



Travel Plan

Proposed Residential Development

Durban Road, Bognor Regis

9th October 2021

ENVIRONMENTAL AND
SUSTAINABILITY CONSULTANTS

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1 Scope

- 1.1 This Travel Plan has been submitted in connection with an application to develop land on the corner of Durban Road and Ash Grove, Bognor Regis, in order to assess the impact of the proposed development on the existing highway network. The proposals involve the construction of 24 residential units in a 3 storey building (with a 4th level set back), with undercroft parking.
- 1.1 A Travel Plan is a package of measures to assist in managing the transport needs of the members of staff and any visitors, that promotes choice of travel to building users and seeks to alleviate the impact of single occupancy car travel on the local environment. Travel plans are aimed at commutes and work or educational based travel, to encourage staff and visitors to choose alternatives to car use and reduce the need to travel to and from their work, visitor destination or place of learning. A Travel Plan can cover issues such as encouraging and promoting the use of public transport, the provision of cycling facilities, establishing car sharing databases and highlighting health issues. It encourages visitors to share their car, walk, cycle or use public transport, whilst retaining a realistic approach in encouraging travel change.
- 1.2 The report has been produced in line with the 'Travel Plans, Transport Assessments and Statements' (Ministry of Housing, Communities & Local Government 2014) and takes into account current Government policy within the revised National Planning Policy Framework (CLG 2019) and best practice guidance within 'Manual for Streets' (DfT 2007) and 'Manual for Streets 2 - Wider Application of the Principles' (CIHT 2010), the Design Manual for Roads and Bridges (Highways Agency 2002). The report has also been produced in line with local planning policy, including The Adopted Arun Local Plan 2011-2031, Arun District Council Parking Standards Supplementary Planning Document January 2020 and West Sussex Walking & Cycling Strategy 2016-2026.

2 Type of Travel Plan

- 2.1 Of the four main types of Travel Plan, this document has been produced in accordance with the requirements for a **Framework Travel Plan** submitted in the case of developments with multiple occupants and where the occupiers remain unknown. It focuses on targets and measures across the whole site and will be administered centrally.
- 2.2 All businesses, organisations and residential developments are encouraged to make informed travel choices on how they get about to help reduce: travel-to-work and parking congestion, business journey costs and carbon footprints through developing travel plans.
- 2.3 The benefits of providing a travel plan include:
- reducing reliance on car travel
 - significant cost savings through cutting mileage claims and decreasing car park maintenance costs
 - improving its efficiencies and productivity by reducing travel time and the number of car journeys made by residents and visitors to the site
 - improving access for all users to the site
 - increasing sustainable travel awareness for all users of the site
- 2.4 The travel plan should aim to help reduce the impact of transport on the local environment and increase the awareness of sustainable travel access (through promoting and marketing initiatives for car share, bus travel, walking, cycling, working from home, adopting flexi working, adopting to audio/tele-conferencing etc) to all users of the site.
- 2.5 It should include measures to encourage and monitor an increase of travel choice to the site, and reduce the dependency on the car (particularly for journeys under 5km by single occupancy users) through promoting measures that discourage unnecessary car use for all users of the site over a given time.
- 2.6 The travel should discourage irresponsible on and off site parking for all users of a site through adopting a strategy to manage parking, limit inconvenience to local residents and reduce the risk of accidents.
- 2.7 The 'audience' for the Travel Plan includes residents and visitors and are clearly identified within the document and the measures and targets have been referenced to these audiences.
- 2.8 National and Regional Policy

There are transport objectives that extend through national and regional strategies and policies for planning and transportation, including *National Planning Policy Framework*, *The Future of Transport*

White Paper, Delivering a Sustainable Transport System, West Sussex Regional Plan, and Arun District Transport Strategy (2022 - 2036).

2.9 National Policy

The revised *National Policy Planning Framework*, published in July 2021 replaces the previous March 2012 NPPF by the Department for Communities and Local Government which in turn replaced *Planning Policy Guidance 13: Transport* and continues to focus on reducing development impact, including the following requirements:

110. In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

a) appropriate opportunities to promote sustainable transport modes can be - or have been - taken up, given the type of development and its location;

b) safe and suitable access to the site can be achieved for all users;

c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and

d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

111. 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.

112. Within this context, applications for development should:

a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second - so far as possible - to facilitating 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;

b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;

c) 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;

d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

113. All developments that will 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. Further information can be found at: [National Planning Policy Framework](#)

2.10 Regional Policy

Regional Plan incorporates West Sussex County Council Transport Plan 2011 - 2026

It states that the West Sussex Transport Plan 2011-26 (LTP3) sets the strategy for guiding future investment in our highways and transport infrastructure. It also sets a framework for considering transport infrastructure requirements associated with future development across the county. The Plan includes four strategies that guide approaches to maintaining, managing and investing in transport and for meeting the main objectives of improving the quality of life for West Sussex residents:

- 1. Promoting Economic Growth**
- 2. Tackling Climate Change**
- 3. Providing access to Services, Employment and Housing**
- 4. Improving safety, Security and Health**

These proposed objectives tie closely to those set out by The Department for Transport for 2014 onwards, relating to both regional transport strategies and DaSTS (Delivering a Sustainable Transport System). The national strategic goals for transport published in DaSTS are:

1. To support national economic competitiveness and growth, by delivering reliable and efficient transport networks
2. To reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change
3. To contribute to better safety security and health and longer life expectancy by reducing the risk of death, injury or illness arising from transport and by promoting travel modes that are beneficial to health

4. To promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society
5. To improve quality of life for transport users and non-transport users, and to promote a healthy natural environment.

For more information, please visit: [Delivering a Sustainable Transport System](#)

2.11 Policy Summary

As outlined, national and regional policies seek to support and promote sustainable development and the use of sustainable transport modes. Policy dictates that large community facility developments such as new sites should pay particular attention to accessibility by walking and cycling and public transport as priority transport modes.

In particular, Travel Plans are seen as the primary tool with which to manage travel demand to and from sites.

As such, the development proposals will accommodate the above policy, with the aim of securing a highly sustainable site for its users, meeting regional and national objectives.

3 Background to the Development

- 3.1 The planning application to be submitted includes the development of a disused site to provide 24 x 1 and 2 bedroom apartments across 3 storeys with a further 4th level set back, with undercroft parking provided for residential use.
- 3.2 The site is located on the corner of Durban Road and Ash Grove within South Bersted, 2km north of the coastal town of Bognor Regis. The site is bound by Durban Road to the south and Ash Grove to the west. There are a number of commercial units to the north and east and a large residential area to the west.
- 3.1 Bognor Regis is a town in the Arun District of West Sussex. The town is part of an 11km urban settlement along the southern coastline that spans from Pagham in the west, to Elmer in the east.
- 3.3 The development site can be potentially served by 2 bus stops. The first and closest is Oak Grove going southbound, a 2 min walk (130 meters) from the proposed site. The only bus that serves this route is the Star Stagecoach. Chestnut Grove bus stop is also very close to the site (140 meters, 2 min walk) and is served by the 68 and Star.
- 3.4 The closest railway station is located in Bognor Regis and is approximately 2 km away via the B2166 road, to the south, taking approximately 25 minutes by foot. The Southern services operate from this station to destinations including London Victoria, Littlehampton and Barnham on a regular interval.

4 Management of the Travel Plan

4.1 Travel Plan Co-ordinator

On sites with more than one occupier for Framework Travel Plans, one TPC will be appointed by the developer/landowner to cover all occupiers. The mechanism by which this individual would liaise with the individual units making up the development site will be identified within the Travel Plan.

4.2 The Travel Plan Coordinator would be best appointed 'centrally' before first occupation of the development. Currently a candidate has yet to be announced, however it is the responsibility of the client to make the appropriate appointment from within the developer organisation.

4.3 The contact details of the Travel Plan Coordinator are as follows:

Name: TBC

Email: TBC

Telephone: TBC

4.4 Travel Plan co-ordinators details to be passed to LCC when known.

4.5 The TPC has a critical role in ensuring the Travel Plan is implemented, managed, monitored and reviewed over time. They will be responsible for continuing to improve and develop the TP in consultation with the developer. The TPC will provide an established on site point of contact for all members requiring further information or for those with suggestions to improve the sustainable travel to the site. The TPC can also contact Bal Minhas with any issues that arise.

4.6 The role of the TPC does not require full time involvement. It is suggested that the person most likely to fulfil the role is the person who will be present on site during the majority of the day, such as a manager, as they will have the best understanding of the operation of the site and be best placed to provide immediate advice on travel issues as they will be on hand constantly.

4.7 Sufficient time will be made available for the TPC to fulfil their role, dedicating at least 1 day a month to work on the Travel Plan. The TPC's role will involve the following:

- Implementing and promoting the Travel Plan at a site level
- Monitoring the Travel Plan (via the arrangement of the collection and collation of appropriate data)
- Giving advice and information on transport-related subjects to residents
- Liaising with third parties (i.e. public transport operators, the Council, adjacent sites) on Travel Plan issues.
- Liaising with the planning and highway authorities

4.8 Senior Management Support

The appointment of a TPC does not detract from the property owner's responsibility to implement and maintain the Travel Plan as per the planning application decision notice and ultimately remains their responsibility, assisted by the TPC. The support of senior management is essential for the effectiveness of the Travel Plan.

4.9 Financial Resources

The developer needs to be committed to the budgetary requirements for delivering a successful Travel Plan including financial resources to ensure the TP is put in place prior to occupation of the property and its subsequent day-to-day management.

4.10 The costs of implementing the travel plan will be minimal. The cost will exclude the cost of employing the Travel Plan Coordinator as this will be someone already employed by the site owner.

4.11 The costs may include printing and material costs for example purchasing the travel plan notice board. There may be other costs for purchasing other items such as umbrellas, cycle repair kit, maps, etc.

4.12 Unless there is 'in-house' expertise, there may be additional expenditure for a website developer to create a Travel Plan section on company websites.

4.13 The choice may also be taken to employ the services of a Traffic & Transportation consultant to carry out the annual monitoring instead of in-house which would incur additional costs.

4.14 Communications Strategy

The 'audience' of this document is the residents of the apartments, and their visitors. It is important to have a strategy for communicating the travel plan to all site users. Marketing the travel plan will be carried out from first occupation of the development.

4.15 There will also be a 'feedback' mechanism in place to ensure any issues with the implementation of the Travel Plan can be clearly identified by the TPC and corrective action taken if required. Residents will be able to make direct contact with the Travel Plan Co-ordinator via email or telephone at any time or in person by prior arrangement.

4.16 The hallmarks of successfully marketing a travel plan are lively presentation, persistence and a use of a variety of marketing tools and techniques. These include branding the travel plan and building brand recognition, promotional events, incentives, special offers and prizes. Maximum visibility can be achieved through electronic media, leaflets, posters, displays, give-away freebies or messages on pay slips. Generally making residents aware of the facts and figures can have an influence on

their enthusiasm to adopt a more sustainable approach to their travel habits. There are plenty of strong facts and figures readily available to support your case, for example:

- More than eight out of 10 cars used for commuting or for business have just one person in them
- One-quarter of all car journeys are less than 2 miles and over half are less than 5 miles
- Half an hour of daily exercise, such as a walk or cycle ride to work, can halve your risk of heart disease

4.17 As a minimum, the communications strategy will include the following:

4.18 **Travel Plan Notice Boards**

A notice board dedicated to sustainable travel information will be placed in a prominent location within the two apartment blocks so it is visible to residents and visitors. The notice boards will include up to date bus timetables, cycle maps, car sharing information, future events and will be used to communicate the message of promoting increased use of alternative modes of getting to and from work instead of the motorcar.

4.19 **Residential Travel Information Pack**

Each dwelling will be provided with a Travel Information Pack which will include the following:

- Walking information
- Cycling information
- Bus and train timetables and maps
- Details of local Car Share initiatives
- Information on the potential cost savings of using sustainable transport.

This should be a printed leaflet which is given to each resident. Alternatively, the document can be in digital format either on a CD or via email.

4.20 **Company Website**

A good place to display information about the travel plan is on a dedicated section on a company's website. A pdf copy of the travel plan will be placed on the website, along with other useful information including links to other relevant websites and downloadable travel information such as timetables and route maps.

4.21 **Promotional Events**

A good way to maintain enthusiasm for following the requirements of the travel plan is to have regular events to promote sustainable travel. This could include producing a quarterly newsletter

which promotes individual measures and initiatives and makes people aware of forthcoming events such as Walk to Work Week, Bike Week and National Liftshare Week.

5 Site Assessment

5.1 Sustainable Transport Assessment

5.2 This section includes an assessment of the site which forms an important part of both the Travel Plan process and Transport Assessment. It is not purely a descriptive section, the Site Assessment is directly relevant to Trip Generation as calculated in the Transport Assessment and Targets as stated in the Travel Plan. This means that some material is repeated in both the Transport Assessment and Travel Plan. However, given the longer shelf-life of the Travel Plan, this is appropriate and is considered as a stand-alone document.

5.3 The Development

5.4 The proposed development is for an apartment building of 3 storeys (with a 4th level set back) comprising 24 units of 1 and 2 bedrooms, with primarily undercroft parking. It scheduled as follows: 13 x 1 bedroom and 11 x 2 bedroom. The parking is to be accessed from Durban Road. The development will also provide cycle parking and a refuse area. The pedestrian entrance for residential access is to the west from Ash Grove.

The application site is shown in the image below:

Figure 1: Proposed development site ground floor



5.5 Local Highway Network

The application site is accessed from Durban Road. This road is an access road for a residential apartment building and a number of commercial units. The road has a speed limit of 30mph and connects with Ash Grove to the west and Orchard Way to the south. There are a number of minor roads off Durban Road providing access to commercial premises. In the immediate vicinity of the site on Durban Road there are no road markings to restrict parking (except a 10m section of double yellow lines on the opposite side of the road), with a combination of on-street parking observed, as well as off street parking bays. Double yellow lines become present approximately 45m from the site on the north side of Durban Road and approximately 110m from the site on the south side meaning no on-street parking is permitted. There are footpaths on both sides of the road with street lighting present on the same side as the site. Tactile paving is provided at the junction with Ash Grove.

5.6 Ash Grove runs along the western site boundary, linking with Orchard Way to the south and Rowan Way A259 to the north, spanning 800m in length. The road is mainly residential with a speed limit of 30mph. There are no road markings to restrict parking and to the north of the site there is a combination of on-street parking and some off street parking bays. To the south of the site the houses mainly have private driveways and there appears to be very little on-street parking. There are footpaths on both sides of the road and streetlighting.

5.7 Rowan Way (A259) is a primary road that runs to the north of the site boundary at the junction with Ash Grove. The A259 connects to the A29 to the east and the North Bersted Bypass and on to the A27 to the west. The road has a speed limit of 40mph with street lighting present. There are footpaths on both sides of the road, on the south side this is a shared cycle and footpath.

5.8 The A27 is a dual carriageway that runs to the north of Bognor Regis connecting with Portsmouth to the west and Brighton to the east. There are junctions onto other main roads such as the A3(M) and the M27 providing access to other major road networks.

5.9 Sustainable Accessibility

5.10 Bus Travel

5.11 The Institute of Highways and Transportation (IHT) Guidelines for "Planning for Public Transport in New Developments" state that the maximum walking distance to a bus stop should not exceed 400m if bus travel is to be maximised.

5.12 The nearest bus stops to the site are located 130m to the south of the site access on Ash Grove and 140m west of the site on Oak Grove. Both bus stops are served by the STAR bus route operated by Stagecoach and running through the local Bognor Regis area. There is also a 68 bus route but this

appears to be a very limited service between Bersted and Pagham with only two buses in the early morning and two in the late evening.

5.13 The frequency of bus services in close proximity to the site are summarised below:

Bus Services

Bus service	Bus stop	Route	Weekday				Weekend	
			Frequency		Times		Frequency	
			On-peak	Off-peak	First	Last	Sat	Sun
STAR	Oak Grove	Bognor - Bersted - Bognor (circular route)	30 mins	30 mins	07:39	18:16	30 mins	No service
68	Oak Close	Bersted to Pagham	hourly	hourly	05:13	06:13	As weekday	As weekday
68	Oak Close	Pagham to Bersted	hourly	hourly	18:34	19:34	As weekday	As weekday

5.14 There are bus stops within walking distance of the site that provide access to Bognor Regis town centre and the surrounding local area with good service frequency. Bus travel provides good opportunities for residents to travel within the local area such as to work on a regular basis.

5.15 **Rail Travel**

5.16 Bognor Regis train station is located 2km south of the site for pedestrian access via Station Road.

- 5.17 The station is located on the West Coastway Line operated by Southern with 3 platforms. The ticket office is open Monday-Saturday 06:00 - 19:50 and on Sundays 08:10 - 19:45 and ticket machines are available. The car park has 95 spaces and charges can be pre-paid up to a year. There are also 184 cycle parking spaces. The station has step free access to all platforms.
- 5.18 Trains run regularly to destinations such as London Victoria, Littlehampton, Barnham, and London Gatwick. Trains run to London roughly every half an hour with a 1 hour 45 minute duration.
- 5.19 By making one change on the train route it is also possible to reach wider destinations including Chichester, Southampton (journey time 1 hour 15 minutes) and Brighton (journey time between 50 minutes and 1 hour 15 minutes).
- 5.20 The local train station is 2km away with a half hourly bus service going direct to the station. Alternatively, the station is a 25 minute walk or a 7 minute cycle. Rail travel has a good viability for travel on a regular basis for the various site users, who may need to commute to and from work in the surrounding region and into London. The station also provides good viability for visitors of the residents who may be travelling from further destinations, rather than driving.
- 5.21 **Walking**
- 5.22 A person's willingness to walk is dependent on many factors including access to a car, safety, road congestion, weather, gradients, parking, health, direction of route and purpose of journey.
- 5.23 Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2.0 km, (approximately 1.5 miles). Walking also forms an often forgotten part of all longer journeys by public transport.
- 5.24 The Institution of Highways and Transportation (IHT) publication "Guidelines for Providing for Journeys on Foot" note that walking accounts for over 25% of all journeys and 80% of journeys up to 2km.
- 5.25 The 2.0 km walking isochrone map below shows that a good proportion of Bognor Regis is within walking distance, including South Bersted and North Bersted. A good range of local amenities including the train station are within walking distance, as are a large proportion of residential areas.

Figure 2: 2km Walking Isochrone Map



Durban Road and Ash Grove both have footpaths on both sides of the road with streetlighting present. Tactile paving is provided at crossing points on both roads. Approximately 650 metres west of the site is the area of Bersted Green and Durlston Drive with a GP Surgery, Pharmacy and a small row of shops including a convenience store.

* Walking times based on “leisurely” 5km/hr (3mph/hr)

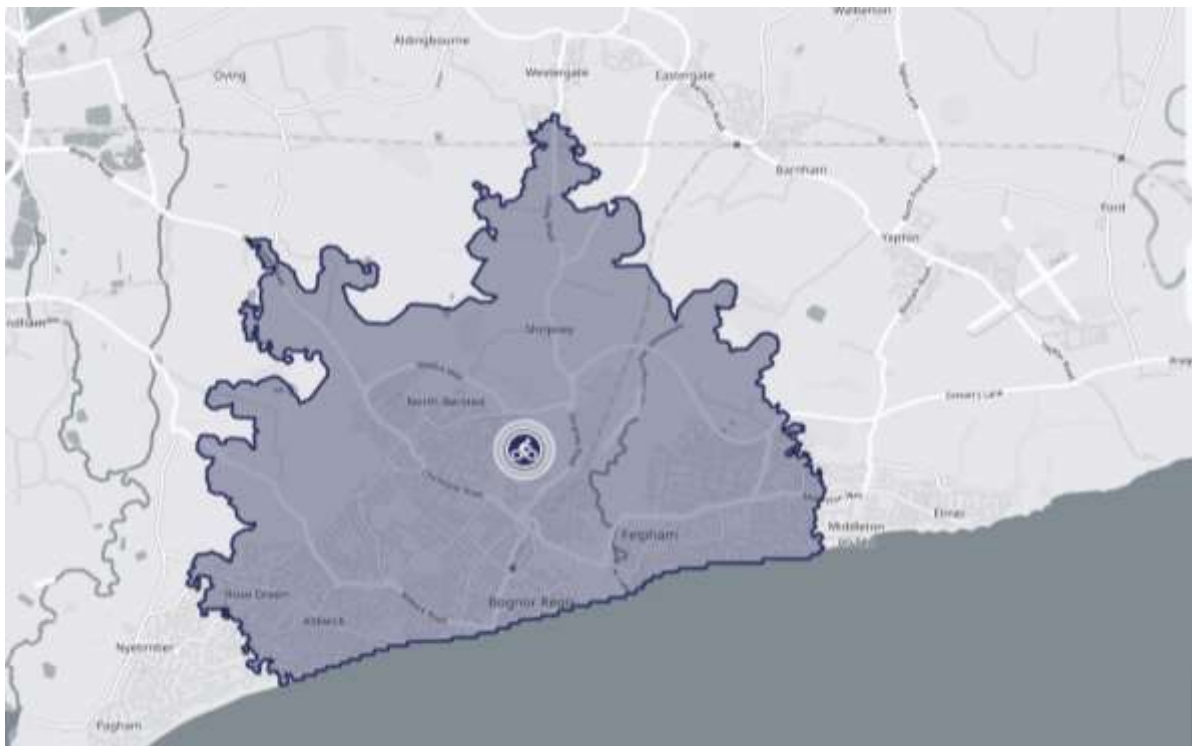
- 5.26 The following map demonstrates the availability of Public Rights of Way within Bognor Regis Routes 141 and 3038 are within proximity of the site, providing access to the town centre.

Figure 3: Public Rights of Way within Bognor Regis



- 5.27 Given the close proximity of the site to a range of land uses including residential areas, local amenities and transport interchanges, walking is considered to have viability for the variety of site users.
- 5.28 **Cycling**
- 5.29 NPPF: National Planning Policy Framework makes reference to the importance of encouraging cycling as an alternative mode of travel which has the potential to be a substitute for short car trips, particularly those under 5km and to form part of a longer journey by public transport.
- 5.30 The location of the site provides a wide catchment area, including residential and retail facilities in the local area and offers an opportunity for areas within an acceptable cycling distance from the site.
- 5.31 The “Cycling Isochrone Map” below shows that a 5km cycle catchment area, centred on the site, includes Bognor Regis town centre, Felpham and North & South Bersted within the catchment.

Figure 4: 5km Cycling Isochrone Map



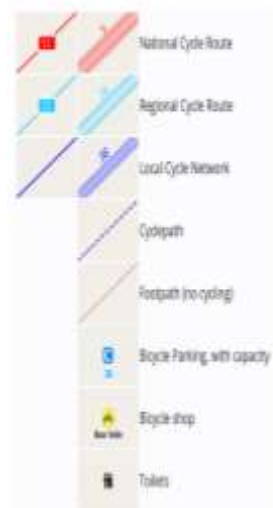
- 5.32 National Cycle Route 2 runs east from the centre of Bognor Regis to Worthing in the west, through Shoeham by Sea, Southwick and Brighton, towards Newhaven. Within the vicinity of the site there are a number of local cycle network routes connecting the local residential areas and the town

centre. The route also connects with routes 90, 20, 82, and 223. There are also local cycleways within Southwick, running east to west along Old Shoreham Road.

Figure 5: Cycle routes



Map key
The cycle map legend below describes the map symbols and lines.



5.33 In addition to the above existing routes, West Sussex County Council have a number of proposed improvements to cycle routes detailed in the West Sussex Walking and Cycling Strategy 2016 - 2026. These include routes from Bognor Regis to Chichester, Barnham, Felpham and Nyetimber. There is also a proposal to link the Bognor east communities to National Cycle Route 2.

5.34 The proposed development provides 24 cycle parking spaces in secure storage.

5.35 For those planning a bike ride, the Cycle Streets website and app propose the latest route information and are designed to encourage people to take up cycling as an alternative to using their cars.

5.36 The existing network is considered good to encourage cyclist and offers links to areas within an acceptable cycling distance.

5.37 Local Amenities

5.38 There are some local amenities in the surrounding area that site users can access by foot, bicycle or bus. A selection of the nearest amenities is shown in the table below:

Amenity	Location	Distance	* Walking Time
Bersted Green Primary School	Laburnum Grove	450m	6 mins
Bersted Green Surgery (GP Practice)	Durlston Drive	700m	8 mins
Kamsons Pharmacy	Durlston Drive	700m	8 mins
One Stop Convenience Store & Post Office	Durlston Drive	650m	8 mins
Tesco Supermarket with ATM	Shripney Road	1.2km	14 mins
The Regis School (Secondary School)	Westloats Lane	1.8km	22 mins
Train station	Station Road	2km	25 mins
Halifax Bank	London Road	2.2km	27 mins
Arun Leisure Centre	Felpham Way	2.2km	27 mins

5.39 Sustainable Accessibility Conclusion

5.40 The location of the site provides good accessibility by sustainable modes, with bus stops within walking distance of the site that are highly viable for regular travel to the wider area. The train station is accessible by bus, cycle or a slightly longer walk. The local cycle network provides a safe option for cyclists. There is also a good provision of local amenities and community facilities within walking distance. There is therefore a variety of modes of sustainable modes of transport available to site users to propose a valid alternative to using the car.

6 Setting Targets

- 6.1 Travel Plans submitted to West Sussex County Council currently use the terms Objectives, Aims, Targets and Goals interchangeably. For the avoidance of doubt, this section identifies how Travel Plans submitted in support of applications will be formulated in terms of Targets.
- 6.2 The targets have been set for residents and visitors.
- 6.3 The main Aim of this Travel Plan is to “maximise the opportunity for residents and visitors to travel to and from the residential development by means other than the private car”.
- 6.4 The primary Target within this Travel Plan is to reduce the vehicular trips to and from the site and increase sustainable modes including walking, cycling and public transport.
- 6.5 For this target to be achieved, it is imperative that a number of secondary targets are delivered:
- 6.6 Secondary Targets include;
- Cycle parking usage
 - Car sharing
 - Numbers using public transport
 - Ensure that all residents are aware of the Travel Plan and its coordination, and are informed of the health, economic and environmental benefits of travel by non-car modes.
- 6.7 The targets of the Travel Plan are relevant to the baseline data and the specific issues and barriers to using sustainable travel to and from the development and follow the requirements of “SMART” ie:
- Specific - objectives specify what to achieve
 - Measurable - we are able to measure if the objectives are met or not
 - Achievable - the objectives set are achievable and attainable
 - Realistic - the objectives can be realistically achieved with the resources we have
 - Time - we have the time to achieve the set objectives
- 6.8 **Specific Targets**
- DFT guidance “The Essential Guide to Travel Planning” suggests a good travel plan can reduce commuter car use by 15%. The Single Occupancy Vehicle reduction target in the travel plan aims to match this figure.
- 6.9 At this stage, the actual breakdown of the modes of travel to the site are unknown until the initial Travel Pattern Survey has been undertaken. The Transport Assessment has however made

calculations based on TRICS data to provide an indication of what the modal split is likely to be. This will be the realistic long-term target of the travel plan along with increasing the use of alternative modes of transport including walking and public transport. A realistic look at the first monitoring report will be viewed after 6 months occupancy of the building following completion of the first Travel Pattern Surveys.

- 6.10 The precise modal split targets for the development will be determined through the results of the travel pattern surveys which will continue to be undertaken by the TPC at the end of year 1, 3 and 5. These surveys can only be undertaken once the development is fully operational and will allow the measures and incentives to be re-assessed and specifically targeted to provide a more efficient and relevant TP.
- 6.11 Once the baseline modal split has been established via the initial Travel Pattern Survey, the next step is to establish how the TP could reduce car use and promote sustainable travel such as walking and public transport. DfT best practice and TfL guidance suggests that a strong relationship exists between the potential for changes to the modal split and the measures and incentives proposed in the TP and therefore appropriate and realistic targets are essential to the success of the Travel Plan.
- 6.12 A Travel Plan containing only marketing and promotion is unlikely to achieve any modal shift, however with measures to encourage car sharing on an informal basis between people known to each other, a 3-5% reduction in "drive alone commuting" could be achieved. If discounts on public transport are offered through workplace incentives, then a 10% reduction is possible. DfT guidance notes that 'targets take around 3-5 years to achieve' and that 'only in very exceptional cases will the reduction be greater than this'
- 6.1 In the absence of actual survey data, the following table shows the modal split of trips generated by the development based on the TRICS trip rates.

Mode of Transport	Time Period	Trip Rates (per dwelling)		Traffic Generation 24 dwellings	
		Arrive	Depart	Total Arrive	Total Depart
Vehicles	AM Peak 08:00-09:00	0.059	0.164	1.416	3.936
	PM Peak 17:00-18:00	0.167	0.088	4.008	2.112
	Total 00:00-24:00	1.223	1.288	29.352	30.912
Public Transport	AM Peak 08:00-09:00	0.009	0.119	0.216	2.856
	PM Peak 19:00-20:00	0.188	0.219	4.512	5.256
	Total 00:00-24:00	0.625	0.460	15.000	11.040
Walk	AM Peak 08:00-09:00	0.035	0.131	0.84	3.144
	PM Peak 20:00-21:00	0.125	0.078	3.000	1.872
	Total 00:00-24:00	1.004	1.004	24.096	24.096
Cycle	AM Peak 08:00-09:00	0.009	0.024	0.216	0.576
	PM Peak 19:00 - 20:00	0.063	0.000	1.512	0.000
	Total 00:00-24:00	0.140	0.093	3.36	2.232

6.2 The table above shows the proposed residential development will generate in total 140 trips for people travelling to work (including arriving and departing the site), of which 60 are by car, 6 are by cycling, 48 are walking, and 26 trips are using public transport in a typical day.

6.3 Using the above baseline data, the following targets have been set:

6.13 Target 1 - Reduce Car Travel

The Transport Assessment gives an indication that vehicle movements are predicted to be 43% modal share. A target of 15% reduction in the number of car commuting trips, over a 5 year period is therefore being proposed. The monitoring of the reduction will take place annually and will be in the region of 2-3% year on year.

6.14 Target 2 - Increase use of Public Transport

The Transport Assessment gives an indication of public transport use predicted to be 19% modal share. Given the location of the site in terms of proximity to the local bus routes and 2 bus stop close to the site with a regular bus service connecting surrounding towns and cities, the likely number of people travelling to work by bus could be higher. Therefore, a target of 24% for public transport use is being proposed. This target figure will be adjusted after the baseline travel pattern survey has been carried out.

6.15 Target 3 - Increase the numbers of people who Walk

The Transport Assessment gives an indication of walking predicted to be 34% modal share. Given the location of the site in terms of proximity to employment areas, the likely number of people walking to the work could be higher. Therefore, a target of 40% for residents walking to work is being proposed. This target figure will be adjusted after the baseline travel pattern survey has been carried out.

6.16 Target 4 - Increase the numbers of people who Cycle

The Transport Assessment gives an assessment of cycle use predicted to be 4% modal share. Given the location of the site in terms of proximity to employment areas the number of people cycling to work could be higher. Therefore, a target of 8% is being proposed. This target figure will be adjusted after the baseline travel pattern survey has been carried out.

6.17 Target 5 - Market the Travel Plan

Marketing a travel plan including information on the health, economic and environmental benefits of using alternative forms of transport will help members make more informed travel decisions. There will be 24 residential units within the site, which comprises 13 x 1 bedrooms and 11 x 2 bedrooms. A target to ensure all residents are made aware of the travel plan through notice boards and travel packs provided to every resident is proposed. Visitors can be made aware of the travel plan through notice boards and word of mouth from the residents they are visiting.

7 Measures

- 7.1 This section describes the specific Measures to be adopted to achieve the Targets outlined above.
- 7.2 Measures have been identified within the context of development occupation and are specific to the development type and relevant to the particular 'Audiences' of the Travel Plan is residents of the apartments and houses and visitors.
- 7.3 For instance, measures to promote walking may not be appropriate for developments for which there is little walking catchment, however given the proximity of this site to places of employment, residential areas, public transport nodes and local amenities, promotion of walking is highly relevant and is reflected in trip generation targets.
- 7.4 In this instance all modes are equally valid. Manual for Streets provides a hierarchy for the provision of infrastructure within the development envelope, which places the needs of pedestrians and cyclists at the forefront of design. The measures detailed in the Travel Plan have been approached with respect to this prioritisation.
- 7.5 The following measures to encourage the shift from single occupancy car use, in favour of walking, cycling, public transport and car sharing will be implemented. The timeframe and responsibility for each measure is also provided as follows:

D = Developer

TPC = Travel Plan Co-ordinator

7.6 Measures to Promote Walking

In order to encourage pedestrian travel to and from the site, the following measures and incentives will be implemented:

Measures to Encourage Walking		Time Frame	Responsibility
1	Provision of appropriate, well lit, safe walkways and footpaths on approach to the development and ensure there are adequate pedestrian access points	Prior to occupation	D
2	Promotional events and literature to emphasise health benefits. Information can be found online including: 1. Easy walking trails - West Sussex County Council 2. https://www.westsussex.gov.uk 3. Walking for health - NHS The local Authority often have available literature that can be provided to local people and businesses, the TPC will liaise with West Sussex County Council to ensure the most up to date information and details of events are provided	Continuously	TPC
3	Distribution of walking route map handouts, or displayed on the Travel Information Board located in the building's reception area. Details of pedestrian routes and good quality footways to and from key destinations. The map will also show the distances and journey times to these key destinations. Such as food shops, transport interchanges such as bus stops and train stations.	Within first 2 months of occupation and Continuously thereafter	TPC
4	The measures will be marketed through the use of posters, leaflets, notice boards and website	Immediately/ continuously	TPC

7.7 Measures to Promote Cycling

In order to encourage cycle travel to and from the site the following measures and incentives will be implemented:

Measures to Encourage Cycling		Time Frame	Responsibility
1	Provision of secure, covered, stand cycle parking, conveniently located, visible cycle parking	Prior to occupation	D
2	Promotional events and literature to emphasise health benefits and tax initiatives such as Cycle2Work. Information can be found online including: 1. Cycling Tours UK 2. Cycling routes and maps - West Sussex County Council 3. https://www.bike2workscheme.co.uk/ 4. https://www.bikeability.org.uk/ The local Authority often add to the available literature that can be provided to local people and businesses, the TPC will liaise with West Sussex County Council to ensure the most up to date information and details of events are provided	Immediately/ continuously	TPC
3	The provision of a cycle route map, to be displayed on the Travel Information Board. This will detail all the “on and off-road” cycle routes, the location of any secure cycle parking areas and the distances and journey times to key destinations such as local shops and transport interchanges.	Immediately/ continuously	TPC
4	Detailed cycling information including issues on safety, security and promotions such as National Cycling Week would be provided on the Travel Information Board	Continuously	TPC
6	Posters highlighting benefits of cycling to work displayed on the Travel Information Board to encourage more to cycle. Further promotion can be found through the website www.sustrans.org.uk and will be advertised on the Travel Information Board and promoted on posters.	Continuously	TPC
7	The measures will be marketed through the use of posters, leaflets, notice boards and website	Immediately/ continuously	TPC

7.8 Measures to Promote Public Transport Use

In order to encourage public transport based travel to and from the site the following measures and incentives will be implemented:

Measures to Promote Public Transport Use		Time Frame	Responsibility
1	Provide public transport routes, bus stop locations and timetable information. This will be provided to residents in a leaflet/booklet. In addition, there will be links on the development's website and the information will be on displayed on the notice boards strategically located in the entrance to the building.	Immediately/ continuously	TPC
2	Ensure all new residents when they occupy the site are aware of public transport routes to and from the site by distributing travel information packs. The information will also be made available to download from the company website	Within first 2 months of occupation and Continuously	TPC
3	The measures will be marketed through the use of posters, leaflets, notice boards and website	Immediately/ continuously	TPC
4	Explore options for discounts and special offers with public transport operators for season tickets for new residents on site	Continuously	TPC

7.9 Measures to Reduce Car Use

The benefit of sharing a lift between friends is recognised as a valuable method of reducing the number of car journeys. A reduction in single occupancy car travel amongst its residents will be encouraged by supporting the sharing of lifts to “develop informally when people socialise outside of work with whom sharing a lift home will be a “safe and convenient option”.

Alternatively, West Sussex has a club via Lift Share available from the following link:

<https://liftshare.com/uk/community/westsussexcarshare>

The West Sussex general community has over 3,000 members.

Car sharing with Lift Share works by first adding your journey details, and Lift Share will search for a potential partner with a similar journey. Once someone suitable is identified, you have the option to introduce yourself, and arrange any details for how and when to meet.

In order to encourage lift sharing the following measures and incentives will be implemented:

Measures to Reduce Car Use		Time Frame	Responsibility
1	Ensure the car park management is enforced	Immediately/ continuously	D
2	Make people aware of local car sharing initiatives and encourage residents to set up a car share scheme for the site	Within first 6 months of occupation	TPC
3	Provide information for alternative transport options, such as bus timetables, walking and cycle routes.	Immediately/ continuously	TPC

7.10 Measures to Market the Travel Plan

Marketing and Awareness raising strategies will form a key element of the Travel Plan so that all users of the development are made aware of its objectives and are informed of the measures that are being established to help them make informed decisions of their travel mode choice.

7.11 The following measures will be considered to further encourage sustainable travel options amongst site users:

Supporting Measures		Time Frame	Responsibility
1	Ensure the provision of site-wide notice boards which contain walking, cycling and public transport maps and information are put up in reception areas	Immediately/ continuously	D
2	Provide travel information packs to all new residents on first occupation to ensure site wide recognition and co-operation of the plan	Continuously	TPC
3	Regular media / travel meetings for communication with residents	Continuously	TPC
4	Co-operate in national promotional events	Continuously	TPC

8 Monitoring and Evaluation

8.1 It is important that the Targets set within the travel plan are actually met. As such, this section sets out the monitoring and evaluative procedures that will be employed.

8.2 The Travel Plan Monitoring Period is 5 years from the opening day of the development. The initial baseline monitoring will be undertaken within 3 months of occupation.

8.3 Primary Target Monitoring

The Primary Target is in the form of trip generation totals. Monitoring should be in the form of traffic counts using the TRICS Standard Assessment Methodology (SAM). In addition, travel information for the site should be gathered by Travel Surveys. Such an approach is important to identify measure-specific issues which may be useful in promoting specific interventions. Travel Pattern Surveys residents of the site will be carried out. It is important to complete as many questionnaires as possible in order to achieve an accurate picture of the travel habits for the site.

8.4 The Travel Plan Co-ordinator is responsible for arranging collection of actual traffic counts compliant with the SAM methodology at the site access and upload the data to TRICS as appropriate.

8.5 Secondary Target Monitoring

Measures implemented as part of the Travel Plan will be subject to ongoing monitoring as part of the Travel Plan process. The Travel Plan Co-ordinator will monitor the following specific areas relating to:

- Demand for car parking
- Cycle parking usage
- Car sharing
- Ensure that all residents are aware of the Travel Plan and its coordination, and are informed of the health, economic and environmental benefits of travel by non-car modes.

8.6 Reporting

The results of the surveys undertaken will be periodically disseminated to residents and displayed on site and online. The developer will be committed to producing an annual monitoring report for the Arun District Council and West Sussex County Council in order to assist in monitoring compliance to Section 106 agreements and planning conditions. The monitoring report will also include any relevant information on changes of personnel, partnerships with other organisations and provide brief details of plans for the forthcoming year.

8.7 The results of the annual Travel Pattern Surveys will also be included in the Monitoring Report submitted to the Local Authority.

8.8 Reviewing the Travel Plan Document

The Travel Plan itself will be a "living document" and as such, the developer is committed to giving a three year review and evaluation for the District and County Councils.

8.9 Although the formal monitoring is only required for this period, the Travel Plan will continue to operate beyond this period. Monitoring will ideally continue on a voluntary basis every two years thereafter.

This Report has been prepared by:

Encon Associates Limited

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Arnold

Nottingham

NG5 7DR

Tel: 0115 987 55 99

Email: hugo@enconassociates.com

Signed for and on behalf of Encon Associates Limited

A handwritten signature in black ink, appearing to be 'HT' or similar initials, written over a faint horizontal line.

Hugo Tran BSc

Traffic and Transportation Division

Date: 9th November 2021

Appendix A - Sustainable Transport Information

61 62 STAR

• West Meads • Bognor Sainsburys

MONDAY TO SATURDAYS			
	61	61	61
Southern Cross Rbt	0938	1138	1338
Bognor Regis, High Street [B]	0951	1151	1351
Bognor Regis, High Street [B]	0953	1153	1353
Aldwick Road, Post Office	0956	1156	1356
Pevensey Rd, Sanditon Place	1003	1203	1403
West Meads, Oxford Drive	1010	1210	1410
West Meads, Trinity Way	1012	1212	1412
Pevensey Rd, Sanditon Place	1013	1213	-
Aldwick Road, Post Office	1021	1221	-
Bognor Regis, High Street [C]	1025	1225	-
Bognor Regis, High Street [C]	1027	1227	-
Southern Cross Rbt	1038	1238	-

• Rose Green • Bognor Sainsburys

MONDAY TO SATURDAYS			
	62	62	62
Southern Cross Rbt	-	1038	1238
Bognor Regis, High Street [B]	-	1051	1251
Bognor Regis, High Street [B]	-	1053	1253
Aldwick Road, Post Office	-	1056	1256
Aldwick Oaks Mews	0900	1100	1300
Westminster Drive, Truro Cres	0902	1102	1302
Rose Green, Leonora Drive	0909	1109	1309
Rose Green, St Anthonys Ch.	0915	1115	1315
Aldwick Road, Post Office	0921	1121	1321
Bognor Regis, High Street [C]	0925	1125	1325
Bognor Regis, High Street [C]	0927	1127	1327
Southern Cross Rbt	0938	1138	1338

• Bognor Regis • Bersted

MONDAY TO SATURDAYS										
	STAR	STAR	STAR		STAR	STAR		STAR	STAR	STAR
Bognor Regis, High Street [A]	-	0800	0830	then at these times each hour	00	30	until	1700	1730	1800
Bognor Stn, Longford Rd [J]	-	-	0832		-	32		-	1732	-
Bognor Stn, Linden Rd [H]	-	0802	-		02	-		1702	-	1802
South Bersted Orchard Court	0736	-	-		-	-		-	-	-
S.Bersted Oak Grove/Oak Cl.	0739	-	0839		-	39		-	1739	-
North Bersted, Shops	-	0808	-		08	-		1708	-	1808
Woodlands Rd, Ravens Way	0742	0812	0842		12	42		1712	1742	1812
North Bersted, Shops	0747	-	0847		-	47		-	1747	-
S.Bersted Oak Grove/Oak Cl.	-	0816	-		16	-		1716	-	1816
Bognor Stn, Richmond Rd [M]	0753	0823	0853		23	53		1723	1753	1823
Bognor Regis, High Street [A]	0756	0826	0856	26	56	1726	1756	1826		

Days of Operation

Mondays to FridaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	69	68	69	68
Wick St, opp Post Office	0500	-	0600	-
Littlehampton, Anchor Springs	0505	-	0605	-
Middleton, Sea Lane	0515	-	0615	-
Felpham, Southdowns	0518	-	0618	-
North Bersted, Shops	-	0508	-	0608
South Bersted Orchard Court	-	0510	-	0610
S.Bersted Oak Grove/Oak Cl.	-	0513	-	0613
North Bersted, Shops	-	0517	-	0617
Bognor Stn, Richmond Rd [M]	0525	0525	0625	0625
Bognor Regis, High Street [B]	0527	0527	0627	0627
Aldwick Road, Post Office	0530	0530	0630	0630
Rose Green, St Anthony's Ch.	0535	0535	0635	0635
Pagham Barfoots Farm	0540	0540	0640	0640

Days of Operation

Mondays to FridaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	68	69	68	69
Pagham Barfoots Farm	1815	1815	1915	1915
Rose Green, St Anthonys Ch.	1818	1818	1918	1918
Aldwick Road, Post Office	1822	1822	1922	1922
Bognor Regis, High Street [D]	1825	1825	1925	1925
Bognor Stn, Longford Rd [J]	1827	1827	1927	1927
South Bersted Orchard Court	1830	-	1930	-
S.Bersted Oak Grove/Oak Cl.	1834	-	1934	-
North Bersted, Shops	1838	-	1938	-
Felpham, Southdowns	-	1834	-	1934
Middleton, Sea Lane	-	1837	-	1937
Littlehampton, Anchor Springs	-	1847	-	1947
Wick St, Post Office	-	1852	-	1952

Days of Operation

SaturdaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	69	68	69	68
Wick St, opp Post Office	0500	-	0600	-
Littlehampton, Anchor Springs	0505	-	0605	-
Middleton, Sea Lane	0515	-	0615	-
Felpham, Southdowns	0518	-	0618	-
North Bersted, Shops	-	0508	-	0608
South Bersted Orchard Court	-	0510	-	0610
S.Bersted Oak Grove/Oak Cl.	-	0513	-	0613
North Bersted, Shops	-	0517	-	0617
Bognor Stn, Richmond Rd [M]	0525	0525	0625	0625
Bognor Regis, High Street [B]	0527	0527	0627	0627
Aldwick Road, Post Office	0530	0530	0630	0630
Rose Green, St Anthonys Ch.	0535	0535	0635	0635
Pagham Barfoots Farm	0540	0540	0640	0640

Days of Operation

SaturdaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	68	69	68	69
Pagham Barfoots Farm	1815	1815	1915	1915
Rose Green, St Anthonys Ch.	1818	1818	1918	1918
Aldwick Road, Post Office	1822	1822	1922	1922
Bognor Regis, High Street [D]	1825	1825	1925	1925
Bognor Stn, Longford Rd [J]	1827	1827	1927	1927
South Bersted Orchard Court	1830	-	1930	-
S.Bersted Oak Grove/Oak Cl.	1834	-	1934	-
North Bersted, Shops	1838	-	1938	-
Felpham, Southdowns	-	1834	-	1934
Middleton, Sea Lane	-	1837	-	1937
Littlehampton, Anchor Springs	-	1847	-	1947
Wick St, Post Office	-	1852	-	1952

Days of Operation

SundaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	69	68	69	68
Wick St, opp Post Office	0500	-	0600	-
Littlehampton, Anchor Springs	0505	-	0605	-
Middleton, Sea Lane	0515	-	0615	-
Felpham, Southdowns	0518	-	0618	-
North Bersted, Shops	-	0508	-	0608
South Bersted Orchard Court	-	0510	-	0610
S.Bersted Oak Grove/Oak Cl.	-	0513	-	0613
North Bersted, Shops	-	0517	-	0617
Bognor Stn, Richmond Rd [M]	0525	0525	0625	0625
Bognor Regis, High Street [B]	0527	0527	0627	0627
Aldwick Road, Post Office	0530	0530	0630	0630
Rose Green, St Anthony's Ch.	0535	0535	0635	0635
Pagham Barfoots Farm	0540	0540	0640	0640

Days of Operation

SundaysCommencing **10th January 2021**

Service Number

068

Service Description

Bognor Regis - Barfoots Farm

Service No.	68	69	68	69
Pagham Barfoots Farm	1815	1815	1915	1915
Rose Green, St Anthonys Ch.	1818	1818	1918	1918
Aldwick Road, Post Office	1822	1822	1922	1922
Bognor Regis, High Street [D]	1825	1825	1925	1925
Bognor Stn, Longford Rd [J]	1827	1827	1927	1927
South Bersted Orchard Court	1830	-	1930	-
S.Bersted Oak Grove/Oak Cl.	1834	-	1934	-
North Bersted, Shops	1838	-	1938	-
Felpham, Southdowns	-	1834	-	1934
Middleton, Sea Lane	-	1837	-	1937
Littlehampton, Anchor Springs	-	1847	-	1947
Wick St, Post Office	-	1852	-	1952

SERVICES AND FACILITIES

This is a general guide to the basic daily services. Not all trains stop at all stations on each coloured line so please check the timetable.

Gatwick Express

REGULAR SERVICE

Great Northern

LIMITED SERVICE

Southern

LIMITED SERVICE

Thameslink

LIMITED SERVICE

Other train operators may provide additional services along some of our routes.

Other train operators' routes

Bus links

Faygate*

Limited service stations on our network

Interchange stations

Interchange with London Underground

Interchange with London Overground

Interchange with London Tramlink

Interchange with Eurostar

Interchange with other operators' train services

Interchange with Airports

Ferry service routes

Hovercraft service routes

Oyster and Contactless area

oyster

Pay as you go with contactless (card or device) in the grey shaded area

Contactless only area

Pay as you go with contactless card or device (not Oyster) in the pink shaded area

ACCESSIBILITY

Category 'A' Station: Step-Free access between the street and all platforms and level access to the train without staff assistance.

Category 'A' Station: Step-Free access between the street and all platforms, and also between platforms.

Category 'B' Station: Step-Free access between the street and all platforms. There may not be step-free access between platforms or entrances.

Category 'B' Station: Step-Free access between the street and some platforms

Category 'B' Station: Step-Free access between the street and platforms but only available for trains in the direction of the arrow.

Category 'C' Station: No step-free access between the street and platforms

Notes:

There may not be step-free access to or between all station areas or facilities. Station entrances may only provide step-free access to certain areas. Access may be unsuitable for unassisted wheelchair users. Please contact us if you need more information.

We want to be able to offer you the best possible assistance, so we ask you to contact us in advance of your journey if possible.

The shorter notice we receive, the less time we have to make arrangements and there may be a delay in you receiving assistance. At stations marked

, staff assistance is required to operate a ramp between trains and platform for step-free access. Please check staff availability.

Gatwick Express and Southern Assisted Travel: 0800 138 1016
Thameslink and Great Northern Assisted Travel: 0800 058 2844

STAFF AVAILABILITY

On-train or station staff available for all trains

On-train or station staff available at certain times only

No on-train or station staff available

Although this station is not always staffed, our Assisted Travel Support team is there to help you to complete your journey. If you have not booked assistance and require it boarding the train at this station, then on arrival please contact this team by either:

- pressing the "Emergency" or "Assisted travel" button on the Help Point;
- calling us on the Freephone number 0800 168 1238 or text to 07970 511077.

Whether you pre-book your assistance or prefer more flexibility, we recommend arriving 20 minutes before your train is scheduled to depart.

This information is correct at 18th March 2021
For further information please see: www.nationalrail.co.uk

Produced by FWT London 16.3.2021 (GTR All Brands Diagram) www.fwt-london.co.uk