

ASHLEY HOUSE, BOGNOR REGIS

TRANSPORT STATEMENT



SYSTRA

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1. INTRODUCTION

1.1 General

- 1.1.1 SYSTRA Ltd. (SYSTRA) has been commissioned by Walsingham Planning (the Client) on behalf of Aldwick Road LLP (the Applicant) to provide transport and highways consultancy services in support of the new development proposals at the Ashley House, 120 Aldwick Road, Bognor Regis, PO21 2PB (the Site). The Local Planning Authority is Arun District Council (ADC) and the Local Highway Authority is West Sussex County Council (WSCC).
- 1.1.2 The Applicant is seeking to submit a new planning application to demolish the existing garage on the western side of the Site and replace it with an accommodation block, providing an additional fifteen bedrooms and five new kitchens (the Proposed Development). The new block will be partially two storeys, rising to three in some sections.

1.2 Previous Application

- 1.2.1 SYSTRA previously provided input into the original planning application at the Site (ref BR/100/16/PL) for the change of use of Ashley House from a Care Home under the C2 use class to Sui Generis HMO Team Members accommodation in relation to Butlin's Bognor Regis. This application incorporated the provision of 36 rooms and communal areas to cater for 70 team members and one full time Site House Manager. The development proposals included two car parking spaces (one of which would be reserved for disabled users), a minibus parking space, a designated cycle store providing 40 cycle parking spaces, designated bin stores and associated landscaping.
- 1.2.2 For this previous application, SYSTRA engaged with WSCC for pre-application discussions, attended a public consultation, and prepared a Transport Statement and Draft Travel Plan for the Site in support of the planning submission. The Site has since received planning consent on 12th August 2016. It is SYSTRA's understanding that the consented development proposals have since been constructed and brought into use; as such, information from those with current responsibility for the accommodation has been used to inform the analysis presented within this TS.

2. POLICY REVIEW AND ANALYSIS

2.1 Introduction

2.1.1 This chapter reviews current and emerging land use and transport planning policies at national, regional and local government levels, and summarises how the Proposed Development complies. Reference is made to the following policy documents:

- Revised National Planning Policy Framework (NPPF) (2018);
- West Sussex Transport Plan 2011-2026 (LTP3);
- WSCC Revised County Parking Standards and Transport Contributions Methodology 2003;
- Arun Local Plan (adopted July 2018);
- Arun District Council Infrastructure Delivery Plan (2015); and
- Bognor Regis Parking Strategy 2012.

2.2 National Planning Policy

Revised NPPF (2018)

2.2.1 The NPPF was published on 27 March 2012. It came into effect immediately, superseding all other national planning policy (except on waste). A revised version was published in July 2018.

2.2.2 The document sets out the government's economic, environmental and social planning policies for England and its expectation for their application. It is meant as high level guidance for local councils to use when defining their local and neighbourhood plans. This approach allows the planning system to be tailored to reflect the needs and priorities of individual communities.

2.2.3 The essence of the document is to support sustainable development, defined as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs' (paragraph 7).

2.2.4 The NPPF defines the delivery of sustainable development through three interdependent roles:

- Building a strong, responsive and competitive economy;
- Supporting strong, vibrant and healthy communities; and
- Contributing to protecting and enhancing the natural, built and historic environment.

2.2.5 It notes that to achieve sustainable development, these roles should be sought jointly and simultaneously through the planning system.

2.2.6 At the heart of the NPPF is a presumption in favour of sustainable development. Development plans should positively seek opportunities to meet the development needs of their area.

2.2.7 A sustainable transport mode is described as 'any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport' (Annex 2, p.72).

2.2.8 Paragraph 102 states that transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- The potential impacts of development on transport networks can be addressed;
- Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- Opportunities to promote walking, cycling and public transport use are identified and pursued;
- The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

2.2.9 Paragraph 109 states Development should only be prevented or refused on highways grounds if “there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”.

2.2.10 Paragraph 110 states that development applications should:

- Give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitate access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- Create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- Allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

2.2.11 Paragraph 111 states that developments that generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed. Plans and decisions should take account of whether:

- The opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
- Safe and sustainable access to the site can be achieved for all people; and
- Improvements can be undertaken within the transport networks that cost-effectively limit the significant impacts of the development. Developments should only be prevented or refused on transport ground where the residual cumulative impacts of development are severe’.

2.2.12 The Proposed Development is shown to comply with regulations relating to sustainable modes of transport with Butlin’s providing bicycles for Team Members to use and encouraging sustainable travel where possible. Safe and sustainable access to the expanded Site has also been built into the design so that it is accessible to all.

2.3 Regional Planning Policy

West Sussex Transport Plan 2011-2026 (LTP3)

2.3.1 The priorities within the LTP3 are as follows:

- Improvements to the A27 trunk road and complementary public transport improvements to the current bottlenecks at Chichester, Arundel and Worthing to increase capacity, improve reliability and safety and increase the competitiveness of local businesses and attract investment;
- Programmed improvements to the A23 trunk road at the current bottleneck between Handcross and Warning Lid to increase capacity and improve the safety record;
- Maintaining the highway network; and
- Working with our community to improve the safety record on local roads, increase usage of healthy and sustainable modes of transport, and provide access to services.

2.3.2 The LTP3 also outlines four strategies that guide the approach to maintaining, managing and investing in Transport. A number of sub-points of relevance to the Proposed Development have been noted.

- Promoting economic growth;
- Improve connectivity and access to local labour markets and key centres;
- Tackling climate change;
- Reduce unnecessary trips by motorised vehicles and encourage the use of more sustainable modes of transport;
- Reduce the need to travel at all by encouraging provision of local services;
- Providing access to services, employment and housing;
- Ensure accessibility is a central consideration when planning local services;
- Seek to ensure that places of work, education, leisure and food retail opportunities; and
- Improving safety, security and health

2.3.3 The Proposed Development complies with regulations outlined as it reduces the need for unnecessary vehicle trips. Butlin's are also providing 30 bicycles, which can be borrowed by Team Members, to encourage sustainable travel.

WSCC Revised County Parking Standards and Transport Contributions Methodology 2003

2.3.4 The Revised WSCC County Parking Standards and Transport Contributions Methodology (2003) form part of the Supplementary Planning Guidance adopted by West Sussex County Council in November 2003. It sets out:

- Revised parking standards for all development use classes; and
- A contributions methodology to be applied to commercial and residential development.

2.3.5 The cycle parking standards state that no cycle parking is needed if a garage is provided of sufficient size. If not, two cycle parking spaces per dwelling (of two beds or more) plus one space per eight dwellings for visitors. One space per dwellings (one bed) and one space per dwellings plus one space per eight dwellings for visitors. These standards are a minimum and represent an increase in previous standards.

2.3.6 In addition to providing the correct cycle parking provision, all cycle parking must be shelters and secure and in accordance with local guidance or best practice design. However, flexibility and innovation will be encouraged. It is essential that cycle parking is considered carefully within the design of new developments.

2.3.7 The Proposed Development complies with this policy as the development has been carefully designed to ensure that cycle parking is accessible to all residents.

2.4 Local Planning Policy

Arun Local Plan 2011-2031

2.4.1 The Arun Local Plan was adopted in July 2018 and sets out ADC's vision for the development of Arun up to 2031. The Local Plan covers ADC's administrative area excluding land within the South Downs National Park Authority boundary

2.4.2 The Arun Local Plan contains strategic and development management planning policies, which will shape the future of the area and will be used in the consideration of planning applications.

2.4.3 The Local Plan's strategic vision is underpinned by objectives which set out aspirations for how Arun can change over the Plan period. It also contains a suite of strategic and more detailed policies which aim to achieve the vision and objectives. It promoted and guides private and public sector investment and neighbourhood planning. The Local Plan's 'strategic policies' set out the overall strategy for the Arun Local Planning Authority with regard to:

- The amount of new employment, retail and housing development that will take place in the District up to 2031;
- A strategic framework to help determine planning applications;
- The framework for neighbourhood development; and
- A statutory guide to help local communities deliver local change

2.4.4 Policy T SP1 states that to ensure that growth in the District strengthens Arun's economic base, reduces congestion, works to tackle climate change and promotes healthy lifestyles; the Council will ensure that development provides safe access onto the highway network; contributed to highway improvements and promotes sustainable transport, including the use of low emissions fuels, public transport improvements and the cycle, pedestrian and bridleway network.

2.4.5 Policy T SP1 aims to promote sustainable transport, promote efficient use of existing transport network and reduce congestion on the highway, promote the use of low-carbon energy and promote healthy lifestyles. The Proposed Development at Ashley House works towards these outcomes through the continued provision of cycle parking and bicycles on Site as well the hybrid shuttle bus and the lack of car parking provided.

2.4.6 The Proposed Development is policy compliant as it aims, as far as reasonably practical to encourage sustainable transport to and from the Site and the use of low emission fuels, through the provision of bicycles that can be used by residents

Bognor Regis Parking Strategy 2012

2.4.7 The objectives of the Bognor Regis Parking Strategy are to:

- Guide the management and provision of parking in the town centre;

- Ensure future parking provision complements future development whilst meeting the needs to the town's residents and visitors; and
- Contribute to the viability and prosperity of Bognor Regis.

2.4.8 MVA consultancy on behalf of the council undertook a review of the car parks in the area, the main access route and their capacity and stress. They found that the development proposals in the area could lead to a seasonal shortage of spaces, especially as any underground parking is limited by water table issues.

2.4.9 The Proposed Development should not lead to the need to park in any car park situated around Bognor Regis. Car parking whilst not provided at Ashley House is to be provided at the Butlin's site for those that need it.

3. BASELINE INFORMATION

3.1 Background

- 3.1.1 This section provides information on the existing Site and the surrounding area, with a focus on local transport infrastructure and services.
- 3.1.2 Baseline conditions need to be accurately established to fully understand the context of the proposed redevelopment and the associated traffic and transport implications.

3.2 Site Location & Description

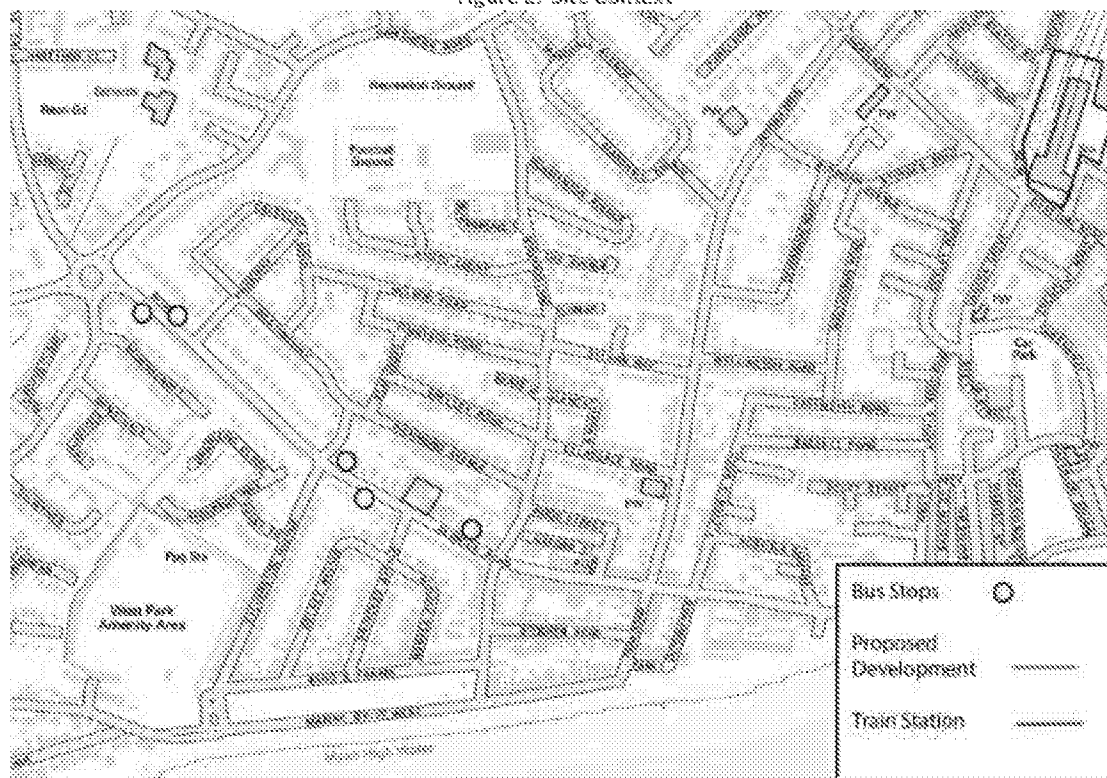
- 3.2.1 The development site is located to the west of Bognor Regis in West Sussex, a walk of approximately eight minutes to the coastal promenade. The site comprises a two and partial three-story nineteenth century brick building and an attached more recent two-storey extension; this can be seen in Figure 1. There is one existing vehicular access from Aldwick Road leading to a parking area and an old garage building attached to Ashley House.

Figure 1. Ashley House



- 3.2.2 Ashley House is located on the northern side of the B2166 Aldwick Road, opposite Princess Avenue. The proposed development site is approximately 0.22ha (0.54 acres). Figure 2 provides the context of the site within Bognor Regis Town Centre and the surrounding public transport facilities in the form of bus stops and the train station.

Figure 2. Site Context



- 3.2.3 Along the northern boundary of the Site, there is a service yard which is accessed from Nyewood Lane to the east of the site and leads to rear garages for the Aldwick Road dwellings.
- 3.2.4 Aldwick Road is predominantly a residential area, and given the nature of Bognor Regis there are a significant number of care homes in the vicinity of the site. Most surrounding properties have off street parking and vehicular accesses.

3.3 Local Highway Network

- 3.3.1 Aldwick Road, the B2166, connects Bognor Regis to Lagness in the northwest and leads to the Chichester Bypass (A27), the A3 (M) and the M27. Aldwick Road is subject to a 30mph speed restriction, however, it was observed that vehicles were travelling slower than this given that on street parking along sections of Aldwick Road acts as natural traffic calming. Vehicles currently park on the verges along the carriageway in the vicinity of the site. The B2166 is a distributor road within Bognor Regis for traffic travelling into the Town from the west and to the sea front along The Esplanade.
- 3.3.2 Aldwick Road can be seen in Figure 3.

Figure 3. Aldwick Road



- 3.3.3 There are good quality footways on both sides of Aldwick Road with a highway verge between the footway and the carriageway in the vicinity of the site. The section of Aldwick road from the B2166/West Meads Drive and Hawthorn Road roundabout to The Esplanade has mainly informal crossing points with a Zebra Crossing located to the west of the Charlwood Street Junction where there are commercial units on both sides of Aldwick Road.

3.4 Local Facilities

- 3.4.1 The site is located 400m from West Park and 600m from Marine Park Gardens, which are both local amenity areas. The Local shops along Aldwick Road, which include a Tesco Express, are 160 metres or approximately a two minute walk from the site.

Figure 4. Local shops in the vicinity of the Site



- 3.4.2 The site is located on the western edge of Bognor Regis town centre, approximately one mile from the site, which is a 20 minute walk or 10 minute bus journey. There is a Morrisons store within the Town Centre between Ashley House and the Butlin's Resort.

3.5 On-Street Parking

- 3.5.1 There are double yellow lines fronting the site on Aldwick Road which restrict on-street parking due to the junction with Princess Avenue and the informal pedestrian crossing point.
- 3.5.2 To the west of the site there are no restrictions and vehicles tend to park across the kerb on the highway verge to limit the obstruction of parked vehicles which has caused significant damage to the verges in the vicinity of the site, this can be seen in Figure 3. To the east of the site there are inset parking bays along the commercial parade of shops on Aldwick Road which are 160m away and then double yellow lines are present again closest to The Esplanade as the carriageway narrows.
- 3.5.3 Most of the vehicular accesses along Aldwick Road have access markings to prevent unauthorised parking.

3.6 Bus Services

- 3.6.1 Ashley House has excellent public transport bus links to both the Esplanade sea front and Bognor Town Centre. Based on the WSCC Revised County Parking Standards and Transport Contributions Methodology 2003, the 'Edge of Town' site is considered to have "Attractive, safe and convenient accessibility by various modes but limited variety on direction; local shortfalls in the quality of alternatives and limited access to the wider catchment area; opportunities for improvements in the foreseeable future".
- 3.6.2 The local bus services as shown in Table 1 serve the stops as shown in Figure 2.
- 3.6.3 There are five bus stops within an acceptable walking distance of the site, which are 50m and 150m as shown in Figure 2. All bus stops along Aldwick Road serve the same bus services. Further information regarding bus routes, which are all operated by Stagecoach, is provided by a Stagecoach bus map included in Appendix C.

Table 1. Bus Services

BUS ROUTE	LOCATIONS SERVED	FREQUENCY
600	Chichester – Bognor Regis – Elmer	Up to every 20 minutes
61	Bognor Regis to Aldwick	Up to every 2 hours
62	Bognor Regis to Nyetimber	Up to every 2 hours

- 3.6.4 The bus routes 600, 61 and 62, which travel along Aldwick Road, all serve Bognor Regis National Rail station.

3.7 National Rail Services

- 3.7.1 The local train station (Bognor Regis) is approximately one mile to the east of Ashley House which is approximately a 15 minute walk at average 4mph speed or 5 minute cycle at average 10mph speed. The train station is outlined in blue on Figure 2.
- 3.7.2 Bognor Regis is accessible from London Victoria, and the fastest journey times are approximately 1 hour 35 minutes. Rail services connect Bognor Regis to other coastal locations via Barnham such as Brighton.

3.8 Pedestrian Access

- 3.8.1 Pedestrian access to the site is excellent with footways on both sides of Aldwick Road. Footways appear to be of good width of approximately 1.5m and moderate quality. There are also highway verges of approximately 0.5m in the vicinity of the site.
- 3.8.2 There is an informal crossing point fronting the site on Aldwick Road with a pedestrian refuge. This was installed due to the previous care home use; this can be seen in Figure 5.

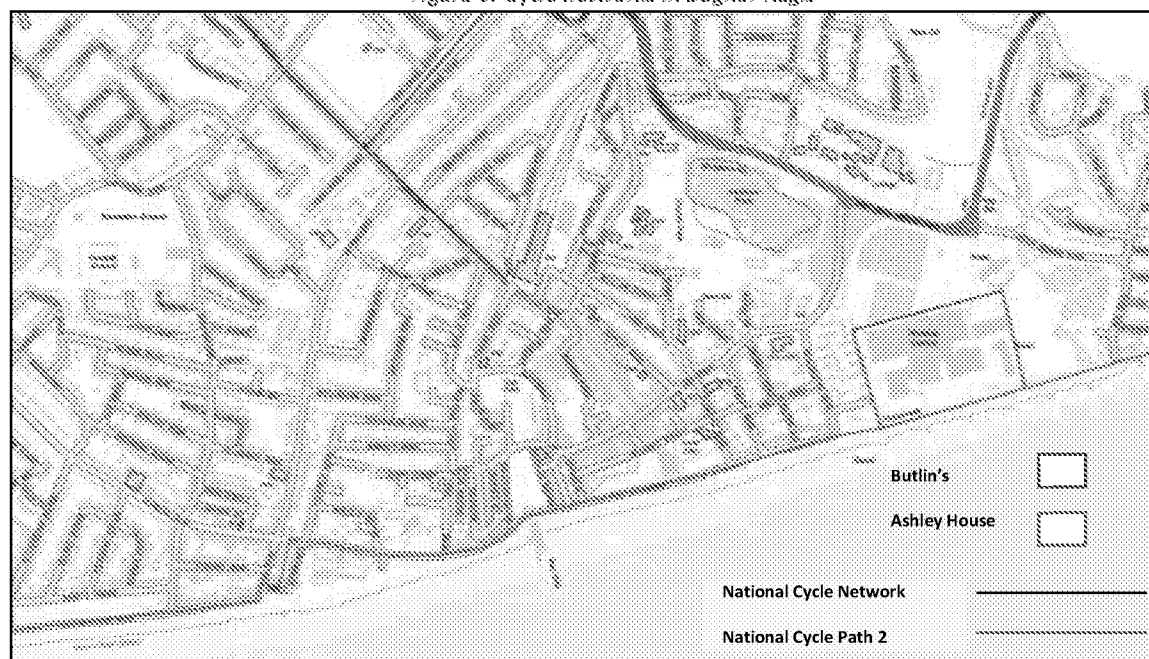
Figure 5. Informal Crossing Point Fronting the Site



3.9 Cycling

- 3.9.1 There are no on-street cycle lanes present on Aldwick Road or the surrounding highway network. However, Ashley House is within 350m of the National Cycle Route 2 (NCR2), which connects Cornwall to Dover. The NCR2 is in close proximity to the site and connects Marine Drive West to Littlehampton. Furthermore, there is an on-road route section of the National Cycle Network (NCN), which connects Bognor Regis station to North Bersted located to the north of the site as shown in Figure 6. The plan also highlights the Butlins Bognor Regis resort for information.

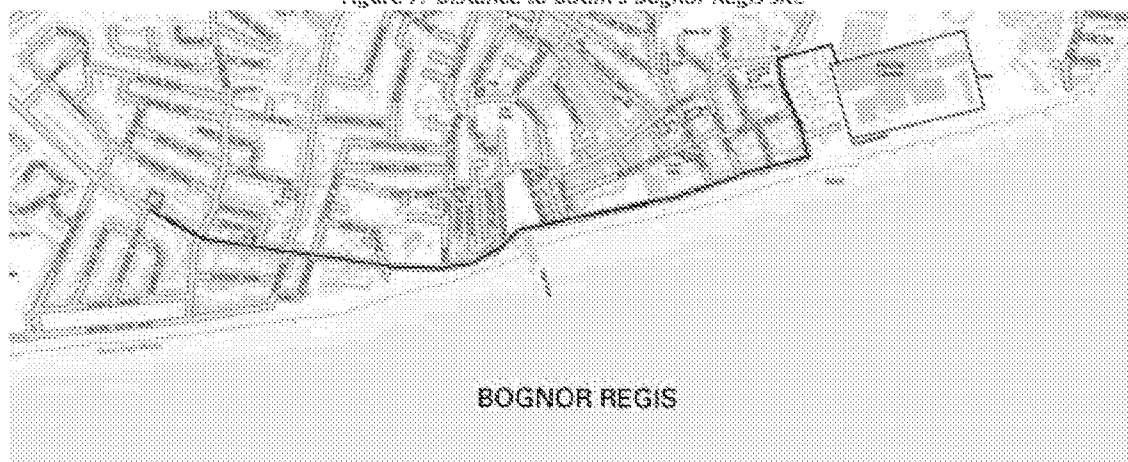
Figure 6. Cycle networks in Bognor Regis



3.10 Butlin's Resort Bognor Regis

- 3.10.1 Butlin's Resort Bognor Regis is one of the largest employers within Bognor. The team member accommodation at Ashley House will be managed and operated by Butlin's as professional team member Accommodation.
- 3.10.2 Ashley House is approximately 1 mile to the east of the Butlin's Resort, which is approximately a 6-minute drive, a 10-minute cycle journey based on 10mph speed or a 20-minute walk based on 4mph speed which is shown in Figure 7.

Figure 7. Distance to Butlin's Bognor Regis site



- 3.10.3 The Butlin's Holiday resort is serviced by the 600, 61, 66 and 700 bus routes (as noted the 61 and 600 bus routes travel along Aldwick road).

4. DEVELOPMENT PROPOSALS

4.1 General

- 4.1.1 This section of the TS assesses the Proposed Development including the proposed land uses, car and cycle provision.
- 4.1.2 The general floor arrangement drawings of the expanded Site, as prepared by Randell Design Group, are included in **Appendix A**.

4.2 Proposed Development

- 4.2.1 The development proposals are for a new block within the grounds of the Site to replace the existing garage which will be demolished. This would provide an additional fifteen bedrooms and five new kitchens. As with the current Site, the room usage and occupancy levels will differ between peak and off-peak seasons for Butlin's.
- 4.2.2 The additional residents of the Proposed Development will work in similar roles to the current residents, therefore staff travel patterns are not expected to change significantly.
- 4.2.3 Butlin's are looking to strategically redevelop their resort at Bognor Regis to improve the services offered. This includes the general redevelopment of the existing team members' accommodation to a higher standard, in order to attract skilled workers to the resort. As part of this strategy, Butlin's are looking for increased off-site accommodation for existing team members, allowing for an improved work/life balance and quality of living.

4.3 Pedestrian Access

- 4.3.1 The main pedestrian access for Ashley House will remain from Aldwick Road fronting the property. There is a rear pedestrian access onto the service road; however, this is limited to emergency access only for safety and security reasons. A separate gated pedestrian access is provided adjacent to the vehicular access to minimise conflicts and ensure pedestrian safety. The current pedestrian access arrangements are not expected to change as a result of the construction of the additional accommodation block.

4.4 Vehicle Access & Parking

- 4.4.1 The existing vehicular access onto Aldwick Road was improved as part of the previous application.
- 4.4.2 It is acknowledged that the construction of the additional accommodation block would impact on the manoeuvring space available for vehicles. Vehicle tracking drawings have been provided that show there would be sufficient turning provision retained on Site for a minibus to park, turn and manoeuvre onto Aldwick Road without having to reverse into or out of the vehicle entrance. This is shown in **Appendix B**.
- 4.4.3 The Site currently has minimal residential parking, with two car parking bays (including one disabled – 5m x 3.6m, inclusive of the safe zone) and a minibus space (8m x 4m) that has been designed to be large enough to allow passengers to disembark. One of the car parking spaces is allocated to the Site Manager as they require a car for their role to travel between the Ashley House and the Butlin's resort.

4.4.4 The Revised WSCC County Parking Standards and Transport Contributions Methodology 2003 state that one in twenty parking spaces should be accessible for disabled users. Therefore, the provision of the disabled parking exceeds standards but is required in line with Butlin's requirements. The disabled provision meets the requirement for employment premises where at least 1 space should be provided.

4.4.5 No changes to the current Site vehicle access or parking arrangements are anticipated as a result of the construction of the additional accommodation block.

4.5 Cycle Parking

4.5.1 40 cycle parking spaces are currently provided on Site within the existing garage, which provides external access and also internal access for cyclists as it is attached to the main building. As the garage is due to be demolished as part of the development proposals, two new cycle parking areas will be created. Outdoor bike stores with space for 14 and 26 cycles respectively will be provided in the northwest and northeast corners of the Site. This results in no loss of cycle parking space when comparing with the existing situation. The location of the cycle parking areas in relation to the overall Proposed Development can be viewed in **Appendix A**.

4.5.2 In the WSCC Revised County Parking Standards and Transport Contributions Methodology 2003, there are no specific cycle parking standards for HMOs. For residential accommodation, it is noted that there should be two cycle spaces per dwelling (two beds or more) + one space per eight dwellings for visitors. There should be one space per dwelling (one bed) and one space per dwelling + one space per eight dwellings for visitors. Given the type of HMO accommodation and the twin rooms it is not considered that there would be a significant level of visitors to/from the site, especially given the shift patterns of team members. It is considered that the level of cycle parking at 40 spaces is an appropriate level.

4.5.3 As part of the Travel Strategy for Ashley House, Butlins currently provides 30 bicycles for team members at the Site to use to travel to and from the resort. These are located within the 40 spaces being provided within the existing garage. There are also an additional 10 spaces for any team members who have their own bicycles. The 30 bicycles will continue to be provided in the relocated cycle parking. Butlins have advised that, based on current levels of cycle usage, the available number of cycles will be sufficient to accommodate the additional demand expected to be associated with the residents of the new residential block.

4.6 Shuttle Bus

4.6.1 Butlins initially operated a hybrid shuttle bus to and from Ashley House to transport team members to the Butlins Resort, as was proposed in the original TS and Travel Plan. This was managed by Butlins and the use of this minibus shuttle service was free to team members residing at Ashley House. Due to low uptake (single-figure use of the service per day), the shuttle bus service has subsequently been scaled back to an on-demand service. Butlins have advised that residents of the current accommodation walk, cycle, and use the existing local bus services for their trips to and from the Butlins main site.

4.7 Delivery and Servicing

4.7.1 All team members are provided with meals on the resort should they wish to take this option, with the kitchens within Ashley House having limited facilities.

- 4.7.2 All postal deliveries are taken to the Butlins Resort and team members collect their post from the resort. Therefore, no postal deliveries or online deliveries are accepted at Ashley House. The team member accommodation effectively forms part of the resort, as currently is the case, in terms of servicing and delivery activities. Therefore, the only servicing and delivery vehicles that travel to Ashley House are occasional maintenance and cleaning vehicles and waste collection vehicles.
- 4.7.3 A waste store is located at the front of the site close to Aldwick Road and is within three metres of the public highway. Refuse vehicles can park on Aldwick Road and serve Ashley House which would be as per the existing situation for surrounding dwellings.
- 4.7.4 The waste store will be relocated to the east of the vehicle access point. It is a similar size to the existing waste store and includes for three refuse bins comprising 4,200 litres and two recycling bins of 4,200 litres. This which is considered sufficient provision to cater for a maximum 101 residents of Ashley House, especially as the kitchens will have minimal facilities and all meals are provided for team members on the resort. Access to the bin stores from the highway will therefore remain within a reasonable distance for waste collection purposes.
- 4.7.5 The existing delivery and servicing arrangements are not expected to change due to the changes anticipated with the Proposed Development.

4.8 Butlin's Resort Car Parking

- 4.8.1 Previously, team members residing at the Site had the ability to park their vehicles at the Butlin's Resort, with 35 spaces reserved for Ashley House residents.
- 4.8.2 The allocation of 35 spaces was agreed on the basis of the existing parking standards for Houses in Multiple Occupation (HMOs) from WSCC. The Revised County Parking Standards and Transport Contributions Methodology 2003 state that HMOs should provide 0.5 spaces per room/unit.
- 4.8.3 Since Ashley House was refurbished and started operation as a team member accommodation facility, the car parking at Butlin's has not been in active use, with no team member currently residing at the Site owning a car. Therefore, whilst the current allocation will be retained, no additional parking at Butlin's will initially be provided as part of the Proposed Development. It is noted that, should circumstances change in the future, there is sufficient existing capacity for additional parking in excess of 35 vehicles at Butlin's if need should arise; however, Butlins does not wish to encourage unnecessary vehicular ownership or use by its staff and therefore this approach is considered to be the most appropriate.
- 4.8.4 It is noted the WSCC standards make reference to the fact that zero provision for such a use class is not considered appropriate. However, in this circumstance, given the nature of the Proposed Development and the fact that team members will have parking provision if required at the Butlin's Resort, having minimal parking provision at Ashley House is considered acceptable, and is consistent with the arrangement agreed in connection with the current accommodation.
- 4.8.5 The minimal parking provision at Ashley House is not expected to lead to any adverse displaced parking on the local highway network as the Butlin's Resort is less than one mile from Ashley House. Butlin's will continue to have an Accommodation Agreement all team members have to sign and there will be a three strike policy for contravening the agreement- which will include prohibition of vehicles associated with team members parking on site or locally. In any event car ownership levels for professional team members at the Butlin's resort

is extremely low given the nature of team members and type of employment involved. To date it is understood that disciplinary measures have not been required for any members of staff.

- 4.8.6 The additional team members will have a multitude of options to easily and conveniently travel to the Butlin's Resort through sustainable modes which are discussed in Chapter 6 of this report.

4.9 Summary of Development Proposals

- 4.9.1 It is considered that the Proposed Development is appropriate for the use as team member accommodation associated with Butlin's Resort, which is approximately one mile from the Site. Details have been provided for car and cycle parking at Ashley House.
- 4.9.2 Butlin's will continue to employ strict management policies at the Site, with a Site manager residing at Ashley House to ensure the management policies and accommodation agreement that all team members have to sign are adhered to.
- 4.9.3 Butlin's will continue to provide bicycles for team members in line with the current travel strategy at the site educating team members and providing information on sustainable modes of travel along with how to book the minibus service if required.
- 4.9.4 Team members will continue to be able to easily and conveniently travel sustainably to and from the Butlin's Resort. Local facilities are also convenient to travel to with local shopping parade approximately five minutes walking time from the site. Bognor Regis Railway Station and the Town Centre is also within acceptable walking distance, cycling or by local buses which travel along Aldwick Road.
- 4.9.5 The proposed car free strategy for Ashley House is considered acceptable and consistent with that agreed for the currently operating accommodation, and will continue to be managed in line with Butlin's team member accommodation policies. Given the unique special circumstances of the Proposed Development being used as team member accommodation in line with Butlin's Resorts, it is considered that there would not be any adverse implications to the public highway or public highway users from the proposal.

5. MULTI-MODAL TRIP GENERATION

5.1 Background

- 5.1.1 This section provides a summary of the trip generation exercises that have been conducted to provide an estimate of trips that are expected to be associated with the Proposed Development.
- 5.1.2 A trip generation assessment has been carried out for the Proposed Development in order to determine the total number of trips expected as a result of the Proposed Development.
- 5.1.3 For information, “personal travel” is defined as being any travel undertaken outside of working hours, not associated with Butlin’s.

5.2 Existing Trip Generation

- 5.2.1 A first principles assessment was carried out to assess the modal split and trip generation of the original development proposals. The existing development accommodates 70 team members plus a full-time Site manager, equalling 71 residents.
- 5.2.2 As part of the previous application it was assumed that all 70 Butlin’s team members would be working at the resort on an average day, therefore each team member would generate one arrival trip and one departure trip equating to 140 all-mode movements throughout an average day. It was considered likely that team members would also be working on weekends therefore the same trips would occur on weekends, as a worst case scenario. Team members were not expected to make multiple trips to Ashley House throughout the day as all meals are provided on the resort.
- 5.2.3 The site house manager has access to a car parking space at Ashley House however; this was not expected to generate a large amount of additional trips owing to the fact that they will only need to travel between the resort and Ashley House and may also do so sustainably. However, a car parking space was proposed to ensure that they could travel by vehicle to suit the job role requirements.
- 5.2.4 As the team members will also be living at Ashley House, personal trips non-work trips were accounted for. All these trips were expected to be sustainable, undertaken via bicycle, foot or public transport, as there is no car parking provision on Site.
- 5.2.5 The mode share choices were therefore based on the different modes available to team members at Ashley House given the circumstances as noted above. The potential first principles number of trips was attributed to each mode based on a typical day. This provided an understanding of potential team members travel patterns to and from Ashley House, presented in Table 2.

Table 2. Existing Mode Share and Trip Generation (71 residents)

MODE	MODE SHARE %	TRIPS
Walking	5%	4
Cycling	15%	11
Public Transport (Bus)	10%	7
Butlin's Minibus	69%	49
Car (Manager only)	1%	1

5.3 Actual Existing and Proposed Trip Generation

- 5.3.1 As noted above, the regular shuttle bus service has been scaled back to an on demand service due to low patronage. Team members instead prefer to use public transport, walk or cycle, with a strong uptake of the cycles provided by Butlin's observed.
- 5.3.2 With this in mind, the trip generation has been updated to reflect the absence of the regular Butlin's minibus service, and the alternative modes actually being used by current staff members who are resident at the site. Public bus services have been allocated 23% (one third of the Butlin's minibus mode share) of Proposed Development residents, with walking and cycling each receiving a further 23% of mode share.
- 5.3.3 The updated mode share and trip generation for the Proposed Development is shown in Table 3.

Table 3. Proposed Development Mode Share and Trip Generation (101 residents)

MODE	MODE SHARE %	TRIPS
Walking	28%	28
Cycling	38%	38
Public Transport (Bus)	33%	33
Car (Manager only)	1%	1

6. MANAGEMENT STRATEGY

6.1 Background

- 6.1.1 A management strategy currently is and will continue to be implemented at Ashley House to ensure any noise generated due to un-social working hours as well as transport impacts will be mitigated against to reduce the impact on the surrounding areas.
- 6.1.2 Butlin's will also continue to implement the Site Travel Strategy and SYSTRA have prepared a separate updated draft Travel Plan, in agreement with Butlin's, that will be implemented at the site, alongside the Management Plan.

6.2 Shift Pattern Information

- 6.2.1 The type of roles that the professional team members residing at the Proposed Development will have are:
- **Housekeeping:** 8.30am-7pm;
 - **Catering Team:** Split shifts, earliest shift is 7am until 12pm and then 4pm until 11pm;
 - **Bar Team:** Earliest start time is 9am and the latest finish time is 12am midnight. If it is a music weekend these times will alter with the earliest start time being 4pm and latest being 5am;
 - **Leisure Team:** The earliest start time will be 9am up until 6.30pm; and
 - **Shop Team:** The earliest team member's time will be 7.30am until 6.30pm.
- 6.2.2 It should be noted that all team members at Butlins sign a Team Members Accommodation Agreement and Butlins will ensure there is a specific Ashley House team members accommodation agreement that deals with specific elements of the property to minimise noise and disturbance to adjacent properties.
- 6.2.3 Butlins have stated that team members spend a considerable amount of their time at the resort, whether working or not they are entitled to full access of all the facilities at the resort. So, it is not thought that there will be a large amount of two-way trips throughout the day, in breaks or in-between shifts it is expected that team members will remain at the resort for social purposes. All meals are also provided at the Resort for team members with limited facilities being proposed within the kitchens at Ashley House.

6.3 Management

- 6.3.1 While all meals are provided for team members on the Butlin's Resort seven days a week, irrespective if they are working or not, kitchens will be provided in the accommodation purely to allow team members to cater for themselves if required. Butlin's have stated that team members generally prefer to partake of the meals on the resort due to their shifts and only occasionally cater for themselves.
- 6.3.2 Communal facilities are provided in the two large centre rooms within the building and have been designed specifically to minimise any potential disturbance to neighbours.
- 6.3.3 The kitchens within the property will have basic appliances, which are limited by Butlin's due to the fact all meals are provided, at a subsidised rate, for team members at the Butlin's Resort even when team members are not working. There is a dedicated catering and welfare team for team members at the Butlin's Resort.

- 6.3.4 The Proposed Development will have CCTV provision for security and to monitor the use of the building for Team Accommodation. Butlin's will also ensure that security team members, located at the Resort, would travel to patrol the building using Butlin's vehicles every during the night if required. This will all form part of a Management Plan for the team member Accommodation.

6.4 Accommodation Agreement

- 6.4.1 All team members residing in the Proposed Development will be required to sign an Accommodation Agreement with a set of 'House Rules' which are presented below.
- 6.4.2 A 'quiet time' is in place between the hours of 22:00 and 07:00 in order to ensure that section 6.9 of the Accommodation Agreement – "Not to create any nuisance or annoyance to other occupants of accommodation" – will be adhered to.
- 6.4.3 Access is through the front entrance only.
- 6.4.4 No visitors are permitted to stay overnight. Rooms on the resort can be booked at a discounted rate for friends and family of team members. Visitors to Ashley House must be pre-authorised by the Team Accommodation Manager and they will be signed in/out.
- 6.4.5 There is and will continue to be a three strike rule within the Accommodation Agreement. If this is breached the agreement will be terminated and the team members will be asked to leave their accommodation.
- 6.4.6 No deliveries are permitted to team accommodation; all deliveries are coordinated through the main post room at the resort. Ashley House residents will need to collect any post from the main resort.
- 6.4.7 The resort safety team operate 24-7 cover at the main resort. Team are able to contact them at any time with any security concerns or complaints. This will continue at Ashley House and a resort safety officer will be able to visit the property if required (in the event that the resident Team Accommodation Manager is not available). Estimated response time would be under 10 minutes.

7. CONSTRUCTION MANAGEMENT

7.1 General

- 7.1.1 This section provides an overview of the logistics and mitigation of construction, including vehicular access routes, loading and unloading locations, anticipated vehicle frequencies, sizes and movements, and details of core working hours.

7.2 Logistics

- 7.2.1 The Proposed Development encompasses the demolition of the existing garage and an extension of the existing building, no further demolition or external construction work is proposed.
- 7.2.2 There is room on site for construction vehicles and skips. This will minimise disturbance to local residents. The Site will operate a delivery booking system to control deliveries and ensure as far as reasonably practical that there are no delivery vehicles held waiting on street. The booking schedule will be strictly enforced. It is anticipated that all deliveries to the Site will be organised to take place between the hours of 08:00 and 18:00 Monday to Friday and 08:00-13:00 on Saturday, which are construction working hours.
- 7.2.3 Site setup will be crucial to mitigating the impact on surrounding residents and businesses. The Site setup and office will be located on Site in Ashley House.
- 7.2.4 Site preparation will involve the setting up of a site boundary using full height 2.4 metre painted ply hoardings. Hoarding will be erected around the site perimeter not on the public highway to secure the site.
- 7.2.5 The Construction Manager's details as well as the Butlin's logo will be advertised on the Site and will indicate where any complaints and enquiries from the general public can be directed.
- 7.2.6 All site personnel will be encouraged to travel to Site by public transport or on foot. The Site is served by three bus services and Bognor Regis National Rail station. Details of which are presented in the Baseline section of this report.

7.3 Mitigation

- 7.3.1 It is proposed that there will be a designated Construction Manager to deal with any complaints and enquiries from the general public and any other interested parties. The Construction Manager will ensure regular liaison with surrounding residents and business and notify them of activities and construction program;
- 7.3.2 Nuisance Control Activities associated with construction at the Site will be restricted to between the hours of 08:00 and 18:00 Monday to Friday, and 08:00 and 13:00 on Saturdays. No work is permitted on Sundays or Bank Holidays.
- 7.3.3 The Applicant strives to be 'Good Neighbours', with systems employed to ensure local issues are understood. Consultation and communication with local residents and businesses will begin prior to commencement of construction. Adjacent residents will be provided with information on the planned construction including times and contact details of a senior manager based on Site. This is in line with the best practice guidance;

- 7.3.4 Dust emissions will be monitored visually throughout working hours. If dust is observed either in the air or deposited on vehicles works will be immediately suspended and working practice reviewed to determine a method of preventing the issue re-occurring.
- 7.3.5 Contractors will be required to minimise waste at source and maximise recycling and re-use of demolition and construction materials wherever possible and practicable; such instances will be dealt with in a manner that reduces environmental effects and maximises potential re-use of materials;
- 7.3.6 External lighting will be kept to a minimum and any outside lighting will be directed away from adjacent buildings; and
- 7.3.7 All personnel will be required to wear safety helmets when on Site, and safety instructions will be strictly adhered to. All precautions will be taken to ensure the safety of working personnel, visitors and the general public.
- 7.3.8 Other general mitigation techniques Include:
- ⊙ Setting of 'threshold' and 'action levels' for noise, vibration and dust;
 - ⊙ Routine monitoring of noise, vibration and dust at the Site / redevelopment boundary and nearby sensitive receptors;
 - ⊙ Use of hoardings and scaffolding to provide acoustic, visual and dust screening;
 - ⊙ Requirement for engines to be switched off when not in use, use of quieter plant, regular plant maintenance and screening of plant (if appropriate); and
 - ⊙ Damping down' to reduce dust generation during dry and windy conditions.

8. SUMMARY AND CONCLUSION

- 8.1.1 SYSTRA has been commissioned by Walsingham Planning to provide transport and highways consultancy services in support of the new development proposals at the Ashley House, 120 Aldwick Road, Bognor Regis, PO21 2PB (the Site).
- 8.1.2 The Proposed Development is for the demolition of the existing garage and the construction of a new block within the grounds of the Site, providing an additional fifteen bedrooms and five new kitchens. This will total 51 bedrooms for 101 Team Members in total.
- 8.1.3 The Site has been in use as Team Member accommodation for staff of the Butlin's resort in Bognor Regis, for which planning permission was granted in August 2016.
- 8.1.4 The Transport Statement identifies the existing and expected future traffic and transportation issues related to the existing and expected future operation of the Site.
- 8.1.5 The Site is located in close proximity to a number of transport options including bus and rail. Sustainable transport to and from the Site will also be promoted through the continued provision of cycle parking and bicycles. Should demand require it, a hybrid mini bus will be provided to transport the residents to and from the Site. Residents will be required to wait for the shuttle bus inside the building during unsociable to minimise noise.
- 8.1.6 The trip generation assessment has demonstrated that the Proposed Development will not generate a significant number of additional vehicle trips in comparison to the existing Site. Team members at Ashley House would all travel sustainably.
- 8.1.7 No deliveries will occur for team members at the site as all postal deliveries will continue to be directed to the Bognor Regis resort. There will be occasional servicing vehicles which can be co-ordinated and park on site. Refuse vehicles will continue to serve the site from Aldwick Road.
- 8.1.8 A management strategy will be in place and enforced by the site house manager to ensure that residents do not disturb neighbouring residents. A three-strike policy will be put in place and enforced by the site house manager, upon receiving the fourth strike the resident in question will be asked to vacate the property and seek alternative accommodation.
- 8.1.9 In conclusion, the Site is located in a sustainable location, in proximity to public transport, walking and cycling connections and nearby local amenities and is therefore suitable for residential development. The proposals comply with relevant planning policy in terms of car and cycle parking provision and aim to increase sustainable transport and reduce carbon emissions through the provision of hire bikes for residents to use to and from the Butlin's Site.

Appendix A: Proposed Development Floor Plans

Ashley House, Bognor Regis

Final Report

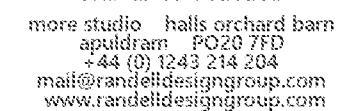
JRSODE24

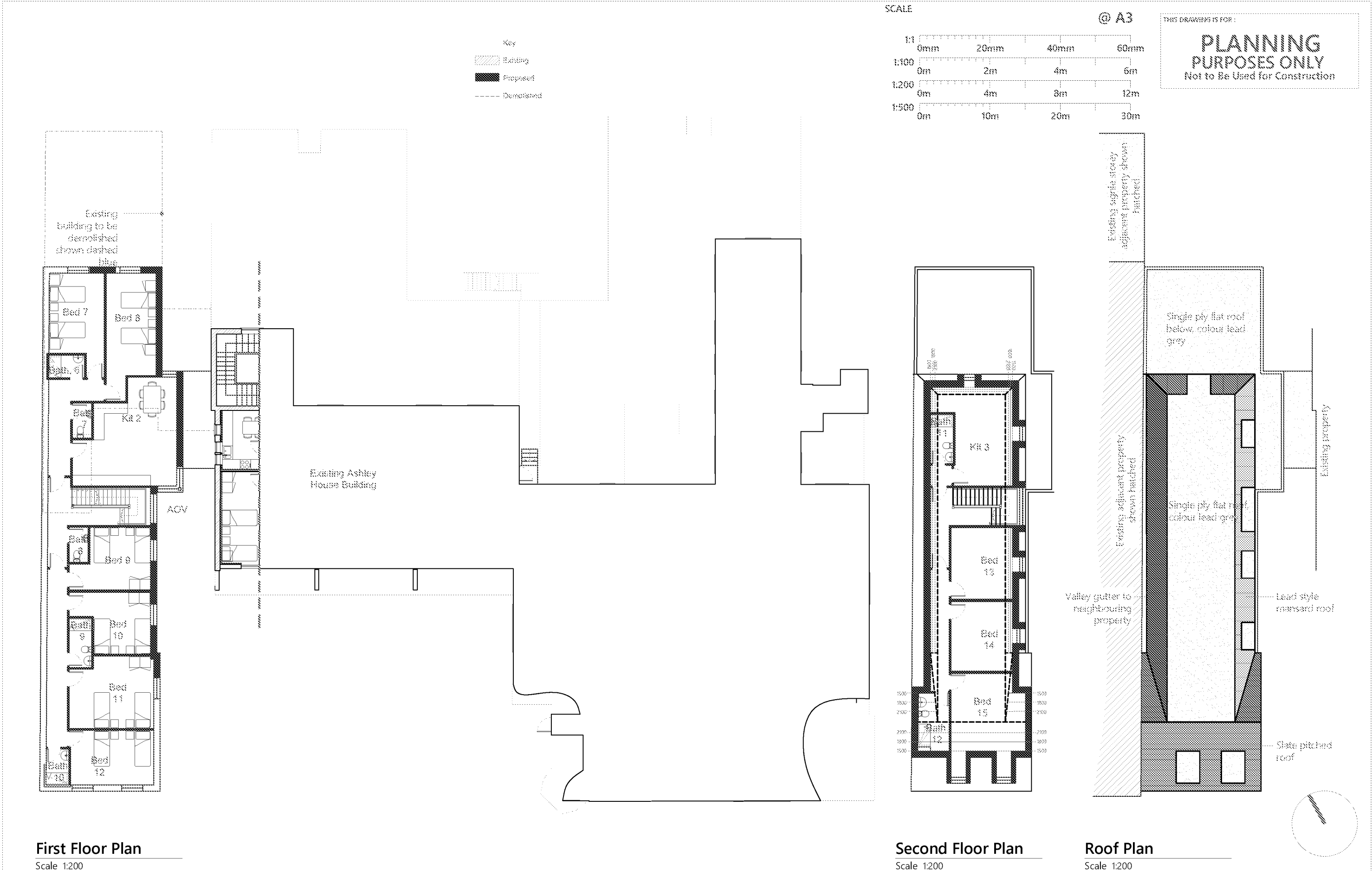
Transport Statement

07/08/2018

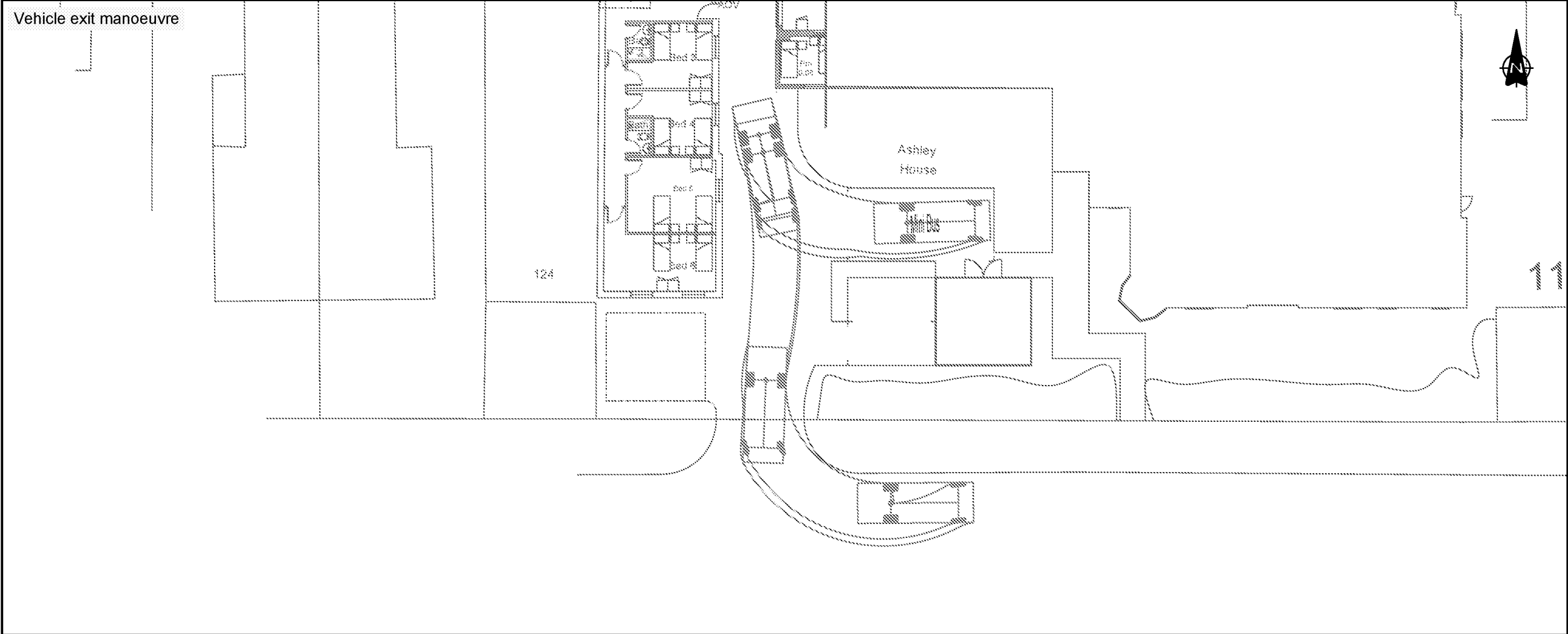
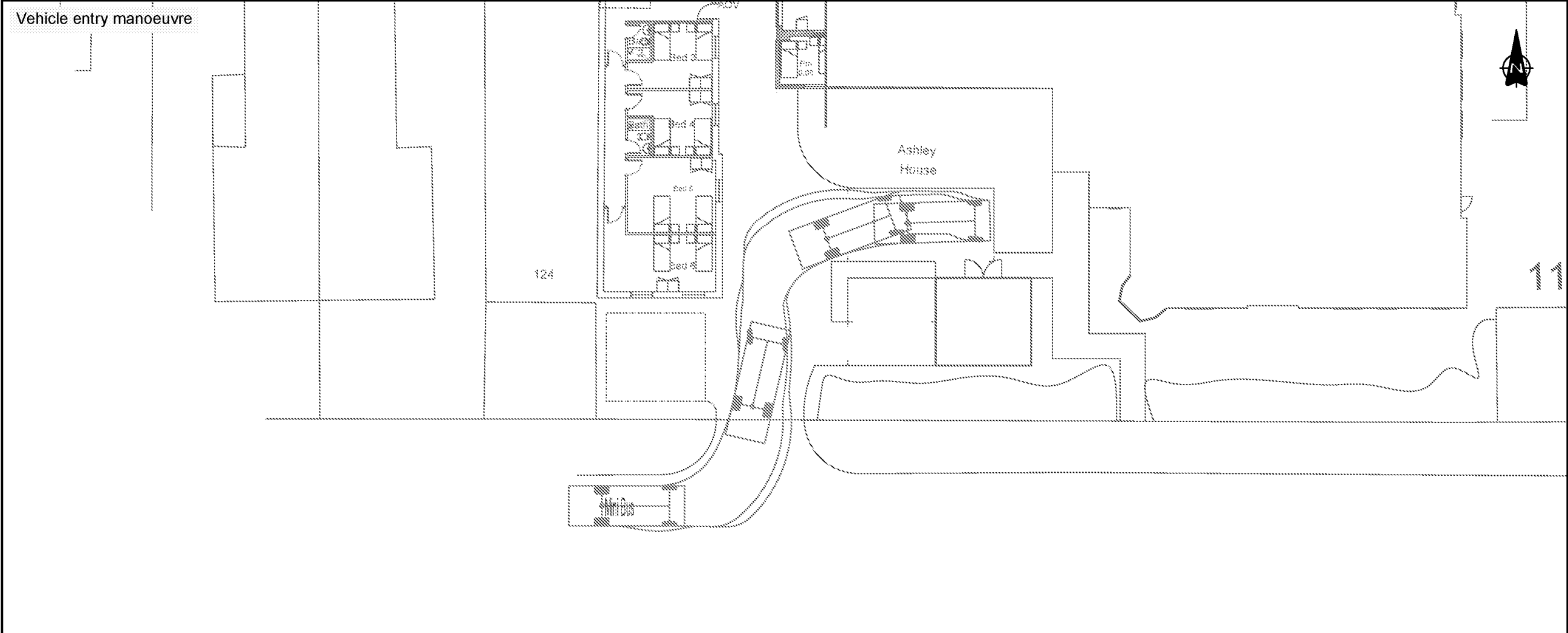
**PLANNING
PURPOSES ONLY**
Not to Be Used for Construction

 Existing
 Proposed
 Demolished





Appendix B: Swept Path Analysis for Minibus



Notes:

1. All dimensions are in meters unless otherwise stated.
2. Do not scale from this drawing.
3. Vehicle forward speed is 5.0kph.
4. Vehicle reverse speed is 2.5kph.
5. No dry steering has been used unless otherwise stated

Vehicle forward manoeuvre

Vehicle reverse manoeuvre

Mini Bus
Overall Length 6.330m
Overall Width 2.192m
Overall Body Height 2.601m
Min Body Ground Clearance 0.374m
Track Width 2.192m
Lock to lock time 4.00s
Kerb to Kerb Turning Radius 6.450m

Rev	Date	Revision details	Drawn	Check	Approved
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SYSTRA 5 Old Bailey London EC4M 7BA T 020 3714 4400 E uk_london@systra.com W www.systra.co.uk Client Walsingham Planning Project Ashley House Extension, Bognor Regis Title Vehicle Swept Path Analysis Minibus					
Drawn DH		Checked CD		Approved -	
Original dwg. size A3		Date 01/08/2018		Scale 1:250	
Drawing Status Preliminary		Drawing Number JRSODE-AH-01			Rev. -

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