

Travel Plan Statement

Application Reference BR/224/18/PL

Change of use from a residential dwelling (C3 dwelling house) to childcare day nursery (D1 non-residential institution)

Decision Notice - Condition 3

February 2019

Site Address:
School House
Bersted Street
Bognor Regis
West Sussex
PO22 9QE

For & on behalf of:
Mrs Tracey Betes
The Old School Nursery Ltd
The Old School
Bersted Street
Bognor Regis
PO22 9QE

Ref: TB02/TPS/19

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1.0 Introduction

- 1.1 This Travel Plan Statement (TPS) has been developed in response to the National Planning Policy Framework, July 2018 set out by the Ministry of Housing, Communities and Local Government. The TPS is also in accordance with the Department for Transport guidance note; Travel Plans, Transport Assessments and Statements, West Sussex County Council; Development Travel Plan Policy and guidance set out by the Travel Wise scheme including the published document 'Business Travel Plans Information Pack' and Arun District Councils Policy T SP1 Transport and Development of the Arun Local Plan
- 1.2 This statements key objective is to include a commitment to delivering a range of measures to promote sustainable modes of transport, raising the awareness of the benefits for both the individual and the environment of using these modes including the requirements for ongoing monitoring and review, with a focus on site measures that encourage sustainable travel.
- 1.3 This Plan aims to discharge Condition 3 of Decision Notice BR/224/18/PL.

2.0 Aims of the Travel Plan

- 2.1 Key objective of the TPS is to promote walking, cycling, and use of public transport for staff, parents, and visitors travelling to and from the School House in Bersted Street.
- 2.2 The Old School Nursery Ltd leadership team commits to minimising single occupancy car use and maximising the use of more sustainable alternatives.
- 2.3 The primary aim is to:
- Reduce the impact and frequency of car travel especially single occupancy vehicle use;
 - Reduce the impact of the development on the local road network and reduce congestion and parking in and around the residential area;
 - Enable all staff, parents and visitors of the development to have informed choice about their travel options and increase awareness of a healthier lifestyle;
 - Improve the health and wellbeing of the staff, parents, visitors and the wider community;
 - Ensure the transport arrangements of the development have the minimum environmental impact, such as pollution;
 - Ensure the development is accessible to the widest possible range of people and services;
 - Ensure the safety of all children, parents, guardians, visitors and staff;
 - Actively promote walking and cycling, and the use of public transport where this may not be possible;
 - Prevent accidents.
- 2.4 The TPS will also enable the Old School Nursery to continue to understand and monitor how staff, parents and visitors travel to and from the nursery and then promote sustainable modes of transport, help influence behaviour change, understanding and to recognise the added benefits such as a healthier lifestyle.

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3.0 Description of the Development

- 3.1 The childcare day nursery extends the provision of day care already provided in the Old School, which is a business managed and run by The Old School Nursery Ltd. The childcare day nursery is sited within the former existing residential dwelling fronting Bersted Street. There have been no physical alterations or extensions and this TPS forms part of the change the use of the existing property for use as a childcare day nursery.
- 3.2 The conversion was of a former 2 bedroomed semi-detached house to provide accommodation for the use of a childcare day nursery and forms part of the existing nursery provision provided in The Old School that adjoins the School House property.
- 3.3 The Old School Nursery Ltd is privately owned and was registered in 2004 and has been located in The Old School since then. The Nursery was rated as 'Good' by Ofsted in the most recent inspection carried out in 2016.
- 3.4 The new childcare day nursery located in the School House operates from Monday to Friday from 8am to 6pm and is in two sessions; the first from 8am to 1pm and the second from 1pm to 6pm, and is for children ranging from 6 months old to 2 years for a total capacity for 12 children. The current nursery located in the Old School is open Monday to Friday from 9am to 3.30pm during school term times only and covers an age range of children from two to four years old.
- 3.5 Children who arrive and depart from the School House are staggered. The operational times are outside of the local schools peak traffic times as the operating period and the two sessions operate from 8am to 1pm and from 1pm to 6pm. This reduces traffic due to a staggered pick up and drop off arrangements, which are both outside the primary collection and drop off times for both the existing nursery provision in The Old School and South Bersted Primary School.
- 3.6 The access into the site remains as the existing, off Bersted Street with no proposal or requirement to amend any existing access arrangements to the School House or the Old School.
- 3.7 This childcare day nursery links the existing nursery provision located in the adjoining property through a rear external gate that connects the external play grounds and will utilise the existing accommodation in The Old School, operated by the Old School Nursery Ltd. This facilitates safe movement between the two buildings without the need to use the public external areas and footpaths.
- 3.8 This provision extends the already well established day care nursery within the local community and fosters the already excellent links with South Bersted Primary School. This will provide a holistic local community approach to nursery and early school provision in the locality.

4.0 Location

- 4.1 The School House site measures approximately 118m² (0.0118ha) and occupies the corner of the land at the eastern side of the access road and junction off Bersted Street leading to South Bersted Church Hall.
- 4.2 The School House is accessible by an existing access drive off Bersted Street and also provides access to the site containing South Bersted Church Hall and their associated car park, which is located directly south of the School House.
- 4.3 Located to the west and directly across the access road is St Mary Magdalene's Church & graveyard.
- 4.4 South Bersted Primary School is located further north along Church Lane (by 0.2 miles) and is a locally managed school maintained by West Sussex County Council.

5.0 Current travel modes and use

- 5.1 All staff are local residents to Bognor Regis and all families using the School House day care nursery are local residents from the local community of North & South Bersted. At present the nursery has approx. 6 children per week who attend the School House and it employs 3 staff, 2 full time and 1 part time with a Manager working across both the Old School and the adjoin School House.

Walking:

- 5.2 Pedestrian footpaths have adequate street lighting and are in reasonable condition maintained by WSCC Highways and provide suitable and sufficient access to all properties located along Bersted Street.
- 5.3 These footpaths allow for access for wheelchair users, people with mobility aids and parents with buggies for children. There are also suitable crossing points with dropped kerbs located along Bersted Street.
- 5.4 Parents located to the east of the A29 have a subway that connects the residential areas near Shripney Road to the School House, which is a short 3 minute walk from the subway.
- 5.5 There is also a 'pelican' pedestrian crossing point providing safe access across the A29 to those residents located to the south of the A29 and the bottom of Bersted Street.

Buses:

- 5.6 A regular bus service operates along the A29, the B2259 (Chichester Road) and also along Orchard Way with bus stops found in both directions. The Bus operator is stagecoach and timetables for buses provide a service that consists of a bus at 30 minutes intervals in both the Chichester Road and Orchard Way locations and every hour along the A29. The bus stops located near the junction of the B2259 (Chichester Road) and Orchard Way are both approx. 0.3 miles away. The bus stops along the A29 are 120m away.

Cycling:

- 5.7 West Sussex County Council have a cycle route planner that provides staff, visitors & parents with information on cycle routes to any location within West Sussex.
- 5.8 A dedicated location for open cycle parking facilities is provided within The Old School set to front of the property. All staff, visitors and parents can use this location to store their cycles.
- 5.9 There is a dedicated cycle lane provided and located along the A29, which is within 400m from the School House.

Vehicles:

- 5.10 The existing car park is located in The Old School for use by staff and parents. There is adequate space for approx. 16 cars to park off street.
- 5.11 In addition to the existing car park The Old School Nursery Ltd will formally contact South Bersted Church to seek approval for use of their facility as an overflow facility and for temporary dropping off and picking up arrangements for parents who use vehicles. There are currently 2 disabled bays and 14 standard bays in the South Bersted Church Hall car park.
- 5.12 On street car parking is also provided in Bersted Street and the surrounding residential roads including Church Lane, subject to Highway notices and associated parking legislation and restrictions.
- 5.13 Traffic speeds on Bersted Street are extremely low, with the legal limit set at 30mph

Train:

- 5.14 The main railway station in Bognor Regis is located at 0.7 miles away from the School House, which equates to a walk of approximately 15 minutes, using the public footpaths and dedicated crossing points that are maintained by WSCC Highways

6.0 Measures and initiatives

- 6.1 Bersted Street is well located for convenient access, particularly by pedestrians and cyclists within the local community and has a full train of public transport links and infrastructure such as buses and trains.

Travel Plan Co-ordinator:

- 6.2 A Travel Plan Co-ordinator (TPC) will be put in place by The Old School Nursery Ltd. This role will conduct a full review of the travel plan statement on the first anniversary of opening and then every two years.
- 6.3 The TPC will report to the owner's and senior staff on the measures required ensuring continued engagement with staff, visitors and parents including the measures within the Travel Action Plan. The action plan will set out how the primary objectives (section 2.3) are delivery and measured.

- 6.4 All senior staff will ensure the TP's implementation, but the TPC will monitor the progress made throughout the year, on all the measures and will review its effectiveness ongoing and as part of the formal two year review. This will also involve conducting a suitable 'user travel survey' to determine the TPS successes, areas of continued improvement and development opportunities and through the creation of an updated Travel Action Plan.
- 6.5 The 'user travel survey' will cover areas such as the use of buses, cars, cycling, walking and car sharing and will be targeted at staff, parents and visitors.
- 6.6 The date of the first review shall be in February 2020.
- 6.7 The TPS and TAP must be a proactive 'live' document in order to be effective and the key tasks of the TPC will be to:
- Develop, implement and promote the TPS;
 - Maintain the support and commitment of the employees;
 - Undertake 'user travel surveys' on an annual basis targeted staff, parents and visitors to monitor the effectiveness of the TAP;
 - Act as a point of contact and reference for any staff, parents and visitors with transport related queries;
 - Co-ordinate any travel related work flows (through the TAP) and outputs, for example, distribution of leaflets and posters.
- 6.8 Rebecca Rickard has been appointed as the Travel Plan Co-coordinator.
- 6.9 The TPC will use various means of communication and to ensure accessibility to the information covering, but not limited to, hard and soft copies of information such as leaflets & newsletters, the use of social media & apps, websites, postal campaigns & leaflet drops, posters, formal and informal meetings, learning sessions, drop in days etc.
- 6.10 Appendix A sets out the new measures and initiatives that the TPC will progress and forms the Travel Action Plan. The TAP covers 5 key themes that show how the key objectives and primary aims of the TPS are met.

APPENDIX A

2019 Travel Action Plan:

Item Ref:	Description & Commitment:	Actions:	Evidence and progress for monitoring purposes:
1	Measures to reduce single occupancy car use to the School House day care nursery	All staff that travel by car will be specifically targeted through team meeting discussions to raise awareness around car sharing and actively encourage staff conversations around car share opportunities and to understand its benefits. Staff will also be provided with information on local car clubs, car sharing benefits and information provided by local authorities. West Sussex County Council has introduced a car share web site which provides information about car sharing and frequently asked questions. Information is available at: https://www.westsussex.gov.uk/media/2737/west_sussex_car_share_leaflet-1.pdf The WSCC leaflet can be provided to all staff and regular visitors. The Old School Nursery Ltd as the employer could also set-up a private car share group for employees, or for individuals who would like to see which organisations have already created a group, to benefit these individuals' with car share opportunities and details can be found on the WSCC car share website. WSCC through the car share web site have poster based information, which can be downloaded and distributed to staff, parents and visitors.	

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2	Measures to promote walking as a way to travel to the School House day care nursery.	Various displays will be introduced within the School House and in electronic formats on its website to inform users about other modes of transport and these will be in a format suitable for adults and children alike. This information will also be provided through regular staff meetings and parent newsletters to encourage the benefits of walking and to promote healthier lifestyles. All staff, visitors and parents can also be provided information about 'walking to work' and the wider health benefits including promoting schemes such as that promoted by Arun District Council called 'arun wellbeing' where the web link provides information and wellbeing benefits, and provides further links to the 'walking for health' campaign. https://arun.westsussexwellbeing.org.uk/topics/being-active/healthy-walks-in-arun https://www.walkingforhealth.org.uk/ The Old School Nursery Ltd as the employers will also promote the walk to work day on 5th April 2019 and actively promote this with staff and also open this up to visitors and parents. https://www.daysoftheyear.com/days/walk-to-work-day/	
3	Measures to promote cycling as a way to travel to the School House day care nursery.	Various displays will be introduced within the School House and in electronic formats on its website to inform users about other modes of transport and these will be in a format suitable for adults and children alike. This information will also be provided	

		though regular staff meetings and parent newsletters to encourage the benefits of cycling and to promote healthier lifestyles. The Old School Nursery Ltd as the employer will also consider providing 'sheffield cycle stands' for staff, parents and visitors to use within the existing dedicated cycle space or within another suitable site within the premises. This will be subject to available funding and may be considered in future capital bids and business cases. All staff, visitors and parents can also be provided with information about cycling and the wider health benefits including promoting schemes such as that promoted by Arun District Council called 'arun wellbeing' where the web link provides information and wellbeing benefits. https://arun.westsussexwellbeing.org.uk/ The Old School Nursery Ltd as the employers will also promote the cycle to work day on 8th August 2019 and actively promote this with staff and also open this up to visitors and parents. https://www.cycletoworkday.org/ Staff will also be provided information on the WSCC cycle route planner section found on their website, through use of team meetings, newsletters and through any other identified national or local cycling campaigns. http://cyclejourneyplanner.westsussex.gov.uk/
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		A cycle to work staff user group will also be set up using social media (e.g. Facebook and 'WhatsApp') to actively encourage all staff to cycle.	
4	Measures to promote public transport as a way to travel to the School House day care nursery.	Various displays will be introduced within the School House and in electronic formats on its website to inform users about other modes of transport and these will be in a format suitable for adults and children alike. This information will also be provided through regular staff meetings and parent newsletters to encourage the benefits of using public transport. The Old School Nursery Ltd as the employer will actively promoting public transport to staff visitors and parents. This will be done through information to staff, for example, on benefits of Annual season tickets offer substantial savings over daily tickets, and then their use for social purposes as well. Any leaflets, maps or general information provided to visitors, prospective parents regarding 'how to get to the School House' will include local bus and rail information, for example, providing links to bus timetables and maps identifying rail interchanges. The promotion and use of WSCC website providing information on public transport should also be considered. https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/	
5	Please insert any additional measures to support any site specific objectives here.	The Old School Nursery Ltd as the employer, through the TPC will make contact with South Bersted Primary School and actively encourage working together on alternative and sustainable modes of transports, through sharing ideas and joining up campaigns to connect parents, staff, children's and visitors.	

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		A staff recruitment process will consider prospective employees views on the importance of changing travel behaviour in favour of walking, cycling, car sharing and public transport and its wider benefits. A walking and cycling user group will be set up chaired by the TPC to seek opinions, act as a forum for discussion and seek feedback including the use of social media to actively encourage and promote these modes of transport. A new employee induction pack will be provided to encourage alternative and sustainable modes of transport. This will include locations of bus stops, timetable information, staff user groups encouraging cycling and walking, local taxi operators, and offer staff the opportunity to meet with the TPC to discuss their travel options from their homes. The management will guarantee free lifts home for walkers, cyclists bus & train users and car sharers in cases of emergency.	
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