



Travel Plan

For

Fargro Ltd.

Vinery Fields, Poling, West Sussex, BN18 9PY

Version 1, January 2015

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Document control sheet

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This document has been issued and amended as follows;

Date	Issue	Prepared by	Approved by
January 2015	1 st Draft	Paul Sopp Technical Director	Jim McAlpine Managing Director

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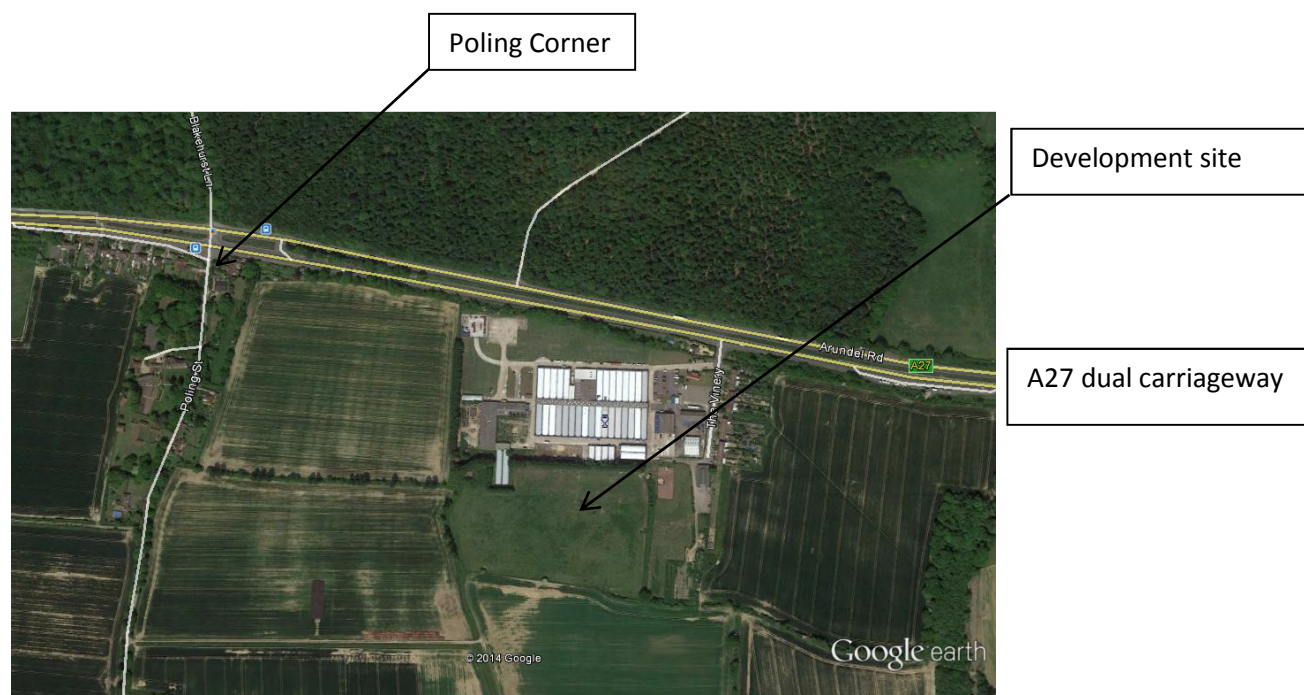
1.0 Introduction

Fargro Ltd is constructing a new office and warehouse building for their horticultural distribution business at Vinery Fields, Poling, West Sussex, BN18 9PY. The business is relocating from an existing site at Toddington lane, Littlehampton, West Sussex, BN17 7PP, which has been allocated by Arun District Council as part of the north Littlehampton residential extension.

2.0 Site Audit

The purpose of this section is to establish the existing provision of transport infrastructure and services to the site.

The site is located to the south of the existing Vinery light industrial site on the southern side of the A27 dual carriageway approximately 600m east of Poling Corner.



Accessibility by foot

The site is in a rural area and is accessible by public footpath alongside the A27 and also from the Poling village to the west. The site lies some 2km from Angmering, 4 km from Arundel and 4 km from Littlehampton using public footpaths. Other than the footpath alongside the A27 all the public footpaths cross farmland and are, at times, muddy.

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Accessibility by cycle

There is a cycle lane in operation alongside the A27 directly past the site.

Accessibility by Bus

The nearest bus stops are on the A27 dual carriageway, the closest lies 600m to the east of the site at Poling corner, with another 700m to the west at Decoy Lane. The site is poorly serviced by bus with a limited number of services from Arundel and Worthing on Monday to Saturday.

Service	Operational days	Number per day	Earliest arrival	Latest departure
85 / 85A	Mon – Sat	5	9.50/10.03	16.50/17.18
69	Tues & Thurs only	One	13.07	10.50
670	School days only	One	15.10	07.50

Accessibility by Rail

The nearest rail station is Arundel, some 3.5km to the west. The bus service does not stop at the rail station, necessitating a 0.8 km walk from the rail station in to Arundel to catch the 85 bus service.

Travel Patterns

In order to establish a baseline for future targets a census was undertaken of the existing modes of staff transport for the Toddington site and the likely mode of transport for the Vinery Fields site (this was submitted to ADC in the Vinery Transport Assessment as part of the planning submission).

Table 1. Fargro staff travel to work (Toddington and Vinery Fields sites)

	Toddington Lane site						Vinery Fields site					
	Daily		AM 0800-0900		PM 1700-1800		Daily		AM 0800-0900		PM 1700-1800	
MODE	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Car Driver	33.5	81.7	23	79.4	26.5	82.8	36.2	88.3	25.7	88.6	27.8	86.9
Passenger	0	0.0	0	0.0	0	0.0	0.3	0.7	0.3	1.0	0.3	0.9
Motor cycle	0.5	1.2	0	0.0	0.5	1.6	0.5	1.3	0	0	0.5	1.6
Cycle	2	4.9	1	3.4	2	6.2	3.7	9.0	2.7	9.3	3.4	10.6
Walk	5	12.2	5	17.2	3	9.4	0.3	0.7	0.3	1.0	0	0
Bus	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	41	100	29	100	32	100	41	100	29	100	32	100

Note that where a response shows alternative modal choices, the analysis has assumed each to be equally likely on any given day (i.e. 0.5 to each of 2 modes; 0.33 to each of 3 modes)

The questionnaire results indicate that the move to the Vinery Fields site could reduce the number of staff who walk to work and result in a consequential small increase in use of car and cycle.

3.0 Objectives and targets

The remote nature of the site means that few staff members will travel by rail, bus, cycle or walk. It is anticipated that four staff members will regularly cycle or walk during the summer months, but use cars in the winter. The remainder will travel by private car throughout the year.

The overall aim of the travel plan is to reduce the number of private car movements by encouraging car-sharing. Car sharing is recognised as the most successful single measure in travel plans for rural sites as it proves highly cost effective for individuals and continues to provide the convenience of car travel. It is recognised that for most staff alternative modes of transport are not realistic.

4.0 Measures

This section of the plan outlines the physical and management measures to be undertaken to achieve a reduction in vehicular trips.

1. The appointment of a Travel Plan Co-Ordinator (TPC) to provide travel information and to promote alternatives to single car use.
2. Establish a Travel Plan Steering Group (TPSG) with management and staff representation in addition to the TPC. The TPSG will meet regularly to monitor progress.
3. The TPC will be the main point of contact for staff for travel plan related matters.
4. The TPC will establish and maintain a car sharing database to support the use of car sharing by staff. The TPC will also promote lift sharing websites, such as www.liftshare.com and national 'Life Share Week' each October. Consideration will be given to the installation of lift-sharing parking bays.
5. Encouragement of motorcycling to work will be through the provision of on-site changing / showering facilities and of motorcycle storage facilities.
6. Encouragement of cycling to work will be through the provision of on-site changing / showering facilities and of bicycle storage facilities. Consultation will also be undertaken in to the introduction of a subsidised bicycle purchase scheme.
7. Reducing the need to travel to work will be through opportunities to work from home, backed by IT facilities to enable greater flexibility.

8. Use of conference calling or video facilities will reduce the need for staff and visitors to travel to the site.

5.0 Management

Fargro Managing Director will appoint a Travel Plan Steering Group and a Travel Plan Co-Ordinator (TPC) whose main responsibilities will be;

- Maintaining commitment and support of the Travel Plan
- Prepare and continuously update a travel pack for staff with summary details of local pedestrian and cycle routes, local bus services and appropriate links to relevant websites.
- Promote initiatives, to include an example of potential money-saving, to encourage car sharing and the use of other modes of transport other than private cars. Use will be made of internal departmental meetings, staff notice board and newsletter.
- Coordinate a monitoring programme for the Travel Plan, to include an annual review. An initial survey to be completed within two months of occupation to provide base line data. The monitoring programme will incorporate the collection of hard analytical data and soft data in the form of general feedback. The collection of hard data will include the uptake of car sharing by staff.
- A filing system will be established and maintained for recording correspondence relating to the Travel Plan, the results of periodic monitoring and the results of each annual review.
- To report progress directly to the Managing Director. In addition regular reports will be made to the senior management team at quarterly meetings.

The Managing Director will ensure that appropriate resources are available to the TPC for surveys, monitoring, implementation measures and promotion.

Table 2. Action plan

Measure	Responsibility	Timescale
Appoint a Travel Plan Steering Group and a Travel Plan Coordinator	Managing Director	Prior to occupation
Establish a car sharing database	TPC	Prior to occupation
Undertake initial travel survey	TPC	Within two months of occupation
Promote the use of car sharing	TPC	Within three months of occupation
Undertake travel surveys	TPC	Annually
Review Travel Plan	TPSC & TPC	Annually

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V. 1. (January 2015)