	No	Yes
Grand Totals	915	841		55	19			

3.3.5 Details of the parking charges and penalty notices are shown in Appendix B.

### 3.4 A4: WORKPLACE PARKING STRATEGIES AND TRAVEL PLANS

3.4.1 Travel plans have been obtained from Mid Sussex District Council for the following developments:

- Edwards Ltd Travel Plan
- Tudor House Montessori Nursery Group Travel Plan Statement
- American Express Sussex House Travel2Work Plan
- Employment Development at Goddard's Green Framework Travel Plan
- Land at Martletts Retail Travel Plan

3.4.2 This section of the report summarises the proposed measures.

#### EDWARDS LTD TRAVEL PLAN

- The Travel Plan details the following Travel Plan initiatives:
  - Home working where appropriate
  - Car sharing scheme in place for all UK employees: Liftshare
  - 20% Discount on local trains to Crawley: Easit scheme
  - Cycle to work launched in June 2010
  - Provide pool cars for business journeys
  - Reduce need for business trips through use of telephone and conferencing facilities
  - Dedicated motorcycle, moped and bicycle parking
  - Review staff home locations
  - Car park management, including permits
  - Flexible working times to reduce peak time traffic flow
  - Provide loans to encourage use of public transport
  - Public transport expenses for business trips
  - Review the future site use, including employee and visitor numbers
  - Provide showers and changing facilities for cyclists and those on foot



- Discourage use of hotels through incentivising employees to stay with other employees when travelling
- Provide bicycle safety information
- Look to obtain staff savings / discount on cycle
- The Travel Plan also includes the following additional measures under consideration:
  - Ensure infrastructure improvements on site for cyclists
  - Infrastructure improvements on site
  - Cycle mileage allowances for local business trips
  - Establish co-ordinator / committee to oversee travel related topics
  - Designated parking for those car sharing
  - Details to visitors regarding non car options for visiting the site
  - A staff survey to establish current and future travel patterns
  - Emergency ride home processes
  - Action plan and information sheet for employees
  - Cycle to work weeks
  - Obtain feedback from staff on possible initiatives
  - Clear signage for those entering site on bike
- Under future consideration are the following measures
  - Run a health and fitness week – perhaps for charity
  - Provide pool cars which are electric or run on green technology
  - Driving courses to promote efficient car use
  - Bike loans or provision of bikes
  - Cycle training schemes

### **TUDOR HOUSE MONTESSORI NURSERY GROUP TRAVEL PLAN STATEMENT**

3.4.3 The Travel Plan Statement was produced to support the change of use from a residential dwelling to a children's nursery. Within the Travel Plan Statement the following measures were proposed.

#### **General**

- Short term measure (G81) — A travel plan coordinator is critical to the effectiveness of a travel plan. Roy Benson will be the travel plan coordinator responsible for implementing the measures in this Travel Plan Statement. He will liaise with staff, clients and visitors to the site and promote sustainable travel to the premises. He will also be responsible for undertaking travel surveys, liaising with West Sussex County Council and for monitoring the effectiveness of the travel plan statement and reviewing the measures contained herewith.
- Short term measure (GS2) — To undertake a simple travel audit within 3 months of the permission being granted and repeated annually. The findings are to be reported to the Travel Plan Officer at WSCC.
- Short term measure (G83) — To provide information on journey planning on the nursery website and in client/recruitment packs.
- Long term measure (GL1) — Consider initiatives to recruit from the local area.

#### **Walking**

- Short term Measure (WS1)— To provide maps on the nursery website, in client and recruitment packs and on staff/visitor notice boards showing bus stops, mainline stations and landmarks within walking distance of the site to encourage new employees and clients to walk to the site.
- Short term measure (WS2) — To promote local walking events eg. National Walk to Work Week on website/notice boards/newsletter as appropriate.
- Long term measure (WL1) — Consider a buddy system for colleagues who live close to each other so they can walk to and from work together.

### **Cycling**

- Short term measure (CS1) — To Provide information on cycle routes in the local area on the nursery website and in client and recruitment packs to encourage new employees and clients to cycle to the site. This will include links to the WSCC Cycle Journey Planner.
- Short term measure (CSZ) — To provide information on cycling facilities on the site in recruitment packs e.g. cycle storage, showering and changing facilities.
- Short term measure (C53) To provide information on cycle discounts and benefits.
- Short term measure (CS4) To promote local cycling events, cycle training and maintenance events on website/notice boards/newsletter as appropriate.
- Long term measure (CL1) — Consider bike loans for staff.

### **Public transport:**

- Short term measure (PTS1) — To provide travel information on the nursery website, in client/recruitment packs and on staff/visitor notice boards including timetables, maps of bus stops and train stations to encourage travel by public transport.
- Short term measure (PTSZ) — To provide travel information on the staff notice board.
- Short term measure (PTSS) — To promote sustainable travel events on website/noticeboards/newsletter as appropriate.
- Long term measure (PTL1) — Consider a season ticket loan for staff.

### **Car sharing**

- Short term measure (CSS1) — To promote of car sharing including the West Sussex Car Sharing website.
- Long term measure (CSL1) — Consider car sharing database for nursery clients.

### **AMERICAN EXPRESS SUSSEX HOUSE TRAVEL2WORK PLAN**

The Travel2Work Plan was produced in support of the proposed re-occupation of Sussex House in Burgess Hill by American Express. The key measures proposed are as follows:

#### **Prior to occupation - implement a marketing campaign**

- Increase both employee and leader knowledge/awareness of community impacts as a result of increased traffic and parking impacts.
- Provide education and tools to support comparing travel options with particular focus on encouraging alternatives to cars.
- Provide information to enable leaders/employees to consider flexible alternatives to travel where appropriate.

#### **Prior to occupation – release Travel2Work repository;**

- Release an online Travel2Work resource repository (on the company intranet) including:

- Information to support travel planning including:
  - Interest free season ticket loans.
  - Links to public transport web resources.
  - Health and wellness activities/benefits:
    - (1) Promoting exercise/onsite provision of wellness/shower facilities supporting walkers, joggers, cyclists.
    - (2) Cycle2work salary flexible benefit, secure parking, safety and information on cycle routes.
    - (3) Company car parking application process, emphasizing car sharing with guaranteed spaces provided on health / disability grounds.
- Links to additional Company resources (e.g. flexible working, health and wellness).
- Promote car share with guaranteed company parking for onsite spaces and communicate links to public car share tool.

### **EMPLOYMENT DEVELOPMENT AT GODDARD'S GREEN FRAMEWORK TRAVEL PLAN**

In support of the granted planning permission for 50,000sqm of employment development (class B1(b), B1(c), B2 and B8), this Framework Travel Plan has been produced. As part of the Travel Plan the following measures were proposed:

#### **Walking**

- The Travel Plan Co-ordinator will promote walking as a healthy and cheap means by which to travel. In order to encourage travel to the site on foot; the following measures will be implemented:
  - A West Sussex County Council promotional poster highlighting the benefits of walking to work will be displayed in the staff room.
  - The Travel Plan Co-ordinator will liaise with the Highway Authority to ensure that pedestrian walk routes are appropriately maintained.
  - Staff will be provided with secure lockers for storage of wet clothes, umbrellas, etc.
  - Staff will be provided with maps of local walk routes, accompanied by walking times.
  - Information about how to access the site on foot, including approximate journey times, route information from popular locations and a cost comparison with car travel (including parking costs) will be provided.
  - Walk to Work Week will be promoted by the Travel Plan Co-ordinator. Information will be obtained from [livingstreets.org.uk](http://livingstreets.org.uk).
  - A new footway / cycleway connection will be provided between the employment development site and Gatehouse Lane.

#### **Cycling**

- Cycling is a cheap, quick and sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the site by cycle; the following measures will be implemented:
  - The Travel Plan Co-ordinator will liaise with officers of the Highway Authority to ensure that cycle routes are appropriately maintained.
  - Secure cycle parking spaces will be provided for staff on site. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by staff warrant it.

- Promotional material on bicycle use will be available in the staff room.
- Information about how to access the site by cycle, including approximate journey times, route information from popular locations and a cost comparison with car travel (including parking costs) will be provided.
- Staff will be provided with maps of local cycle routes, with cycle times.
- Promote information about the 10+ bike shops offering discounts to employees working for companies that operate Travel Plans in the West Sussex area.
- Provide information on adult cycle training courses.
- West Sussex Cycle Journey Planner will be promoted to plan journey routes to the site.
- Potential cyclists who would like a partner to cycle to work with will be encouraged to register with [www.BikeBUDi.com](http://www.BikeBUDi.com), as this will increase the pool of potential cyclists. However, should demand warrant it, the Travel Plan Co-ordinator will investigate the potential for an on-site Bicycle User Group.
- Bike week will be promoted by the Travel Plan Co-ordinator. Information will be obtained from [bikeweek.org.uk](http://bikeweek.org.uk).
- Each occupier will be encouraged to join the Cycle to Work scheme and actively encourage members of staff to participate.
- Promotional cycle events, such as the Bike Boost Cycle to Work Challenge will be encouraged by the Travel Plan Co-ordinator.

### Bus Services

→ Measures for encouraging bus travel will include:

- Two new bus stops will be provided adjacent to the employment development site on the A2300. The bus stops will be formed with shelters and timetable information, and new footways will be provided between the stops and the footways flanking the internal road infrastructure on the proposal site.
- Up to date information on bus services, including route information and service frequencies, will be available in the staff room.
- Information about how to access the site by bus, including approximate journey times, route information from popular locations and a cost comparison with car travel (including parking costs) will be provided.
- The Travel Plan Co-ordinator will liaise with the local authority and the local bus operators to ensure that information remains valid.
- The Travel Plan Co-ordinator will bring to the attention of the relevant bus operators any issues raised periodically by staff.
- The Travel Plan Co-ordinator will attempt to negotiate with local bus operators discounted bus rates for staff, and short-term 'taster' tickets to enable employees to try commuting via public transport, for a limited period.
- The use of journey planner websites such as Transport Direct, Traveline, and National Rail Enquiries, to plan public transport journeys to / from the site will be promoted.

### Taxis

- Taxis have an important role in providing for staff trips when other modes of transport may not be available, such as during late evenings when buses may not be running, or when a car share arrangement fails on a particular occasion.
- A list of local taxi companies' contact details will be available in the staff room.
  - A budget will be allocated to provide a guaranteed ride home for members of staff travelling to the site by sustainable modes of transport; should undertaking their original travel mode

become unfeasible. This measure will act as a 'safety net' for potential travellers by sustainable transport and will especially reassure car sharers by guaranteeing that a backup measure is in place should an agreed car share journey not go ahead as planned. The annual budget will be revisited, as necessary, following Plan monitoring and target review.

### **Car Sharing**

- Car sharing represents a relatively convenient alternative form of travel and car sharing would reduce the total private vehicle mileage by staff, and therefore reduce fuel consumption, which is beneficial to both staff members and the environment.
- Some staff members may be concerned about car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with West Sussex car sharing scheme.
- A leaflet of the West Sussex car sharing scheme will be provided in the staff room. A copy is provided at Appendix 7.

### **General**

- Upon commencement of employment each staff member will be provided with a Travel Plan Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work based journeys. The pack will comprise the following:
  - A summary page introducing the Travel Plan.
  - Copies of local bus timetables and maps.
  - Contact details for local taxi companies.
  - Details of measures shown above.
  - A list of informative websites which promote sustainable travel.

### **Land at Martletts Framework Retail Travel Plan**

3.4.4 The Framework Retail Travel Plan has been prepared in support of proposals to reconfigure The Martletts in Burgess Hill Town Centre. The measures proposed in the Travel Plan include:

### **WALKING**

- The TPC should promote walking as a healthy and cheap means by which to travel. Encouragements to travel to the site on foot are set out below:-
  - The TPC could liaise with West Sussex County Council to ensure that pedestrian routes are appropriately maintained.
  - Staff could be provided with information and advice concerning safe pedestrian routes to the unit.
  - Walk to Work Week and other travel events could be promoted by the TPC.

### **CYCLING**

- Cycling is a cheap, quick and sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. Potential encouragements to travel to the site by cycle are set out below:-
  - The TPC could liaise with West Sussex County Council to ensure that cycle routes are appropriately maintained.
  - If the results of the staff travel survey show sufficient interest, the feasibility of establishing a Bicycle Users Group could be investigated.

- Bike week could be promoted by the TPC. Information can be obtained from [bikeweek.org.uk](http://bikeweek.org.uk).
- Involvement in promotional cycle events, such as the Bike Boost Cycle to Work Challenge could be encouraged by the TPC.

## BUS

- Measures for encouraging bus travel could include the following:-
  - Up-to-date details of bus services, including route information and timetables, could be permanently on display in the staff communal area.
  - The TPC could liaise with bus operators to ensure that information remains current.
  - The TPC could bring to the relevant bus operator's attention any issues raised periodically by staff to ensure that use of bus services to the unit is maximised. Personal travel planning could be promoted to employees via websites including [www.thesussexbus.com](http://www.thesussexbus.com), and other pertinent sites.

## TAXI

- Taxis have an important role in providing for staff trips when other modes of transport may not be available or when a car share arrangement fails on a particular occasion.
  - The TPC could ensure that the contact details for a local taxi operator are available on site.

## CAR SHARING

- Car sharing represents a relatively convenient alternative form of travel and significant potential exists to reduce the total car mileage of staff by encouraging them to join a formal scheme. Encouragements to travel to/from work by car share could include the following:-
  - Staff members interested in car sharing could be encouraged to register with [westsussexcarshare.liftshare.com](http://westsussexcarshare.liftshare.com).
  - Staff could be requested to volunteer to act as a back-up should a staff member travelling by a sustainable mode have the need to travel home by car. This will allow a safety net so that staff members have the confidence to travel by sustainable modes without the concern of their journey home not being possible.

## STAFF TRAVEL PLAN PACK

- All staff could be given a Travel Plan pack at the launch of the Travel Plan or upon commencement of employment thereafter. Potential inserts from the Travel Plan pack are provided at Appendix 3. The pack will contain the following information:-
  - A summary page introducing the Travel Plan.
  - Local bus service timetable information.
  - Local pedestrian route information.
  - Local cycle route information.
  - Contact details for local taxi companies.
  - A summary note explaining car sharing.

## SUMMARY

- 3.4.5 Within Burgess Hill MSDC have provided five Travel Plans for this review. A wide range of realistic measures have been identified to reduce reliance on private cars for employees of the businesses. Monitoring reports have not been detailed, meaning that it is unknown if the suggested measures have been enacted and if they were effective at reducing car reliance.

3.4.6 The project team is in dialogue regarding the procurement of school travel plans.

### 3.5 A5: PARKING STANDARDS FOR DEVELOPMENTS

3.5.1 It is stated within the Burgess Hill Neighbourhood Plan 2015-2031 (January 2016) that an increase in residential development in Burgess Hill has led to significant parking problems. This has led to underestimation of car ownership in Burgess Hill. Within the Burgess Hill Neighbourhood Plan as part of the standards it is recognised that garages under a certain size (7.0m x 3.0m internal dimension) do not count towards parking allocation. Garages on driveways must also allow a second vehicle to park. The residential parking standard forms part of the Mid Sussex District Plan Core Objective CO9.

3.5.2 Residential parking spaces are split by size and the vicinity to the town centre. Residential developments of 20 dwellings or less are considered small scale developments and greater than 20 developments are considered as large scale developments.

3.5.3 In the document 'Revised County Parking Standards and Transport Contributions Methodology – Supplementary Planning Guidance adopted by West Sussex County Council – November 2003 (Revised September 2010)' the parking standard for employment developments are set out based on PPG13. The standards are broadly in line with PPG13, the key difference is that the threshold level for West Sussex applies, in the majority of cases, to all developments, whereas PPG13 has a threshold of each development type.

3.5.4 Details of the Parking Standards for both residential and employment are shown in Appendix C.

### 3.6 A6: CAR OWNERSHIP AND OTHER MODES

3.6.1 This section outlines the current car ownership and travel to work information obtained from the office of national statistics website<sup>3</sup> and bus, rail and taxi services, along with cycle facilities within the town.

3.6.2 In order to do this data was downloaded from the following NOMIS tables:

- QS416EW – Car / Van Availability
- QS702EW – Distance Travelled To Work
- QS701EW – Method Of Travel To Work
- LC7701EW - Distance Travelled To Work by Method Of Travel To Work

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<sup>3</sup> [https://www.nomisweb.co.uk/census/2011/data\\_finder](https://www.nomisweb.co.uk/census/2011/data_finder)



## CAR OWNERSHIP

3.6.3 Table 3.6.1 shows the car ownership in Burgess Hill along with a comparison of the local area.

**Table 3.6.1: Burgess Hill Car Ownership in Comparison to the Area**

	Burgess Hill	Mid-Sussex	South East
No cars or vans in household	1840 (15%)	7802 (14%)	660430 (19%)
1 car or van in household	5190 (43%)	24217 (42%)	1483911 (42%)
2 cars or vans in household	3907 (32%)	19079 (33%)	1059380 (30%)
3 cars or vans in household	887 (7%)	4530 (8%)	253552 (7%)
4 or more cars or vans in household	302 (2%)	1781 (3%)	98190 (3%)
Grand Total	12126	57409	3555463

3.6.4 The table above shows that the car ownership in Burgess Hill is consistent with car ownership in Mid Sussex and the South East.

## TRAVEL TO WORK

3.6.5 In Table 3.6.2 a comparison of distance travelled to work compared to Mid Sussex and the South East is shown.

**Table 3.6.2: Burgess Hill Distance of Travel to Work Comparison**

	Burgess Hill	Mid-Sussex	South East
Less than 10km	44%	39%	52%
10km to less than 30km	26%	24%	24%
30km and over	13%	16%	11%
Work mainly at or from home	10%	13%	6%
Other	8%	8%	6%

3.6.6 The above table shows that in comparison to Mid Sussex there are more journeys to work less than 10km, however this is generally lower than the whole of the South East. The following table shows the main mode of transport used.

**Table 3.6.3: Distance Travelled to Work by Mode of Transport**

Mode	Distance	Burgess Hill	Mid-Sussex	South East
Work mainly at or from home	Less than 10km	0%	0%	0%
	10km to less than 30km	0%	0%	0%
	30km and over	0%	0%	0%
	Work mainly at or from home	100%	100%	100%
	Other	0%	0%	0%
Train, underground, metro, light rail, tram, bus, minibus or coach	Less than 10km	21%	13%	34%
	10km to less than 30km	28%	20%	22%
	30km and over	48%	62%	36%
	Work mainly at or from home	0%	0%	0%
	Other	4%	6%	7%
Driving a car or van	Less than 10km	46%	44%	49%
	10km to less than 30km	34%	35%	29%
	30km and over	9%	10%	11%
	Work mainly at or from home	0%	0%	0%
	Other	10%	11%	11%



- 3.6.7 Table 3.6.3 shows that journeys to work of up to 30km are primarily travelled by car, whereas journeys over 30km are generally travelled by public transport. This pattern is consistent with Mid Sussex and the South East.

### PUBLIC TRANSPORT PROVISION

- 3.6.8 Table 3.6.4 shows a summary of the bus services that run in Burgess Hill. Please note that services not listed as an A (anti-Clockwise) or C (Clockwise) also run in the reverse direction.

**Table 3.6.4: Burgess Hill Frequency of Bus Services**

Bus services	Location A	Location B	Frequency of Service
Route 33	Hurstpierpoint	Crawley	30 mins - 1 hr
Route 35A	Burgess Hill Town		Hourly
Route 35C	Burgess Hill Town		Hourly
Route 36A	Burgess Hill Town		Hourly
Route 36C	Burgess Hill Town		Hourly
Route 100	Burgess Hill	Horsham	Hourly
Route 167	Burgess Hill	Lewes	90 mins
Route 168	Burgess Hill	East Chilmington	30 mins - 1 hr
Route 270	Brighton	East Grinstead	Hourly
Route 271	Brighton	Crawley	30 mins
Route 272	Brighton	Crawley	30 mins

- 3.6.9 Table 3.6.4 shows that the majority of bus services running in Burgess Hill have a frequency of around an hour. However, due to the overlapping of the majority of the bus routes the frequency of services serving many of the bus stop is likely to be more frequent than one hour. The table also shows that there are good public transport links to Crawley, Horsham, East Grinstead and Brighton.

## TRAIN SERVICES

- 3.6.10 There are two railway stations in Burgess Hill with four main services. Burgess Hill Station is located to the south east of Burgess Hill approximately 4 minutes walk from the town centre. Wivelsfield Station is located to the north east of Burgess Hill approximately 1.5km north of the town centre. Table 3.6.5 shows the services and frequency. Please note that services also run in the reverse direction.

**Table 3.6.5: Burgess Hill Frequency of Rail Services**

Service Number	Stations	Location A	Location B	Frequency of Service
T052	Burgess Hill, Wivelsfield	Bedford	Brighton	30 mins
T184	Burgess Hill, Wivelsfield	London	Brighton	30 mins
T188	Burgess Hill	London	Littlehampton	30 mins - 1 hr
T189	Wivelsfield	London	Ashford	30 mins

- 3.6.11 Table 3.6.5 shows that there are frequent services travelling into London and beyond and to the south coast.

## TAXI SERVICES

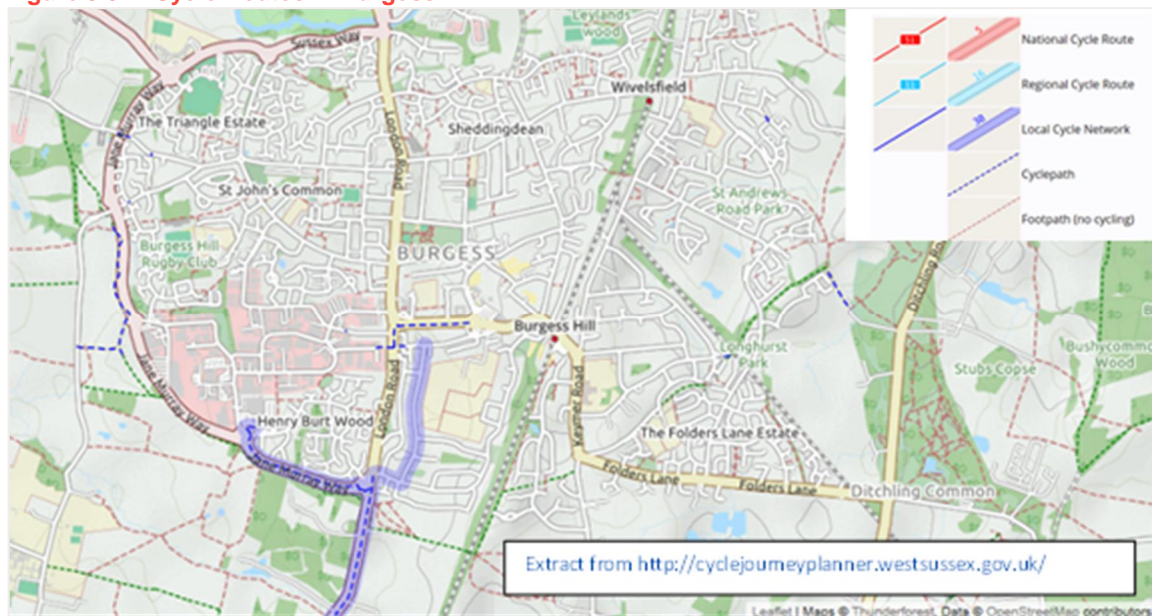
Within Burgess Hill there are three taxi ranks in Burgess Hill. These are in the following Locations:

- The Railway Station Forecourt
- Upper Church Road
- Civic Way (Behind the Library)

## CYCLE FACILITIES

- 3.6.12 Within Burgess Hill there is no National or Regional Cycle Networks. However Figure 3.6.1: Cycle Routes in Burgess Hill below shows that there is a Local Cycle Network located to the south of Burgess Hill and cycle paths adjacent to the western ring road and a small section near to the town centre.

**Figure 3.6.1: Cycle Routes in Burgess Hill**



- 3.6.13 Within the town centre there is Sheffield Stand cycle parking along Church Walk.

# 4 CONCLUSIONS AND RECOMMENDATIONS

## 4.1 CONCLUSIONS

4.1.1 WSP was asked to produce a report which delivered the following:

- A1: An outline of the current number and type of free limited on-street parking bays within the study area, along with parking compliance/turnover data.
- A2: An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
- A3: As above, but applied to car parks run by other/private organizations (including Waitrose/ Market Place, Railway Station, Tesco, (\*Lidl, if available)
- A4: An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
- A5: An outline of WSCC / MSDC (and neighborhood plan) parking standards currently applied to new residential and business developments within the study area.
- A6: An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.

4.1.2 In relation to Task A1, on-street free limited street parking is limited in Burgess Hill, with sections close to the town centre.

4.1.1 In relation to Task A2, a review of the last three financial years has shown that off street parking transactions have increased over the 3 year period between 2014/2015 and 2016/2017. Estimated car park usage shows that there Church Road Car Park appears to be operating close to capacity with 9 parking hours sold per space per day. The remaining car parks currently have less than 4 parking hours sold per day. The long stay car parks are consistent over the year, with the short stay car parks having a peak in December.

4.1.2 In relation to Task A3, there are 915 spaces of private off-street car parks in Burgess Hill in the studied car parks. The railway station, Market Place and Co-Op private car park were near capacity during the site visit.

4.1.3 In relation to Task A4, within Burgess Hill MSDC have provided 5 Travel Plans for this review. A wide range of realistic measures have been identified to reduce reliance on private cars for employees of the businesses. Monitoring reports have not been detailed, meaning that it is unknown if the suggested measures have been enacted and if they were effective at reducing car reliance.

4.1.4 In relation to Task A5, residential parking standards in Burgess Hill are based on the size, locale & characteristics of the development. Parking standards for business recommend maximum sizes based on the land use and size of the development.

4.1.5 In relation to Task A6, car reliance (as measured by the amount of households with no car) is broadly in line with the Mid Sussex average. This is to be expected given the mainly rural nature of

Mid Sussex. Residents are also likely to travel less distance to work. As an examination of patronage data was not included in the brief it is not possible to detail uptake of other modes.

## 4.2 RECOMMENDATIONS

4.2.1 In order for all parties to understand in more detail the nature of parking in Burgess Hill the following studies can be recommended:

- Parking Occupancy Study – A parking study which details hourly occupancy rates and entry and exit counts will enable the concerned parties to ascertain turnover and capacity at peak hours. This would enable all concerned parties to further understand the usage of car parks in Burgess Hill as per the deliverable A2.
- Compliance / Monitoring Studies
  - A compliance study of both on and off street parking areas will enable the concerned parties to understand whether there is problem with vehicles parking illegally. This could include vehicles staying beyond their time limit in car parks. It is understood that MSDC have begun compliance monitoring. The results of this could be included in a second draft of this report.
  - An examination of the monitoring reports associated with the travel plans provided will allow the concerned parties to see if the measures outlined have had any effect in reducing parking demand.
  - The above points would enable all concerned parties to further understand the nature of on-street parking and off-street parking, as well as the effect of travel plans, as per deliverables A1, A2 and A4.

4.2.2 From the work carried out thus far it is apparent that Church Road car park is operating close to capacity. All the others, most notably Queens Crescent car park, are operating below their theoretical capacity. A scoping study could be carried out in order to evaluate the following measures:

- Variable Message Signs – In order to direct users to car parks which are below capacity. This has the potential to induce efficiency savings across the larger network as there will be fewer abortive trips to car parks which are already at capacity.

4.2.3 Pricing Structure Review – Currently all MSDC utilise the same parking structure for their short stay car parks, and the same parking structure for all their long stay car parks. Changes to the pricing structure of under-utilised car parks such as Queens Crescent, and 'over-utilised' car parks such as Church Road, may result in a more even uptake. Any changes to the pricing structure should consider both the effects on the immediate transport network surrounding the car parks, as well the potential effect on parking demand, user satisfaction and user legibility.

# Appendix A

## **BURGESS HILL PUBLIC CAR PARKS**

## APPENDIX A-1

### BURGESS HILL PUBLIC CAR PARKS

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### Appendix A 1: Church Road Pay and Display Car Park



### Appendix A 2: Cyprus Road Pay and Display Car Park

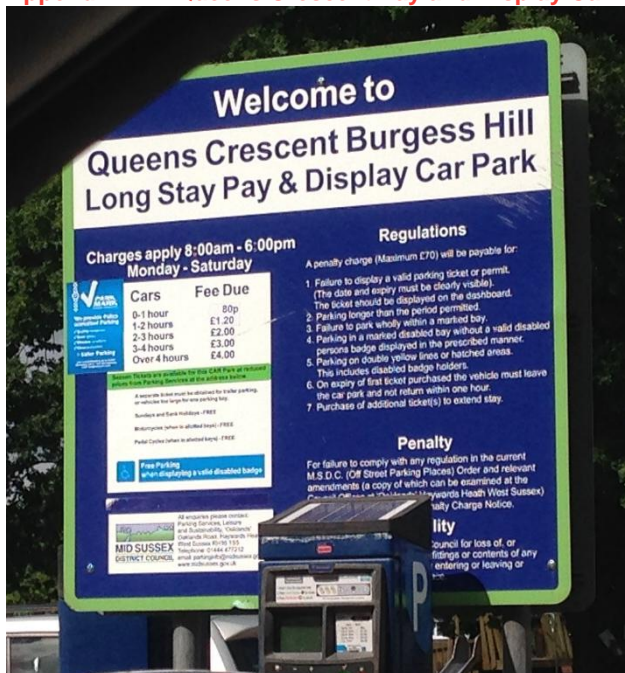




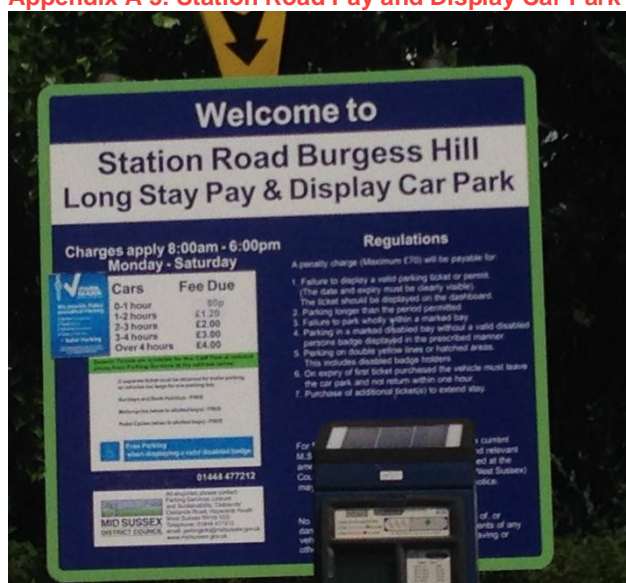
### Appendix A 3: Martletts Pay and Display Car Park



### Appendix A 4: Queens Crescent Pay and Display Car Park



## Appendix A 5: Station Road Pay and Display Car Park



# Appendix B

## **BURGESS HILL PRIVATE CAR PARKS**

## APPENDIX B-1

### BURGESS HILL PRIVATE CAR PARKS

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**Welcome to**  
**MARKET PLACE SHOPPING CENTRE**  
**Burgess Hill**  
**Pay and Display Parking Charges**

**Charge apply from 0800 - 1800**

**Conditions of Parking**

A parking charge notice will be payable for:

- 1 Failure to display a valid parking ticket (permit clearly and fully in the front windscreen)
- 2 Parking longer than the permit permitted.
- 3 Failure to park wholly within a marked bay.
- 4 Parking in a marked disabled bay without displaying a valid disabled badge.
- 5 Parking on double yellow lines or hatched areas.
- 6 On expiry of first ticket purchased you must leave the car park with your vehicle and not return within one hour.
- 7 Purchased tickets are not permitted to be transferred to another vehicle.

Failure to comply with any of the above Terms and Conditions may result in your vehicle being issued with a Parking Charge Notice.

**Parking Charge - £80**

No liability is accepted by the owners of the shopping centre and/or One Parking Solutions Limited for any damage to any vehicle or the stopping of any vehicle waiting or moving in or entering or exiting or otherwise using this parking facility.

**Car's Fee Due**

0-1 hour	80p
1-2 hours	£1.20
2-3 hours	£2.00
3-4 hours	£4.00
Over 4 hours	£6.00

**Services and Bus Facilities - FREE**  
 Disabled Parking - Blue Badge holders - FREE  
 Motor Cycle - FREE - in a marked motorcycle bay  
 Pedal Cycles - FREE - in a marked motorcycle bay  
 A separate Ticket must be obtained for this car park  
 A separate Ticket must be obtained for visitor parking

One Parking Solutions Ltd (0870) 240 0000  
 One Parking Solutions Ltd (01243) 822222  
 One Parking Solutions Ltd (01243) 822222

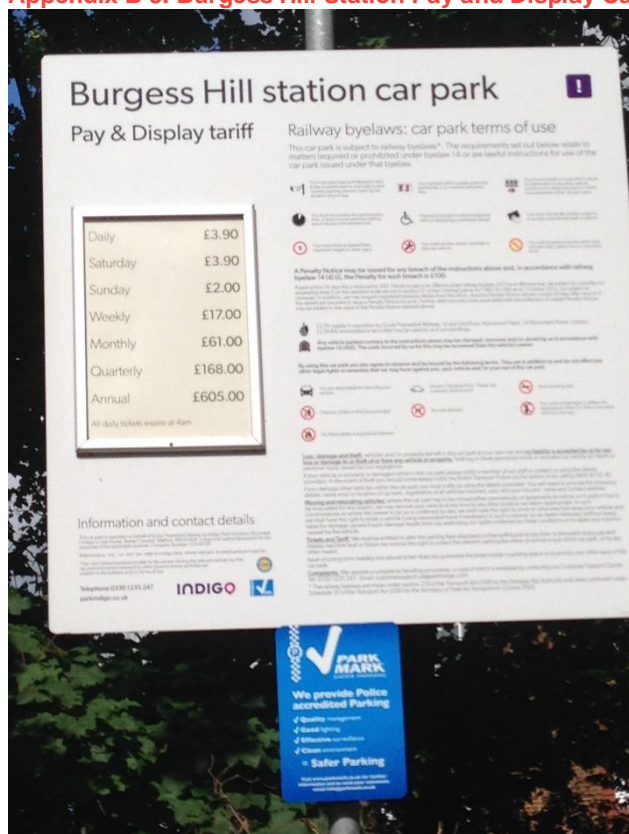
**P** ONE PARKING SOLUTIONS LTD

VK14 UMS

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### Appendix B 3: Burgess Hill Station Pay and Display Car Park



### Appendix B 4: Tesco Customer Car Park



# Appendix C

## **BURGESS HILL PARKING STANDARDS**

## APPENDIX C-1

# BURGESS HILL PARKING STANDARDS

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### Appendix C 1: Parking Standards (excluding Town Centre) for small developments

Appendix C - Parking Standards (excluding Town Centre) for small developments

		ALLOCATED PROVISION		
HOUSING TYPE	BEDROOMS	NON- ALLOCATED PROVISION*	Designated Spaces	Non-Designated Spaces*
Owned Houses	1 bed	1.2	1	1 space per dwelling
	2 bed	1.5		
	3 bed	1.7	2	1 space per 2 dwellings
	4 bed	1.8		
Shared & Rented Houses	1 bed	1.2	1	1 space per dwelling
	2 bed	1.4		
	3 bed	1.6	2	
	4 bed	1.6		
Owned Flats	studio flat	0.0	1	1 space per 3 dwellings
	1 bed	0.0		
	2 bed	0.5	1	
	3 bed	0.6	2	
Shared & Rented Flats	studio flat	0.7	1	
	1 bed	0.7		
	2 bed	0.9	1	
	3 bed	0.6	2	

\*includes visitor spaces

### Appendix C 2: Parking Standards – Town Centre - for small developments

Appendix C 2: Parking Standards – Town Centre – for small developments			ALLOCATED PROVISION	
HOUSING TYPE	BEDROOMS	NON- ALLOCATED PROVISION*	Designated Spaces	Non-Designated Spaces*
Owned Houses	1 bed	1.2	1	1 space per 2 dwellings
	2 bed	1.0		
	3 bed	1.4	2	1 space per 3 dwellings
	4 bed	1.6		
Shared & Rented Houses	1 bed	0.8	1	1 space per 3 dwellings
	2 bed	0.9		
	3 bed	1.2	2	
	4 bed	2.2		
Owned Flats	studio flat	1.1	1	1 space per 2 dwellings
	1 bed	1.1		
	2 bed	0.9	1	1 space per 3 dwellings
	3 bed	0.9	2	
Shared & Rented Flats	studio flat	0.0	1	1 space per 5 dwellings
	1 bed	0.5		
	2 bed	0.5	1	1 space per 3 dwellings
	3 bed	1.2	2	1 space per 2 dwellings

\*includes visitor spaces

### Appendix C 3: Parking Standards (excluding Town Centre) for large developments

HOUSING TYPE	BEDROOMS	NON-ALLOCATED PROVISION	ALLOCATED PROVISION		
			1 Designated Space	2 Designated Spaces	3 Designated Spaces
			Additional non-designated spaces		
Owned Houses	1 bed	1.2	0.5		
	2 bed	1.5	0.7	0.3	
	3 bed	1.7	0.9	0.3	0.2
	4 bed	1.8	1.0	0.3	0.2
Shared & Rented Houses	1 bed	1.2	0.6		
	2 bed	1.4	0.7	0.3	
	3 bed	1.6	0.9	0.4	0.2
	4 bed	1.6	0.9	0.5	0.2
Owned Flats	studio flat	0.0	0.2		
	1 bed	0.0	0.2		
	2 bed	0.5	0.2	0.2	0.2
	3 bed	0.6	0.2	0.2	0.2
Shared & Rented Flats	studio flat	0.7	0.2		
	1 bed	0.7	0.2		
	2 bed	0.9	0.4**	0.2	0.2
	3 bed	0.9**	0.4**	0.2	0.2

\*All unallocated parking includes for visitors spaces

\*\*Affected by limited census sample

### Appendix C 4: Parking Standards – Town Centre - for large developments

HOUSING TYPE	BEDROOMS	NON-ALLOCATED PROVISION	ALLOCATED PROVISION		
			1 Designated Space	2 Designated Spaces	3 Designated Spaces
			Additional non-designated spaces		
Owned Houses	1 bed	1.2	0.5**		
	2 bed	1.0	0.5	0.3	
	3 bed	1.4	0.7	0.3	0.2
	4 bed	1.6	0.9	0.4	0.2
Shared & Rented Houses	1 bed	0.8	0.2		
	2 bed	0.9	0.3	0.2	
	3 bed	1.2	0.6	0.2	0.2
	4 bed	2.2	1.4	0.7	0.2
Owned Flats	studio flat	1.1	0.4		
	1 bed	1.1	0.4		
	2 bed	1.2**	0.4	0.2	0.2
	3 bed	1.2**	0.4	0.3	0.2
Shared & Rented Flats	studio flat	0.0	0.2		
	1 bed	0.5	0.2		
	2 bed	0.5	0.3	0.2	0.2
	3 bed	1.2	0.4	0.2	0.2

\*All unallocated parking includes for visitors spaces

\*\*Affected by limited census sample

### Appendix C 5: Comparison between West Sussex and PPG13 Parking Standards

USE CLASS	PPG13 MAXIMUM STANDARD	PPG13 THRESHOLD	WEST SUSSEX MAXIMUM STANDARD	WEST SUSSEX THRESHOLD
Food Retail	1 space per 14sqm	1000sqm	1 space per 14sqm	All development
Non Food Retail	1 space per 20sqm	1000sqm	1 space per 20sqm	All development
Cinemas and Conference Facilities	1 space per 5 seats	1000sqm	1 space per 5 seats	All development
D2 Assembly And leisure (other than cinemas, conference facilities and stadia)	1 space per 22sqm	1000sqm	1 space per 22sqm	All development
B1 Business including office	1 space per 30sqm	2500sqm	1 space per 30sqm	500sqm in less accessible areas
Higher and Further Education	1 space per 2 staff + 1 space per 15 students	2500sqm	1 space per 2 staff + 1 space per 15 students	All development
Stadia	1 space per 15 seats	1500 seats	1 space per 15 seats	All development