

REPORT

Dapper's Lane, Angmering

Travel Plan

Client: Frontier Estates Limited

Reference: T&PPB7724R001D0.1

Revision: 0.1/Final

Date: 23 July 2018

HASKONINGDHV UK LTD.

2 Abbey Gardens
Great College Street
London
SW1P 3NL
Transport & Planning

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Author(s): James Warbey

Drafted by: James Warbey

Checked by: Chris Slack

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Approved by: Chris Slack

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Executive Summary

- 1.1.1 This Travel Plan has been prepared on behalf of Frontier Estates Limited to accompany a planning application for a proposed 70 bed residential care home, with associated ancillary uses, car parking and amenity areas.
- 1.1.2 This Travel Plan sets out a comprehensive strategy for encouraging more sustainable methods of travel, and promoting travel modes other than single occupancy car trips for the workforce.
- 1.1.3 It is intended that the Travel Plan would be an evolving document that would be reviewed and modified to achieve its primary objectives.
- 1.1.4 A review of the relevant national and local planning policy guidance has been undertaken. This Travel Plan has been prepared in accordance with the Planning Practice Guidance "*Travel plans, transport assessments and statements in decision-taking*"¹. It also takes in account best practice guidance published by West Sussex County Council (WSCC)².
- 1.1.5 The site is well located in relation to the ability to walk and cycle from the site to the town centre. There are continuous footways from the Water Lane south of the site leading towards Angmering Village. This route provides access to a number of shops, a pharmacy, cafes and restaurants. This is reflected in the 2011 Census data which indicates that active travel modes (walking and cycling) represent a total of 12% of all journeys to work.
- 1.1.6 The development proposals comprise the provision of a 70 bed Care Home, with ancillary car parking, access and landscaping. Delivery and servicing at the development is proposed to take place on-site, with service and delivery vehicles accessing and exiting the site in a forward gear.
- 1.1.7 A pedestrian and cycle access would be taken from this new pedestrian footway along Dapper's Lane. The approved pedestrian improvement works on Dapper's Road will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the Care Home building.
- 1.1.8 The development will provide a total of 27 car parking spaces at a ratio of 0.39 spaces per resident, of which three will be accessible spaces. A total of four secure cycle parking spaces will be provided.
- 1.1.9 Over the course of a 14-hour day, a two-way total of 84 vehicle movements to / from the Care Home are predicted; 41 arrivals and 43 departures.
- 1.1.10 This Travel Plan is intended to be a transparent and documented strategy that aims to reduce the dependence of employees travelling to the site by single occupancy private car, thereby reducing traffic and promoting cleaner and more sustainable travel choices.
- 1.1.11 In line with the WSCC Development Travel Policy document this Travel Plan seeks to achieve a 10% reduction in the number of vehicular trips to the development over the five year implementation period. A number of 'action' and 'aim' targets have been set in order to facilitate the decrease in vehicle trips.
- 1.1.12 The Travel Plan would set out how employees can be encouraged to travel to the site by sustainable modes. The Travel Plan would also promote choice by introducing a package of measures that raise awareness of travel choice and provides the mechanisms for change. A number of hard and soft measures have been outlined.

¹ *Travel plans, transport assessments and statements in decision-taking* -- published by Department for Communities and Local Government, March 2014

² *Development Travel Plan Policy* -- published by West Sussex County Council

- 1.1.13 An outline plan has been detailed which provides an overview of the implementation of the travel plan. This includes an Action Plan, detailing how the Travel Plan will be communicated and promoted and setting out how the Travel Plan will be funded.
- 1.1.14 A Travel Plan Coordinator (TPC) will be appointed by the occupier of the development. The TPC will be provided with the appropriate training and will be required to undertake the day to day management and administration of the Travel Plan, as well as carrying out monitoring and review of the Travel Plan.
- 1.1.15 The TPC will be responsible for arranging the appropriate surveys to enable the Travel plan to be reviewed. These surveys will include a TRICS Standardised Assessment Methodology (SAM) survey to be carried out on an annual basis and informal staff questionnaire surveys.
- 1.1.16 The TPC will review the results of the survey and produce a report outlining the progress of the Travel Plan and any additional measures that may be required. The report will be submitted to West Sussex County Council (WSCC) for review.
- 1.1.17 In the event that the Travel Plan does not achieve the targets set within the five year implementation plan, a set of remedial measures will be put in place in agreement with WSCC.
- 1.1.18 It is proposed that the Travel Plan and the obligations set out within it will be secured through the development section 106 agreement.

1 Introduction

1.1 Preamble

- 1.1.1 This Travel Plan has been prepared on behalf of Frontier Estates Limited to accompany a planning application for a proposed 70 bed residential care home, with associated ancillary uses, car parking and amenity areas.
- 1.1.2 The site is occupied by a residential property called Broadlees which is surrounded by grazing land and scrub. The proposed development seeks to demolish Broadlees and provide a 70 bed Care Home (use class C2), parking, access, footpath, landscaping and other associated works.
- 1.1.3 Planning permission was previously obtained at the site for 53 x care apartments (A/27/16/PL) on 9th February 2017. A further non-material amendment (NMA) application was unsuccessfully lodged to change building 4 at the site into a Care Home.
- 1.1.4 This Travel Plan is a stand-alone document, which aims to address any issues identified within the associated Transport Assessment (TA) for the development through the promotion of sustainable transport.
- 1.1.5 This Travel Plan sets out a comprehensive strategy for encouraging more sustainable methods of travel, and promoting travel modes other than single occupancy car trips for the workforce. It is not proposed that the Travel Plan would seek to monitor resident and visitor travel as it is considered that residents of the proposed development would be unlikely to travel, however many of the measures proposed by this Travel Plan would equally apply to these groups.
- 1.1.6 This Travel Plan is a management tool that facilitates a co-ordinated strategy to bring together transport, business and leisure travel to achieve a more sustainable travel choice. A successfully implemented Travel Plan can deliver substantial gains toward the sustainable transport objectives of central and local government, helping to provide:
- Reductions in car usage, particularly influencing levels of single occupancy car travel, with an increased number of journeys made by public transport, walking and cycling.
 - Improved road safety and personal security, particularly for pedestrians and cyclists.
- 1.1.7 It is intended that the Travel Plan would be an evolving document that would be reviewed and modified to achieve its primary objectives.

1.2 Guidance

- 1.2.1 This Travel Plan has been prepared in accordance with the Planning Practice Guidance '*Travel plans, transport assessments and statements in decision-taking*³. It also takes in account best practice guidance published by West Sussex County Council (WSCC)⁴.

³ *Travel plans, transport assessments and statements in decision-taking* -- published by Department for Communities and Local Government, March 2014

⁴ *Development Travel Plan Policy* -- published by West Sussex County Council

1.3 Scope of Report

1.3.1 Following this introduction, the Travel Plan is structured as follows:

- Section 2 examines the relevant national and local transport policy.
- Section 3 describes the existing situation of the site and its surroundings including the accessibility of the development by sustainable transport modes.
- Section 4 sets out the development proposals.
- Section 5 sets out the general aims and objectives of the Travel Plan.
- Section 6 sets out the primary targets of the Travel Plan.
- Section 7 describes the proposed measures that would be implemented in order to achieve the set targets.
- Section 8 details how the Travel Plan would be implemented, including how the travel plan will be communicated and promoted.
- Section 9 details how the Travel Plan would be managed.
- Section 10 sets out the formal monitoring and reviewing procedures.
- Section 11 sets out how the Travel Plan will be secured and enforced.

2 Policy Framework

2.1 Overview

2.1.1 This section of the Travel Plan sets out the relevant national and local planning policy guidance. Relevant documents include:

- National Planning Policy Framework (NPPF);
- West Sussex County Council Local Transport Plan 3 (LTP3);
- Arun District Council Local Plan (2003);
- Arun District Council Emerging Local Plan (2011-2031);
- West Sussex County Council Transport for New Developments: Transport Assessments and Travel Plans (2014).

2.2 National Policy and Guidance

National Planning Policy Framework (NPPF)

2.2.1 The NPPF was published in March 2012 by the Department for Communities and Local Government and is the primary source of national planning guidance in England.

2.2.2 The NPPF contains the Government's strategies for economic, environmental and social planning policies in England and is designed to be a single, tightly focussed document setting out national planning priorities.

2.2.3 Paragraphs 35 and 36 of the NPPF state that '*developments should be located and designed 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 or pedestrians, avoiding street clutter and where appropriate creating home zones; and*
- *Consider the needs of people with disabilities by all modes of transport.*

2.2.4 A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan'.

Planning Practice Guidance

2.2.5 The NPPF is accompanied by "Planning practice guidance", which defines Travel Plans as:

"Long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

2.2.6 The Guidance states that Travel Plans can positively contribute to:

- *“encouraging sustainable travel;*
- *lessening traffic generation and its detrimental impacts;*
- *reducing carbon emissions and climate impacts;*
- *creating accessible, connected, inclusive communities;*
- *improving health outcomes and quality of life;*
- *improving road safety; and*
- *reducing the need for new development to increase existing road capacity or provide new roads.”*

2.2.7 In accordance with this guidance, this Travel Plan and the associated Transport Assessment are provided to support the development proposal.

2.3 Local Transport and Planning Policy

Arun District Council Local Plan (2003)

2.3.1 The Arun District Council Local Plan (LP) sets policies to guide development throughout the district. The Local Plan sets out a number of policies with regards to new development and transport considerations.

2.3.2 Policies throughout the LP are strongly aligned with the aims and objectives of this TP, with a strong emphasis to encourage travel by sustainable modes and the reduction of single occupancy vehicle trips.

2.3.3 Policy GEN4 Location and Travel Demand sets out the key considerations with regards to transport. The policy states that planning permission will be granted for new development if the development meets the following criteria:

- (i) *“it is located to minimise the demand for travel;*
- (ii) *it does not materially add to the existing road congestion and air pollution; and*
- (iii) *appropriate provision is made for safe and convenient access by public transport, cyclists and pedestrian”*

2.3.4 Policy GEN7 The form of New Development indicates that the following must be met for a development to be permitted:

- (i) *“promotes sustainable development, including the effective use and conservation of energy and reducing the need to travel, particularly by private car;*
- (ii) *allows for the safe movement of pedestrians and vehicles, giving priority to pedestrians;*
- (iii) *provides for vehicle parking in accordance with Policy GEN12 and Appendix 2.”*

Arun District Council Emerging Local Plan

2.3.5 The Emerging Local Plan will replace the existing LP and is currently undergoing consultation. It is anticipated that the final Inspector's Report will be provided in early July 2018. The transport related policies set out within the Emerging Local Plan are discussed below.

2.3.6 The policies set out within the Emerging Local Plan are also strongly aligned the aims and objectives of this TP, with a strong emphasis to encourage travel by sustainable modes and the reduction of single occupancy vehicle trips.

2.3.7 Policy T SP1 states that the council will support development which:

- (i) *"Is designed to reduce the need to travel by car by identifying opportunities to improve access to public transport services and passenger transport services whilst making provision for safe access to the highway network through improvements to existing road network and the promotion of vehicles which use low-carbon energy;*
- (ii) *Is incorporated into the District's green infrastructure network and gives priority to pedestrian and cycle movements;*

2.3.8 Policy T DM1 requires that proposals for all new developments must:

- a) *"Be located within easy access of established public transport service(s), existing pedestrian and cycle networks, the committed and aspirational cycle networks as identified on the Policies Map and the green infrastructure network which links the development with key destinations including places of work, education, leisure and town centres;*
- b) *Where applicable, contribute to the extension of public transport services to serve the development and community transport services to ensure that a wide range of transport services are available to all residents;*
- c) *Make provision for cycling and pedestrian facilities to meet the County Council Parking Standards, including cycle storage, convenient and secure cycle parking in association with retail and educational uses and sufficient secure parking and changing/showering facilities at places of work;"*

West Sussex County Council Local Transport Plan 3 (LTP3)

2.3.9 The West Sussex Transport Plan 2011-26 (LTP3) was adopted in 2011. The LTP3 sets out the transport policies and strategies for West Sussex County Council (WSCC) from 2011 to 2026. The overall strategy of the LTP3 aims to create an efficient, safe and less congested transport network.

2.3.10 A key component of the transport strategy set out within the LTP3 is to 'reduce unnecessary trips by motorised vehicles and encourage use of more sustainable modes of transport'. The LTP3 states this will be in part achieved by:

- *"continuing to secure travel plans for new residential and employment developments."*

West Sussex County Council Development Travel Plan Policy (DTPP)

2.3.11 West Sussex County Council provides guidance on the production of Travel Plans for new developments within the Development Travel Plan Policy document. The document sets thresholds for the requirement of a Travel plan, with care homes of greater than 50 beds requiring a Travel Plan.

2.3.12 The guidance states:

"The Travel Plan must set targets for trip rate reduction and sustainable mode share for the development which must interrelate with the travel demand and impact analysis in the TA."

2.3.13 This Travel Plan sets out a strategy to reduce the number of vehicular trips to the development based on the anticipated number of trips derived within the associated Transport Assessment.

2.3.14 Within the guidance document WSCC provide a TRACES (Transparent, Realistic, Achievable, Enforceable and Sustainable) Evaluation checklist. This checklist sets out the elements that the Travel Plan must address. This Travel Plan has been produced in accordance with the checklist, which can be found in **Appendix A**.

3 Site Audit

3.1 Site Location

- 3.1.1 The site is located approximately 500 metres north of Angmering Village Centre and approximately 2km north of Angmering Rail Station.
- 3.1.2 The site is situated on the edge of an established residential area. The site is located within a short walk distance of a number of services and amenities on Angmering High Street. These amenities include a small co-op food store, hairdressers, butchers, pharmacy, library and Post Office.
- 3.1.3 The site is occupied by a residential property called Broadlees which is surrounded by grazing land and scrub, in addition to several outbuildings and sheds. The existing site access is taken from Dapper's Lane which runs on a north / south alignment bordering the site to the west. The site access is situated approximately 100 metres to the north of the junction of Dapper's Lane/Water Lane. The village centre and supermarket are located approximately 600m from the site.
- 3.1.4 A site location plan is presented in **Figure 1.1**.

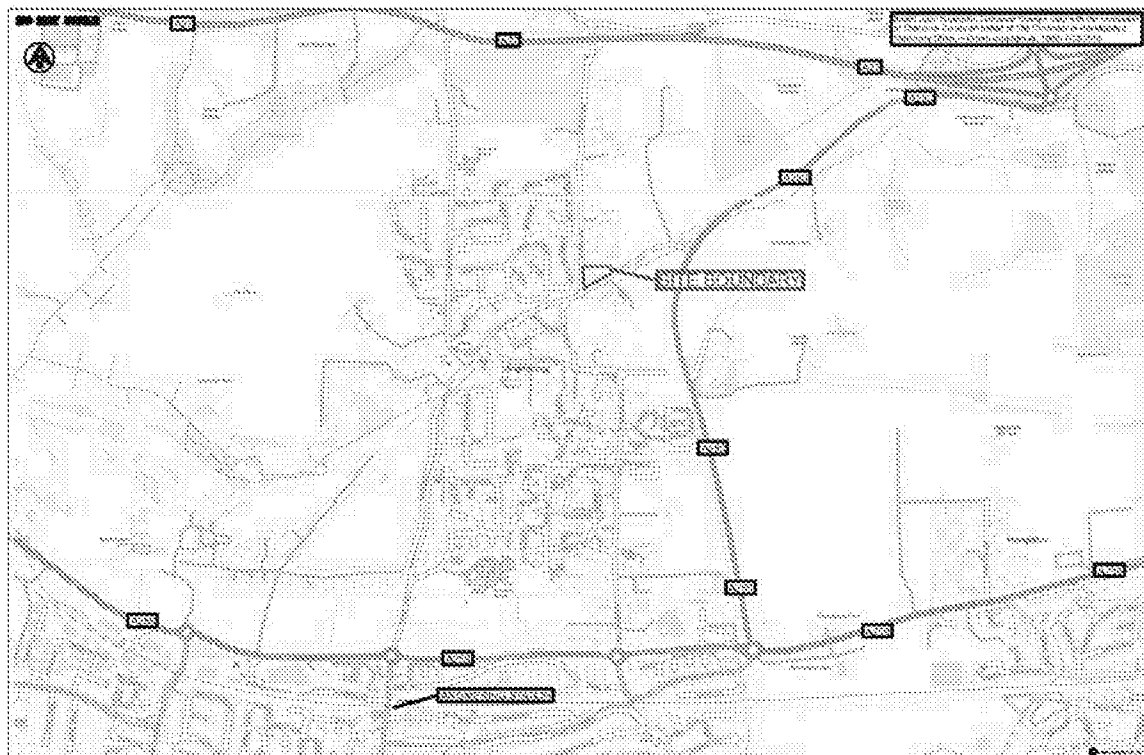


Figure 1.3: Site Location Plan

3.2 Accessibility by Walking

- 3.2.1 A walking distance of 2km is the maximum desirable commuting distance stated by the Chartered Institute of Highways and Transportation (CIHT).

- 3.2.2 The Chartered Institute of Highways and Transportation's (CIHT's) publication '*Providing for Journeys on Foot*' (2000) states that the average length of a walk journey is 1 kilometre. It further recommends a preferred maximum walking distance of 2 kilometres for commuting journeys and 1.2 kilometres for other journey destinations. The site can therefore be considered to be within a reasonable walking distance of the variety of shops, service and amenities located within Angmering Village Centre.
- 3.2.3 A distance of 1.3 miles (2.0 kilometres) has been considered a distance many people could substitute car trips for trips on foot. The site is located within this distance of much of Angmering, Angmering rail station and a significant amount of residential development so there are no barriers to residents, employees and visitors accessing the site on foot.
- 3.2.4 Being a care facility, the majority of residents would be elderly and perhaps not able to maximise opportunities on foot. Nevertheless the village centre and supermarket are located approximately 600 metres from the site on foot. This represents a walk time of about seven minutes, perhaps longer for some elderly pedestrians, but within range for many.
- 3.2.5 There are footways with street lighting provided along Water Lane. The footway is provided from the Dapper's Lane/Water Lane junction, providing a continuous route into the village centre and to nearby bus stops. There are currently no footways along Dapper's Lane in the vicinity of the site. It is proposed that a pedestrian footway measuring 2.0 metres in width will be created from the site access along the eastern side of Dapper's Lane, utilising existing grass verge and within the public highway. The approved pedestrian improvement works will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the care home building only.
- 3.2.6 Angmering Station is accessible on foot from the site via Angmering Village Centre. There is a continuous footpath linking Angmering Village Centre to Angmering Station. A pedestrian footbridge is located between Station Road northbound and southbound.
- 3.2.7 No formal pedestrian access is currently provided to the application site and no footway currently exists along Dapper's Lane. As such pedestrians accessing the existing site must walk within the carriageway along Dapper's Lane, from the footways located on Water Lane, and access the site via the existing vehicular access.
- 3.2.8 A number of Public Rights of Way (PRoW) exist within the vicinity of the site. Footpath 2151_1 runs approximately 110m to the north of the site in a westerly direction along Merryfield Crescent and Ferndale Walk. The footpath connects to footways located on Greenacres Ring, from which the wider pedestrian network can be accessed, providing a pedestrian route towards the centre of Angmering. In addition, the footpath provides access to the bus stops located on Merryfield Crescent and Beech View.
- 3.2.9 In addition, footpath 2149 runs adjacent to the eastern boundary of the site from Water Lane. The footpath provides a route north towards the Angmering Motorsports Centre, before heading east and connecting with Dapper's Lane in the vicinity of Oak Tree Farm.
- 3.2.10 A summary of the local facilities within a walking distance of the site is provided in **Table 3.1**.

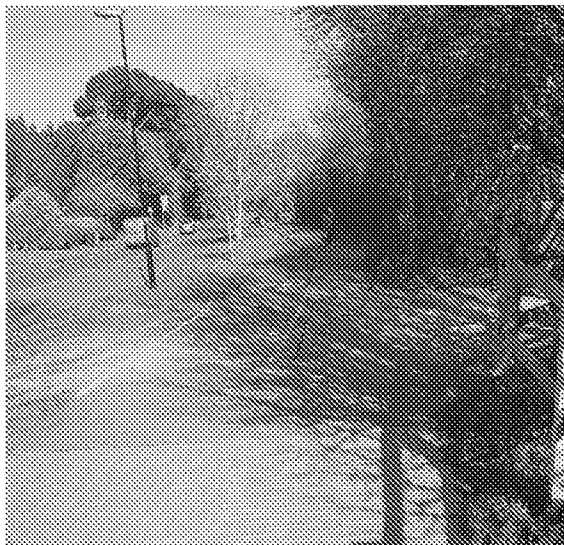
Table 3.1: Local Facilities within a Walking Distance

Facility	Location	Walk Distance
Co-operative Supermarket	Water Lane	700m
Angmering Manor Hotel	High Street	550m
Restaurants	Water Lane	500m
Post Office	Water Lane	550m
Angmering Library	Arundel Road	650m
Shops	Arundel Road	650m
Pharmacy	Station Road	750m
Angmering Medical Centre	Station Road	750m

- 3.2.11 West Sussex County Council (WSCC) provides links to useful walking and cycling maps and also to an interactive cycle journey planner which provides details of cycling route options across West Sussex. (<https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/cycling-routes-and-maps/>)
- 3.2.12 An isochrone plan is presented within **Appendix B** which indicates the amenities that can be accessed within 1km and 2km walking distance of the site.

3.3 Cycle

- 3.3.1 A number of local facilities are within a cycle distance of the proposed development. To the south west, Angmering Village Centre is within 600m cycle, and provides access to shops, restaurants and other amenities.
- 3.3.2 There are no dedicated cycle facilities in the immediate area; however there are no barriers to cycling to the site either. A segregated cycle path is present on a small section of Station Road; this can be seen from **Figure 3.1**. A distance of 3.1 miles (5.0 kilometres) is typically considered a distance many people could substitute car trips for cycle trips. Within this distance of the site is Angmering, East Preston, Rustington and Ferring and many residential areas.

**Figure 3.1: Cycle Path Station Road**

- 3.3.3 An isochrone plan is presented within **Appendix C** which indicates the amenities that can be accessed within 3km and 5km cycle distance of the site.

3.4 Bus

- 3.4.1 Local bus services can be accessed from Merryfield Crescent located approximately 160 meters north from the site, which is within the widely accepted preferred limit of 400 metres walk distance as cited in the CHIT guidance document, "*Planning for Walking*", April 2015. A summary of the services from these bus stops is presented in **Table 3.2** below.

Table 3.2: Local Bus Services

Service	Operator	Route	Direction	First Bus	Last Bus	Frequency				
						AM Peak	Inter Peak	PM Peak	Sat	Sun
9	Stagecoach	Shoreham – Southlands Hospital – Shoreham Rail Station – Mash Barn – Lancing Rail Station – Western Road – Worthing Hospital – Worthing Marine Parade – Goring Road – The Causeway – Maybridge –	Shoreham	08:04	19:18	1ph	1ph	1ph	1ph	1ph
		Roundstone Garden Centre – Angmering Chantryfield Road – Angmering Village Green – Angmering Rail Station – Rustington Shops – Beaumont Park Shops – Littlehampton Anchor Springs – Wick Street Post Office – Arundel Riverbank – Arundel Jarvis Road	Arundel	07:03	19:04	1ph	1ph	1ph	1ph	1ph
700 Coast- liner	Stagecoach	Wick – Littlehampton – Worthing – Shoreham – Brighton	Brighton	06:07	22:49	4ph	6ph	6ph	6ph	3ph
			Wick	05:52	22:10	4ph	6ph	6ph	6ph	3ph

- 3.4.2 The 9 bus service, operated by Stagecoach, provides an hourly service between the Holmbush Centre in Shoreham, to Littlehampton via Angmering station.
- 3.4.3 The Stagecoach 700 Coastliner service stops on the B1240 Worthing Road approximately 2km to the south of the site and provides up to 6 services per hour in each direction between Brighton and Southsea including destinations such as Worthing, Shoreham, Littlehampton, Arundel, Bognor Regis, Chichester, Emsworth and Portsmouth.

3.5 Rail

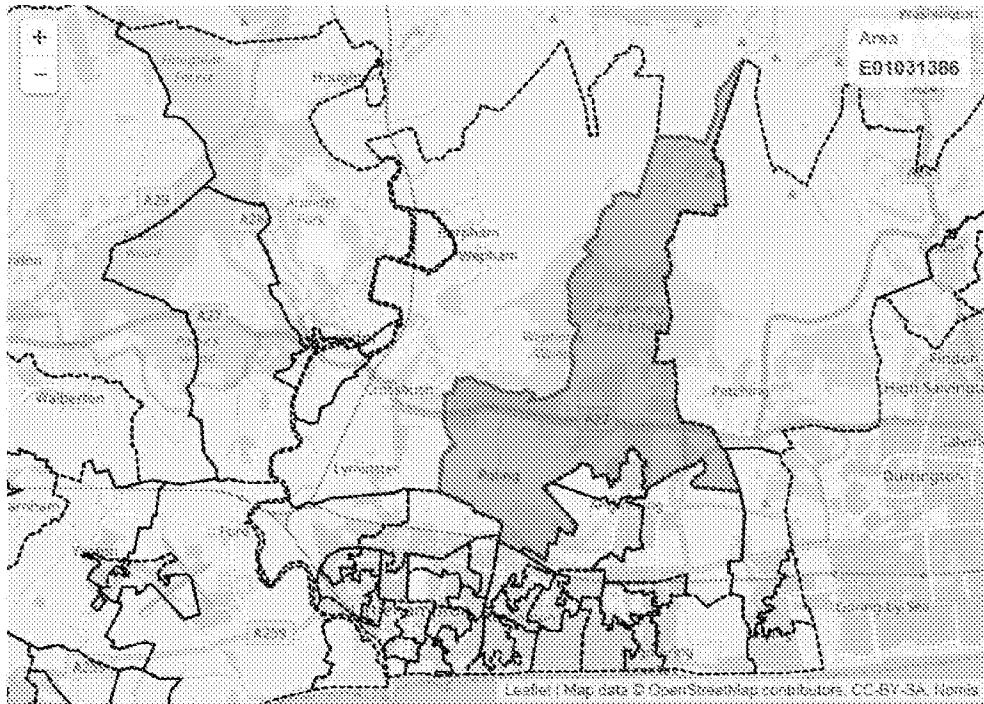
- 3.5.1 Angmering station is located approximately 2km to the south of the site and is located on the West Coastway line, which also provides direct services to London and Southampton. There are

3.5.2 The bus stops adjacent to the station provide connections to the site via the hourly 9 bus service.

3.5.3 Services from Angmering Station are operated by Southern, providing direct links to Brighton, London Victoria, Portsmouth Harbour, Southampton Central and Littlehampton. A summary of rail services from Angmering Station is presented in **Table 2.3**.

Destination	First Train	Last Train	Frequency					Journey Time
			AM Peak	Inter Peak	PM Peak	Sat	Sun	
Brighton	05:10	23:50	4ph	2ph	2ph	2ph	2ph	34mins
London Victoria	05:30	22:23	2ph	2ph	3ph	2ph	1ph	95mins
Portsmouth Harbour	07:07	23:40	2ph	1ph	1ph	1ph	0ph	90mins
Southampton Central	05:49	21:07	1ph	1ph	1ph	1ph	1ph	75mins
Littlehampton	06:33	23:21	1ph	2ph	3ph	2ph	2ph	10mins

3.6.1 A review of 2011 Census data for the Workplace by Usual Residence by Method of Travel to Work has been undertaken for the Workplace Zone E01031386, to which the site is situated. The Census data has been analysed to determine the likely modal split for future staff travelling to the development. The location of Workplace Zone E01031386 is presented in **Figure 3.2** below.



3.6.2 The resulting modal split for the Workplace Zone E01031386 can be seen in **Table 2.4** below.

Table 3.4: 2011 Census Data - Workplace by Usual Residence by Method of Travel to Work for Workplace Zone E01031386

Method of travel to work	Number of People	Percentage
Underground, metro, light rail or tram	1	0.1%
Train	26	3.9%
Bus, minibus or coach	16	2.4%
Taxi	5	0.7%
Motorcycle, scooter or moped	6	0.9%
Driving a car or van	508	75.5%
Passenger in a car or van	30	4.5%
Bicycle	21	3.5%
On foot	57	8.5%
Other method of travel to work	3	0.4%

- 3.6.3 The 2011 Census data indicates that the main mode of travel to the development is likely to be undertaken by car, with car driver representing 75.5% of all travel and car passenger 4.5%. Active travel modes (walking and cycling) also contribute to a large percentage of the travel demand, representing a total of 12% of all journeys to work.

3.7 Local Highway Network

Dapper's Lane

- 3.7.1 Dapper's Lane is a two-way, single carriageway road, generally 6.0 metres wide and subject to a 30 mph speed limit in the vicinity of the site.
- 3.7.2 Approximately 100m south of the Broadlees access, Dapper's Lane forms a priority controlled junction with Water Lane, which is the main vehicular route through Angmering, linking with the A280 to the northeast and the A259 to the south. It is a single carriageway road, generally 6m wide and subject to a 30 mph speed limit in the vicinity of the site.
- 3.7.3 No footways are currently provided along Dapper's Lane in the vicinity of site. Pedestrians travelling along Dapper's Lane are currently required to walk along the carriageway until they reach footways located on Water Lane or Merryfield Crescent.
- 3.7.4 Parking along Dapper's Lane is unrestricted; however, there is no evidence of on-street parking occurring. This is in part due to the relatively narrow width of the carriageway and due to the high level of parking provision at developments along Dapper's Lane.

Water Lane

- 3.7.5 Water Lane is a two-way, single carriageway road, generally 7.0 metres wide and subject to a 30 mph speed limit in the vicinity of the site. At a distance of approximately 200 metres to the east of the junction with Dapper's Lane, the registered speed limit changes from 30 mph to 60mph.
- 3.7.6 In order to control vehicle speeds on the approach to Angmering from the east, there are several priority narrowing points along Water Lane. These give priority to eastbound traffic leaving Angmering meaning westbound traffic entering has to give-way thus reducing vehicle speeds into the village.

- 3.7.7 Footways with street lighting are provided along Water Lane from the Dapper's Lane junction providing a continuous route into the village centre and to nearby bus stops.

3.8 Summary

- 3.8.1 The site is well located in relation to the ability to walk and cycle from the site to the town centre. There are continuous footways from the Water Lane south of the site leading towards Angmering Village. This route provides access to a number of shops, a pharmacy, cafes and restaurants. This is reflected in the 2011 Census data which indicates that active travel modes (walking and cycling) represent a total of 12% of all journeys to work.
- 3.8.2 A number of local facilities are also within a cycle distance of the proposed development. To the south west, Angmering Village Centre is within a 600m cycle from the site, and provides access to shops, restaurants and a range of other facilities. Angmering Station is located approximately 2km cycle of the site. Cycle paths are available on a short section of Station Road, leading to Angmering Station.
- 3.8.3 An hourly bus services providing links to Littlehampton and Shoreham is located within a 160m walk distance from the site. Angmering Station is located 2km walk distance south of the site, providing regular services to Brighton, London Victoria, Portsmouth Harbour, Southampton Central and Littlehampton. In summary, the site is accessible to non-car modes.
- 3.8.4 Dapper's Lane is a two-way, single carriageway road, generally 6.0 metres wide and subject to a 30 mph speed limit in the vicinity of the site. No pedestrian footway is currently provided along Dapper's Lane.
- 3.8.5 Water Lane is a two-way, single carriageway road, generally 7.0 metres wide and subject to a 30mph speed limit in the vicinity of the site. At a distance of approximately 200 metres to the east of the junction with Dapper's Lane, the registered speed limit changes from 30 mph to 60mph.
- 3.8.6 Footways with street lighting are provided along Water Lane from the Dapper's Lane junction providing a continuous route into the village centre and to nearby bus stops.

4 Development Overview

- 4.1.1 The development proposals comprise the provision of a 70 bed Care Home.
- 4.1.2 Vehicular, pedestrian and cycle access to the development will be taken from an existing access with Dapper's Lane. It is proposed to modify the access road junction accommodate the turning manoeuvres associated with delivery and servicing vehicles.
- 4.1.3 Delivery and servicing at the development is proposed to take place on-site, with service and delivery vehicles accessing and exiting the site in a forward gear.

4.2 Vehicular Access

- 4.2.1 The proposed development site access will be formed from the existing site access located on Dapper's Lane, north of Water Lane. The existing priority junction location will provide access to the Care Home and will utilise the existing vehicular access with the residential property of Broadlees. The proposed site access will be widened to 6 metres in order to accommodate two-way vehicle movements and allow for the turning manoeuvres of a large refuse vehicle.
- 4.2.2 A turning head will be provided to the eastern side of the Care Home to enable delivery and servicing vehicles to turn on-site.
- 4.2.3 The proposed vehicle access has previously received planning consent in association with planning application A/27/16/PL for a development consisting of 53No. C2 extra care apartments. It is proposed that the access for the proposed development would be provided in the same form.

4.3 Pedestrian / Cycle Access

- 4.3.1 It is proposed that a new section of pedestrian footway, 2.0m in width, would be constructed along Dapper's Lane.
- 4.3.2 A pedestrian and cycle access would be taken from this new pedestrian footway along Dapper's Lane. The approved pedestrian improvement works will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the care home building only.
- 4.3.3 The access would be provided approximately 10m to the south of the proposed vehicular access on Dapper's Lane. A 2.0m footpath would be provided and would form an access through the site to the main Care Home building access. Additionally, the footpath would offer a route to the proposed cycle parking located which is located to the west of the care home buildings main entrance.

4.4 Car Parking Provision

- 4.4.1 The proposed site layout indicates that vehicular access to the Care Home will be provided from the existing site access. The proposed site layout indicates 27 car parking spaces at a ratio of 0.39 spaces per bedroom.
- 4.4.2 Based upon the defined parking standards, a maximum parking provision of 27 spaces is permitted. The development proposals would provide a total of 27 parking spaces and as such the parking provision is in line with ADC parking standards.
- 4.4.3 Furthermore, the ADC parking standards indicate that two of the parking spaces will need to be allocated as disabled spaces and a further one motorcycle space will be required. A total of four secure cycle parking spaces will also be provided.

- 4.4.4 Two disabled parking spaces are provided on the site situated adjacent to the drop-off point and pedestrian access to the Care Home development. The locations of these are shown on the architect's plan drawing provided in **Appendix D**.

4.5 Cycle Parking Provision

- 4.5.1 The required provision of cycle parking is set out within Appendix 2 of the Arun District Council Local Plan (Adopted 2003). The requirement for cycle parking is as follows:

"Associated with any car parking provision, appropriate facilities and/or a suitable area should be provided for the parking of bicycles. Provision shall be at the rate of:

1 cycle space per 8 car parking spaces, subject to a minimum of 2 cycle spaces."

- 4.5.2 A minimum of four secure cycle parking spaces would therefore be provided on-site. The cycle parking is located in a convenient location in close proximity to the building's entrance, benefiting from passive surveillance and weather protection. Steel Sheffield stands will be fixed to the ground enabling cycles to be supported and securely locked.

4.6 Off-Site Mitigation Measures

- 4.6.1 Following a review of the consented application A/27/16/PL, a resolution to grant planning permission was consented subject to compliance with conditions which included the following:

"No part of the development shall be occupied until the footway has been extended along Dapper's Lane into the development, including where this crosses the highway onto Water Lane in accordance with plans and details submitted to and approved in writing by the Local Planning Authority.

Reason: In the interests of highway safety in accordance with policy GEN7 of the Arun District Local Plan".

- 4.6.2 It is proposed that a pedestrian footway measuring 2.0 metres in width will be created from the site access along the eastern side of Dapper's Lane utilising existing grass verge within the public highway. The footway would extend approximately 75m to the south of the vehicular access, at which point an informal pedestrian crossing with tactile paving and dropped kerbs would be provided. The footway would then continue along the western side of Dapper's Lane, along the existing grass verge, connecting with the existing footway at the junction with Water Lane.
- 4.6.3 The approved pedestrian improvement works will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the care home building only.

- 4.6.4 There is an existing footway measuring approximately 1 metre in width situated to the west of the Dapper's Lane/Water Lane junction on the northern side only. It is proposed that the existing sub-standard footway along Water Lane would be improved and widened to provide a 2.0m wide footway, utilising the existing grass verge, up to the approximately 35m west of the junction between Water Lane and Weavers Hill.
- 4.6.5 The proposed pedestrian infrastructure improvements are detailed within the plan **PB7693-SK01** provided in **Appendix E**. This proposed off-site pedestrian infrastructure improvement would ensure that a continuous pedestrian footway will connect the site to Angmering Village Centre.

4.7 Delivery and Servicing

- 4.7.1 Information relating to how delivery and service vehicles would access and serve the site and how deliveries would be managed is detailed within section 7 of the associated Transport Statement.

4.8 Future Occupants

- 4.8.1 It is envisaged that a care home operator would take control of the proposed development post construction and would be responsible for the day to day activities of the proposed development. The development will provide care home facilities for the elderly and as such it is not considered that the residents of the development will produce a large travel demand.
- 4.8.2 The future occupants of the site will be responsible for ensuring the implementation of this Travel Plan.

4.9 Anticipated Trip Generation

- 4.9.1 The TRICS database has been interrogated to establish the average multi-modal trip rates for the proposed 70 bed Care Home. The following selection criteria have been adhered to:
- Land Use Class 05F Health Care Home (Elderly Residential).
 - Exclusion of sites in Ireland, Scotland, Wales and Greater London.
 - Sites with between 17 and 180 bedrooms.
 - Sites in Edge of Town and Suburban locations.
- 4.9.2 The full TRICS output report is provided in Appendix I of the associated Transport Assessment. The multi-modal trip rates for the Care Home are shown in **Table 4.1**.

Table 4.1: Multi-Modal Trip Rates for Care Home Proposals

Mode of Travel	AM Peak (08:00-09:00)		PM Peak (17:00-18:00)		Daily (07:00-21:00)		
	Arrivals	Depart's	Arrivals	Depart's	Arrivals	Depart's	Two-Way
Vehicles	0.064	0.045	0.023	0.082	0.537	0.518	1.055
Public Transport Users	0.014	0.014	0.005	0.000	0.083	0.056	0.139
Pedestrians	0.003	0.014	0.009	0.023	0.196	0.205	0.401
Cyclists	0.000	0.000	0.000	0.000	0.010	0.010	0.020

- 4.9.3 The resultant forecast multi-modal trip generation for the AM and PM peak periods and on a daily basis is shown in **Table 4.2**.

Table 4.2: Estimated Trip Generation for Care Home Proposals (70 Bedrooms)

Mode of Travel	AM Peak (08.00-09.00)		PM Peak (17.00-18.00)		Daily (07.00-21.00)		
	Arrivals	Depart's	Arrivals	Depart's	Arrivals	Depart's	Two-Way
Vehicles	4	1	2	6	41	43	84
Public Transport Users	1	1	0	0	6	4	10
Pedestrians	1	1	1	2	14	14	28
Cyclists	0	0	0	0	1	1	2

- 4.9.4 Over the course of a typical day, a two-way total of 84 vehicle movements to / from the Care Home are predicted; 41 arrivals and 43 departures.

4.10 Staff Travel Patterns

- 4.10.1 It is anticipated that staff would work 12 hour shifts with two shifts per day. It is anticipated that a ratio of one staff member per three residents would be required, which equates to a maximum of 23 members of staff per shift.
- 4.10.2 Each shift pattern is expected to run from 8am to 8pm and 8pm to 8am. It is therefore anticipated that a large number of inbound and outbound trips to the development would occur between 7.30am and 8.30am, and 7.30pm and 8.30pm.

4.11 Summary

- 4.11.1 The development proposals comprise the provision of a 70 bed Care Home, with ancillary car parking, access and landscaping. Delivery and servicing at the development is proposed to take place on-site, with service and delivery vehicles accessing and exiting the site in a forward gear.
- 4.11.2 The development proposals include the introduction of a new pedestrian footway along Dapper's Lane connecting with an improved pedestrian footway along Water Lane. Pedestrian access to the site will be taken from this footway with an internal 2.0m wide footway leading through the site to the main entrance to the Care Home building and the proposed cycle parking.
- 4.11.3 The approved pedestrian improvement works will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the care home building only.
- 4.11.4 The development will provide a total of 27 car parking spaces at a ratio of 0.39 spaces per resident, of which three will be accessible spaces. A total of four secure cycle parking spaces will be provided.

5 Aims and Objectives

5.1 Aims

- 5.1.1 This Travel Plan is intended to be a transparent and documented strategy that aims to reduce the dependence of employees travelling to the site by single occupancy private car, thereby reducing traffic and promoting cleaner and more sustainable travel choices.
- 5.1.2 The Travel Plan also aims to achieve associated benefits for both the organisation and their employees, such as improved health benefits of staff members and reduced travel costs.

5.2 Travel Plan Objectives

- 5.2.1 The specific objectives of this Travel Plan are as follows:
- To ensure that locations are accessible by non-car modes.
 - To minimise single occupancy car travel to and from the development, particularly through providing scope for journeys to be made by other modes.
 - To identify measures which maximise the use of non-car modes of travel.
 - To lead a change in the travel behaviour of individuals to a sustainable mode of travel and maintaining that change once it has occurred.
 - To initiate and promote a package of measures and management procedures that would encourage staff to travel by sustainable modes, resulting in a reduction in single occupancy car trips.
 - To maximise the use of non-car modes of transport to the site such as walking, cycling and public transport.
 - In promoting walking and cycling, publicising the health and environmental benefits associated with travel by foot and by bicycle.

6 Targets

6.1 Methodology

- 6.1.1 In accordance with best practice the targets within this report adopt the 'outcomes approach' by focussing on mode shift.
- 6.1.2 Realistic and achievable targets should be selected for the site. The targets should be set to reflect the reductions in car use that are expected as a result of the Travel Plan measures.
- 6.1.3 In order to measure the effectiveness of the Travel Plan, as the intended key tool to deliver sustainability with regards to transport, SMART targets have been included to help achieve the primary target of this Travel Plan. These are as follows:
- **S**pecific;
 - **M**easurable;
 - **A**chievable;
 - **R**ealistic; and
 - **T**imed.

6.2 Trip Rate Targets

- 6.2.1 One of the key measures of the success of this Travel Plan will be the reduction in single occupancy private car journeys to and from the site. Therefore, a reduction in the 'car driver' mode share will be sought.
- 6.2.2 The West Sussex County Council (WSCC) Development Travel Plan Policy document requires that targets be set against the anticipated vehicular trip generation, as set out with the associated TA. The trip generation associated with the proposed development is outlined within **Section 5** of this TP.
- 6.2.3 The WSCC Development Travel Plan Policy document states that a target of a 10% reduction in vehicular trips for development sites located in rural areas. As the proposed development is located on the edge of Angmering the site is considered to constitute a rural site.
- 6.2.4 Allowing for a 10% reduction in vehicular trips to and from the development over the five year implementation of the TP, the TP targets have been site have been set on a biennial basis and are presented in **Table 6.1** below.

Table 6.1: Travel Plan Targets

Target Year	07:00-21:00			Reduction from Baseline
	Arrivals	Departure	Two-Way	
Baseline	41	43	84	n/a
Year 1	40	42	82	2%
Year 3	38	40	78	6%
Year 5	37	39	76	10%

- 6.2.5 In order to achieve the trip rate targets outlined in **Table 6.1** the Action and Aim Targets provided in the following sections have been set.

6.3 Action Targets

6.3.1 The following action targets are set in order to achieve the required reduction in the number of single occupancy trips to the development. The action targets have been given a time post occupancy in which they must be achieved. The action targets are as follows:

- Install four cycle parking spaces before occupation.
- Install the pedestrian footway along Dapper's Lane, including the required dropped kerbs and tactile paving, prior to occupation.
- Set up a Travel Plan steering group within six months of occupation.

6.4 Aim Targets

6.4.1 The trip rate targets require a 10% decrease in the number of vehicle trips to the development. To help achieve this target the following multi-modal trip targets have been set against the base year trip generation provided in **Table 4.2**. The multi-modal trip rate targets and the dates in which they must be achieved by are presented in **Table 6.2** below. The success of the Travel Plan will be reviewed against these targets.

Table 6.2: Travel Plan Aim Targets

Mode		Baseline Two-Way Trips	Year 1 Target	Year 3 Target	Year 5 Target
Vehicles	No. Trips	84	82	78	76
	% Change*	n/a	-2%	-6%	-10%
Public Transport Users	No. Trips	10	10	11	12
	% Change*	n/a	0%	10%	20%
Pedestrians	No. Trips	28	28	29	30
	% Change*	n/a	0%	4%	7%
Cyclists	No. Trips	2	3	4	5
	% Change*	n/a	50%	100%	150%

* All percentage change values calculated against the baseline number of trips.

6.5 Target Reviews

6.5.1 In order to set realistic and accurate targets and to establish on-going travel habits, a travel survey for employees would be carried out within three months of full occupation of the development. Analysis of these results would then help guide future targets, initiatives and measure successes of the Travel Plan measures.

6.5.2 The success of the Travel Plan would primarily be measured against the percentage of car driver trips. The percentage of travel by other modes that influence this primary target would also be monitored.

6.5.3 After the baseline travel survey has been undertaken, TRICS Standard Assessment Methodology surveys will be carried out and repeated on an annual basis with the results and a detailed report issued to WSCC. Surveys will be carried out at the same time every year to ensure continuity and reliable comparison between results.

- 6.5.4 The 'car driver' target would be set and agreed in consultation with West Sussex County Council. The target would be agreed on the basis of the previous year's review exercise (see **Section 10**, Monitoring and Review) and would be recorded for reference in the following years' review.
- 6.5.5 Where targets are not being met at the end of the initial period of monitoring, the Travel Plan will be reviewed, new measures introduced, and the monitoring period extended for a further two review periods.

7 Measures and Maintenance

7.1 Increasing Travel Awareness

- 7.1.1 The Travel Plan would set out how employees can be encouraged to travel to the site by sustainable modes. The Travel Plan would also promote choice by introducing a package of measures that raise awareness of travel choice and provides the mechanisms for change.
- 7.1.2 New employees would be made aware of the Travel Plan through their company induction.

7.2 Proposed Hard Measures

- 7.2.1 The aim of this Travel Plan is to reduce the dependency on single occupancy car journeys to the site. In order to facilitate this, a number of objectives have been set which include ensuring the development is accessible by non-car modes, that there is scope for journey's to be undertaken by other modes and to maximise the number of journeys undertaken on foot. In order to achieve these aims and to support the overall objectives, the following hard measures are proposed.
- 7.2.2 It is proposed that a pedestrian footway measuring 2.0 metres in width will be created from the site access along the eastern side of Dapper's Lane utilising existing grass verge within the public highway. The footway would extend approximately 75m to the south of the vehicular access, at which point an informal pedestrian crossing with tactile paving and dropped kerbs would be provided. The footway would then continue along the western side of Dapper's Lane, along the existing grass verge, connecting with the existing footway at the junction with Water Lane.
- 7.2.3 The approved pedestrian improvement works will be implemented as part of the wider permission (A/27/16/PL) and are not directly linked with this application for the care home building only.
- 7.2.4 The proposed pedestrian infrastructure improvements are detailed within the plan **PB7693-SK01** provided in **Appendix E**. This proposed off-site pedestrian infrastructure improvement would ensure that a continuous pedestrian footway will connect the site to Angmering Village Centre.
- 7.2.5 A minimum of four secure cycle parking spaces would be provided on-site. The cycle parking is located in a convenient location in close proximity to the building's entrance, benefiting from passive surveillance and weather protection. Steel Sheffield stands will be fixed to the ground enabling cycles to be supported and securely locked.

7.3 Proposed Soft Measures

- 7.3.1 To encourage the take up of sustainable travel and reduce single occupancy car trips the following measures are proposed on **Table 7.7.1**. These measures have been informed by the sustainable transport audit, which highlighted opportunities for modal shift. In addition, these measures will help to achieve the aims changing travel behaviour, promoting and encouraging sustainable travel and promoting the health and environmental benefits of active modes of travel.

Table 7.7.1: Proposed Travel Plan Measures

Measures	Comments
Provide a staff notice board	The notice board would provide employees with a useful source of information regarding travel choice and include information such as details of car share schemes, walk and cycle routes, up-to-date bus and train times.
Provide Travel Packs to employees	To be provided at the launch of the TP and during the induction of new employees. The packs would include information such as details of car share scheme, walk and cycle routes, bus and train times.
Interest free loans for bus and rail tickets*	To remove the cash flow barrier to employees wishing to purchase season tickets for bus / rail which are significantly cheaper than daily tickets.
Promotion of national events	To link up with national events such as Bike Week or Walk to Work week.
Car share database	To encourage the take up of car sharing by allowing employees to find other employees who may live near them and be interested in car sharing.
Guaranteed lift home for car-sharers	To ensure that employees who did not travel in their own car have the security of knowing they can get home in an emergency
Cycle parking facilities	To provide safe and secure parking for cyclists.
Set up Bicycle User Group	To enable likeminded employees to discuss common issues and encourage more people to cycle to the development.
Cycle / Walking 'buddy' scheme	To increase person security during unsociable hours.
*subject to the operator's working practice and policy	

7.3.2 These proposed measures are identified in the Action Plan detailed in **Section 11**.

8 Travel Plan Implementation

8.1 Action Plan

- 8.1.1 A draft Action Plan has been prepared that provides guidance to the TPC and Frontier Estates Limited, (or end occupier) on the key milestones for the implementation of the Travel Plan and the milestones for future maintenance and reporting.
- 8.1.2 The Action Plan is provided in **Table 8.1** showing the key measures and milestone that the TPC would follow.

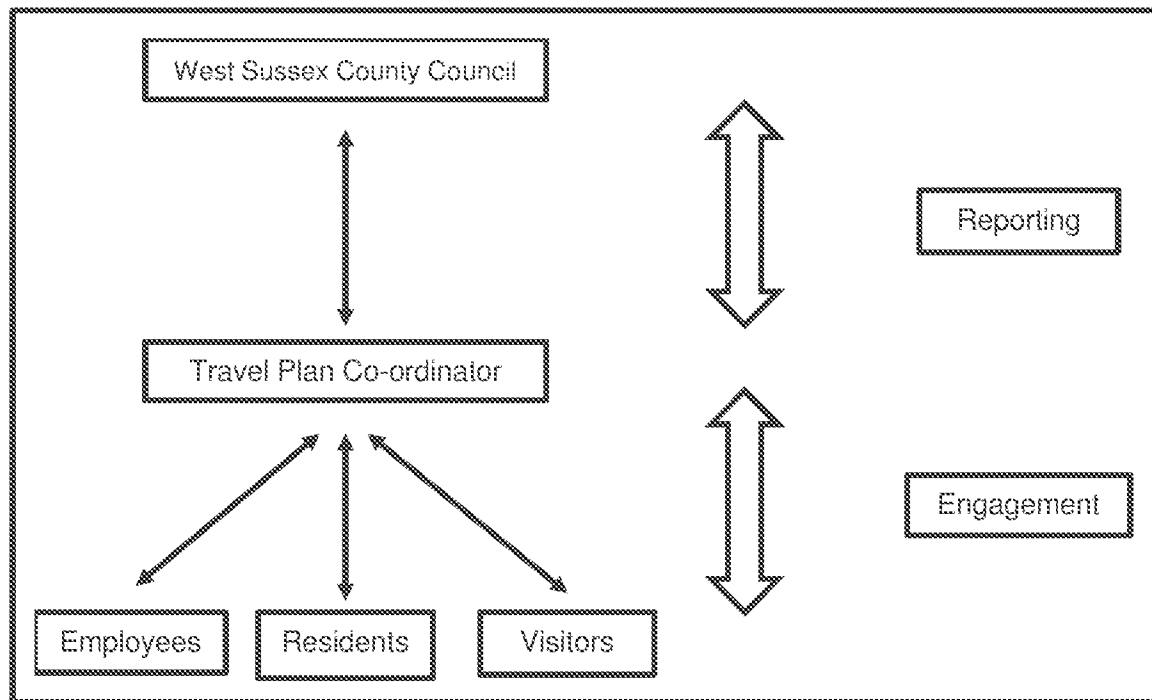
Table 8.1: Travel Plan Action Plan and Key Dates

Action		Time Scale
Appoint the Travel Plan Co-Ordinator	Frontier Estates Limited (or end user)	Prior to occupation
Prepare welcome packs for new employees	TPC	Prior to occupation
Implement cycle parking, lockers and showers	End occupier and TPC	Prior to occupation
Identify an area for a staff notice board	TPC	Prior to occupation
Implement the proposed pedestrian infrastructure improvements	Frontier Estates Limited	Prior to occupation
Undertake a Travel to Work survey	TPC	3 months after full occupation
Update the Travel Plan with survey details	TPC	3 months after full occupation
Initiate staff travel to work database and car-share database	TPC	3 months after full occupation
Undertake a staff survey, TRICS SAM surveys and consultation with key stakeholders	TPC	Annually, following the 1 st travel to work survey.
Update travel to work database	TPC	Annually, following the 1 st TRICS SAM survey at the end of year 1.
Report survey results	TPC	Annually, following the 1 st TRICS SAM survey at the end of year 1.
Update the car sharing database and staff notice board	TPC	On-going
Review cycle parking provision	TPC	On-going
Issue welcome packs to new employee	TPC	On-going

8.2 Travel Plan Communication

- 8.2.1 The TPC would be a key link between the various stakeholders and would be the fulcrum for internal communication with the employees regarding the Travel Plan's objectives, benefits and available measures and support.
- 8.2.2 The TPC would also act as a contact point for external stakeholder engagement and reporting regarding the Travel Plan, recording comments and feeding back with any corrective measures. **Table 8.1** details the communication strategy.
- 8.2.3 Whilst the Travel Plan is focussed on the travel patterns of staff, the TPC will also act as a point of contact with residents and visitors on issues associated with travel, as required.

Figure 8.1: TPC Reporting and Engagement Structure



8.3 Travel Plan Promotion

8.3.1 All employees would be made aware of the existence, objectives and potential benefits of the Travel Plan.

8.3.2 For new employees the Travel Pack would be provided at their induction, so that staff can make an informed decision about how they travel to the site. Employees will also be offered the option of receiving their travel packs electronically prior to the commencement of their employment. This would assist employees in considering all travel options available before they commence their employment.

8.3.3 The Travel Pack would include the following:

- The objectives of the Travel Plan;
- The environmental and economic benefits of travelling using sustainable travel modes;
- Details of the Travel Plan Co-ordinator;
- Details of the bus and train services;
- Details of cycles routes;
- Details of the cycle to work scheme (if adopted by the operator);
- Information on the location of the cycle parking facilities; and
- Information on the development's car-share scheme and details associated with the other external car share schemes, such as:
 - (<https://liftshare.com/uk/community/westsussexcarshare>).

- 8.3.4 Noticeboards would be provided in areas that are communal and highly frequented by staff. The noticeboards would allow the information provided within the Travel Packs to be visible and kept up to date. In addition, e-mail and e-shots could be utilised as appropriate.

8.4 Travel Plan Funding

- 8.4.1 Funding of the Travel Plan will be the responsibility of the end occupier, in this case the operator of the proposed care home. The occupier will be responsible for funding all elements of the Travel Plan including the day to day management of the Travel Plan, funding of any measures required and all formal and informal surveys that are required to be carried out for monitoring purposes.
- 8.4.2 The funding from the occupier will be secured through conditions set out within the purchase of the site. The developer, Frontier Estates Limited, will be responsible for funding the Travel Plan until an occupier of the development has been appointed.
- 8.4.3 Further details of the proposed funding streams and the allocation of funds will be provided by the appointed Travel Plan Coordinator and will be agreed with WSCC within three months of occupation of the development.

9 Travel Plan Management

9.1 Travel Plan Co-ordinator

- 9.1.1 A Travel Plan Co-ordinator (TPC) will be appointed by the operator of the site, most likely being a member of the facilities staff. The TPC would be trained and would be responsible for the implementation of the Travel Plan at the development as a whole. Funding of the TPC will be the responsibility of the development occupier and will be secured through conditions set out within the agreement between the developer and the occupier.
- 9.1.2 Following the appointment of the TPC their details will be submitted to WSCC.
- 9.1.3 The overall administration of the Travel Plan would be the responsibility of the TPC who would be responsible for the development, implementation, monitoring and enforcement of the Travel Plan.
- 9.1.4 The primary duties of the TPC are:
- Being the first point of contact for all information and issues regarding travel planning on the site.
 - Raising awareness of the Travel Plan through organised local events and participation in national events relating to sustainable travel.
 - Work towards realising the objectives and targets of the Travel Plan.
 - Update the travel boards and website with the latest information and progress of the Travel Plan.
 - Ensure the measures in the Travel Plan are properly implemented.
 - Undertake the required monitoring and review of the Travel Plan, including reporting to the local authorities.
 - Collate, organise and distribute the employee travel packs.

9.2 Travel Plan Administration

- 9.2.1 The TPC would oversee the management of a filing system for all correspondence relating to the Travel Plan for the site and be a key link between the TPC and various stakeholders.
- 9.2.2 The TPC would ensure that new employees would be made aware of the existence of the Travel Plan and their travel details are added to the relevant car share database if appropriate. Employees leaving would have their details removed from the database.
- 9.2.3 The TPC would set up and maintain the employee travel dataset, following the initial travel survey.
- 9.2.4 The TPC would monitor the use and provision of cycle parking.
- 9.2.5 In the event that the occupier of the development changes the previous TPC will be required to produce a report outlining the progress of the Travel Plan. This report will provide details on the most recent travel, measures that have been implemented, current Travel Plan management arrangement, agreed funding streams and the relevant contacts at WSCC.

10 Monitoring and Review

10.1 Travel Plan Monitoring

10.1.1 Monitoring of the Travel Plan would be carried out after three months of full occupation of the building. This survey would be undertaken in the form of an informal staff survey and would be used to inform the travel plan targets. TRICS Standard Assessment Methodology surveys would be carried out on an annual basis, beginning 1 year after occupation, thereafter to assess how the Travel Plan has performed against agreed targets.

10.1.2 **Table 10.1** sets out how the data that would be collected and likely method of collection.

Table 10.1: Travel Plan Monitoring

Monitoring data	Method of collection
Baseline conditions including the number of employees	Collected by the TPC from Human Resources records.
Demand for parking, including cycle parking	The TPC will survey the demand for parking, counting occupied spaces through the day.
Traffic patterns to and from the development	Established through an employee Travel Survey to be organised by the TPC. The Travel Survey would most likely take the form of an employee questionnaire.
The level of uptake on car-sharing	Collected by the TPC
Informal comments made regarding the operation of the Travel Plan	
Formal comments from stakeholders regarding the Travel Plan	
TRICS Standard Assessment Methodology (SAM) Survey	The TPC will be responsible for contacting and arranging the undertaking of TRICS SAM surveys on an annual basis. The occupier of the development will be responsible for funding the surveys.

10.1.3 An example questionnaire survey, to be used for informal monitoring of the Travel Plan, is provided in **Appendix F**. This or a similar questionnaire will be given to all staff members on an annual basis and will help to establish travel patterns at the development and will offer a chance for formal feedback on Travel Plan measures to be given.

10.2 Formal TRICS Compatible Monitoring

10.2.1 The WSCC Development Travel Plan Policy document requires that all travel plan monitoring be undertaken with the use of a multi-modal TRICS compatible survey, which must be undertaken by an accredited data collection company in accordance with the national TRICS Standard Assessment Methodology (SAM).

10.2.2 This Travel Plan will be monitored on an annual basis in accordance with the TRICS SAM and will be undertaken on an annual basis.

10.2.3 The first TRICS SAM survey would be undertaken one year post occupation, with surveys repeated in years two, three, four and five of the Travel Plan.

10.2.4 WSCC require that an auditing fee of £500 be paid per survey. If the results of the survey indicate that the Travel Plan is meeting the targets and a meeting to discuss remedial measures would not be required, then a 25% reduction will be applied to this fee.

10.3 Reporting

- 10.3.1 Upon completion of the surveys, the TPC would be required to produce a Performance Report and put forward any remedies, where appropriate. The TPC will be required to submit this report within two months of the travel survey being completed, and this will continue for the duration of the Travel Plan.
- 10.3.2 The report will include the following:
- **Executive Summary** – A summary of the key findings presented within the report.
 - **Development Overview** – A description of the site including the occupiers and opportunities to access the site by sustainable modes of transport.
 - **Summary of the Agreed Travel Plan**
 - **Targets** – An overview of the agreed targets and the relevant indicators.
 - **Implementation and Monitoring Timetable** – A summary of all of the activities that have been undertaken in association with the Travel Plan including surveys and implementation of measures.
 - **TRICS Validation Report** – A copy of the TRICS validation report.
 - **Analysis of the Monitoring Results** – This will include drawing conclusions on the success of the Travel Plan when compared to the set targets.
 - **Issues, Constraints and Reasons for Progress** – This section will outline the reasons for the success or failure of the Travel Plan.
 - **Corrective Measures** – details of any additional measures that have been required in order to keep the Travel Plan on track.
 - **Conclusions** – An overall evaluation of the success in meeting the targets and the status of the Travel Plan.
- 10.3.3 A copy of this report will be made available to all members of staff to ensure they are aware of the Travel Plan and the impact it has had on travel to the site.

11 Enforcement

- 11.1.1 Guidance provided within the WSCC Development Travel Plan Policy document indicates that a Travel Plan must set out how they are to be secured, funded and enforced. This section sets out how this Travel Plan will be secured, funded and enforced.

11.2 Securing the Travel Plan

- 11.2.1 The Travel Plan will be secured through the proposed developments section 106 agreement. The S106 agreement will include:
- The requirement that the Travel Plan is implemented at the appropriate stage of the planning process.
 - Details of the measures that are proposed and the targets which must be achieved.
 - Obligations to implement all elements of a Travel Plan acceptable to the Highway Authority in accordance with the triggers and targets identified in the plan.
 - Obligations to monitor the success of the Travel Plan for a minimum of 5 years from the date of occupation.
 - Obligations to mitigate the impact of the development if the occupier fails to achieve its targets.

11.3 Remedial Measures

- 11.3.1 In the event that the Travel Plan is found to be underperforming a set of remedial measures shall be introduced where appropriate. If the Travel Plan is failing to meet the targets a review meeting will be held with WSCC and any required remedial measures will be agreed with WSCC.
- 11.3.2 If the Travel Plan fails to meet its targets the following remedial measures could be introduced subject to agreement with WSCC:
- Cycle vouchers to encourage staff to invest in cycle equipment.
 - Contributions to public transport season tickets for staff.
 - Restrictions on staff parking to encourage travel by other modes.
 - Incentives to promote car sharing.
- 11.3.3 In the event that the Travel Plan fails to achieve the required reduction in vehicle trips after the five year implementation period the following measures will be undertaken:
- The Travel Plan implementation period will be extended by an additional two years.
 - Additional measures and appropriate funding will be agreed between WSCC, the TPC and the site occupier.

11.4 Enforcement

- 11.4.1 To ensure the obligations set out within this Travel Plan are met it is proposed that enforcement measures will be put in place. The enforcement measures will be agreed with WSCC prior to occupation of the development. The proposed enforcement measures could include:
- Funding of additional annual TRICS SAM surveys until such time as the targets are met.

- Implementation of additional mitigation measures, which may be held in reserve. These measures could include those discussed within **Section 11.3** or additional measures that could be agreed with WSCC.

Appendix A – WSCC TRACES Evaluation

Appendix E

TRACES Evaluation

Transparent, Realistic, Achievable, Committed, Enforceable and Sustainable

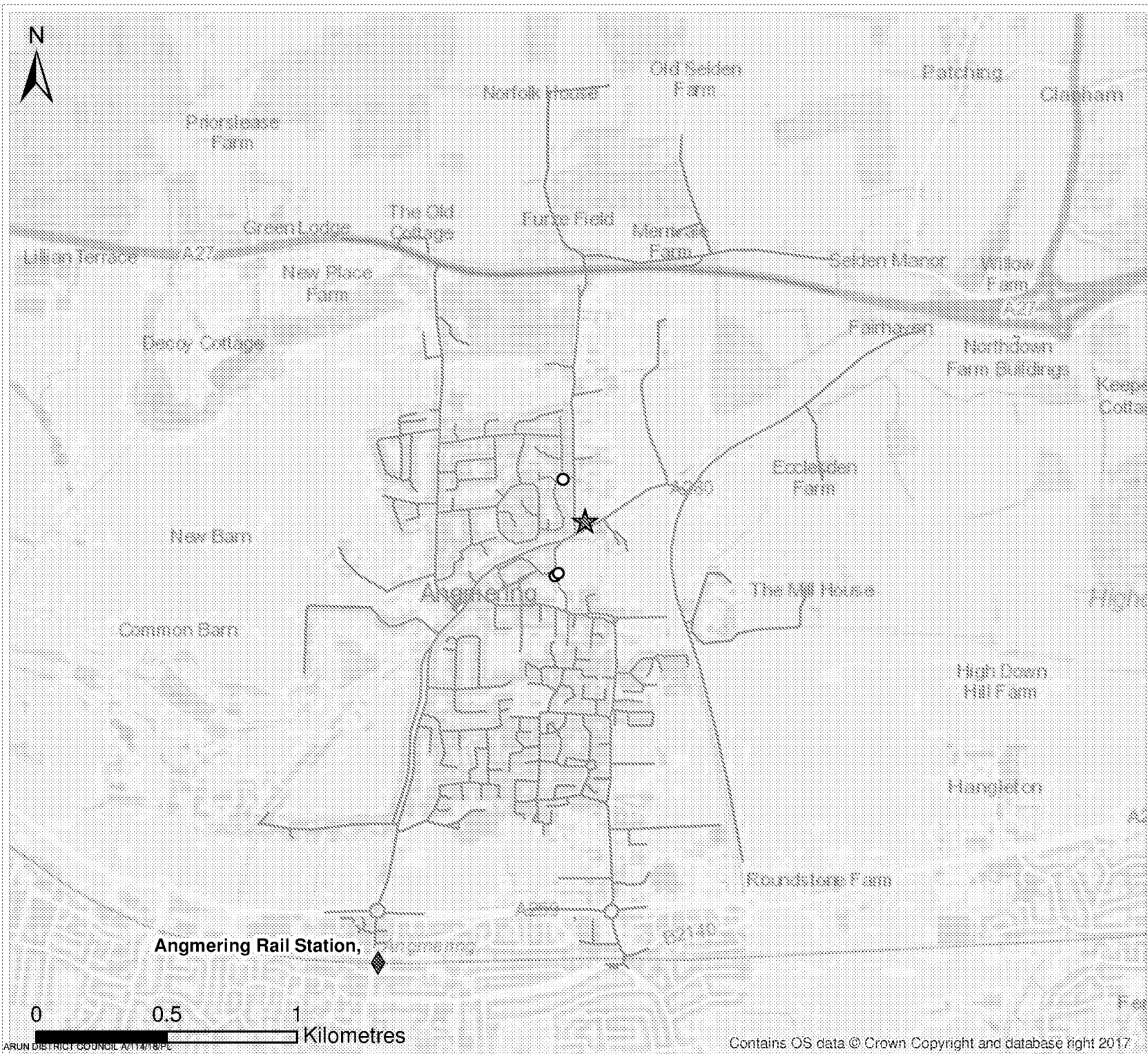
In order to complete this assessment you will need to state how your plan achieves the TRACES elements. The elements required at each stage are shown under the TRACES column.

Section	TRACES
Executive Summary	
Is the executive summary a concise synopsis of the key points of the entire Travel Plan	T
Includes highlights from each section of the document	T
Context	
Provides a brief description of the development proposals	T R
Includes details of any existing land use	T
Explains of need for the plan and its benefits	T
Provides a clear summary on what the plan is seeking to achieve	T R
Details the relevant local, regional and national policies which apply to the site which demonstrate that the proposals comply	T
Description of the proposed development including the details of any existing land use and the level of parking proposed	T
Details of the future or potential occupants of the site	T
Staff numbers, working hours, shifts, trip generation etc	T
Gives an explanation of need for the plan and its benefits	T R
Provides a clear summary on what the plan is seeking to achieve.	T R
Does the plan demonstrate that the development proposals comply with local, regional and national planning and transport policy and guidance	T,R
Is the scope of the plan clear	T R A
Does the plan relate to the different needs of all users, occupiers, staff, visitors etc	T R A
Existing Travel Situation	
Are details of the existing transport network, services and facilities correct	T R
Do details correspond to the information contained within the TA	T R
Is there sufficient capacity to accommodate new passengers on existing public services	R A
Accessibility	
Includes descriptions of the existing or proposed pedestrian, cycle and public transport services and facilities to and from the site	T R S
Includes descriptions of the availability of local services with an emphasis on the key services namely education, employment, healthcare, retail and Leisure.	T R S
Are improvements to access arrangements for all modes proposed	R A C S
Base Data and Prediction	
What level of data analysis has been used to inform the development of the action plan (reference to local, regional or national data)	T C
Includes details of the development trip rates and supporting TRICS outputs	T R
Includes details of the localised TEMPRO growth factors	T R
Includes details of the distribution and assignment of development traffic	T R
Is there evidence of existing modal split data	T R
Do details correspond to the information contained within the TA	T R
Objectives	
Does the plan have clear overall aims and objectives	T R A C
Is the travel plan explicit in terms of aims and objectives of the plan	T R A C
Do the aims and objectives reflect local, regional and national policy and guidance	T R

Targets	
Do the modal shift targets demonstrate that the main trip rate targets are achievable	R A C E S
Is there a clear commitment to achieving the two predetermined targets	C E S
Have the Trip Rate targets been calculated correctly	T R A
Are modal shift targets related to objectives of the plan	T R A C
Does the Travel Plan include both 'Action' and 'aim' type targets that demonstrate how the trip rate targets will be achieved	T R A C
Have the modal shift targets been calculate correctly	T R A
Are the targets Specific, Measurable, Achievable, Realistic and Time-bound (SMART)	T R A
Are indicators to measure the progress of each target proposed	T R A
Are the targets consistent with local, regional and national policies and guidance	T R
Measures	
Are positive incentives to encourage the use of sustainable transport modes provided	C S
An implementation programme for the proposed measures is identified	A C E S
Does the proposed package of measures suit the nature, location, and type of site to which they relate.	R A S
Do the proposed measures provide alternatives to lone car use	C S
Do the proposed measures reduce car dependency and the need to travel	C S
Do the proposed measures result in an increase in walking and cycling	C S
Do the proposed measures reduce the impact of cars	C S
Do the proposed measures result in an increase in the use of Public Transport	C S
Are both 'hard' and 'soft' measures proposed	C
Is it clear how initiatives and measures support the overall aims and objectives	T R
Are the proposed measures related to base data and predictions	T R
Are all modes of travel to the site considered in the plan (walking, cycling, bus, train, taxi, motorbike, multimodal journeys, car , car share etc)	T C
Has a parking management strategy been adopted including car share bays, car clubs and pricing structures	R A C
Is there potential for displaced parking occurring both on and off site	T C
Are national and local events promotional events promoted	R A
What incentives are offered to occupants, staff and visitors to encourage sustainable travel choices	T A C
Are non transport solutions considered (e.g. flexible working hours, working from home, teleconferencing)	R A C
Implementation	
Is a strategy for implementation including a delivery timetable and associated milestones proposed	T R A C E S
Outlines the methods of marketing and promotion of the proposed measures	T R A C
Will promotional measures be used to ensure that the travel plan is promoted over a sustained period of time (e.g. newsletters, events, websites).	A C S
Is there clarity on what needs to be done by when	T E
Are the benefits of sustainable travel promoted to staff, residents and the local community	T E
Is a Section 106 agreement drafted which ensures delivery of the travel plan	C E S
Will the management strategy for the Travel Plan result in long term sustainability	R C S
Demonstrates commitment to the delivery of the Travel Plan and achieving the identified targets	T C E S
Commitment to the provision of a dedicated funding stream and how funding will be allocated	C
Outline how your Travel Plan will be resourced in the longer term	T R
Explain how the Travel Plan will continue if the occupier changes	T R C
Do actions have defined and realistic timescales	T R A
Are initiatives and measures prioritised in the plan	R A
Are sources of funding identified for delivery of the action plan	T R C
Is there funding allocated for promotional events and marketing	T R C

Include arrangements for the handover of the plan to occupiers of the site or another relevant body at the end of the monitoring period.	T E S
Is it clear how the Travel Plan will change hands if the site occupiers change	T R C
Is a clear line of responsibility to the developer for delivering the Travel Plan measures, achieving the targets and objectives established in the travel plan.	T R C
Is there agreement with the Highway Authority on the measures relevant to them	T R A
Is there agreement with public transport operators on measures relevant to them	T R A
Management	
Has a Travel Plan Coordinator been appointed or has the commitment to appoint been detailed	T C
Is it clear when the Travel Plan Coordinator will commence work and what type of position will they hold	T C
Are the roles and responsibilities of the Travel Plan Coordinator clearly stated	T R A C E
Is the funding of the travel plan co-ordinator role clear	T R C
The involvement and commitment by all parties responsible for ensuring that the travel plan is delivered is clearly identified	T C
Are any other key partnerships identified or is there membership of a commuter forum	T C A
Is there support and commitment from senior management	T C
Identifies the type of Management Structure to be adopted	T C
Are working groups set up to support the delivery of the plan	T C
Are there details on who is responsible for each action	T R A
Outlines the management of the plan to ensure it has longevity beyond the initial period of operation	T R C S
Monitoring	
Clarity to when and how Travel Plan performance will be measured	T R A C E S
Specifies that annual monitoring surveys will be accordance with the national TRICS Standard Assessment Methodology (SAM).	C E
Has an appropriate monitoring programme been established	C E S
Will a mix of both 'formal' and 'informal' monitoring be used	R A C
Has a baseline survey been undertaken / planned for 3 months post occupation	T C
Have travel surveys been undertaken / planned	T C
Clear commitment to monitoring the Travel Plan for a minimum of 5 years	T S
Is a sample survey questionnaires provided	T A C
Is monitoring consistent and comparable	T R A C E S
Are survey dates identified	T S
Is there a mechanism to monitor the percentage of modal shift achieved	T
Review	
Commitment to the production of annual monitoring reports indicating the status of the Travel Plan, for a minimum of 5 years	C E S
Commitment to attending annual audit meetings with West Sussex County Council to assess the success of the Plan for the life time of the Travel Plan, for a minimum of 5 years	C S
Will the survey results be made available to the occupants	T
Is there flexibility to update the plan in light of experience	T S
Enforcement	
Outlines how the travel plan will be brought back on track should it not meet objectives and targets.	R A C E S
Sets out the way in which the Travel Plan will be secured	T R A C E S
Outlines the proposed mitigation measures should the Travel Plan fail to deliver its targets. Alternatively a financial penalty may be agreed, which would apply if targets are not met.	C E S
Will the proposed mitigation measures mitigate the impact of development where the developments is unable to meet its targets	R A C E S
Is it clear when sanctions will be in place to enforce the agreement	T E

Appendix B – Walk Isochrone Plan



Key

- ★ The Site
- Bus
- ◆ National Rail

Walking Distance

- 1km
- 2km

Title	
Walking Isochrone Map	
Project	
Dapper's Lane, Angmering	
Job Number	
PB7724	
Date	Schaal
15/05/2018	1:20000
Figure	
Figure 2	
Drawn By: HMJ	Version
Checked By: CS	1



Royal HaskoningDHV

Enhancing Society Together

Appendix C – Cycle Isochrone Plan



Key

- ★ The Site
- Bus
- ◆ National Rail

Cycling Distance

- 2.5km
- 5km

Title
Cycling Isochrone Map

Project
Dapper's Lane, Angmering

Job Number
PB7724

Date	Schaal
15/05/2018	1:40000

Figure
Figure 1

Drawn By: HMJ	Version
Checked By: CS	1



Royal HaskoningDHV
Enhancing Society Together

Pad: C:\Users\30501160x\I&P\EU-Transport & Planning\United Kingdom General\Transport & Planning_TUKIT&AM-IPRANS-Transport UK London Office\THACC Maps\PB7724 Angmering

Appendix D – Architects Layout Plan

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SITE ACCESS

MAIN ENTRANCE

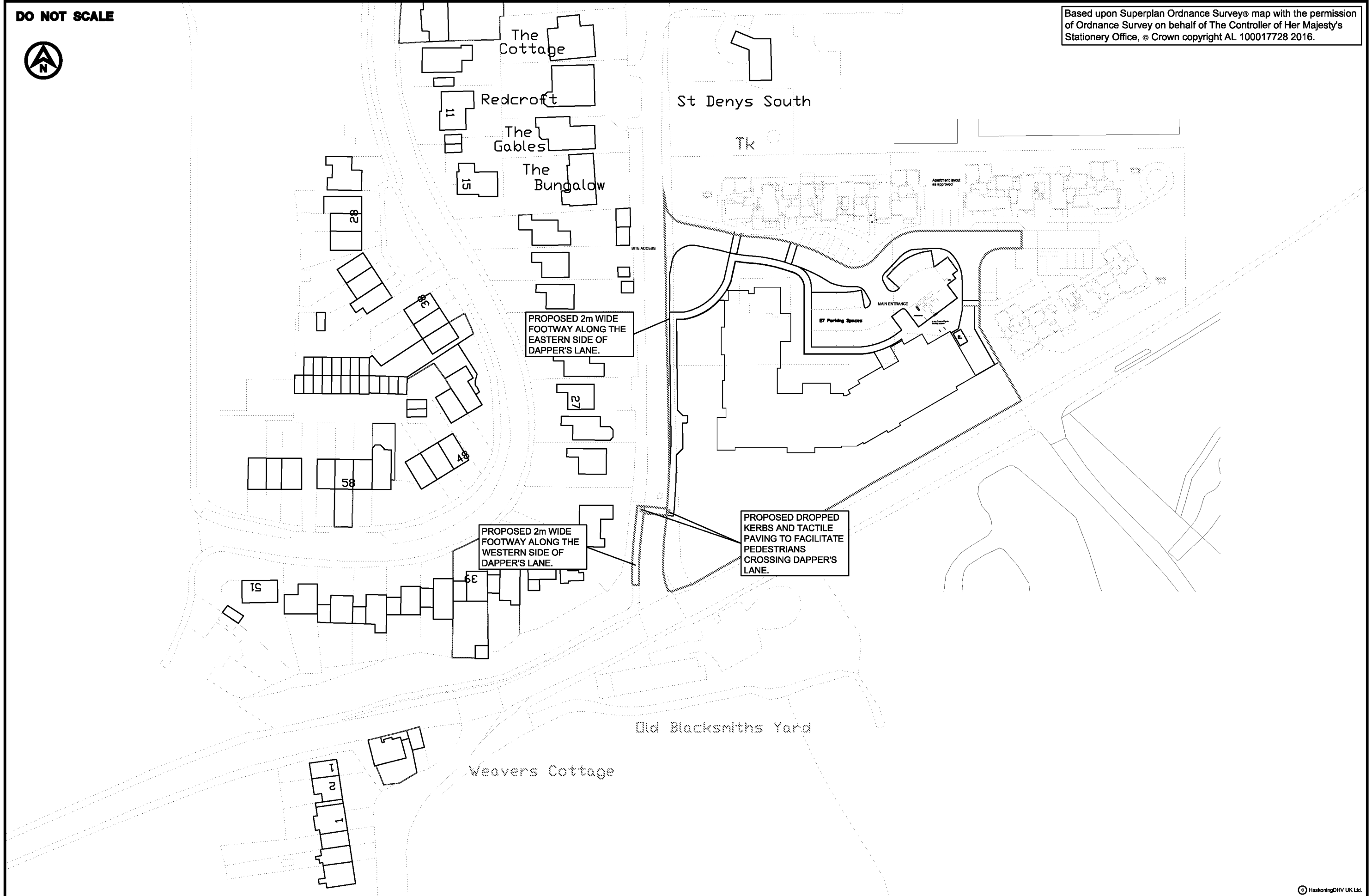
Project	Originator	Volume	Level	Type	Role	Number
1877	HIA	ZZ	XX	DR	A	01002

Appendix E – Proposed Pedestrian Infrastructure

DO NOT SCALE



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TITLE	PROJECT	 Royal HaskoningDHV <i>Enhancing Society Together</i> 24 Newcombe Gardens, Riverside, London, SE1 1UL Tel: +44 (0)20 7323 2100 www.haskoningdhv.co.uk	JOB No.	PB7693	DATE	25/05/2018	SCALE	1:1000 @A3	
PROPOSED PEDESTRIAN IMPROVEMENTS	DAPPER'S LANE, ANGMERING		DRAWN	JW	CHECKED	CS	PASSED	CS	
			AUTOCAD REF. PB7693 SK01.DWG	DRG No. SK01			REV	P3	

Appendix F – Example Questionnaire Survey

TRAVEL SURVEY: Employees

1. What is your home postcode? (First 3 letters only)

Postcode

2. What is your main means of transport when travelling to the Care Home and / or Sheltered Accommodation?

(If you use multiple modes of transport, this should be the method of travel which you spend the most time using)

☐	Car (as driver)
☐	Car (as driver, with passenger)
☐	Car (as passenger)
☐	Bus
☐	Tram
☐	Rail
☐	Taxi
☐	Motorcycle
☐	Bicycle
☐	Walk
☐	Other (please specify)

3. If you drive to the Care Home, where do you park?

☐	On site
☐	On the surrounding streets
☐	In a local car park
☐	Other (please state where)

4. Why do you use your selected mode(s) of travel? (Please select the option which best suits your reasons)

☐	Speed (quicker than alternatives)
☐	Cost (cheaper than alternatives)
☐	Security (safer than alternatives)
☐	Special needs
☐	Environmental impact
☐	No viable alternative
☐	Because you don't own a car



5. If you don't currently walk or cycle, would walking/ cycling be a viable mode of travel for you? (If you already walk / cycle go to Question 8)

☐ Yes

☐ No

6. If you answered 'No' to Question 5, why did you answer this way? (If you answered 'Yes' go to Question 7)

☐ I live too far away

☐ Personal safety when walking / cycling

☐ Road safety when walking / cycling

☐ Other (please specify)

7. What measures, if any, would encourage you to walk or cycle to work? (e.g. cycle parking, improved road safety)

8. Finally, do you have any additional comments regarding travel to/ from the Care Home?

Thank you for taking the time to complete this survey.

TRAVEL SURVEY: Care Home Residents

1. On average, how many times a week do you leave the Care Home?

2. Do you typically leave the Care Home:

☐
☐
☐
☐
☐
☐

By yourself

With others from the Care Home

With staff member(s)

With family

With friends not in the Care Home

Other (please specify)

3. What is / are your main mode of transport when leaving the Care Home?

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Car (as driver)

Car (as driver, with passenger)

Car (as passenger)

Bus

Taxi

Motorcycle

Bicycle

Walk

Mobility scooter

Wheelchair

Minibus

Other (please specify)

4. Why do you use your selected mode(s) of travel?

☐	Speed (quicker than alternatives)
☐	Cost (cheaper than alternatives)
☐	Security (safer than alternatives)
☐	Environmental impact
☐	No viable alternative
☐	Special needs (e.g. mobility impaired)
☐	Other (please specify)

5. Are you able to walk / cycle? (please tick all which apply)

☐	Walk short distance without an aid (e.g. from car park to Care Home)
☐	Walk short distance with an aid (e.g. from car park to Care Home, with a walking frame)
☐	Walk for a longer distance without an aid
☐	Walk for a longer distance with an aid
☐	Cycle
☐	I am not able to walk / cycle

6. If you don't currently walk or cycle and are able to, would walking/ cycling be a viable mode of travel for you? (If you already walk/ cycle or are unable to, go to Question 8)

☐ Yes ☐ No

7. If you answered 'No' to Question 5, why did you answer this way? (If you answered 'Yes' go to Question 8)

☐	I live too far away from my destination
☐	Personal safety when walking / cycling
☐	Road safety when walking / cycling
☐	Other (please specify)

8. Finally, do you have any additional comments regarding travel to/ from the Care Home?

Thank you for taking the time to complete this survey.



TRAVEL SURVEY: Extra Care Residents

1. On average, how many times a week do you leave the Sheltered Accommodation?

2. Do you typically leave the Sheltered Accommodation:

- | | |
|--------------------------|-----------------------------------|
| ☐ | By yourself |
| ☐ | With others from the Care Home |
| ☐ | With staff member(s) |
| ☐ | With family |
| ☐ | With friends not in the Care Home |
| ☐ | Other (please specify) |

3. What is / are your main mode of transport when leaving the Sheltered Accommodation?

- | | |
|--------------------------|---|
| ☐ | Car (as driver) |
| ☐ | Car (as driver, with passenger) |
| ☐ | Car (as passenger) |
| ☐ | Bus |
| ☐ | Taxi |
| ☐ | Motorcycle |
| ☐ | Bicycle |
| ☐ | Walk |
| ☐ | Mobility scooter |
| ☐ | Wheelchair |
| ☐ | Minibus |
| ☐ | Other (please specify) <input type="text"/> |



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4. Do you use your selected mode(s) of travel?

☐	Speed (quicker than alternatives)	
☐	Cost (cheaper than alternatives)	
☐	Security (safer than alternatives)	
☐	Environmental impact	
☐	No viable alternative	
☐	Special needs (e.g. mobility impaired)	
☐	Other (please specify)	

5. Are you able to walk / cycle? (please tick all which apply)

☐	Walk short distance without an aid (e.g. from car park to Care Home)
☐	Walk short distance with an aid (e.g. from car park to Care Home, with a walking frame)
☐	Walk for a longer distance without an aid
☐	Walk for a longer distance with an aid
☐	Cycle
☐	I am not able to walk / cycle

6. If you don't currently walk or cycle and are able to, can walking / cycling be a viable mode of travel for you? (If you already walk/ cycle or are unable to, go to Question 8)

☐ Yes	☐ No
------------------------------	-----------------------------

7. If you answered 'No' to Question 6, why did you answer this way? (If you answered 'Yes' go to Question 8)

☐	I live too far away from my destination	
☐	Personal safety when walking / cycling	
☐	Road safety when walking / cycling	
☐	Other (please specify)	

8. Finally, do you have any additional comments regarding travel to / from the Sheltered Accommodation?

--

Thank you for taking the time to complete this survey.