TRAVIS PERKINS PROPERTIES LTD

PROPOSED WICKES DEVELOPMENT AT PART OF FORMER LEC REFRIGERATION SITE, SHRIPNEY ROAD, BOGNOR REGIS,

Travel Plan

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1.0 INTRODUCTION

1.1 Wickes has developed a Travel Plan for its proposed Shripney Road Branch located in Bognor Regis.

1.2 The proposed site comprises the construction of a new DIY retail warehouse with a gross floor area of 2,323 square metres. It is anticipated that there will be 12 full time staff and 18 part time staff employed at the site.

1.3 The principal aim of this Travel Plan is to minimise unnecessary single occupancy vehicle trips, for both colleagues and customers where appropriate, and to advertise wider travel choices for journeys to the branch. The plan should be viewed as a long- term strategy, based on the promotion of sustainable measures intended to achieve this goal.

1.4 The overall aim of the plan is to minimise the number of journeys to the branch, particularly single-occupancy journeys, and promote the benefits of sustainable travel as an alternative to car-based travel.

1.5 The following sections of this document outline the current travel patterns for the branch and the measures to be adopted towards the aim of minimising car-based travel to and from the site.

1.6 Wickes recognises that travel to and from branches, by colleagues and customers, has an impact upon the environmental and local communities.

1.7 Part of the Travis Perkins group, Wickes's Environment Policy commits the business to using transport efficiently. The Environment Policy can be obtained from the group Travis Perkins web page www.travisperkinsplc.com .

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2.0 CURRENT TRAVEL PATTERNS

Introduction

2.1 The success of the Travel Plan in achieving the desired travel reduction will be judged against baseline data. This will be achieved by a comparison of the travel patterns before and after the introduction of the Travel Plan. It is, therefore, necessary to establish both the branch travel patterns and the local transport infrastructure existing prior to the commencement of the Plan.

The Site and Surrounding Area

2.2 The site is accessed from A29 Shripney Road, via the recently constructed spine road which serves Sainsbury's to the southwest of the site.

2.3 In total, 50 car parking spaces are proposed and can be broken down into the following provision:

i) Disabled: 3 spaces

ii) Vans (transit): 4 spaces

iii) Car and Trailer: 2 spaces

iv) Cars: 41 spaces

2.4 A segregated footway / cycleway is observed to be in place adjacent to both east and westbound carriageways of the A29 Shripney Road. Within a five minute walk of the site, bus stops are served by bus route numbers 61, 65 and 66, which provide buses throughout the day and connections to Bognor Regis Railway Station.

2.5 Shared customer and staff cycle parking is proposed to be provided adjacent to the store access. In total, 4 Sheffield stands (which equates to 8 cycle spaces) will be provided.

2.6 Pedestrian access to the site will be available from A29 Shripney Road via the Sainsbury Spine Road with a continuous combined footway cycleway on the northern (site) side of the carriageway and a continuous footway on the southern side. A staggered TOUCAN controlled crossing is across the east and westbound carriageways of the A29 80m north of the Sainsbury road junction is available to provide a safe place for pedestrians and cyclists to cross the A29.

Colleague Travel Patterns

2.7 In order to establish the existing travel patterns of colleagues at the time of introducing the Plan, a colleague questionnaire survey will be

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carried out within three months of branch opening. A sample questionnaire sheet has been attached as **Appendix A** to this report.

2.8 One of the key findings of the questionnaire is the existing modal split for travel to work among colleagues. These splits will be shown as in **Table 2.1**.

Table 2.1 - Modal splits for colleagues travel:

Mode of Travel	Percentage of Colleagues
Car Driver Alone	
Car Driver with other colleague	
Car Passenger	
Commercial Bus Service	
Other Public Transport	
Walk	
Cycle	
Motorcycle	
Other	
Total	**100%**

3.0 BRANCH DESIGN CONSIDERATIONS

3.1 The branch is sustainably located maximising provision for access into the site for pedestrians, cyclists and those arriving by bus.

3.2 Pedestrian access will include provision for good quality footpaths with appropriate finished surfaces and lighting on to the site and across the branch yard.

3.3 The development will link to adjacent footways and cycle paths.

3.4 With regard to bus users, footpaths will be available for both colleagues and customers, arriving in the locality by bus, leading to the branch.

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4.0 TRAVEL PLAN ADMINISTRATION

4.1 Wickes will appoint a Travel Co-ordinator for the branch to implement and administer the Travel Plan. West Sussex County Council Travel Wise Team will be notified of the name of the Travel Plan Co-ordinator once it has been formally agreed – this will usually be within 3 months of occupation. Details of the appointee are contained in the Contact List contained in Appendix B to this Plan.

4.2 The duties of the Travel Co-ordinator are permanent; however, due to the size of the branch these will be of a part time nature.

4.3 The Travel Co-ordinator will be responsible for:

- the operation of the plan
- maintenance of a database of colleague travel patterns and car sharing (if appropriate)
- liaison with the Local Authority Travel Plan Co-ordinator with regards to the travel plan and other Council travel plan issues.
- promotion of the Travel Plan

5.0 TRAVEL PLAN MEASURES

5.1 The Travel Plan is effectively a set of measures, directed at both colleagues and customers, intended to maximise sustainable travel for journeys to the branch. To achieve these changes it is important that the required facilities are provided at the branch.

5.2 To aid all colleagues and customers in achieving a change to sustainable modes of transport, Wickes will provide details of local taxi/private hire companies to encourage the provision of a guaranteed ride home service in the case of emergencies. This measure is particularly significant in relation to car sharers.

Measures Directed at colleagues

Recruitment

5.3 Wickes accept that modal changes are more easily achieved for short journeys. Recruitment of colleagues will therefore be concentrated on those living locally. In achieving this aim jobs vacancies will firstly be advertised in the local press, job centre and in the store itself.

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Public Transport Information

5.4 Wickes will provide information relating to the availability and frequency of local bus services, as well as the location of local bus stops. This information will be made available to colleagues and customers on request.

5.5 The Travel Co-ordinator will discuss the scope for discounts on bus tickets with the local bus operator, Stagecoach, which will include the potential for Stagecoach to provide a quantity of 'bus taster tickets' for employees to try as a mode of travel to work. Any discounts or taster tickets will be passed on and communicated to Colleagues.

5.6 The contact details for Stagecoach are as follows:

Ms Alex O'Loughlin

Stagecoach

Marketing Manager

Tel: 01243 755861

Email: alex.o'loughlin@stagecoachbus.com

Car Users

5.7 Wickes will encourage car sharing amongst colleagues and will assist in finding suitable partners for those wishing to take up this option through the promotion of the car share scheme www.westsussexcarshare.com. The scheme allows users to identify other car drivers travelling to the same destination, as well as providing details on cost savings. The car share scheme and its benefits will be promoted and publicised by the Travel Plan Coordinator.

Pedestrians

5.8 Information will be provided to all colleagues giving details of safe pedestrian routes to and from the branch.

Cyclists / Motorcycles

5.9 Information will be provided to all colleagues giving details of cycle routes to and from the branch.

5.10 Secure cycle and motorcycle parking will be provided at the branch.

5.11 Wickes will consider the feasibility of setting up a cycle user group for colleagues. Furthermore, West Sussex County Council has negotiated various discounts on new purchases and servicing on behalf of developments with Travel Plans in place. The bicycle shops that are on

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the scheme will be promoted by the Travel Plan Coordinator to colleagues. The full list of bicycle shops in West Sussex offering discounts can be found at:

https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/cycle-to-work-scheme/

5.12 The provision of adult cycle training courses will be investigated by the Travel Plan Co-ordinator. If it is found that there is a demand for this, Wickes will fund the provision of this measure. Further details and course costs are available at www.westsussex.gov.uk/cycletraining.

Journey Planning

5.13 The journey planner www.travelwestsussex.co.uk/ is an excellent tool in helping to provide multi-modal journey planning information for travel to/from the site as well other useful information such as carbon savings, calories burned and comparison of journey times. The journey planner will be promoted to colleagues by the Travel Plan Co-ordinator.

5.14 For specific cycle related journey planning, www.cyclejourneyplanner.wessex.gov.uk will also be promoted by the Travel Plan Co-ordinator.

Employee Welcome Pack

5.15 Prior to the opening of the branch, Colleagues will be provided with a Welcome Pack that will contain up to date sustainable travel information, which will include

- A Sustainable Travel Information Guide. Funding (£500+VAT) has been ring fenced by Wickes for Pindar Creative to produce a Sustainable Travel Information Guide, which will be in the form of a concise leaflet. The aim of this will be to provide summary information on the key travel information/measures for the site such as a summary of the bus routes and timetables, approximate journey times, tickets and fares, links to walking and cycling maps, information on car sharing, cost savings etc.

- For more detailed information, the Welcome Pack will also contain full bus timetables, bus route maps and local cycle route maps.

Measures Aimed at Customers

5.16 Wickes is a supplier of building materials, which by their nature are bulky and heavy, thus making it extremely difficult to move other than by a vehicle. Wickes aims to minimise unnecessary customer trips to the branch via:

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- A UK wide delivery service being available for customers for all goods.
- Customers are able to place orders over the telephone and on Wickes web site for delivery or branch collection.
- Wickes will endeavour to provide, within the branch, information relating to the availability and frequency of local bus services, pedestrian/cycle routes to the branch and the journey planners www.travelwestsussex.co.uk/ www.cyclejourneyplanner.wessex.gov.uk
- Copies of the Sustainable Travel Information Guide will be made available within the branch for customers also.

6.0 TRAVEL PLAN PROMOTION

6.1 The Travel Co-ordinator will make all current and new colleagues aware of the Travel Plan and its objectives. Awareness will be raised via team meetings and promotional material in colleague rest areas.

7.0 TRAVEL PLAN MONITORING AND REVIEW

7.1 Within 3 months of the branch opening, Wickes will conduct a travel survey to assess the existing travel patterns and awareness of the colleagues.

7.2 New Colleagues will receive the travel questionnaires on commencement of employment and their results will be entered onto a database. Colleagues leaving employment will be removed from the database. All data will be treated with confidentiality.

7.3 Sample surveys among customers may also be conducted to gauge their attitudes towards travel to the branch.

7.4 Using the results of the surveys, the Travel Co-ordinator will seek to address the barriers to the adoption of sustainable transport modes among colleagues.

7.5 The Travel Co-ordinator will produce an annual progress report for a 5 year period after occupation. The report will include results from the colleagues and customer travel surveys.

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8.0 Conclusion

8.1 The objective of the Travel Plan is to encourage colleagues and customers to travel to the branch by alternative means of transport to single occupancy vehicle trips.

8.2 It is intended to achieve this objective by incorporating specific elements within the design of the branch to facilitate trips on foot, by cycle and by public transport.

8.3 Given the nature of the products sold in the branch Wickes will promote the use of the branch delivery service and the web/telephone ordering system to reduce unnecessary customer journeys.

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APPENDIX A

COLLEAGUE TRAVEL SURVEY

1. Name: _____

   Town: _____

   Street: _____

   Post Code: (optional) _____

2. Distance from Home to Work:
   - Under 1 mile ☐
   - 1 mile-3 miles ☐
   - 3 miles- 10 miles ☐
   - Over 10 miles ☐

3. How do you normally travel to work?
   (Please tick only one box):
   - Walk ☐
   - Cycle ☐
   - Public Transport ☐
   - Car Driver ☐
   - Car Passenger ☐
   - Other ☐

4. Would you consider either walking or cycling to work if changing facilities showers, cycle storage etc. was available ☐ YES ☐ NO

5. Would you consider using a bus to travel to work if you could have discounts on bus season tickets? ☐ YES ☐ NO

6. Would you consider car-sharing lift with someone if you could be guaranteed that arrangements could be made for you to have a lift home in an emergency? ☐ YES ☐ NO

7. If you drive a car to work, are there any special reasons why you have to drive to work
   (*ie. Are you disabled and cannot walk or use a bus*)?

8. Do you work a shift, which would make walking or catching a bus unsafe, or impractical? Please specify

All data will be handled with strictest confidentiality

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APPENDIX B

CONTACT LIST

Branch Travel Plan Co-ordinator: **tbc**

Telephone Number:

Local Authority Travel Plan Co-ordinator:

Telephone Number:

Local Public Transport Provider:

Telephone Number:

Local Taxi Company:

Telephone Number:

Traveline Telephone Number: 0845 608 2 608

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