

BOKLOK

LAND TO THE SOUTH OF LITTLEHAMPTON ACADEMY

Travel Plan

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March 2021



SKANSKA



**LAND SOUTH OF LITTLEHAMPTON
ACADEMY, FITZALAN ROAD,
LITTLEHAMPTON**

Proposed Residential Development

Travel Plan



Prepared on behalf of BoKlok

2020/5433/TP03

March 2021

DOCUMENT CONTROL

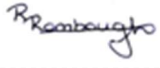
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Proposed Residential Development

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1 INTRODUCTION

1.1 Background

- 1.1.1 This Travel Plan is prepared by RGP on behalf of BoKlok in relation to the proposed residential development on land to the south of Littlehampton Academy on Fitzalan Road, Littlehampton ("the site").
- 1.1.2 The site lies within the jurisdiction of Arun District Council (ADC), as Local Planning Authority, and West Sussex County Council (WSCC), as Highway Authority.

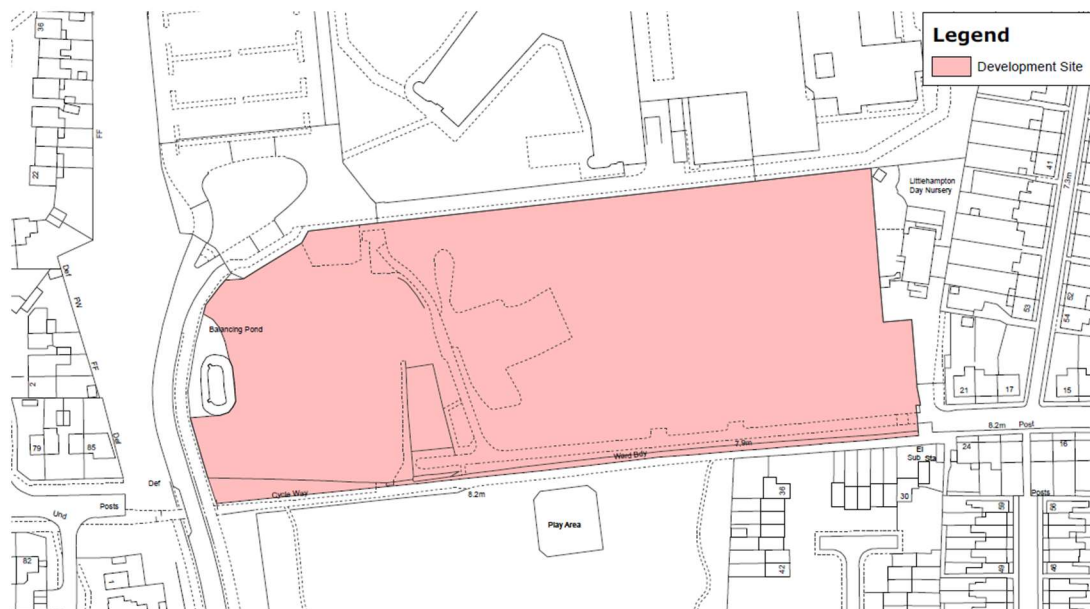


Figure 1.1 Site Location & Extents

- 1.1.3 The proposals comprise the redevelopment of the site, the extents of which are indicated in **Figure 1.1**, to provide a residential scheme of 112 dwellings, including a mix of houses and flats/apartments as well as associated car and cycle parking. A copy of the Masterplan layout is attached at **Appendix A**.
- 1.1.4 This Travel Plan outlines the opportunities for sustainable travel to and from the development, targeting residents. It details measures and initiatives to be implemented with the aim of reducing reliance on the private car, should planning permission be granted.
- 1.1.5 It should be acknowledged that this Travel Plan has been prepared during the COVID-19 pandemic. Whilst this has impacted on travel patterns/attitudes and the long-term effects remain unknown, it is believed that a state of normality will be returned to within the duration of this Travel Plan.

- 1.1.6 A separate Transport Statement (TA) has been prepared by RGP which outlines the forecast transport impact of the development proposals in detail. This Travel Plan should be read fully in conjunction with that TA (Reference: BOKL/20/5433/TS01).

1.2 Travel Planning Policy

- 1.2.1 The need to manage transport in new developments is embedded within national, regional and local policy, with the need to reduce car dependency, increase travel choices and encourage sustainable travel supported by the National Planning Policy Framework (NPPF) which states that all developments which will generate significant amounts of movement should be required to provide a Travel Plan (Paragraph 111).
- 1.2.2 Furthermore, Paragraph 104 of the NPPF recommends that planning policies support an appropriate mix of uses across an area, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities.
- 1.2.3 WSCC supports the development of Travel Plans to reduce car use and realise the associated benefits. This Travel Plan has been prepared with regard to relevant national and local guidance, including from WSCC's document titled '*Business Travel Plans – Info Pack*', a useful and effective document which clarifies Travel Planning, setting out the benefits, process and initiatives for consideration.

2 BASELINE CONDITIONS

2.1 Site Location

- 2.1.1 The development site is located on land to the south of Littlehampton Academy, within 600m of Littlehampton town centre, as indicated in Figure 1.1.
- 2.1.2 The local area is predominantly residential, with the site bordered by houses to the south (following an area of open/recreational space), east and west, and by the Littlehampton Academy to the north.
- 2.1.3 The full details of the location on the site in relation to the highway network and local amenities and services are provided on **Plan 01**, attached herewith. This plan includes the locations of schools, retail, leisure, employment, health services and the extent of the local highway network in the vicinity, which are considered to be of particular importance to future residents of the site. It demonstrates that the site is within a short walk of a wide range of local services and amenities, with good levels of access.
- 2.1.4 The development site is situated within a 300 metre walking distance of the local bus stops on Horsham Road and approximately 800 metres north-east of Littlehampton railway station, which lies adjacent to the town centre. The combination of these facilities ensures a thorough provision of public transport services throughout Littlehampton and the surrounding areas.
- 2.1.5 At present, access to the site is provided via Elmgrove Road in the south-eastern corner of the site. This is a lightly trafficked residential road subject to a 30mph speed limit, which serves the site, a children's nursery and Grove Crescent.
- 2.1.6 To the east, Elmgrove Road meets the B2187 Horsham Road which runs in a largely north to south direction between the A259 Worthing Road to the north and B2187 East Street to the south. The B2187 East Street continues west past the Fitzalan Link Road and into Littlehampton town centre.
- 2.1.7 Along the site's western edge is the southern section of the Fitzalan Link Road. This is a lightly trafficked single carriageway road subject to a 30mph speed limit. At its northern extent this forms the access to Littlehampton Academy and to the south extends to the B2187 East Street as the northern arm of the East Street / Fitzalan Road roundabout. At present this is a no-through road, however a consented scheme is in place for this to be extended northwards beyond the A259 Worthing Road as a part of the North Littlehampton Strategic Development Site (NLSDS), to form part of the Fitzalan Link Road.

- 2.1.8 The NLSDS comprises a mixed use development of up to 1,260 residential dwellings (out of a potential 1,460 dwelling Master Plan), up to 13,000 sqm of B1 employment floor space, up to 3,500 sqm of Class A local facilities, a 100 bed hotel, 60 bed care home, a new 2 Form Entry primary school, community centre, youth and leisure facilities, combined heat & power plant, extension to existing household recycling centre, landscaping, additional allotments, multi-functional green infrastructure including sports pitches (& associated changing facilities), informal open space and children's play areas. The NLSDS is continuing to be constructed with large portions of the scheme already complete.
- 2.1.9 The wider North Littlehampton Scheme is supported by the construction of the Fitzalan Link Road between Worthing Road (A259) and the East Street/Fitzalan Road roundabout, which ties in with the access road to the North Littlehampton Scheme. The Fitzalan Link Road was granted permission by ADC in 2012 (Ref: LU/63/11) and includes the re-alignment of Fitzalan Road outside the site to tie in with a new roundabout junction for Littlehampton Academy.
- 2.1.10 The Fitzalan Link Road has since been subject to approval through a Reserved Matters planning application (LU/234/16/RES) to confirm the detailed design aspects for its construction. The Fitzalan Link Road is currently under construction and was due to be completed in February 2021, although this may be subject to delay due to the COVID-19 pandemic and its associated lockdown restrictions.

2.2 Accessibility Credentials

- 2.2.1 In accordance with relevant national, regional and local transport planning policy objectives, a review of the existing transport infrastructure and services within the vicinity of the site has been undertaken.
- 2.2.2 **Plan 01** attached, illustrates the amenities within a short distance of the site in addition to the current public transport facilities and designated cycle routes which act to encourage travel by non-car modes.
- 2.2.3 Approximately 200 metres (a 2-minute walk) east of the site on Horsham Road there are two convenience stores and a petrol station with its associated shop. These would provide residents with many of their likely daily necessities such as basic food shopping, toiletries or a newspaper.
- 2.2.4 Littlehampton town centre is approximately 600 metres (an 8-minute walk) to the south-west and provides an extensive range of services, including:
- Retail outlets;
 - convenience stores;
 - supermarkets;
 - post offices;

- pharmacy;
- restaurants;
- banks;

2.2.5 In addition, the local area has numerous schools, ranging from primary through to sixth form, including Littlehampton Academy immediately to the north of the site. As well as these, there are many health establishments, leisure facilities and employment opportunities, which would benefit future residents, as highlighted in **Plan 01**.

2.2.6 As a result, the proposed development is well-placed in the context of Central Government's objective to seek more sustainable travel patterns by reducing the level of car-borne trips.

2.2.7 Key to the consideration of the site's accessibility credentials is the ability for future residents to be able to access the proposed site and other relevant local facilities without significant additional journey time or without a dependence on the private car.

2.2.8 As with any new development it is important to understand how occupiers of the proposed facility will travel from and to the site.

2.2.9 A review of the opportunity for users of the site to travel by alternative modes of travel has therefore been undertaken to understand whether the development proposals conform to the key principles of the NPPF, with particular relevance to paragraphs 29 – 32 and 35 – 37 contained within Chapter 4 – Promoting Sustainable Transport.

- (i) Providing choice for use of sustainable transport and encouraging solutions which support reductions in greenhouse gas emissions and reduce congestion;
- (ii) Provide for the efficient delivery of goods and supplies;
- (iii) Reduce the need to travel, especially by car; and
- (iv) Provide safe and suitable access to the site for all people.

2.2.10 The NPPF makes clear that development should only be prevented or refused on transport grounds when the residual cumulative impacts of development are 'severe'.

Walking and Cycling

2.2.11 It is commonly accepted that walking and cycling can replace motorised transport for journeys of up to 2km and 5km respectively.

- 2.2.12 Walking and cycling play a vital role in healthy and active lifestyles and if convenient and safe links are available there is significant opportunity to reduce the need for local car trips, thus reducing the traffic volumes on the surrounding highway network.
- 2.2.13 Pedestrian facilities in the vicinity are generally of a good standard, with wide and well-lit footways. Adjacent to the site a shared used foot/cycleway runs along the southern boundary between Cornwall Road and Elm Grove Road.
- 2.2.14 Running parallel to the Fitzalan Link Road along its eastern edge a shared use (3 metres wide) footway/cycleway has been implemented, include pedestrian crossing facilities. This route will be extended north and south to provide a continuous route for pedestrians and cyclists.



Existing Shared Pedestrian/Cycle Route on Fitzalan Road

- 2.2.15 The sites internal footway links have been designed to ensure that convenient links are provided to these footways along the Fitzalan Link Road.
- 2.2.16 The works to Fitzalan Road also include a signalised crossing located immediately south of the site as a continuation of the existing east-west pedestrian/cycle path. A further signalised pedestrian crossing will be located at the northern end, with a toucan crossing at the new roundabout at the A259 junction.
- 2.2.17 Uncontrolled crossings are to be interspersed elsewhere along the length of the new link road in the form of pedestrian ghost islands.



Existing Toucan Crossing on Fitzalan Road

- 2.2.18 At the East Street/Fitzalan Road roundabout there are dropped kerbs with tactile paving across each arm of the junction, with the inclusion of pedestrian islands. Similarly, the Horsham Road / Southfields Road roundabout to the east of the site also has dropped kerbs with tactile paving and ghost islands.

- 2.2.19 These high-quality pedestrian facilities extend into the town centre, with various signalised pedestrian and zebra crossings along this route. The main high street area is pedestrianised. This provision acts to assist pedestrians accompanied by young children as well as those with varying degrees of disability / visual impairment.

- 2.2.20 Over short distances, cycling is often quicker and cheaper than using a car and more flexible than using public transport.

- 2.2.21 Cycling infrastructure in the local area is good with an off-road route passing immediately south of the site stretching from North Ham Road to the west onto Worthing Road to the north and providing links to the wider cycle network. Sheffield cycle parking is also located at various points within Littlehampton town centre.

- 2.2.22 Additionally, the local topography is flat and therefore considered conducive to journeys on foot and by cycle.

Accessibility by Bus

- 2.2.23 The nearest bus stops to the site are located on Horsham Road, close to its junction with Elmgrove Road, as shown on **Plan 01**. These are approximately 250 metres (a 3-minute walk) east of the site. Further to these, stops can be reached 350 metres (a 4-minute walk) south of the site on East Street.
- 2.2.24 These stops are served by Stagecoach's Coastliner 700 route between Portsmouth and Brighton. This service runs every 10-minutes with stops in Littlehampton town centre as well as other local towns such as Chichester, Bognor Regis, Worthing and Shoreham. Regular services are also available to the Littlehampton Tesco store.
- 2.2.25 Other services operate from Littlehampton town centre, including National Express service 26 between London Victoria and Bognor Regis. A summary of these local bus services is included in **Figure 2.1** overleaf and extensive timetables and journey planning tools can be found at <https://www.traveline.info/>.

BUS	ROUTE SUMMARY	TYPICAL FREQUENCY	HOURS OF OPERATION
9	Littlehampton, Rustington, Angmering, Worthing, Shoreham	Mon-Sat: hourly Sun: No service	Mon-Fri: 06:10-19:40 Sat: 07:00-07:40
12	Littlehampton (Tesco), Rustington, Angmering	Mon-Sat: hourly Sun: No service	Mon-Sat: 08:40-18:00
700	Portsmouth, Chichester, Bognor Regis, Arundel, Littlehampton, Worthing, Brighton	Mon-Sat: 10 mins Sun: Every 30 mins	Mon-Sat: 05:45-00:00 Sun: 07:00-21:15
26	NATIONAL EXPRESS: London Victoria, Brighton, Littlehampton, Bognor Regis	1 per day	To London: 07:20 To Bognor: 20:00

Figure 2.1 Timetable of Local Bus Services

Accessibility by Rail

- 2.2.26 Littlehampton railway station is located 800m south-west of the site (approximately 10 minutes' walk) on Terminus Road. Facilities at the station are good and include secure, sheltered cycle parking with bus stops in close proximity.
- 2.2.27 Littlehampton is the only station on a short branch of the West Coastway Line, which operates between Southampton and Brighton as shown in **Figure 2.2** overleaf. From here services depart to Bognor Regis at a frequency of 1 train per hour and to London Victoria and Portsmouth at a frequency of 2 per hour.

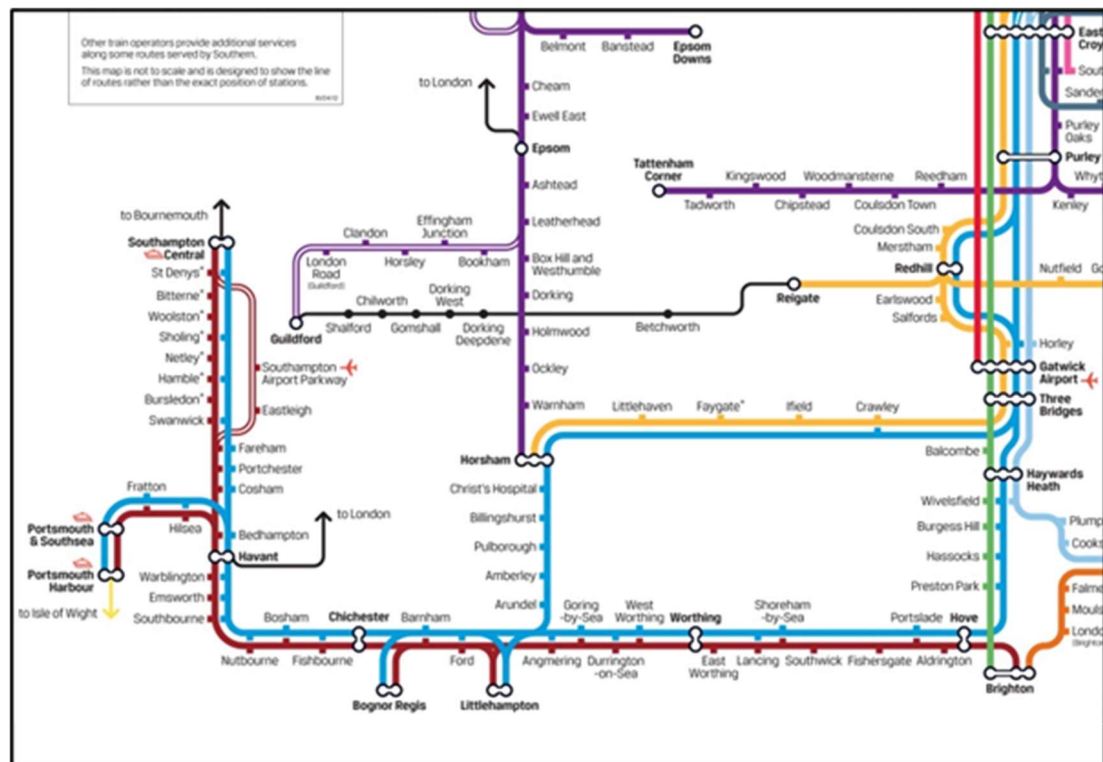


Figure 2.2 Local Rail Network

2.2.28 Journeys to London Victoria typically take around 1 hour 45 minutes calling at various stops, most notably Worthing, Hove, Gatwick Airport and Clapham Junction. Trains to Portsmouth are generally stopping services with a typical duration of 1 hour. These call at 13 stations, the most notable of which are Chichester and Havant. Trains to Bognor Regis are typically shuttle services which take 22 minutes, calling at just Ford and Barnham. The services on offer are summarised in **Figure 2.3** below.

Destinations	Destinations	Typical Frequency
Portsmouth & Southsea	Portsmouth & Southsea, Fratton, Hilsea, Bedhampton, Havant, Warblington, Emsworth, Southbourne, Nutbourne, Bosham, Fishbourne, Chichester, Barnham, Ford, Littlehampton	Hourly
Bognor Regis	Bognor Regis, Barnham, Ford, Littlehampton	Hourly
London Victoria via Worthing & Hove	London Victoria, Clapham Junction, East Croydon, Gatwick Airport, Haywards Heath, Burgess Hill, Hassocks, Preston Park, Hove, Portslade, Shoreham-by-Sea, Worthing, West Worthing, Durrington-on-Sea, Goring-by-Sea, Angmering, Littlehampton	30 mins

Brighton via Worthing	Brighton, Hove, Aldrington, Portslade, Fishersgate, Southwick, Shoreham-by Sea, Lancing, East Worthing, Worthing, West Worthing, Durrington-on-Sea, Goring-by-Sea, Angmering, Littlehampton	30 mins
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Figure 2.3 Summary of Local Rail Services

- 2.2.29 Full details of train services and live journey updates from Littlehampton station are available to view online at www.nationalrail.co.uk.

2.3 Summary of Baseline Conditions

- 2.3.1 The above review demonstrates that the site is highly accessible by a variety of modes of transport that have the potential to reduce reliance upon the private car. It is therefore considered that the proposals fully accord with policy.
- 2.3.2 The site is well located to allow convenient walking, cycling and public transport trips to a number of likely destinations. The town centre is well within an acceptable distance for walking trips; with several schools, shops and employers also within close proximity. Frequent and fast train services connect Littlehampton to many local towns and cities, with the station easily accessible by foot or bicycle. Pedestrian / cycle and public transport links are good at present and are anticipated to be further improved upon completion of the Fitzalan Link Road. It is therefore proposed that sustainable modes of transport would be the modal form of travel for many residents of the site.
- 2.3.3 It is clear that the site would likely generate a relatively low level of private vehicle movements given the location relative to key services and amenities such as the town centre, bus and rail services, education, local community uses and convenience shopping. Although public transport use has declined as a result of COVID-19, the services are operational and therefore present a realistic option for travel. As restrictions are eased (over the life of this Travel Plan) patronage of buses/trains are expected to increase.

3 EXISTING TRAVEL BEHAVIOUR

3.1 Baseline Travel Data

- 3.1.1 It is necessary to collect data to establish and understand the travel habits against which the Travel Plan's progress can be measured.
- 3.1.2 As the site is not yet occupied, in lieu of baseline surveys Census Data (2011) Method of Travel to Work was obtained for the Output Area (E00160397), within which the site lies. This information has been considered as shown in **Figure 3.1**, while the full Census data output is appended at **Appendix B**.

Method of Travel to Work		
Underground, Metro, Light Rail, Tram	2	2%
Train	4	3%
Bus, Minibus or Coach	5	4%
Taxi	0	0%
Motorcycle, Scooter or Moped	2	2%
Driving a Car or Van	83	63%
Passenger in a Car or Van	6	5%
Bicycle	7	5%
On Foot	22	17%
Total	131	100%

Figure 3.1 Census Method of Travel to Work Data

- 3.1.3 From the findings summarised in **Figure 3.1**, it can be seen that 63% of residents travel by car or van as a driver and a further 5% as passengers while 22% currently travel by the active modes of walking/cycling (17% and 5%, respectively).
- 3.1.4 The information obtained is considered to be a suitable starting point for formulating appropriate measures and targets, however iTRACE / TRICS compliant travel surveys will be carried out within 6 months of the site's occupation, to establish the travel behaviour of all residents and provide a baseline for future monitoring purposes.

4 DEVELOPMENT PROPOSALS

4.1 Overview

- 4.1.1 The development would comprise 112 units (80 houses and 32 apartments) with the proposed mix summarised below.

Dwelling Type	
1-bedroom apartments	23
2-bedroom apartments	9
2-bedroom houses	26
3-bedroom houses	54
Total	112

Figure 4.1: Proposed Development Mix

- 4.1.2 The development would include a new single point of access via Fitzalan Road to serve all vehicle traffic, formed as a simple priority junction. Fitzalan Road currently serves Littlehampton Academy only, with the connecting sections of the link road targeted for completion in early 2021. The proposed access has therefore been considered in line with the future alignment of the Fitzalan Link Road and can be constructed to tie in with the future arrangement if implemented by that time (or easily altered to tie in at a future date).
- 4.1.3 In addition, the proposed site layout would provide connectivity for pedestrians and cyclists in all directions, including dedicated routes segregated from traffic. These routes would in turn link with the good existing pedestrian / cycle connections and public open space to the south of the site.
- 4.1.4 The proposals would include the formation of new internal roads through the site to serve the proposed dwellings. These internal routes have been designed with consideration of relevant design guidance such as 'Manual for Streets' and 'Inclusive Design' to ensure speeds of vehicles within the site would be minimised.
- 4.1.5 The proposals would include suitable provision for vehicular and cycle parking on-site, in accordance with relevant local and national standards, and would provide suitable turning and manoeuvring space to accommodate the largest vehicles that would typically be anticipated.

4.2 Car Parking Provision

- 4.2.1 The proposals have been developed to strike a careful balance between providing suitable levels of car parking on site for residents, whilst ensuring that residents are not car-reliant and are encouraged to utilise other modes of travel. Given the good accessibility of the site to the town centre and rail station, the aspiration is to promote a 'car-lite' scheme and encourage reduced car ownership as much as possible.
- 4.2.2 The full details of the proposed parking provisions and allocations to residents are set out in RGP's Transport Assessment.
- 4.2.3 To ensure flexibility in car ownership, with a small proportion of properties owning more than 1 vehicle, a large proportion of the proposed car parking spaces would be unallocated. This also allows flexibility in the use of any wheelchair accessible spaces and the Electric Vehicle Charging Points (EVCP) across the site and ensures that these spaces are not allocated to a resident that doesn't need them.
- 4.2.4 The likely allocation of car parking would be as follows:
- (i) 15 dwellings (3-bed house) to have private drives with 2 spaces (30 spaces);
 - (ii) Remaining 97 units to have at least 1 allocated space each (97 spaces);
 - (iii) Remaining 39 spaces unallocated for residents (to include EVCPs);
 - (iv) 10 spaces for visitor parking;
 - (v) 2 car club spaces.
- 4.2.5 The use of spaces would be monitored by an Estate Management Company, who would also review the demands for electric vehicle charging and implement further spaces as deemed necessary.

4.3 Electric Vehicle Charging Infrastructure

- 4.3.1 ADC's Parking Standards confirm the requirements for Electric Vehicle Charging Points (EVCP) based on an earlier infrastructure study carried out in 2017. The standards confirm in Table 2.2 that for developments implemented by 2023, 100% of all houses with a driveway should have an active EVCP, with 30% of all other units to have an 'active' EVCP. All remaining dwellings/spaces should be provided with 'passive' infrastructure to ensure future provision, with ADC's target that all dwellings / spaces are provided with an EVCP by 2033.

- 4.3.2 The proposed development would ensure that the current requirements for EVCPs are met and suitable infrastructure is in place for future requirements

4.4 Car Club Provisions

- 4.4.1 The proposals include the installation of two car club spaces and vehicles on the site. These spaces would be located close to the site entrance and made available to the general public in addition to prospective residents of the development.
- 4.4.2 It is widely recognised that car clubs are an effective means of mitigation for reduced car ownership, providing a realistic alternative for people constrained to the use of a car for a particular journey purpose.
- 4.4.3 As part of the planning application process, discussions have taken place to determine the viability for providing on-site car club spaces. Post planning consent, these would be secured through an appropriate planning condition.
- 4.4.4 Enterprise Car Club's proposal is attached hereto at **Appendix C** and indicates that one car will be provided initially with a second vehicle, if required, identified through regular monitoring of usage / demand. Enterprise Car Club also offer all residents 2 years' free membership & £50 drive time credit.

4.5 Cycle Parking Provisions

- 4.5.1 All residential dwellings will be provided with secure and sheltered cycle parking. Table 2.3 of ADC's parking standards confirm a requirement for 1 space per unit for 1 & 2 bed dwellings and 2 spaces per unit for all larger dwellings.
- 4.5.2 Therefore, a provision of 1 cycle space per unit is proposed for all 1 and 2 bedroom units and 2 spaces for the larger 3 bedroom units in line with these requirements.

5 AIMS, OBJECTIVES AND TARGETS

5.1 Aims and Objectives

- 5.1.1 It is now widely accepted that it is not possible to build our way out of congestion. Instead, the approach has to be to reduce the need to travel by increasing travel choice and awareness, therefore the overall aim of this Travel Plan is:

To reduce reliance upon the private car, by effecting a change in attitude to travel by increasing awareness of sustainable travel modes and their associated benefits.

- 5.1.2 To achieve this aim, objectives should be provided that reflect the challenges of the site and focus the role of the Travel Plan. These objectives also the Local Authority's policy aims.

- 5.1.3 For the development site, the objectives are:

Objective 1: Actively encourage sustainable travel to and from the site

Objective 2: Provide on-site infrastructure to facilitate sustainable travel / reduce the need to travel

5.2 Targets

- 5.2.1 To support the aim and objectives, targets have been set to focus the delivery of the Travel Plan.

- 5.2.2 When setting site specific targets, it is important that they are "SMART" in order that the outcomes can be quantified and an assessment of what the Travel Plan has or will achieve can be made.

Specific
Measurable
Achievable
Realistic
Time-bound

- 5.2.3 **Figure 5.1** overleaf presents the targets for the Travel Plan which will support the overall aim and two objectives. These should be achieved 3 and 5 years from first occupation and initially, they will be assessed against the data presented in **Section 3** of this report.

ACTION	TARGET DATE
Decrease the proportion of journeys made by single occupancy car by 5% / 10%	End of Year 3 /Year 5
Increase the proportion of trips made by active modes (walking/cycling) by 3% / 5%	End of Year 3 / Year 5

Figure 5.1 Targets

- 5.2.4 Following baseline surveys, these targets will be reviewed and amended based on the site- specific data obtained.
- 5.2.5 The targets stated above will be reviewed regularly and should be achieved by the target dates specified i.e. 3 or 5 years. If they have been attained before the target date, they will be modified to provide further, more challenging targets, while if the surveys show that progress is not being made towards achieving the targets, the reasons why would be investigated, including a review of the current measures which would be added to or modified to ensure that the overall targets will be met.
- 5.2.6 Travel related concerns raised by residents and any identified barriers to sustainable travel will be ascertained by way of regular travel surveys and routine monitoring. Further bespoke measures and changes could then be introduced to address these barriers, if necessary, and ensure that the Travel Plan continues towards achieving its targets and overall aim.
- 5.2.7 Future targets will be established through a process of consultation with WSCC and BoKloK/the site management company to ensure that they are appropriate in the context of the objectives, yet realistic and achievable.

6 TRAVEL PLAN MEASURES

- 6.1.1 An Action Plan outlining all of the proposed Travel Plan measures and actions identified for the site, along with responsibilities, estimated costs and implementation timescales is attached at **Appendix D**.
- 6.1.2 The Action Plan also pinpoints the objective that each measure will support to ensure that any initiative is targeted to achieving the overall aim for this site.
- 6.1.3 The Action Plan includes the following measures:

Objective 1: Promote and actively encourage sustainable travel to and from the site

- Appoint Travel Plan Coordinator (TPC)
- Nearby Facilities
- Walking / Cycling Routes
- Bicycle Purchase Scheme
- Local Bike Shop Discounts
- Cycle Training
- Bicycle Maintenance
- Bicycle User Group (BUG) / Cycling Buddy Scheme
- Cycle Membership Organisations
- E-Bikes
- Public Transport Information
- Public Transport Discounts
- Car Sharing
- Car Club Membership
- Set Up a Reference / Steering Group
- Travel Plan Intranet Site / Webpage
- Social Media Promotion
- E-Newsletters
- Promote Travel Plan in Sales Literature
- Resident's Welcome Packs
- Personalised Travel Plans
- Sustainable Travel Voucher (maximum total value of £20,000)
- Travel Plan Event
- Press Release
- Future Local Transport Upgrades and Initiatives

Objective 2: Provide the on-site infrastructure to facilitate sustainable travel / reduce the need to travel

- Infrastructure Improvements
- Broadband Internet Connection
- Delivery Collection Point
- Cycle Parking / Storage
- Car Club Vehicles
- Electric Vehicle Charging Points
- Travel Noticeboard
- Travel Poster (see **Appendix E**)

6.2 Effectiveness of Travel Plan Measures

- 6.2.1 The specified measures and initiatives should act to achieve the overall aim of the Travel Plan, consequently increasing the use of sustainable modes and achieving the targets set.

7 REVIEW AND APPROVAL

7.1 Implementation and Funding

- 7.1.1 It is anticipated that this Travel Plan will be secured through a s106 agreement.
- 7.1.2 Prior to the occupation of the development, a Travel Plan Coordinator (TPC) will be appointed by the site management company to oversee the management of the Travel Plan and ensure it seeks to achieve the stated aims. It is anticipated that the TPC would fall within the role of the Site Manager, although specific tasks would become the responsibility of staff, following instruction from the Site Manager.
- 7.1.3 The TPC will be responsible for the Travel Plan's management to include the implementation, review and promotion of the Travel Plan. It is anticipated that this role would take 3-5 hours per month.
- 7.1.4 The TPC will also be responsible for managing the agreed budget for the Travel Plan. Aside from infrastructure works which are associated with the development's construction costs, funding is required to cover initial set up, printing and marketing. This is estimated to amount to circa £500 annually and would be paid for by the site management company.
- 7.1.5 This investment in resources, both in terms of appointment of a TPC and monetary, support the implementation, management and review of the Travel Plan and mitigate against any financial burden that may be imposed as a consequence of failure to meet the agreed targets.

7.2 Monitoring

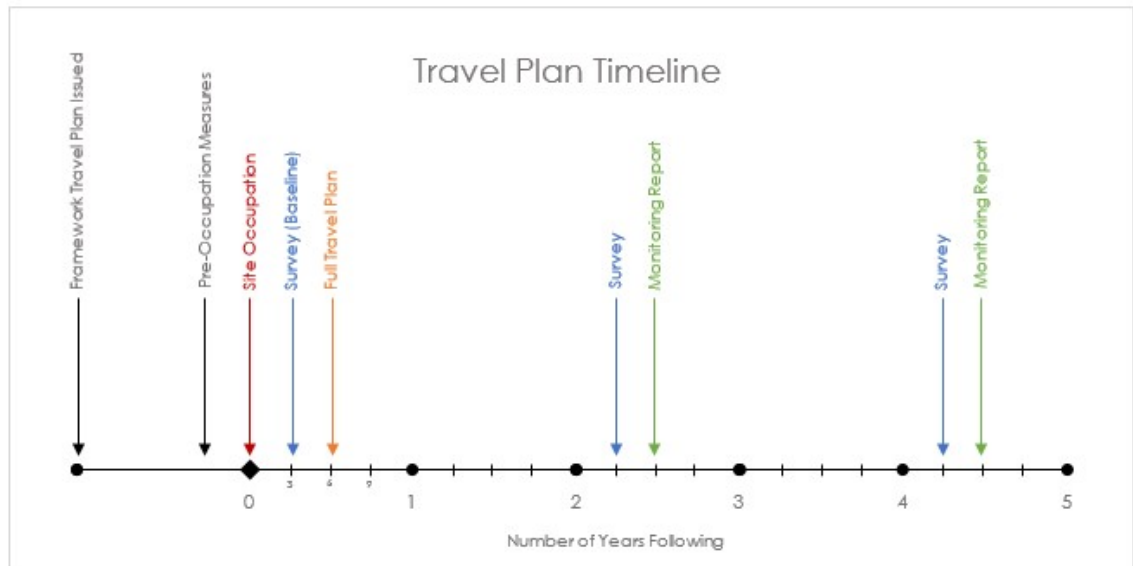


Figure 7.1 Travel Plan Timetable

7.2.1 **Figure 7.1** above, illustrates the monitoring timeline for the 5-year life of the Travel Plan.

7.2.2 Updated baseline data is to be collected 6-months following full occupation. This will represent Year 1 of the Travel Plan and form the revised baseline for inclusion in the Full Travel Plan.

7.2.3 This Travel Plan represents a Full Travel Plan containing baseline targets against which future progress will be measured.

7.2.4 Monitoring reports will then be produced by the TPC and submitted to WSCC for approval in relation to the targets set for the end of Years 3 and 5. These reports shall demonstrate how the Travel Plan has been implemented to date and will include:

- (i) Details of measures introduced and actions taken to promote the Travel Plan;
- (ii) A statistical summary of the modal split of residents, disclosed by the monitoring surveys;
- (iii) The progress of the Travel Plan in achieving the targets and identifying any amendments to be agreed in writing by WSCC in the event that targets are not achieved; and
- (iv) A plan for future actions.

7.2.5 Furthermore, the following items will be monitored by the TPC annually:

- (i) the demand for cycle parking;
- (ii) the usage of the on-site car club vehicle; and
- (iii) comments made by residents relating to transport and the Travel Plan.

7.2.6 To support this process, surveys will be undertaken in Years 1, 3 and 5 to establish the travel patterns of all site users. These will be iTRACE / TRICS compliant as detailed here: <https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans/monitoring-travel-plans>. iTRACE provides a centralised software suite designed to monitor and report on the performance of Travel Plans, offering quicker, easier Travel Planning, Assessment, Auditing and Forecasting and allowing Local Authorities to share Travel Plan data. The cost for these is anticipated to be circa £3000 per survey and would be funded, in addition to the annual budget, by the site management company.

7.2.7 To maintain the emphasis of the Travel Plan, the results of the monitoring and review process will be communicated by way of an on-site Travel Plan noticeboard.

7.3 Approval

7.3.1 This Travel Plan is hereby approved for implementation at the following site:

Land to the South of Littlehampton Academy

Signed: (Rachel Rombough - RGP)

Date:

Signed: (TPC)

Date:

APPENDIX A

Schedule of Accommodations									
Block 1	-	Apartments	-	32	- 4 storey's	car parking -	1 space per apartment unit	=	32
23 x 1bed 2person	-		-				1 per house 2bed	=	26
9 x 2bed 4person	-		-				2 per house 3bed	=	108
2bed 4p	-	House	81.9m2	-	24	- 2 storey's	Car Club	=	2
2bed 4p M4(3)	-	House	81.9m2	-	2	- 2 storey's	Residents Visitor Parking (10%)	=	10
3bed 4p	-	House	88.9m2	-	54	- 2 storey's			
A	-	Affordable units							
+	-	Indicated 2bed houses							
TOTAL	-	112 units		-	80 houses and 32 Apartment	Total		=	178

CDM 2015 Health & Safety Information

This information relates only to 'Significant Hazards' identified on this drawing and is to be read in conjunction with the Designer's Hazard Register.



KEY:			
1. Substation	9. Proposed pond	10. Proposed rain garden	11. Shared surface - Concrete block paving
2. Grass verges and open spaces using species rich seed mix - Flowering lawn seed mix	11. Shared surface - Concrete block paving	12. Block demarcation indicating footpath connections	13. Private Terrace/Footpaths - Concrete flag paving
3. Wildflower/grass meadow seed mix	12. Block demarcation indicating footpath connections	14. Close boarded timber fence 1.8m height to include hedgehog size gaps beneath the fences.	15. Existing Trees
4. Proposed low evergreen hedging clipped to table form	13. Private Terrace/Footpaths - Concrete flag paving	16. Timber raised planters	17. Proposed Trees
5. Private seeded grass garden areas.	14. Close boarded timber fence 1.8m height to include hedgehog size gaps beneath the fences.	18. NVDH hardwood bench	
6. Strong lawn grass mixture	15. Existing Trees	19. Site Boundary	
7. Proposed linear native mixed hedging	16. Timber raised planters		
8. Adopted main routes/roads	17. Proposed Trees		
Standard black bitumastic macadam			

Client's Name
BoKlok

Job Title
Land at Fitzalan Road - Littlehampton (6920)

Drawing Title
Illustrative Site Plan

Scale
1:500 @ A1 / 1:1000 @ A3

Drawn
MN/FH

Checked
PF

Date
15.01.21

Job No
LTH-ECE-XX-XX-DR-A-SL-5012 P07

Drawing No
S2 / PRELIMINARY

P07	05.03.21	Final Draft Planning Issue	FH	MN
P06	03.03.21	Substation reallocated.	FH	MN
P05	01.03.21	Layout revised with full service survey info	FH	MN
P04	24.02.21	Layout revised after additional service survey info	FH	MN
P03	10.02.21	Parking numbers amended	GG	MN
P02	04.02.21	Updated Site Plan with landscape information, refuse and cycle storage	GG	MN
P01	15.01.21	DRAFT issue	MN/YY/FH	MN
Rev	Date	Revision Details	Dr	Ch
London: 76 Great Suffolk Street London, SE1 0BL				
T 0207 928 2773 E london@ecearchitecture.com				
Sussex: Brooklyn Chambers, 11 Goring Road Worthing, West Sussex, BN12 4AP				
T 01903 248777 E sussex@ecearchitecture.com				
Bristol: Westworks, Colston Tower Colston Street, Bristol, BS1 4XE				
T 0117 214 1101 E bristol@ecewestworks.com				
ECE Architecture				
www.ecearchitecture.com				

APPENDIX B

QS701EW - Method of travel to work

ONS Crown Copyright Reserved [from Nomis on 14 January 2021]

population	All usual residents aged 16 to 74
units	Persons
area type	2011 output areas
area name	E00160397
rural urban	Total

Method of Travel to Work	2011
All categories: Method of travel to work	242
Work mainly at or from home	6
Underground, metro, light rail	2
Train	4
Bus, minibus or coach	5
Taxi	0
Motorcycle, scooter or moped	2
Driving a car or van	83
Passenger in a car or van	6
Bicycle	7
On foot	22
Other method of travel to work	0
Not in employment	105

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies.

APPENDIX C



Car Club proposal for Littlehampton Academy site

January 2021



Littlehampton Academy Car Club - Introduction

Enterprise Car Club is an hourly, self-service car rental company, available to members 24/7/365. Vehicles can be picked up in and around a city or region and booked in advance or at the last minute. Located in over 180 UK cities and communities our 100,000+ members have access to over 2,500 cars and vans.

Enterprise Holdings is the parent company of Enterprise Car Club. A car club is a natural extension of the local car-rental service that Enterprise Rent-A-Car has pioneered in the UK over the last 20 years.

Enterprise Car Club will be able to provide new communities with a wider variety of vehicles backed by the Enterprise Rent-A-Car neighbourhood network and award-winning customer service.

Enterprise Car Club already hosts over 150 vehicles at developments across the UK. These range from City Centre residential developments in London and major regional cities (e.g. Manchester, Leeds, Bristol, Edinburgh, Glasgow and Newcastle), to mixed use developments, business parks and non-city centre locations on the fringes of cities or outside major conurbations.

The mobility decisions and behaviour of residents of new developments/communities (business or private) are influenced by their mobility needs in and around their new location, but also across the region and country. A good range of mobility solutions in one and not the other risks travel behaviours remaining focussed on vehicle ownership and far lower adoption of more sustainable and multi-modal options.

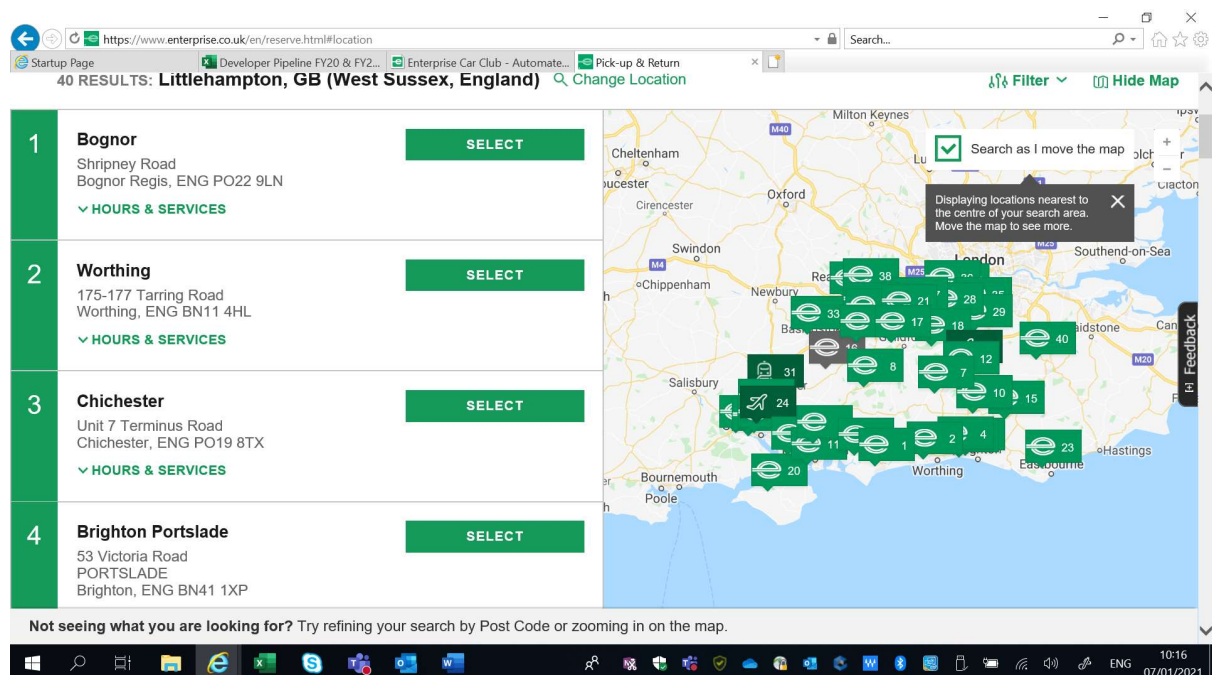
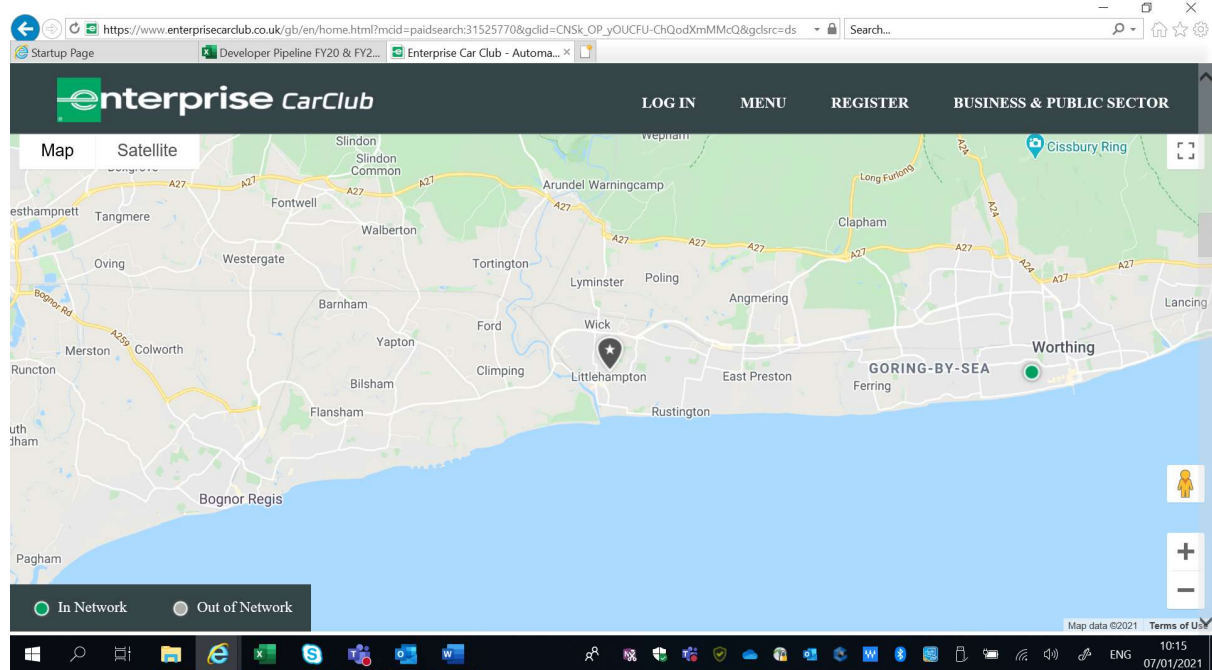
Enterprise has an already established and rapidly expanding national car club and car rental network providing shared mobility from Inverness to the Isle of Wight, Northern Ireland to East Anglia. Large urban centres are covered but towns and smaller communities are also now served by Enterprise Car Club and Enterprise Rent-A-Car. By the time this new development starts to be occupied mobility solutions from Enterprise will be available across the UK integrated physically and digitally alongside other sustainable modes such as public transport, active travel and shared mobility options. Enterprise Car Club already has vehicles within 500 metres of 181 UK train station. These stations represent 34% of UK national rail journeys.

Enterprise Car Club is integrated with Enterprise Rent-A-Car as a brand, business and proposition for residents of the development. This means that personal members of Enterprise Car Club will receive a discount with Enterprise Rent-A-Car and can access all its services in the immediate area around the development and across the UK. Together this integrated approach provides the most powerful alternative to car ownership for individuals and businesses.

Enterprise in the area around Littlehampton Academy

Currently Enterprise Car Club does not have a presence in the development area, our current closest location is in Worthing (see first map). Discussions are ongoing to expand this in partnerships with council's, train operators and developers. This car club presence is supported by a strong branch presence (see second map) and Enterprise also has "[month or more](#)" and commercial vehicles options in the region via [Enterprise Flex-E-Rent](#).

Combined these options make Enterprise the best possible mobility partner for the Littlehampton Academy community whether residents need a car for a few hours, days or months.



The National Car Club

The Littlehampton Academy residents will also have access via their Car Club membership to over 2,500 vehicles across the UK. The map below shows the current Enterprise Car Club network which is expanding rapidly.

The Littlehampton Academy residents who join Enterprise Car Club can use any of these vehicles and if bookings are cancelled more than 5 hours in advance there are no charges. Enterprise locates car club vehicles with public transport in mind enabling members to travel in combination with public transport and only driving for the smallest possible portion of the journey. One example of this is Enterprise Car Club's presence along the LNER network connecting York to Darlington, Durham, Newcastle, Berwick-upon-Tweed and Edinburgh to the north and Wakefield, Doncaster, Newark, Peterborough and London Kings Cross to the south.



Car Club Proposal for The Littlehampton Academy

Given the scale of the development (112 units) we advise the following:

- Minimum car club – 1 vehicle, 2 Year Rolling Contract
- Vehicle's provided – petrol/hybrid – preference would be Hybrid
- Total cost - £20,000 ex VAT
- An additional vehicle would be provided when commercially viable to do so at no additional cost. Enterprise and the client will develop a utilisation model which will trigger additional vehicles in response to demand. This model will consider utilisation levels above 25% and the distribution of demand across the week and working week. If you wish for a larger car club fleet on site when the above model does not deem it commercially viable, additional vehicles can be provided at £10,000 ex VAT
- Incentive for site only residents – 2 year's free membership of Enterprise Car Club and £50 drive time.
- The offer will be provided to multiple residents at the same address and throughout the contracted period.
- All residents joining would also be able to get a discount with Enterprise Rent-A-Car. The combination of car club and car rental is very attractive to people as an alternative to car ownership. This would be promoted via a leaflet customised to the offer (see below example), via digital/social media marketing and events
- Any Businesses located at the development site will be provided with free Enterprise Car Club membership for themselves and their employees
- Attendance at sales and promotional events
- Dedicated 24/7 Clubhouse Team and 24/7/365 online reservation system available, by phone or on our app.
- Creation of reports and statistics for the developer and council.
- Zero vehicle maintenance and cleaning responsibilities.
- Dedicated personal development account manager.
- Car Club personal members will receive discount on rentals with Enterprise-Rent-A-Car. Details of nearest branch are below which offers a free "We'll pick you up service".
- Car Club members holding both a corporate and personal membership can link their accounts, so they can have a single sign on to the car club booking system.

One Enterprise and Future Mobility

Car Club usage can be supported and supplemented day traditional car rental (typically for longer journeys) via a local branch and the free “We’ll pick you up service” or a delivery service to the business park. One-way hires are available via the traditional Enterprise Rent-A-Car network.

Enterprise has developed “Enterprise Travel Direct” ETD to assist businesses wishing employees to have access to both car club and daily rental mobility options alongside the use of employee’s own cars for business mobility (grey fleet). ETD allows businesses to load the parameters of their travel policy/hierarchy into the system to manage and direct their employees to the travel option most suitable to their needs in terms of cost, carbon savings etc.

Enterprise is developing Mobility as a Service and Ridesharing services which can also assist business parks provide efficient mobility for residents.

Globally, Enterprise is at the forefront of new mobility solutions and over \$2 billion has been invested in a variety of businesses and technologies that will be critical in solving many of the current and future mobility challenges. Enterprise is seeking to bring innovative Mobility as a Service (MAs) platforms to cities and large sites that will provide users with transport on demand across all modes. Employees could receive “Mobility Credits” from employers and the platform could be white labelled to the location or business.

In response to the changing mobility required by employers in 2020-2021 due to the COVID19 situation Enterprise is working to evolve new solutions for employers to assist with employee mobility during the working day and for the employees commute to work. More information will be made available as requested. Enterprise also has implemented a clean car pledge because of the current COVID19 situation. See below for more details.

Complete Clean Pledge

Today and every day, we are committed to maintaining the highest standards of cleanliness in the industry. Now more than ever, our customers and employees deserve to know we stand behind that commitment with the Complete Clean Pledge. We pledge to go above and beyond our already rigorous cleaning protocols, including strict sanitizing procedures to protect the health and safety of all.

Learn more about our [Complete Clean Pledge](#).

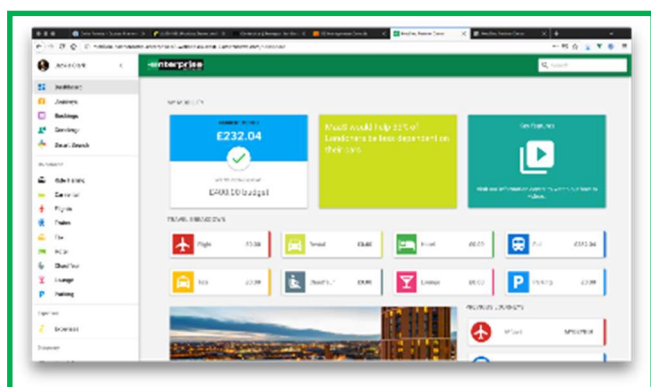
Below are details on our modified services and the steps we are taking company-wide to protect customers and employees while remaining available to those who need us during this challenging time.

Looking to rent a car? [Find a location near you](#).



Enterprise 9 Seat Minibus

- Low Emission Zone Compliant
- Department for Transport Approved
- Compact and Easy to Drive
- Climate Control
- Side Load Cassette Step
- Drive on Standard Licence (B1)
- Speed Limited to 62 mph
- Single Seats
- Reverse Camera
- M1 Vehicle – Approved for Passenger Transportation
- Adjustable and Fully Flexible Seating Layout



Example Marketing Leaflet

Lawrence Green Residents offer:

Join today for £10

Annual membership usually £60

+ **£10** Free Driving Credit*

+ **5%** off Enterprise-Rent-A-Car

EnterpriseCarClub.co.uk/LAWRENCE

Quote the offer code:

LAWRENCE



enterprise
CarClub

Your property
comes with a car



enterprise
CarClub

£10 first year membership*

Annual membership usually £60

*First year's membership for only £10 (usually £60/yr). £10 driving credit applied once application is approved. Offer ends on 31/03/2025. For Lawrence Green residents only. Hourly price is based on 24 hour rental, based on the UK average Friday-Sunday daily rate of our vehicles as of 31/01/2025. Mileage charge based off UK wide fleet majority as at 01/01/20. Drive time expires after 90 days of joining. Members must complete their first Car Club rental to qualify for 5% discount code. Full terms and conditions at www.enterpriseclub.co.uk/hot. ©2020 Enterprise Car Club. K024601 03/20 CB



Your nearest car is:
Wallshut Wood,
Bristol, BS16 1GJ



Rent by the hour from
£2.50/hr* & 21p/mile



Fuel, taxes and
servicing included



Access 1,400+
vehicles nationwide

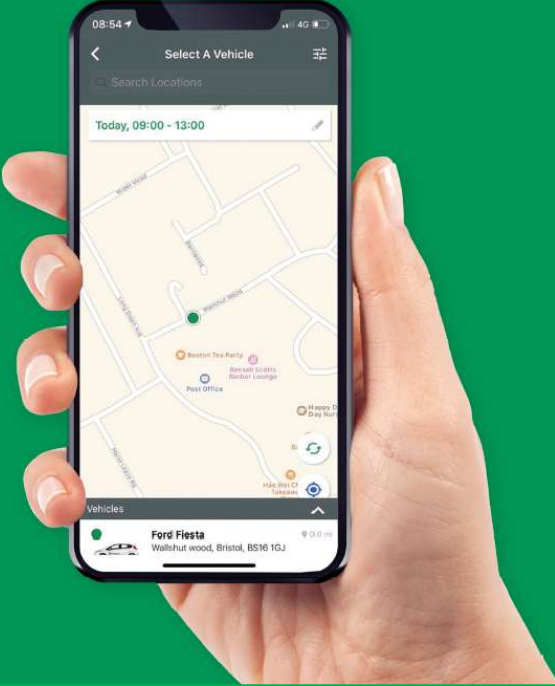


24/7 access
year round

Book & Unlock

from the palm of your hand

Use our app to access cars and vans parked on streets, at train stations, car parks and Enterprise Rent-A-Car branches across the UK. Membership includes fuel, insurance and breakdown cover, meaning you only pay for a vehicle when you need it.



1. Join

Become a member online or on the app



2. Reserve

Book in advance or on the go, online or using the app



3. Unlock & Go

Access the vehicle via the app and retrieve the keys using the PIN-PAD in the glovebox



4. Return

Once back at the original parking bay, lock the vehicle via the app





Download on the
App Store



GET IT ON
Google Play

Join Now

8

ARUN DISTRICT COUNCIL LU/116/21/PL

APPENDIX D

Action Plan - Land South of Littlehampton Academy

OBJECTIVE	MEASURE	DETAILS	RESPONSIBILITY	ESTIMATED COST / BUDGET	OUTCOME / IMPLEMENTATION TIMESCALES
	Travel Plan Coordinator (TPC)	TPC to be appointed prior to occupation and trained to ensure they are fully aware of their responsibilities.	Site Operator / Management Company	3-5 hours per month. Staffing budget	To be appointed prior to occupation.
	Nearby Facilities	Make site users aware of the services local to the site that can be walked/cycled to, to avoid unnecessary trips further afield.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then ongoing for the 5 years of the plan.
	Walking / Cycling Routes	Promote local walking and cycling routes. https://cyclejourneyplanner.westsussex.gov.uk/ provides information on the fastest and quietest cycle routes, as well as journey times, distance, CO2 and calorie savings.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	Bicycle Purchase Scheme	Promote the Cycle2Work (cycle purchase) scheme to those residents in employment.	TPC to promote	Costs met by savings in tax and National Insurance Contributions. Part of TPC role to promote (3 hours a year) £45 annually	Employees encouraged to approach their own employer about joining the scheme.
	Local Bike Shop Discounts	Discuss the potential for discounted bike/equipment purchase or rental for residents.	TPC	Part of TPC role (3 hours a year) £45 annually	Following occupation. Repeat annually.
	Cycle Training	Offer cycle training to residents, particularly those who may not have used a bicycle recently.	TPC	Training can be organised through WSCC. Part of TPC role (3 hours a year) £45 annually	Establish interest and implement when demand identified.
	Bicycle Maintenance	Invite Dr Bike to the site to provide bicycle maintenance classes for residents.	TPC	Dr Bike c. £40-60 per hour (normally 2 hours a session and includes basic new parts) Maintenance course - basic 2 day home mechanic course is c.£300 per person Part of TPC role to arrange (3 hours a year) £45 annually	Subject to interest.
	Bicycle User Group (BUG) / Cycling Buddy Scheme	Establish a BUG to represent cyclists' interests and/or offer a Cycling Buddy Scheme.	TPC	Part of TPC role (3 hours a year) £45 annually	Establish interest and implement when demand identified.
	Cycle Membership Organisations	Promote cycle membership organisations such as Cycling UK and British Cycling to engage people in cycling.	TPC	Part of TPC role (2 hours a year) £30 annually	Prior to occupation and then ongoing for the 5 years of the plan.
	E-Bikes	Promote the advantages of e-bikes to those with a longer commute / who need to carry heavy loads.	TPC	Part of TPC role (2 hours a year) £30 annually	Prior to occupation and then ongoing for the 5 years of the plan.
	Public Transport Information	Publicise public transport routes, timetables and fare information.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.

Objective 1: Promote and actively encourage sustainable travel to and from the site	Public Transport Discounts	Discuss the potential for discounted travel for residents with local bus and train providers.	TPC	Part of TPC role (3 hours a year) £45 annually	Following occupation. Repeat annually.
	Car Sharing	The car share database 'West Sussex Car Share' part of www.liftshare.com will be promoted to all residents.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	Car Club Membership	Provide residents with membership to a local car club and driving credits. Enterprise Car Clubs proposal includes 2 years' membership and £50 drive time credit.	TPC	See Enterprise Car Club Proposal (Appendix C)	Free membership provided for 2 years following occupation.
	Set Up a Reference / Steering Group	Work with local stakeholders to develop the scope of the Travel Plan and its implementation through sharing of information and initiatives.	TPC	Part of TPC role (10 hours a year) £150 annually	Prior to occupation and regular quarterly meetings thereafter.
	Travel Plan Intranet Site / Webpage	Include details of upcoming travel events (e.g. Walk to Work Day, Bike Week, Liftshare Week), relevant facilities and external links (e.g. journey planners / liftshare.com). Details of personal benefits including cost savings, environmental and health benefits could also be promoted.	Site Operator to initiate / TPC to populate and manage	Part of TPC role (10 hours a year) £150 annually	Prior to occupation and then quarterly review / promotion for the 5 years of the plan.
	Social Media Promotion	Promotion of travel events/information via social media sites such as Twitter, Facebook and/or LinkedIn.	TPC	Part of TPC role (10 hours a year) £150 annually	Ongoing for the life of the Travel Plan.
	E-Newsletters	Send e-newsletters to residents on pertinent topics (i.e. cycle events, financial savings, ways to get fit and healthy, routes to your new school).	TPC	Part of TPC role (10 hours a year) £150 annually	Send 6-monthly for the life of the Travel Plan.
	Promote Travel Plan in Sales Literature	Display and make promotional travel material available as part of the sales pack and show home for the site, so that prospective residents are aware of the Travel Plan prior to property purchase.	Site Operator / TPC	Marketing budget	Earliest stage - prior to sale of dwellings.
	Resident's Welcome Packs	Travel information will be communicated via a Resident's Welcome Pack.	TPC	Estimated printing costs of £1 per pack, with preparation costs of £500	Prepare and distribute prior to occupation.
	Personalised Travel Plans	Personalised Travel Planning offering to every resident/residential family. Promoted as part of the Resident's Welcome Pack.	TPC	£15,000 to £30,000 (cost per dwelling unknown).	From occupation - offered to all new residents annually for the 5 years of the plan.
	Sustainable Travel Voucher	A sustainable travel voucher would be given to each household, exchangeable for items such as: a season ticket for the local bus service; a rail season ticket or network card; a contribution towards the purchase of a new bicycle and/or equipment; or cycle training.	TPC	Maximum total value of £20,000 (which equates to £178.57 of vouchers per unit)	Provide each dwelling with the voucher prior to first occupation of that dwelling. To be included within the Resident's Welcome Pack.
	Travel Plan Event	Organise a Travel Plan Event (Biker's Breakfast / Sponsored Walk) to tie in with a national event and promote the Travel Plan.	TPC	£250 per event for promotion and equipment hire (inc. food purchasing). Presence of Dr Bike (bike mechanic) in addition. Part of TPC role to host/facilitate (15 hours per event).	Implement in conjunction with a national event such as Cycle to Work Day, National Liftshare Week.
	Press Release	Prepare an article promoting the Travel Plan for publication in the local press, site website, newsletter etc.	TPC	Part of TPC role (5 hours per year) £75 annually	6 monthly / as appropriate.
	Future Local Transport Upgrades and Initiatives	Make resident's aware of future initiatives/consultations that have the potential to benefit/affect them (e.g. Fitzalan Link Road and NLSDS).	TPC	Part of TPC role (3 hours a year) £45 annually	Ongoing review for the 5 years of the plan.
	Infrastructure Improvements	Communicate details of any site related/nearby infrastructure improvements.	Construction Company / Site Operator / Site Owner	Included within s278 costs	As part of the construction phase / Council implemented.
	Broadband Internet Connection	All dwellings would be equipped with a super-fast broadband connection to support home working and internet shopping.	Construction Company	Construction budget	To be installed as part of the construction.

Objective 2: Provide the on-site infrastructure to facilitate sustainable travel / reduce the need to travel	Delivery Collection Point	Consideration will be given to providing a collection point for delivered goods (parcels/grocery shopping) on-site.	Site Operator / Site Owner to implement	Construction budget	To be established as part of the construction phase.
	Cycle Parking / Storage	Covered and secure cycle parking will be provided on-site.	Construction Company	Construction budget Minimum circa £30 per Sheffield style cycle rack. Plus c. £120 installation cost per rack.	To be established as part of the construction phase.
	Car Club Vehicles	Implement a car club vehicle on-site, through liaison with a car club operator.	TPC	See Enterprise Car Club Proposal (Appendix C)	Review usage/demand regularly to determine whether an additional vehicle is required.
	Electric Vehicle Charging Points	Electric vehicle charging points will be provided on-site, in accordance with standards.	Construction Company / Site Operator / Site Owner	£0-2.5k for equipment and installation of home / private off-street EVCPs	To be installed as part of the construction phase and assessed annually to determine when passive provision should be implemented.
	Travel Noticeboard	A Travel Noticeboard will be established in a prominent place on-site. This will include walking and cycling maps/routes, bus and rail timetable information.	Site Operator / TPC to install	Noticeboard costs - variable	Prior to opening and reviewed quarterly.
	Travel Poster	A poster (A2 size, see Appendix E) containing a map of the surrounding area and detailing the local transport links (including taxi details) will be displayed on-site.	RGP to produce / TPC to install	Estimated cost of £100 per revision	Prior to opening and reviewed annually.
Monitoring and Review	Target Review	Set targets in Year 1 and then review all targets in Years 3 and 5 to establish whether the targets are being met. Revise measures/targets accordingly.	TPC	Responsibility of TPC to arrange	Targets to be set in Year 1, following completion of the corresponding Travel Survey and reviewed in Years 3 & 5.
	Update Report	Produce a Full Travel Plan for the site in Year 1, then prepare an Update/Progress Report to summarise the travel surveys/target review in Years 3 and 5, identifying if any significant amendments are required to the content of the Travel Plan, from that originally agreed in Year 1. Issue report to relevant WSCC Council Officers.	TPC	Responsibility of TPC to arrange	Full Travel Plan to be prepared and issued in Year 1 and Progress Reports produced in Years 3 & 5 within 6 months of Travel Surveys.
	Additional / Remedial Measures	Further promotion of above initiatives and possible introduction of new initiatives, if targets are not met.	TPC / Site Operator	TBC	Annually for 5 years following Biennial and Snapshot Travel Surveys being completed.

APPENDIX E

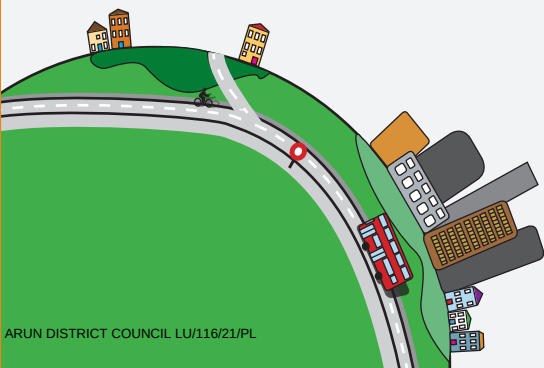
WELCOME TO

This is a travel leaflet providing you with information on your local travel options, including:

A regular brisk 30 minute walk reduces a risk of stroke by up to 27%

Regular walking reduces the risk of type 2 Diabetes by 60% and certain Cancers by 20%

Cycling improves joint mobility and decreases stress levels. Just 30 minutes of cycling can burn around 330 calories



WALKING & CYCLING

BUS

RAIL

CAR SHARING

TRAVEL MAP

[illegible]

LEGEND