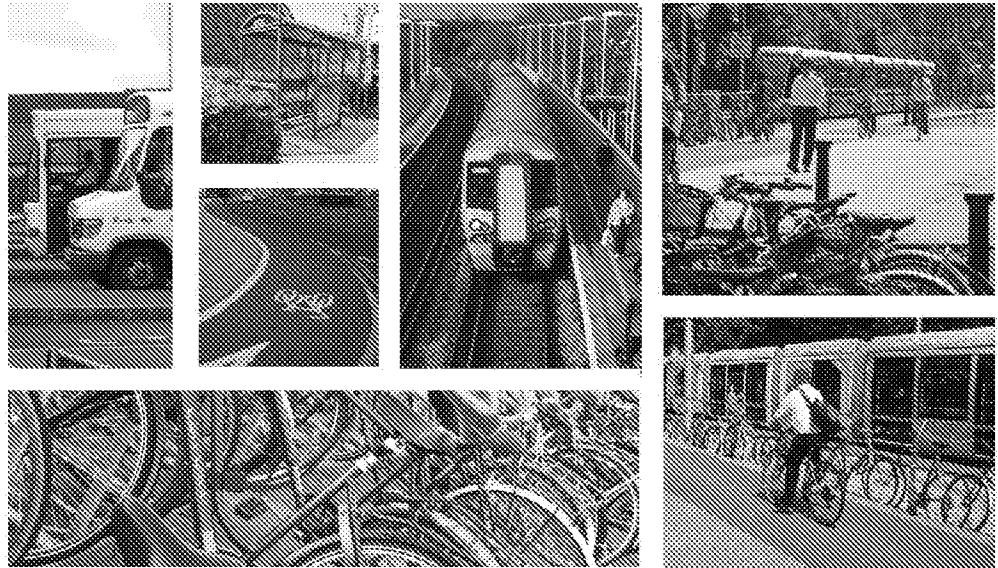




Hook Lane, Westergate

Green Travel Plan

August 2016
David Wilson Homes

Pb paulbasham
ASSOCIATES
www.paulbashamassociates.com

DELIVERING SUSTAINABLE, TRANSPORT PLANNING AND ENGINEERING SOLUTIONS

**RESIDENTIAL DEVELOPMENT
HOOK LANE, WESTERGATE
TRAVEL PLAN**

CONTROLLED DOCUMENT

<i>PB-Associates Document No:</i>		041.0030/TP/3	
<i>Status:</i>	Original	<i>Copy No:</i>	
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Prepared by:</i>	Jessica Lloyd		May 2016
<i>Checked:</i>	Mark Smith		May 2016
<i>PBA Approved:</i>	Mark Smith		May 2016

Revision Record

Rev.	Date	By	Summary of Changes	Chkd	Aprvd
2	15/08/16	JL	Client Comments	MS	MS
3	30.08.16	JL	Updated Layout	MS	MS



DAVID WILSON HOMES
WHERE QUALITY LIVES



paulbasham
ASSOCIATES

David Wilson Homes

Tollbar House
Tollbar Way
Hedge End
Southampton
SO30 2UH

Paul Basham Associates Ltd

Lancaster Court
8 Barnes Wallis Road
Fareham
Hampshire
PO15 5TU

RESIDENTIAL DEVELOPMENT HOOK LANE, WESTERGATE TRAVEL PLAN

Contents

1. INTRODUCTION.....	2
2. TRAVEL PLAN POLICY AND AIMS	4
3. EXISTING LOCAL CONDITIONS	8
4. PROPOSED DEVELOPMENT	13
5. INDICATIVE BASELINE AND TARGET TRAVEL PATTERNS	16
6. TRAVEL PLAN STRATEGY	18
7. IMPLEMENTATION AND MONITORING	23
8. CONCLUSION AND SUMMARY	28

FIGURES

Figure 1 – Site Location Plan

TABLES

Table 1 – Travel Plan Objectives
Table 2 – Distance to Local Amenities
Table 3 – Accommodation Schedule
Table 4 – WSCC Parking Standards
Table 5 – WSCC Cycle Parking Standards
Table 6 – 2011 Census Data “Travel to Work”
Table 7 – Interim Modal Share Targets based on Census Data
Table 8 – Preliminary TPC Tasks
Table 9 – Walking and Cycling Measures
Table 10 – Public Transport Measures
Table 11 – Sustainable Driving Practices Measures
Table 12 – Remote Working Measures
Table 13 – Engagement with Local Community
Table 14 – Travel Plan Monitoring Strategy

APPENDICES

Appendix A – Site Layout
Appendix B – Accessibility Map
Appendix C – Travel Plan Action Plan
Appendix D – Example Voucher
Appendix E – Example Online Survey

1. INTRODUCTION

- 1.1 This Travel Plan has been prepared by Paul Basham Associates (PBA) on behalf of David Wilson Homes (DWH) to support a Reserved Matters Planning Application for the residential development at land east of Hook Lane, Westergate. The development proposals are for 79 dwellings. The application site is demonstrated within **Figure 1** and the site layout is demonstrated in **Appendix A**.



Figure 1: Site Location Plan

Travel Plan Principles

- 1.2 A Travel Plan is a strategy for managing access demands to a development site by ensuring that the travel needs of its users are met by a range of modes of transport in order to;
- Reduce the impact of car travel;
 - Support a reduced need to travel; and
 - Increase sustainable travel practices where appropriate and possible.
- 1.3 The Travel Plan strategy supports access to a full range of local facilities and activities for future site-users, whilst encouraging good design principles and working with the local community.

1.4 A Travel Plan is an evolving process initiated through site visits and discussions between the main stakeholders and West Sussex County Council (WSCC). This Travel Plan has been prepared alongside and should be read in conjunction with the application's Reserved Matters Transport Assessment.

Travel Plan Objectives

1.5 In pursuit of reducing the impact of car travel, the need to travel by car and increasing sustainable travel practices, this Travel Plan will be supported by a number of objectives, as set out in **Table 1**.

Objective Number	Objective
1	To support the development as a sustainable community.
2	To facilitate and encourage the use of sustainable travel modes in preference to the use of the private car
3	Continually develop, implement, monitor, evaluate and review the progress of the travel plan towards achieving its targets.
4	To promote and improve awareness of the Travel Plan process

Table 1: Travel Plan Objectives

1.6 Meeting these objectives will help achieve a development that has good sustainable travel practices and a decreased reliance on the private car, thus reducing the impact of car travel. Continual evolution of the Travel Plan is necessary to ensure the Travel Plan meets its targets and objectives. Promoting the Travel Plan process will better residents' understanding of the Travel Plan Co-Ordinator (TPC) work, which in turn should increase resident engagement with the Travel Plan.

Travel Plan Structure and Approach

1.7 This Travel Plan has been broken down into the following structure:

- Chapter 2 - Travel Plan Objectives and Local Policy
- Chapter 3 - Existing Local Conditions
- Chapter 4 - Proposed Development
- Chapter 5 - Indicative Baseline Target Travel Patterns
- Chapter 6 - Travel Plan Strategy
- Chapter 7 - Implementation and Monitoring
- Chapter 8 - Conclusion and Summary

2. TRAVEL PLAN POLICY AND AIMS

2.1 The aims of the Travel Plan are stated at the end of this section and they have been designed to work alongside those set at national, regional and local levels. In particular the aims relate to:

- National Planning Policy Framework (NPPF);
- West Sussex County Council Local Transport Plan 3 (2011-2031) (LTP3); and
- Arun District Council Local Plan (Draft 2011-2031).

These documents are supported by WSCC's Guide to Development Related Travel Plans.

National Policy

2.2 The NPPF acts as the central guidance for development planning. As defined in NPPF (Paragraph 36), a Travel Plan acts as a "key tool for realising a number of The Framework's policies towards new developments, and is a requirement for developments which generate a significant amount of movement". The following NPPF paragraphs are relevant to the Travel Plan:

Pursuing sustainable development involves seeking positive improvements in the quality of the built environment...as well as in people's quality of life, including... • Making it easier for jobs to be created in cities, towns and villages • ...replacing poor design with better design • Improving the conditions in which people live, work, travel and take leisure <i>(NPPF Para.9)</i>
Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas. <i>(NPPF Para.29)</i>
Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion... In preparing Local Plans, local planning authorities should therefore support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of travel. <i>(NPPF Para.30)</i>
Plans and decisions should ensure developments that generate significant movement are located where the need of travel will be minimised and the use of sustainable transport modes can be maximised. <i>(NPPF Para.34)</i>
Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods and people. Therefore, developments should be designed and located where practical to • Accommodate the efficient delivery of goods and supplies; • Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities; • Create safe and secure layouts which minimise conflicts between traffic and cyclists and pedestrians, avoiding street clutter and where appropriate establishing home zone;

- Incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- Consider the needs of people with disabilities by all modes of transport.

(NPPF Para.35)

Regional and Local Policy

2.3 LTP3 sets out WSCCs transport strategy and identifies a range of policy objectives, based on the three guiding principles of “Maintain, Manage and Invest”. The most relevant policy objectives to this TP are summarised:

- *Maintain or improve the reliability of journey times on key routes;*
- *Reduce unnecessary trips by motorised vehicles and encourage the use of more sustainable modes of transport;*
- *Reduce the need to travel at all by encouraging provision of local services;*
- *Ensure that accessibility is a central consideration when planning local services;*
- *To encourage and enable physically active travel such as walking and cycling through behaviour change initiatives and provision of information and education*

2.4 WSCC’s Guide to Development Related Travel Plans states the role of TP’s as the following ‘a long-term management strategy for an organisation or site that establishes a structural strategy with clear objectives supported by suitable policies which ensures that sustainable transport objectives are delivered through action.’ A TP is a package of measures designed to encourage sustainable modes of travel such as walking, cycling, car sharing or using public transport. A travel plan is an evolving document which can be revised based on local situations. Travel plans follow the broad aims set below:

- *Improving site access & travel choice*
- *Reducing congestion & demand for more parking spaces*
- *Providing opportunity for active, healthy travel*
- *Providing choice and quality access to key services*
- *Delivering local environmental improvements from reduced congestion, pollution and noise*

2.5 Arun Local Plan (2011-2031) still remains as an ‘emerging’ local plan without being fully adopted. However the Local Plan stated the following:

- *Improvements to the local road network are required to support new development and economic regeneration in Arun District, to increase journey reliability and reduce air pollution for the travelling public as a whole.*
- *Planning policies can do much to minimise additional car traffic, both by reducing people's need to travel and by promoting alternatives to car use such as public transport, walking and cycling. This needs to be a key consideration in planning both the location and design of new housing, employment, services, and community facilities.*
- *To reduce the need to travel and promote sustainable forms of transport;*
- *Outside the Built-up Area Boundaries, apart from the Strategic, Site Specific and Broad Allocations, development or redevelopment will not be permitted unless it is consistent with other Local Plan policies.*
- *All major development must be designed to protect and enhance existing Green Infrastructure assets, and the connections between them, in order to ensure a joined up Green Infrastructure Network.*

2.6 The Local Plan also aims to reflect the presumption in favour of sustainable development contained in the National Planning Policy Framework. 'It will work proactively with applicants to jointly find solutions which mean that proposals can be approved wherever possible and to secure development that will contribute to the social, economic and environmental conditions south of the National Park through to the coast and throughout its settlements (both coastal and inland).'

2.7 For Barnham, Eastergate and Westergate the Local Plan has identified the need for a package of sustainable transport measures including Smarter Choices measures (which include behaviour change initiatives such as Travel Plans, journey planning tolls and promotional activities), and a number of engineered measures (including improvements to pedestrian and cycle facilities and public transport infrastructure) to mitigate the impact of development traffic upon key junctions.

2.8 The Local Plan strategy for transport, access and communications aims to ensure that growth in the District strengthens Arun's economic base, reduces congestion, works to tackle climate change and promotes healthy lifestyles; the Council will ensure that development: provides safe access on to the highway network; contributes to highway improvements and promotes sustainable transport, including the use of low emission fuels, public transport improvements and the cycle, pedestrian and bridleway network.

2.9 Seeking to maximise and build on opportunities presented in the above planning policy documents, this TP's primary objective and aims are stated as the following:

Travel Plan's Primary Objective: Create a sustainable, community driven environment for residents living within the development, which promotes a range of lifestyle and travel choices and reduces reliance on the private car.

Travel Plan's Aims

- Raise awareness of sustainable modes of travel available to residents and visitors.
- Increase levels of active healthy travel and in particular walking and cycling.
- Encourage uptake of public transport in particular local bus/rail services.
- Encourage car-sharing in order to reduce single vehicle occupancy.
- Achieve target percentage of single occupancy car journeys to and from the development.
- Provide links with other local residential, business and school Travel Plans.
- Reduce the need to travel.
- Achieve a balance between car use and alternative travel modes for individual travel needs.
- Change resident's perception of car being the only and automatic choice for travel.

3. EXISTING LOCAL CONDITIONS

Location

- 3.1 The site is located to the west of Westergate, on the eastern side of Hook Lane. There is a 1.8m wide footway along Hook Lane from the A29 see **Photographs 1 and 2** which stops 150m from the site. The site is 7km to the west of Chichester via Nyton Road, A27 and the A285 and 6km north of Bognor Regis accessible by the A29.



Photograph 1: View along Hook Lane

- 3.2 The local facilities, services and amenities available within a close proximity are illustrated in **Appendix B**. In Westergate there is a primary school, secondary school, community centre, post office and convenience store.
- 3.3 Within close proximity of the site is Aldingbourne Primary School, located on Westergate Street catering for reception to Year 6. There is also a preschool facility on Westergate Road approximately 1.2km to the northeast of the site. St James' Primary School is less than 1 km from the site, and is approximately a 9 minute walk via Hook Lane and Westergate Street or a 4.5 minute walk using the PROW to the north of the proposed site.
- 3.4 The site is also within close proximity of Orminston Six Village Academy School which caters for children aged 11 to 16. Orminston School is located to the northeast of the site and is within 2km, and is accessible by foot via Westergate Street and by the bus from the stops on

Nyton Road.

- 3.5 A doctors' surgery is located on Barnham Road, approximately 3km to the north east of the site. The closest pharmacy is also located on Barnham Road, associated with The Croft Surgery. The nearest hospital with Accident and Emergency facilities is St Richard's Hospital located approximately 9km west of the site.
- 3.6 The site's proximity to existing local amenities, pedestrian and cycle networks presents a reasonable opportunity to encourage the use of sustainable transport and create a sustainable development. A summary of the local facilities and their associated walking distances is shown in **Table 2**. An Accessibility Map, showing local facilities in relation to the proposed development, is contained in **Appendix B**.

Amenity	Approximate Distance	Walking Time (minutes)	Walking Time Using PROW (minutes)	Cycling Time (minutes)
Aldingbourne Primary School	0.8km	9	4.5	1
Eastergate Primary School	2.4km	30	25.5	8
Ormiston Six Village Academy School	2.0km	25	20.5	7
The Croft GP Surgery	3.0km	38	33.5	10
Optician	4.1km	51	46.5	14
Train Station	4.1km	50	25.5	12
Post Office	0.3km	5	N/A	2
Bank	3.9km	47	42.5	14
Convenience Store	0.3km	4	N/A	1

Table 2: Distance to Local Amenities

Pedestrian Network

- 3.7 The local footway network around the site vicinity benefits from a gentle topography. Currently, the footway on Hook Lane stops some 150m from the site. As part of the proposed development, a footway connecting to the site will be implemented and supported with pedestrian crossings.
- 3.8 The PROW (Footpath 299) to the north of the site is also to be upgraded which provide an alternative walking route to many of the local amenities, and will reduce walking distances.
- 3.9 Travelling north along Westergate Street the carriageway is flanked by footway either side. Currently there are no pedestrian crossings south of Aldingbourne School; however as part of this proposed development a puffin crossing is to be implemented to the south of the school

(secured via the Section 106). To the north of the school there are crossing points aided with refuge islands.

3.10 To the south of the site lies the level crossing of Woodgate which connects to the nearest public house.

3.11 The current pedestrian network on Hook Lane and Westergate Street are demonstrated in **Photographs 2 and 3** respectively.



Photograph 2: Hook Lane



Photograph 3: Westergate Street

Cycle Network

3.12 The local road network also benefits from gentle gradients which help to make cycling a more attractive mode of transport. Existing cycle access adjacent to the site is provided by on-road cycling, with no segregated cycle lanes. There are no shared pedestrian/cycle facilities or dedicated cycle in the local vicinity.

Bus Services

3.13 The site is within close proximity of the Stage 66 service operated by Compass Travel which connects Bognor Regis to Barnham, Yapton and Walberton. The service runs Monday to Saturday at a two hourly frequency.

3.14 The closest bus stops are, 'Opp/Adj Belle Meade Close' which are both on Westergate Street and are located approximately 700m from the site. The southbound bus stop is equipped with a shelter, bench and bus timetables, and includes a layby (See **Photograph 4**), whilst the northbound bus stop consists of a flag pole with timetable information and a layby.



Photograph 4: Westergate Street Bus Stop

Rail Services

3.15 Barnham Station is located approximately 50 minute walk/12 minute cycle from the proposed site, via Westergate Street and Barnham Road which is a relatively flat route. The aforementioned 66 bus service also serves Barnham Station although bus services may not be regular enough to encourage bus-rail multi-modal trips.

3.16 The station is equipped with 62 sheltered and secure cycle storage spaces, 142 car parking spaces (including 2 disabled space) step free access, waiting rooms, CCTV and daytime (Monday – Sunday) staffing.

3.17 Barnham Railway Station provides direct access to destinations including Bognor Regis, Portsmouth Harbour, Brighton, London Victoria, Southampton Central and Littlehampton. Trains typically stop at a frequency of four per hour with journeys to Portsmouth Harbour taking approximately 50 minutes with journeys to London Victoria taking approximately 90 minutes.

3.18 In the AM and PM peaks there are trains roughly every 30 minutes in a westerly direction (to Portsmouth/Southampton), easterly direction (to Brighton) and direction providing opportunities for commuters.

Local Road Network (LRN)

3.19 Hook Lane is a single carriageway road circa 5m wide (although this varies), rural in nature and is lightly trafficked. There is a footway provided along the northern side of Hook Lane which commences at the junction with Westergate Street and continues for 400m. At the northern end Hook Lane forms a T-Junction with Oving Road. Hook Lane is subject to a 30mph speed restriction along the site.

3.20 Westergate Street is a predominantly residential road catering for north-south trips through Westergate. To the south of the junction with Hook Lane the A29 is known as Lidsey Road, and to the north of Hook Lane the A29 is known as Westergate Street. Westergate Street provides direct access to a small number of residential roads along with connections to other minor residential roads.

4. PROPOSED DEVELOPMENT

Accommodation Schedule

- 4.1 The proposed development would consist of 79 units, 30% of which would be affordable housing, in accordance with the Outline consent. A summary of the accommodation schedule is provided within Table 3, whilst the proposed development site layout is included as Appendix A.

Affordable Housing		Market Sale Housing		Total
Type of dwelling	Affordable	Type of dwelling	Market Sale	
2 Bedroom	10	2 Bedroom	21	31
3 Bedroom	14	3 Bedroom	22	36
4+ Bedroom	0	4 Bedroom	8	8
5 Bedroom	0	5 Bedroom	4	4
Total	24	N/A	55	79

Table 3: Accommodation Schedule

Internal Layout

- 4.2 The proposed site layout is based around a cul-de-sac layout, with minimum road widths of 4.8m with short shared-surface driveways servicing parking courts and small pockets of dwellings. Footways of 2m in width flank at least one side of the carriageway for the majority of the site. Some visitor parking is to be accommodated formally on-street, with the majority of parking in dedicated lay-bys and parking courts.

Parking

- 4.3 Parking for the development has been informed by West Sussex County Council's Residential Parking Calculator.

Affordable Housing		Allocated Parking Provision	Market Sale Housing		Allocated Parking Provision	Total Number of Dwellings
Type of dwelling	Affordable		Type of dwelling	Market Sale		
2 Bedroom House	10	2	2 Bedroom House	21	2	31
3 Bedroom House	14	2	3 Bedroom House	20	2	36
			3 Bedroom House	2	3	
4 Bedroom House	0	0	4 Bedroom House	8	3	8
5 Bedroom house	0	0	5 Bedroom House	4	4	4
Sub-Total	24	N/A	N/A	55	N/A	79
Unallocated for residents	6					
Unallocated for visitors	16					
TOTAL	194					

Table 4: WSCC Parking Standards

4.4 The development would provide a total of 176 formal spaces with all 2 bedroom units having 2 spaces, 20 3 beds having 2 spaces and 2 having 3 spaces, all four beds having 3 spaces and all five beds having 4 spaces. Where 4 bedroom units have 4 spaces this is accommodated by a double garage and twin driveways.

4.5 The site would provide a further 16 marked visitor parking spaces, totalling 192 on-site parking spaces.

4.6 Whilst the site is 2 spaces short of the standards, all 2 spaces are related to the unallocated parking for residents. There are opportunities for on street parking which would accommodate 2 vehicles. A number of properties may also have more space on their drive to fit an additional visitor. The total of 192 spaces on site is therefore deemed acceptable, with all demand kept sufficiently on site.

4.7 All residential parking spaces would be allocated to units with visitor parking bays marked as 'visitor' spaces.

Cycle Parking

4.8 Each dwelling would be provided with cycle parking in line with WSCC Guidance on Parking in New Residential Developments (September 2010). Depending on the type of dwelling cycle

storage would either be in sheds or garages. WSCC's parking standards' minimum cycle storage requirements are repeated within Table 5.

Unit Type	Number of Units	Provision per Unit	Required Provision
<i>Houses (1-2 Bedroom)</i>	31	1	31
<i>Houses (3+ Bedroom)</i>	48	2	96
TOTAL	79	N/A	127

Table 5: WSCC Cycle Parking Standards

- 4.9 Based on the accommodation schedule, the site would need to provide a total of 127 cycle spaces. This will be provided in rear garden sheds for the houses or within the garages for those dwellings with garages.

Off-site Measures

- 4.10 The provision of improved off site infrastructure is included as part of the proposed development in order to make travel by sustainable modes an attractive alternative to the private vehicle.
- 4.11 The development proposals include the extension of the existing footway on Hook Lane which currently ceases 150m from the site. This extension will be 2.0m wide for the majority with a couple areas of pinch point at 1.2m and 1.4m and will ensure that there is a continuous footway connection from the A29 to Hook Lane. Where pedestrian may need to cross roads suitable crossing points equipped with dropped kerbs and tactile paving will be provided.
- 4.12 A puffin crossing is to be provided on Westergate Street in close proximity to Aldingbourne Primary School. This will help facilitate movements northwards.
- 4.13 Improvements are also scheduled to the PROW to the north of the site which will make this an attractive walking route north and towards the primary school offering a shorter walking distance for the majority of residents of the proposed development.
- 4.14 The junction of Hook Lane and the A29 (Westergate Street) is to be upgraded to include a ghost turn right turn lane on the A29 and a left turn filter lane on Hook Lane through road widening.
- 4.15 Together the above works will help create a more sustainable development, with plentiful walking and cycling opportunities and routes.

5. INDICATIVE BASELINE AND TARGET TRAVEL PATTERNS

5.1 The baseline modal split of trips generated by the site can be derived from the 2011 Census "Travel to Work" data at this stage. This was completed as part of the framework travel plan and remains the most up to date information. The modal split of trips generated by the site is shown in Table 6.

Mode of Travel	Barnham Percentage	Arun District Percentage
Rail	8.2%	4.6%
Bus	0.5%	2.4%
Car Driver	69.4%	64.7%
Car Passenger	4.3%	6.2%
Motorcycle	0.8%	0.9%
Taxi	0.1%	0.4%
Bicycle	2.2%	3.7%
Walk	5.8%	10.2%
Works mainly from home	8.1%	6.1%
Other	0.7%	0.8%
TOTAL	100%	100%

Table 6: 2011 Census Data "Travel to Work"

5.2 Table 6 indicates that the in the region of 69% of all trips are undertaken in a private vehicle without passengers, whilst 4% of trips are undertaken as a passenger. Rail is the second most popular mode (excluding working from home), with 8.2%, compared with 4.6% of the district as a whole. Consequently, bus, walking and cycling share lower percentages than the district as a whole.

Targets

5.3 SMART (Specific, Measurable, Achievable, Realistic and Time-bound) targets are proposed to be met over a five year period, monitored from 50% site occupation. These targets inform the measures and monitoring strategy and the Action Plan included as Appendix C. Overall, a 10% target modal shift away from Single Occupancy Vehicle trips is sought through the implementation of the Travel Plan which is line with WSCC Travel Plan guidance. Modal split targets are shown in Table 7.

Target	Objective	Baseline Modal Share	Target	Modal Share Target
TP1	Single Occupancy Vehicle Trips	69%	- 10%	59%
TP2	Increase the number of resident travelling by Public Transport	13.2%	+4%	17.2%
TP3	Increase the number of residents walking and cycling to and from the site	8%	+4%	12%
TP4	Increase the number of vehicle trips with Passengers	4.3%	+2%	6.3%

Table 7: Interim Modal Share Targets Based on Census Data

5.4 The baseline modal share would be determined through a TRICS Standard Assessment Methodology (SAM) survey. This would be completed at milestones relating to occupation of the development (50% occupation), which would be agreed with WSCC's Travel Plan Officer (TPO). This survey will determine the actual baseline travel patterns for the development. Details of the survey schedule are set out in the Implementation and Monitoring section.

6. TRAVEL PLAN STRATEGY

6.1 The following section proposes a package of measures to be adopted and refined by the Travel Plan Co-ordinator (TPC) throughout the lifetime of the Travel Plan. The measures proposed are strongly influenced by the site location, the travel plan objectives and targets and local and national policy. The measures chosen could also be continued by local residents beyond the monitoring period.

6.2 The overarching Action Plan, including indicative costs and timescales, is included within **Appendix C**.

Key Stages: Preliminary

6.3 In order to meet the key objectives of the Travel Plan, it is essential that a number of measures be implemented at an early stage. Completing the tasks set out within the Preliminary Action Plan would help to embed the Travel Plan and local awareness of it, as its success will ultimately be judged on the level of ownership and involvement amongst residents. Prior to first occupation, the Travel Plan should complete preliminary tasks set out within **Table 8**.

	Action Target
Preliminary Year Measures	Travel Plan Co-ordinator (TPC) to be appointed
	Undertake a Site Visit
	Implement Infrastructure (cycle links, pedestrian routes, crossing points)
	Contact WSCC TPO for information on local travel events and confirm Action Plan
	Contact local TPCs including local schools
	Develop webpage for community information to residents
	Prepare a Travel Welcome Pack inc. a mechanism for providing financial incentives
	Determine communication strategy inc. resident meetings, newsletters, online tool
	Relevant Travel Plan 'logo' and identity to be established
	Encourage resident engagement in social media (initially run by the TPC for residents to then take ownership)
	Prepare Travel Plan action database for logging/recording: Action Plans, Household details, Household Personal Travel Planning, Assistance/Communication Local Key Players Contact Details Survey Responses
	Liaison with DWH Sales Representatives to introduce Travel Plan and incentives available.

Table 8: Preliminary Travel Plan Tasks

6.4 The TPC would be required to provide contact details and a finalised Action Plan; complete with dates, costs and measures to WSCC's TPO prior to first occupation. Throughout this process there should be dialogue between the TPC and the TPO to give confidence to WSCC that the pre-occupation works are being undertaken.

Key Stages: Five Years Following 50% Occupation

- 6.5 The Travel Plan period would become fully active upon 50% occupation and the completion of the baseline TRICS survey and remain active for 5 years following that date; this is likely to take approximately 12 months from first occupation. The ultimate aim of the Travel Plan is for residents to take over the day to day implementation of the travel plan following these five years and for it to become firmly embedded within the local community.
- 6.6 During this time, activities defined in the preliminary stage would be expanded upon. These measures would be determined by the TPC in conjunction with residents, local authorities and other stakeholders such as public transport operators and local cycle champions. These measures are discussed in further detail in the remainder of this section.

Physical Infrastructure

- 6.7 This Travel Plan primarily focuses on 'soft measures'. A number of 'hard measures' (infrastructure) are also proposed to support the development and wider network. Such measures include the extension of the footway along Hook Lane. The provision of physical infrastructure is discussed in more detail in **Section 3**.

Modal Measures: Walking and Cycling

- 6.8 This Travel Plan has summarised the local walking and cycle networks and the facilities which this Travel Plan would promote to residents. The accessibility review suggests that walking and cycling are an attractive option for school trips and also for multi modal trips to Barnham Railway Station. With the rail station located a 12 minute cycle ride away, cycle – rail – cycle commuter trips are a realistic occurrence. Encouraging residents to become familiar with local walking and cycling routes early on – by for example working with local and national campaigns and events and with local stakeholders – whilst aiming to secure discounts at local stores such as City Cycles and Hargroves Cycles (both located in Chichester), would maximise the potential for residents to habituate walking and cycling as part of a healthy and sustainable lifestyle. Potential measures for supporting local walking and cycling are set out within **Table 9**.

Promotional Measures: Walking and Cycling
Preparation and maintenance of local area accessibility map with residents adding further information and photograph contributions
Co-ordinate a Bike Doctor event
Bikeability training
Publicise local cycle facilities and negotiate special ongoing discounts for residents
Co-operation and co-ordination with local, regional or national campaigns and events such as Walk to Work Week (www.livingstreets.org.uk) Bike Week (www.bikeweek.org.uk) Sustrans Big Cycle and Walk Challenge (www.getmeactive.org.uk) Sustrans adult cycle training
Promote National Cycle Network Routes
Promote 'cycle to work' scheme
Promote WSCC Cycle Journey Planner (http://cyclejourneyplanner.westsussex.gov.uk/)

Table 9: Proposed Walking and Cycling Promotional Measures

Modal Measures: Public Transport

6.9 The close proximity of the site to local bus stops is an asset for encouraging use of this mode of transport. Whilst services from the closest bus stops are limited, the service could still provide an option for commuters, in particular for those wishing to access Barnham Station. Maximising residents' use of public transport would be supported through awareness-raising of the local bus and rail services whilst highlighting the costs and benefits in comparison to single occupancy vehicle use.

6.10 The bus service would be further supported through tailored promotions and schemes resulting from dialogue with Compass Travel commercial managers and listening to residents. Proposed public transport promotional measures are set out within **Table 10**.

Promotional Measures: Public Transport
Preparation and maintenance of local Public Transport network/facilities maps, timetables and information with residents, adding further information and photograph contributions from new residents
Keep abreast of bus service provision developments through dialogue with WSCC passenger transport officer and Compass Travel
Prepare a comparison cost table for Public Transport and Single Car Travel and parking charges
Negotiate special development discounts and season ticket rates
Maintain dialogue with local public transport service operators for service changes and promotions

Table 10: Proposed Public Transport Measures

Financial Incentives: Travel Gifts

6.11 The TPC will seek to negotiate a discount at a local cycle store (City Cycles or Hargrove Cycles) offering residents discounted purchases on cycling equipment and services. Upon completion of a Baseline Travel Survey, each household would be offered the option to be sent a £50 'Travel Gift' towards purchases at a local cycle store, this helps encourage survey responses. Therefore, residents would only be offered a voucher if they had completed the survey. The voucher would be valid for 3 months. Terms and conditions would be clearly stated on the voucher.

6.12 An alternative option would be a free bus pass for a given period of time as negotiated with

local bus operator Compass Travel. A £50 budget per household would provide a negotiating tool with which operators would determine an appropriate bus pass use time period (for example two months). An example voucher is included in **Appendix D**.

6.13 A third alternative could be adult one-to-one cycling training, further details are provided at <https://www.westsussex.gov.uk/roads-and-travel/road-safety/one-to-one-adult-cycle-training/>.

6.14 Provision of these incentives would be enabled by the completion a residents' travel survey in the form of a questionnaire. Subsequent travel surveys, would be undertaken annually and include an additional incentive for survey completion.

Modal Measures: Sustainable Car Use

6.15 Car sharing is a simple and effective way to reduce the number of lone car trips, whilst bringing reductions in transport costs, congestion and pollution, and also social benefits including increasing resident interaction and co-operation. The nature and location of the proposed development close to Chichester, a large employment area lends itself to car sharing.

6.16 When single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, the TPC should seek opportunities to promote sustainable driving practices.

6.17 The free West Sussex Car Share website service (westsussexcarshare.liftshare.com), where members can find potential car-sharing partners, should be promoted by the TPC. Potential measures for supporting car-sharing are set out within **Table 11**.

Promotional Measures: Sustainable Car Use
Promote benefits of car-sharing, including the westsussexcarshare.liftshare.com link.
Support residents in setting up forums through social media.
Provision of information on local road network routes- fastest journeys
Provision of information on fuel efficient driving practices
Promote nearby electric vehicle charger provisions

Table 11: Proposed Sustainable Car Use Measures

Modal Measures: Home/Remote Working and Other Modes

6.18 Options for working from home, utilising mobile technology to enable remote working in public locations, and teleconferencing, are becoming popular working practices for many companies.

6.19 Whist this residential Travel Plan has limited scope to influence workplace practices, it can ensure that residents are aware of the developments in smarter working technology and encourage them to enquire with their employers regarding their application. Potential

home/remote working measures are set out within **Table 12**.

Promotional Measures: Home/Remote Working and Other Modes
Promote smarter working technologies
Consider and explore measures and targets for other travel modes if and when become relevant
Gathering "case study" stories of residents who use home working to promote in Newsletters and other residents communication techniques.

Table 12: Potential Home/Remote Working and Other Modes

6.20 This Travel Plan has not identified specific targets for other travel modes such as motorcycle or taxi or potential future alternative options such as Electric/Alternatively Fuelled Vehicles. Should the monitoring exercises and communication with residents and stakeholders identify a strong interest in other travel modes, measures (and associated targets) should be explored by the TPC through dialogue with the WSCC TPO.

Local Area and Other Site Users

6.21 The Travel Plan should not evolve in isolation to the local area and community as maximising the use and enjoyment of the local area is essential to providing an effective Travel Plan. The Travel Plan should promote the local area's facilities whilst actively engaging with local residents, community groups and local schools, at events such as open days and village fairs etc. Early engagement with other active residential Travel Plans, would provide an opportunity for a 'joined up working' approach to maximise resources and share best practice.

6.22 Local engagement measures are set out within **Table 13**.

Promotional Measures: Local Area and Other Site Users
Promotion of local area's key facilities and players through information/maps/photographs/details
Negotiate with local businesses to establish opportunities for long term interest/investment in Travel Plan
Work with Local Community Groups; attend meetings, share communication platforms
Develop dialogue with local schools to share Travel Plan initiatives, communication platforms and experiences
Encourage residents promotion of sustainable travel options to visitors
Promote and explore opportunities to co-ordinate deliveries

Table 13: Proposed Engagement with Local Area and Other Site Users

Visitors

6.23 TPs try to encourage and extend sustainable travel opportunities to any visitors travelling to and from the site. Residents' own positive sustainable travel experiences should have a knock-on effect to visitors. Visitors will have access to the Travel Plan Website similarly to local residents, and will be able to make an informed decision on how they travel to and from the site.

7. IMPLEMENTATION AND MONITORING

The Travel Plan Coordinator (TPC)

7.1 The TPC position would be part-time over the life of the Travel Plan which is at this stage anticipated to be the Preliminary Period followed by five years of full implementation. The Travel Plan is likely to be operated by an external consultant, with initial support from David Wilson Homes sales staff. The TPC would be responsible for the day to day implementation and monitoring of the Plan to ensure targets are met. The early stages of a Travel Plan are relatively time intensive and the budget should be 'front-loaded' to take into account the work that is required to establish the Travel Plan.

7.2 More specifically, the role of the TPC requires:

- Overseeing the development and implementation of the Travel Plan and maintaining support;
- Designing and implementing an effective marketing strategy and raising awareness;
- Staying informed on campaigns, promotions, services and facilities;
- Setting up, co-ordinating/attending steering group/resident association meetings and travel based events such as 'Bike Doctors';
- Acting as the point of call for all Travel Plan enquiries; and
- Co-ordinating the monitoring and evaluation programme for the Travel Plan including organisation of surveys.

7.3 On appointment (at least three months prior to first occupation), contact details for the TPC will be provided to WSCC to ensure that clear dialogue is possible from first introduction of the Travel Plan and that the measures stated within this Travel Plan are being conducted in a satisfactory manner.

Travel Forums

7.4 The TPC would be required to attend any local Travel Forums and community group meetings where available, with these being a key element of ensuring the Travel Plan is well co-ordinated, remains relevant to and understood by future residents and local networks.

Surveys and Feedback

7.5 A consistent approach must be implemented with the following aims in mind:

- Co-ordinating the monitoring programme for the Travel Plan including organisation of surveys;
- All informed of Travel Plan's aims and objectives, including WSCC, residents, and developer;
- A representative and informative account in accordance with development timescales;
- An understanding of local travel modal shares, perceptions and influencing factors;
- An understanding of the progress and impact (successes and obstacles) of the Travel Plan;
- Avoiding resident/respondee fatigue by securing a time-efficient, user-friendly and incentivised method of data collection which benefits subsequent Travel Plan implementation;
- Being adopted in some form by local residents beyond the Travel Plan's active life; and
- Co-ordinated questions with other local TPs.

7.6 This Travel Plan's approach to monitoring acknowledges the above requirements and is displayed within **Table 14**, and summarised in the subsequent paragraphs.

Preliminary Period	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Baseline TRICS SAM survey (initial 50% of occupants)	Resident Survey (remaining 50% of occupants)	Resident Survey	TRICS SAM Survey	Resident Survey	Resident + TRICS SAM Survey

Table 14: Travel Plan Monitoring Strategy

7.7 A TRICS survey will be undertaken at 50% occupation, which will be complemented by an online Resident Travel Survey at the end of year 1 in order to ascertain the baseline conditions. Further TRICS SAM surveys will be completed at the ends of years three and five, whilst a Resident Travel Survey will be conducted in years two, four and five in order to confirm the development's modal share. Resident Travel Surveys will be offered in both paper and online form. Examples of the Resident's Travel Survey are included in **Appendix E**.

7.8 Following each travel survey, a monitoring/progress report would be produced and submitted to WSCC within two months of the completed survey. This report will outline how the TP has been implemented for the year along with a presentation of survey results, an analysis of the responses and information on voucher co-ordination (in order to highlight which vouchers have been arranged, the percentage of voucher take up and details on how residents intend to use

to voucher). The report will then conclude with an outline of the future monitoring strategy and a confirmation of targets and revisions where necessary.

7.9 The results of the survey would be included in the next newsletter and on the dedicated travel plan website page where appropriate. If a resident association is set up, results of the survey could also be discussed in these meetings.

7.10 Resident survey responses would be incentivised through utilising online methods, with a secondary/alternative opportunity for doorstep completion during the TPC's site visit. The TPC would also be required to explore opportunities for incentives, drawing on experience and contacts gained as the Travel Plan develops.

Marketing and Communication

7.11 The co-ordination of Travel Plan documentation within resident information / welcome packs and subsequent local communication opportunities (e.g. through resident groups, and community websites) adds a significant weight would be added to the marketing campaign for the Travel Plan.

7.12 The TPC would develop a Travel Plan logo; an easily identifiable symbol synonymous with the Travel Plan. This would be used on all Travel Plan material and used within the co-ordinated marketing campaign and communication forms below;

- The travel welcome pack
- Six monthly newsletter
- Use of social media

Travel Planning Website

7.13 The TPC should also consider developing a website (such as PBA's Travel Planning website <http://pbatravelplan.com/>) providing access to information related to accessibility and sustainable travel opportunities. Such a website could further complement and form a part of the monitoring exercises. It could provide information on and promote the following and in the longer term may be maintained and developed further on a voluntary basis by residents:

- An introduction to the Travel Plan objectives and strategy
- Accessibility Map
- Online resident forum for sharing advice, tips and ideas promoting sustainable travel
- Link to walking, cycling and public transport timetables and journey planners
- Travel Plan Newsletters
- Travel Plan Survey Results
- Local Travel Plan Forum meeting minutes and updates
- Relevant sustainable travel news and advertisements (e.g. cycling promotions, bus timetable changes, website articles)

Action Plan

7.14 An Action Plan has been developed that identifies all the measures to be implemented the person / organisation responsible for their implementation, and timescales for delivery. This Action Plan is attached in full as **Appendix C**.

7.15 Should the annual progress review identify shortfalls in the Travel Plan's progress (with consideration to any unforeseen circumstances beyond the control of the TPC), the TPC would work with the TPO to identify possible areas for improvement, new measures to try and the period in which such remedial actions should be complete. The evolution of the Travel

Plan over Years One to Five would highlight aspects that were successful and those having little impact, and therefore guide the choice of remedial measures.

Community Embedding and Handover

- 7.16 Following the successful completion of the Travel Plan's full five-year strategy, the site should be operating in a sustainable fashion with opportunities for the Travel Plan's principles and practices to become embedded in the development and the wider local area. Local resident engagement and a gradual handover is embedded within the proposed Travel Plan strategy and should form a key subject in the annual liaison with WSCC's TPO as the Travel Plan draws to an end.

Overcoming Barriers to Success

- 7.17 Mismanagement can become a potential barrier to the successful implementation of Travel Plans. Whilst the TPC is responsible for the overarching management of the Travel Plan, ongoing co-ordination with WSCC's TPO will ensure that mismanagement does not occur.
- 7.18 In line with WSCC Travel Plan guidance, the TP would be enforceable through a fixed penalty system. As per the standards for C3 use, developments between 80-160 units within rural areas, a penalty charge would be incurred to the value of £10,000 per percentage modal shift unachieved from the target.
- 7.19 The developer would also be committed to paying the WSCC travel plan monitoring fee of £1500 which applies to all Full Travel Plans with a monitoring period of 5 years.

8. CONCLUSION AND SUMMARY

- 8.1 This Travel Plan has been prepared by Paul Basham Associates (PBA) on behalf of David Wilson Homes (DWH) to support a Reserved Matters Planning Application for the residential development at land East of Hook Lane, Westergate for 79 residential dwellings.
- 8.2 A Travel Plan is a strategy that supports National and Local policies through managing access to a development site and supporting an increase in sustainable travel. It is an evolving process which requires the input of the Travel Plan authors, WSCC and the applicant.
- 8.3 The Travel Plan's primary objective is to support sustainable development by reducing the impact of the development's travel demands through raising awareness of and promoting more sustainable travel practices.
- 8.4 An indicative baseline travel modal split and targets have been established for the proposed development site, although all targets and measures would be reviewed and revised where necessary (including after the site-specific baseline survey has been completed at 50% occupation), and agreed with WSCC. The overall target of the Travel Plan is to create a **10% shift** in modal choice away from single occupancy car trips towards more sustainable modes.
- 8.5 In order to meet the key objectives of this Travel Plan, a number of measures are proposed for implementation from an early stage. Such measures primarily focus on cycling and walking for shorter journeys and bus, rail travel and car sharing for longer distance journeys, commuter trips. Offsite infrastructure improvements are also proposed, including the extension of the footway along Hook Lane which will be in place prior to first occupation and benefit the wider community.
- 8.6 A Travel Plan Co-ordinator (TPC) would be appointed to oversee the implementation of all aspects of the Travel Plan. The TPC would raise awareness and encourage changes in travel behaviour through effective communication strategies. The TPC will organise surveys and subsequently liaise with WSCC to ensure accurate baseline travel trends against which the Travel Plan targets are set. Survey results will be used to update and revise the content of the Travel Plan's Action Plan. To ensure it remains an active process that becomes increasingly integrated into and adopted by the local community, and thus maximising available opportunities to increase levels of sustainable travel.

X:\CURRENT PROJECTS\BARFITT SOUTHAMPTON\160104 WESTERGATE, WEST SUSSEX\SITE LAYOUT\SITE LAYOUT_37



Path (um)

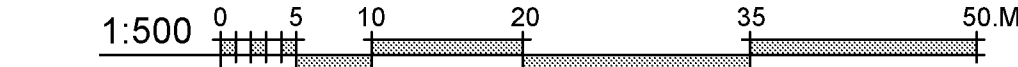
Aldingbourne
Primary School

Coll House

Summerlea

26 to 32
Gr Hed

Summerlea
Cottages



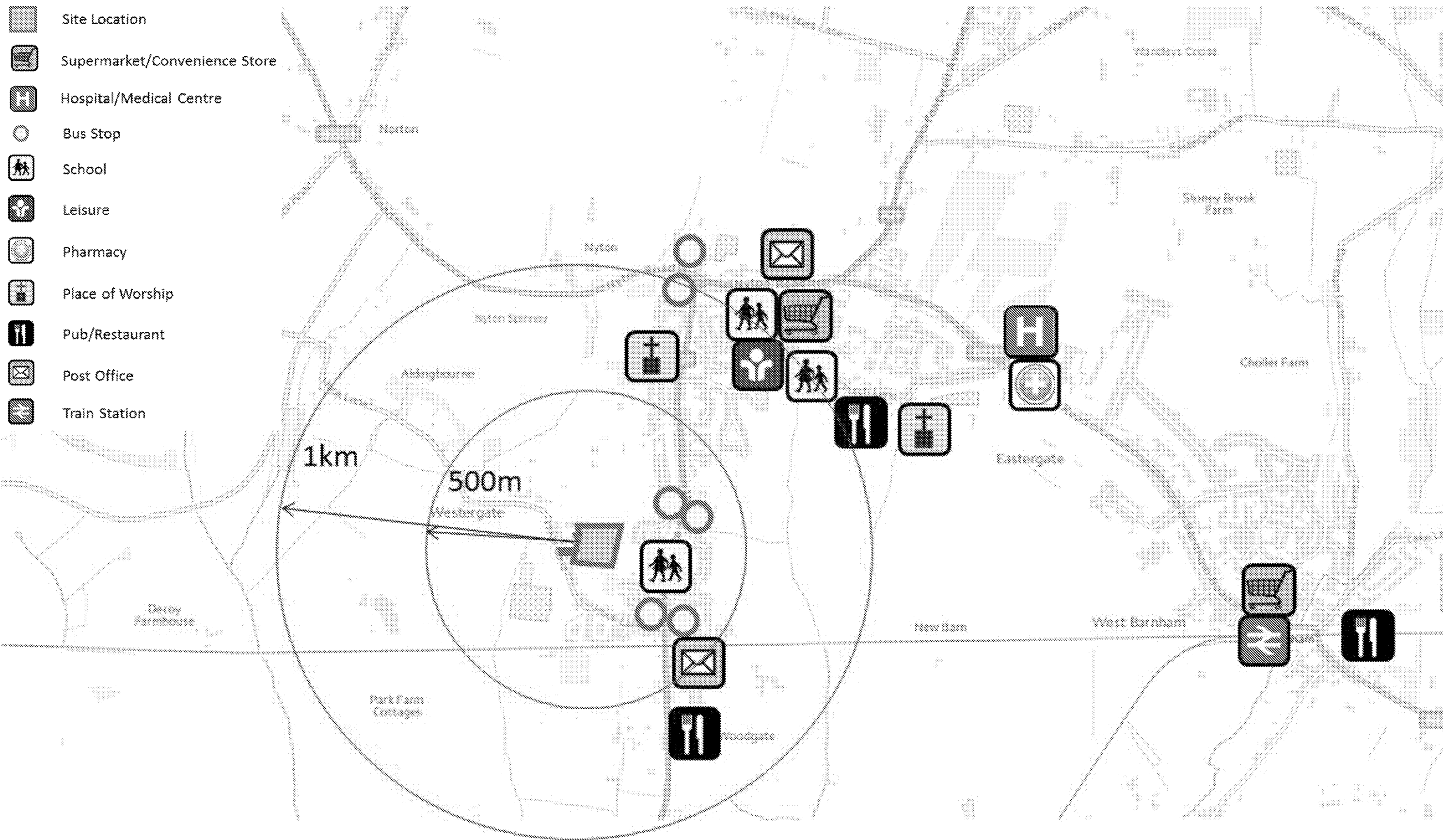
TYPE	NAME	DESCRIPTION	TOTAL NO.	Sq/M	Tot. Sq/ft
DAVID WILSON					
MAN	MANNING	5 BEDROOM HOUSE	4	1972	7888
LAY	LAYTON	4 BEDROOM HOUSE	3	1611	4833
LAY.1	LAYTON	4 BEDROOM HOUSE	3	1611	4833
HOL	HOLDEN	4 BEDROOM HOUSE	2	1536	3072
HAD	HADLEY	3 BEDROOM HOUSE	7	1001	7007
HAD.1	HADLEY	3 BEDROOM HOUSE	2	1001	2002
HAD.2	HADLEY	3 BEDROOM HOUSE	1	1001	1001
HAD.A	HADLEY	3 BEDROOM HOUSE	5	1001	5005
HAD.B	HADLEY	3 BEDROOM HOUSE	2	1001	2002
ASH	ASHWORTH	3 BEDROOM HOUSE	5	1019	5095
LEI	LEIGHTON	2 BEDROOM HOUSE	12	851	10212
TAM	TAMAR	2 BEDROOM HOUSE	9	842	7578
TOTAL			55		60528
AFFORDABLE					
CHA	CHARNWOOD	3 BEDROOM HOUSE	6	1055	6330
ASH AFF	ASHWORTH	3 BEDROOM HOUSE	8	1019	8152
SHE	SHERWOOD	2 BEDROOM HOUSE	10	842	8420
TOTAL			24		22902
TOTAL			79		83430
SITE AREA (HA) 3.16					
SITE AREA (A) 7.81					
NETT SITE AREA (HA) 2.32					
NETT SITE AREA (A) 5.73					
DENSITY 1 (SQ.FT/A) 14559					
DENSITY 2 (U/HA) 34					

Drawn by: MJW		Checked by:	
Date: JAN 15			
© This drawing and the works depicted contains information that is the copyright of Carlton Design Partnership Ltd. This drawing may also contain copyrighted information of third parties. This drawing or part thereof may not be reproduced, re-used or altered except with the written permission of the originator. No liability will be accepted for amendments made by third parties. Scaled measurements must not be taken from this drawing. Any discrepancy or discrepancy must be notified to the originator in writing. This drawing may contain Ordnance Survey Data that is subject to Crown Copyright. All Rights reserved.			
Revisions			
Rev	Date	Drawn	Checked
A	08/01/16	MJW	
REVISED IN LINE WITH CLIENTS COMMENTS			
B	27/01/16	MJW	
REVISED IN LINE WITH CLIENTS COMMENTS			
C	11/03/16	MJW	
REVISED IN LINE WITH CLIENTS COMMENTS			
D	21/03/16	LMB	
PLOTS 1-4 & 67, 78 & 79 MOVED TO AVOID RP2'S.			
E	23/03/16	LMB	
LAYOUT UPDATED IN RESPONSE TO CLIENTS COMMENTS.			
F	24/03/16	LMB	
MIX AMENDED, SCHEDULE UPDATED.			
G	05/04/16	LMB	
UPDATED IN LINE WITH CLIENT/ENGINEERS COMMENTS.			
H	11/04/16	MJW	
UPDATED IN LINE WITH CLIENT/ENGINEERS COMMENTS.			
J	11/04/16	LMB	
TURNING HEAD ADDED TO PLOT 37, PARKING ALTERED AT PLOT 66. PLOTS 33 & 47-50 MOVED UP 100MM. SUB STATION MOVED.			
K	11/04/16	LMB	
ROAD IN FRONT OF PLOT 62/63 PARKING WIDENED.			
L	14/04/16	LMB	
PLOTS 14-19 UNIT, GARDENS & PARKING UPDATED.			
M	18/04/16	LMB	
PLOT 19 ADJUSTED, GARAGE MOVED BACK TO ACCOMMODATE FIRE TENDER.			
N	19/04/16	LMB	
PLOT 40 GARAGE DETACHED, FENCE TO REAR OF PLOTS 63-65 AMENDED.			
P	19/04/16	LMB	
PLOTS 67-79 MOVED EAST, BALANCING POND REDUCED & MOVED EAST, PUMP KIOSK ADDED.			
Q	26/04/16	MJW	
PLOT 66 PARKING ADJUSTED. REAR FENCES ADJUSTED TO EASTERN BOUNDARY. SHEDS SHOWN.			
R	28/04/16	MJW	
REFERENCES ON PLOTS 12, 19, 21, 22, 26, 33, 34, 37, 40, 41, 60, 61, 62, 67, 73, 77 & 78 AMENDED, SCHEDULE UPDATED.			
S	30/08/16	MJW	
TREES REMOVED AT ENTRANCE TO SITE.			

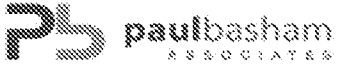
	Application Boundary
	Proposed Tree
	Existing Tree
	Existing Shrub
	Parking Space
	Bin Collection / Storage Point
	Access gate
	1.8m High Brick Wall
	1.2m High Larchlap Fence

Project:
LAND TO THE EAST OF HOOK LANE
WESTERGATE
WEST SUSSEX

Drawing Title:
SITE LAYOUT



Project Number: 041.0030	Title: ACCESSIBILITY MAP	 Paul Basham Associates Ltd Lancaster Court 8 Barton Road Barnham Basset PO11 3JQ T: 444 (0) 1489 668134 E: info@paulbashamassociates.com W: www.paulbashamassociates.com	Checked By: MS	Checked Date: 06.05.15	Scale: N/A
Project Name: Hook Lane, Westergate			Drawn By: JL	Drawn Date: 04.05.16	Drawing No: N/A



Hook Lane, Westergate

TRAVEL PLAN ACTION PLAN



Actions	Responsibility	Timescale	Notes
Travel Plan Co-ordinator (TPC) Instruction, Establish Database and Confirm TPC's role with WSCC	DWH/TPC	3 months prior to first occupation	Does not include printing, mileage and prepaid envelope costs
Relevant TP 'logo' and identity to be established	TPC	3 months prior to first occupation	
Contact WSCC TPO for information on local travel events and confirm Action Plan	TPC	3 months prior to first occupation	
TPC to establish contact with local service providers including 'City Cycles', local bus services and WSCC TPO and arrange discount/promotional packages.	TPC	Prior to first occupation	
Prepare and distribute a Travel Welcome Pack	TPC	Prior to first occupation	
Determine communication strategy including attendance at resident meetings, newsletters, webpage and use of any external communication forms	TPC	Prior to first occupation	
Site visit	TPC	Prior to first occupation	
Prepare TP action database for logging/recording: Action Plans, Household details, Household Personal Travel Planning, Assistance/Communication, Local Key Players Contact Details, Survey Responses	TPC	Prior to first occupation	
Liaison with Sales Representatives to introduce TP and incentives available	TPC	Prior to first occupation	
Monitoring Stages - Surveys and Feedback			
Baseline Resident Travel Survey	TPC	At 50% Occupation	
TRICS SAM Survey at 50% Occupation	TPC	50% Occupation	
End of Preliminary Phase Report and revise targets where necessary	TPC/WSCC	End of Preliminary Phase	

Actions	Responsibility	Timescale	Notes
Personal Travel Planning (General TPC Activities)			
Liaison with residents and distribution of travel vouchers	TPC	Ongoing	
Attend Resident Association Event / Group meetings	TPC	Ongoing	
Work within local community groups, attend meetings, share communications	TPC	Ongoing	
Promote car sharing	TPC	Ongoing	
Maintain dialogue with local public transport service operators for service changes and promotions	TPC	Ongoing	
Maintenance of local area walking / cycling route map and public transport information	TPC	Ongoing	
Keep up to date on local walking, cycling, public transport and car-sharing initiatives	TPC	Ongoing	
Promote local area key facilities, including walking and cycling	TPC	Ongoing	
Promote Walk to Work Week	TPC	Ongoing	
Promote Sustrans Big Cycle and Walk Challenge	TPC	Ongoing	
Promote Bike Week	TPC	Ongoing	
Promote West Sussex Lift share	TPC	Ongoing	
Provision of information on local road network routes, fuel efficiency practices and fuel efficient vehicles and local electric vehicle charger provision	TPC	Ongoing	
Promote and explore opportunities to co-ordinate deliveries	TPC	Ongoing	
Marketing and Communications			
Newsletters	TPC	Minimum of 2 per year	Does not include mileage, printing
Website	TPC	Minimum of 2 updates per year	
Site Visit/Audit/Event	TPC	Bi-annually	
Monitoring Stages - Surveys and Feedback			
Annual Progress Review	TPC	End of Each Year	TRICS SAM Surveys charged as a disbursement, printing charged as disbursement
Liaison with WSCC	TPC	End of Each Year	
Resident Travel Survey	TPC	End of years 1, 2, 4 and 5	
TRICS SAM Surveys	TPC	50% Occupancy, End Years 3 and 5	
Handover	TPC	End of Year 5	

Disbursements		
Subscription to Online Survey Tool	DWH	
TRICS SAM Survey	DWH	
Vouchers	DWH	£50 per dwelling

Project Details	
Scheme	Hook Lane, Westergate
No. of Units	79
Personal Travel Planning Budget per unit	£ 200
Total Personal Travel Planning Budget	£ 15,800
Consent Date	TBC
1st Unit Occupation Target	TBC
Full Occupation Target	TBC
Applicant	David Wilson Homes
Local Authority	West Sussex County Council
LA Travel Plan Officer	Andy Moulard
Travel Plan Author	JL
Travel Plan Co-ordinator	TBC

Version	Date	PBA Author
1	May 16	JL

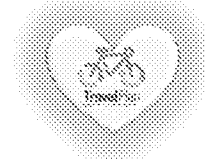
Your Travel Plan Voucher

SURNAME

Address: EXAMPLE

Reference Number: 041.0008.EG/CVAB/EXAMPLE

Expires: EG.EG.20EG



This Voucher entitles the above household address to goods and/or services to the value of £50 at XXXXX, Petersfield.

This Voucher is part of the Travel Plan which aims to support access to your local area and help make your travel more affordable, enjoyable and healthy.

How do I get to XXXXX Cycles?

1. Walking? A 7 minute cycle to xxxxx Cycle along Winchester Road
2. On your bike? See www.xxxxxcycles.co.uk to map the 9minute journey
3. Or contact your Travel Plan Coordinator for more help

Terms & Conditions: The voucher can be used for one transaction only, in part or in full, and to cover the whole or part of a purchase.

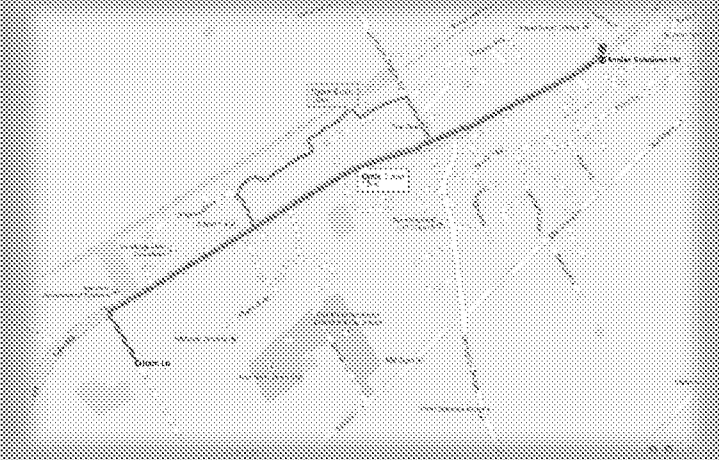
Proof of Address and I.D. must be provided at purchase. No change will be given for purchases under £50. The voucher can be used to cover costs for up to £50 towards any bicycle, equipment, and/or service provided by XXXXX Cycles. See Expiry Date.

 PBA Travel Planning
 @PBA Travel #TG8



 **paulbasham**
ASSOCIATES

XXXXX Road, Petersfield, Hampshire, XXX XXXX
Opening hours: Monday – Saturday 9:00am – 5:30pm
Telephone: XXXXX XX XXXX



Contact your Travel Plan Coordinator for more information at:
www.pbatravel.blogspot.co.uk or travelplan@paulbashamassociates.com

Thank you for taking the time to complete our annual travel survey. This will help us understand your travel needs. Please complete all sections!
Don't forget to fill out your details at the end!
You can send your completed survey too:

- ☐ **Post:** Paul Basham Associates, Lancaster Court, 8 Barnes Wallis Rd, Fareham, PO15 5TU
- ☐ Or you can fill this out via **Survey Monkey** on.....
- ☐ **Email:** travelplan@paulbashamassociates.com



Site Name Residents

Welcome to your new home at Resident Name! By completing this survey we are able to issue you your FREE travel gift mentioned in your Welcome Pack and newsletters. Please answer ALL questions, and fill out your details on the back page. Without this information we will be unable to process your travel gift. This survey will help us (your travel plan coordinators) understand a little more about your journeys and your local travel.

Section A: Your journeys

A1. For the past 5 WEEKDAYS please indicate (with a tick) your household's main mode of travel (where longest distance/journey time was covered) for your most frequent journey (e.g. commute to work).

	Day 1	Day 2	Day 3	Day 4	Day 5
Public Bus					
Private Bus					
Cycle					
Car Alone					
Car Share (passenger/ driver)					
Motorcycle/scooter					
Taxi					
Train					
Underground					
Walk					

Other, Please specify: _____

A2. Please indicate how frequently an alternative form of travel is used for the household's most frequent journey to that indicated in Question 1.

	Never	Very Rarely/ Sometimes	1-2 times every 1- 2 months	1 / Fortnight	1 / week	1-3 days/week	4-7 days per week
Public Bus							
Private Bus							
Cycle							
Car Alone							
Car Share (passenger/ driver)							
Motorcycle/scooter							
Taxi							
Train							
Underground							
Walk							

Other, Please specify: _____

A3. Your most frequent journey is for (please only tick one):

- ☐ Work/education
- ☐ Leisure/Retail
- ☐ Health

A4. Please paint a picture of your most frequent journey, from A to B

Start Postcode (A) _____

Time I leave start postcode (A) _____

End Postcode (A) _____

Time I leave end postcode(B) _____

Section B: Travel choices

B1. How many cars does your household own?

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3+

B2. If you travel by car for your most frequent journey, why do you travel by car?

(Please tick all that are relevant)

1. ☐ Car essential to perform job
2. ☐ Reliability/quicker than alternatives
3. ☐ Health reason
4. ☐ Lack of alternative/Cost
5. ☐ Comfort/Personal Safety
6. ☐ Things to do on my way home
7. ☐ Other please specify

B3. Which of the above is the most important reason?
(Please enter the number associated to the reason e.g. 7)

Section C:

C1: Which of the following would encourage you to walk, cycle or travel by public transport (or more if you do travel by these already) (Please specify up to 3)

	Walking	Cycling	Public Transport
Discounts			
More information			
Improved Frequency/Reliability			
Increased safety measures			
Cycle storage/training			
Better facilities			
Improved Routes			
Nothing			
Other (please specify below)			

Other, Please specify: _____

Section D: FREE Travel gift

D1. Have you claimed your FREE travel gift? (X bus pass, £X Cycle shop voucher or £X rail voucher?)

- ☐ Yes (Please go to question D2)
☐ No (Please go to question D4)

D2. Which travel gift did you choose?

- ☐ X bus pass
☐ £X cycle shop voucher
☐ £X rail voucher

Please go to question D3.

D3. Please tell us how this Travel Gift has helped/would help your local travel practices. (Only answer this question if you answered 'YES' to question D1)

Please go to question E1

D4. What are your reasons for not claiming the travel gift?

- ☐ Did not know about it
☐ Time
☐ Not interested/Won't make a difference to me
☐ Seems complicated
☐ Other (please specify) _____

Please go to question D5.

D5. I would like to claim:

- ☐ X bus pass
☐ £X cycle shop voucher
☐ £X rail voucher
☐ I don't want one

Please go to question E1.

Section E: About you

E1. Do you receive our newsletters?

- ☐ Yes by post (please go to question E2)
☐ Yes by email (please go to question E2)
☐ No (please fill out the details below)

E2. Do you find the newsletters useful?

- ☐ Yes
☐ No

Please go to question E3.

E3. What else would you like to see in your newsletters? (please specify)

E4. Please comment on your local transport/travel experiences (good and bad)

Please fill in your details below:

Name: _____

Gender: Male/Female/Prefer not to say (please circle correct one)

House/Flat number: _____

Street Name: _____

Postcode: _____

Email Address: _____

Date you moved in: _____

(DD/MM/YYYY)

Thank you