



From: Michael Eastham

Sent: 23 April 2018 11:25

To: 'Tim Townsend'

Cc: '[REDACTED]'

Subject: FW: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Hi Tim,

Please find attached a copy of the amended Travel Plan for LU/26/18/DOC -- for North Littlehampton Strategic Development Area (SDA).

I look forward to receiving your response.

Kind regards,

Michael

From: John Dale [REDACTED]

Sent: 23 April 2018 11:19

To: Michael Eastham

Subject: RE: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Michael

Please find attached SMA's revised Travel Plan dated April 2018 and Comined Figures maps.

Regards

John

John Dale Dip Arch

DESIGN AND PLANNING MANAGER : BOVIS HOMES SE

Bovis Homes Limited The Manor House, North Ash Road, New Ash Green, Longfield, Kent DA3 8HQ

www.bovishomes.co.uk

From: Michael Eastham [mailto:Michael.Eastham@arun.gov.uk]

Sent: 23 April 2018 11:13

To: John Dale

Subject: FW: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

NOTE: Email originated outside of Bovis Homes.

Hi John,

Further to my email of 28th March 2018, have you had a chance to address the issues raised by the Local Highway Authority in Tim Townsend's email?

I look forward to receiving the amended Travel Plan.

Thanks,

Michael

From: Michael Eastham

Sent: 28 March 2018 19:52

To: 'John Dale'

Cc: Planning.Responses

Subject: FW: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Hi John,

Please could you address the issues raised by the Local Highway Authority in Tim Townsend's email below.

Thanks,

Michael

From: Tim Townsend [REDACTED]

Sent: 28 March 2018 11:58

To: Michael Eastham

Cc: SU Local Development

Subject: RE: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Dear Michael,

Thank you for this.

A few points still need to be incorporated in the final plan please before it is ready for approval:

1. **Para 4.16** – WSCC still require that the 12 hour trip rates be shown in the document (currently only AM and PM are shown)
2. **Para 5.12** – Cycle training funded places should be an option within the £150 voucher offered to residents
3. **Para 5.17** – Again, as for point 2 above, flexibility needs to be incorporated in vouchers etc. as some residents might not wish to take-up bus vouchers, instead opting for something else
4. **Para 7.9** – Timing of SAM surveys – Applicant to quote how many dwellings are to be occupied at survey points suggested or they could undertake first survey after a specified number of dwellings have been occupied

5. **Para 7.17** – The word 'could' should be changed to 'would' and commitment to an additional round of £150 travel vouchers is still required

Please would you pass this to the applicants and re-consult me when they have replied.

Thank you,

Tim

Tim Townsend

Principal Planner, Highways – Planning Services

West Sussex County Council, Ground Floor Northleigh, County Hall, Chichester PO19 1RH

Phone: (External) 03302 225726 (Internal) 25726



From: Michael Eastham [<mailto:Michael.Eastham@arun.gov.uk>]

Sent: 23 March 2018 16:26

To: Tim Townsend

Cc: SU Local Development

Subject: FW: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Hi Tim,

Please could you comment on the attached plan.

Kind regards,

Michael

From: John Dale 

Sent: 23 March 2018 15:43

To: Michael Eastham

Subject: RE: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Michael

Further to comments from the Local Highway Authority, please find attached the revised Travel Plan – March 2018, for the Council's approval.

Regards

John

John Dale Dip Arch

DESIGN AND PLANNING MANAGER : BOVIS HOMES SE

Bovis Homes Limited The Manor House, North Ash Road, New Ash Green, Longfield, Kent DA3 8HQ

Tel: 01474 876 324 Mob: 07769 280830



From: Michael Eastham [mailto:Michael.Eastham@arun.gov.uk]

Sent: 09 March 2018 12:47

To: John Dale

Subject: FW: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

NOTE: Email originated outside of Bovis Homes.

Hi John,

Please see the email below and the attachments from the Local Highway Authority regarding LU/26/18/DOC – Travel Plan condition.

I look forward to receiving your response.

Kind regards,

Michael

From: Tim Townsend [REDACTED]

Sent: 28 February 2018 14:16

To: Planning.Responses

Cc: Michael Eastham; Juliet Harris [REDACTED]; Gary Markwell

Subject: LU/26/18/DOC - Approval of Travel Plan (condition 6 of LU/117/15/RES) - WSCC highways comments dated 28th February 2018

Dear Arun Planning Department,

Please find attached WSCC highways comments dated 28th February 2018 in response to the above application. **PLEASE NOTE THAT THERE ARE TWO DOCUMENTS REQUIRED TO BE PUT ON FILE – THANK YOU.**

Should anyone receiving this email wish to discuss it, please do not hesitate to contact me.

Thank you.

Tim Townsend

Principal Planner, Highways – Planning Services

West Sussex County Council, Ground Floor Northleigh, County Hall, Chichester PO19 1RH

Phone: (External) 03302 225726 (Internal) 25726

[REDACTED]

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**Residential
Travel Plan**

**Hampton Park,
Littlehampton**

**Prepared for
Bovis Homes Ltd**

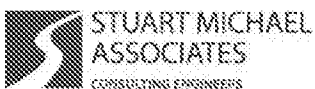
by

**Stuart Michael
Associates Limited**

April 2018

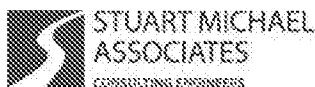
SMA Ref: 5931/TP

Issue Status: 01



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DOCUMENT CONTROL			
Project	Hampton Park, Littlehampton		
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Document Title	Travel Plan		
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Prepared by	Rebecca Nadin	Date	22/01/2018
Reviewed by	Martin Ohrland	Date	23/01/2018
Approved by	Martin Ohrland	Date	25/01/2018
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ACRONYMS AND ABBREVIATIONS

ADC	Arun District Council
CIHT	Chartered Institution of Highways and Transportation
DfT	Department for Transport
GTA	Guidance on Transport Assessment
LHA	Local Highway Authority
LPCS	Local Plan Core Strategy
LTS	Local Transport Strategy
MFS	Manual for Streets
NPPF	National Planning Policy Framework
PPG	Planning Practice Guidance
SMA	Stuart Michael Associates
TA	Transport Assessment
TP	Travel Plan
WSCC	West Sussex County Council

1.0 INTRODUCTION

Instruction

- 1.1 Bovis Homes Limited (the 'Developer') has been granted Outline Planning Consent (Application no: LU/47/11) for residential development of up to 117 homes, with affordable housing provision of 20%. This site forms part of the wider Hampton Park Development Area (1,412 units). Access into the site from Toddington Lane, was agreed at this stage, with existing pedestrian/cycle links upgraded. Subsequent to this, a Reserved Matters applications has been approved to Arun District Council (ADC) as Local Planning Authority.
- 1.2 A Residential Travel Plan is required for the development, as stated in Condition 6 of the Reserved Matters consent (dated 21st April 2016).
- 1.3 Stuart Michael Associates (SMA) has been appointed by Bovis Homes Limited to prepare the Final Travel Plan for the development, to successfully discharge Condition 6 and to help promote a sustainable development, which encourages use of modes other than private car. SMA has also been appointed as the site Travel Plan Coordinator (TPC).
- 1.4 Condition 6 of the Reserved Matters consent states that:

"Prior to the occupation of the first dwelling within the development, a Travel Plan describing the means by which residents of the development shall be encouraged to travel to and from the site by means other than the private car shall be submitted to, and approved in writing by, the Local Planning Authority. The approved Travel Plan shall be implemented from occupation of the first dwelling within the development and thereafter complied with unless otherwise agreed in writing with the local planning authority."

- 1.5 SMA will, therefore, implement and manage the Travel Plan, on behalf of the Developer, for a 5 year period or 1 year after full occupation, whichever is the later.

The Development

- 1.6 The development site is located to the north of Toddington Lane (**Figure 1.1** refers). The site is bound to Toddington Lane, which runs along the southern boundary of the development.

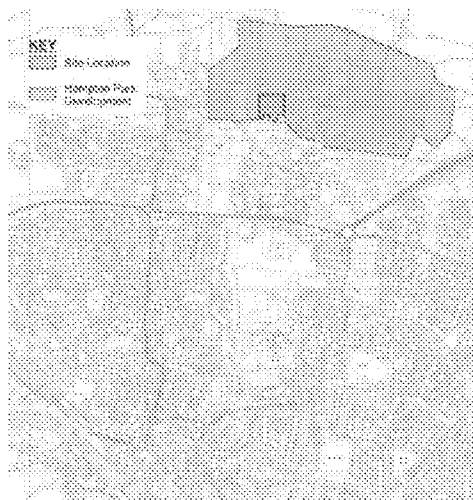


Figure 1.1 - Site Location Plan

- 1.7 The development comprises of 117 residential units, with provision of 20% affordable housing. A site masterplan is provided under **Appendix A**.
- 1.8 The site will be accessed by a 'T' junction from Toddington Lane, with a footpath/cyclepath/emergency access onto Toddington Lane to the south of the site. Highway improvements will also be delivered as part of the wider scheme, as outlined within the Section 106 Agreement. This includes the following works:
- A new ghost island junction and parking layby improvements to the junction of Lyminster Road and Mill Lane shown in principle on Highways Plan 2 ("the Ghost Island Works");
 - The improvements to Toddington Lane shown in principle on drawing number Highway Plan 3 ("the Toddington Lane Improvement Works");
 - The internal distributor road to the new southern bypass shown in principle on drawing number Highway Plan 4 ("the Internal Distributor Road");
 - A southern bypass and bridge including the footpath and cycleway from the Site across the railway line including a new roundabout on the A259 and a new link to Highdown Drive shown in principle on

drawing number Highways Plan 5 annexed to this Deed ("the Southern Bypass and Bridge Works");

- The improvements to Body Shop and Wick roundabouts shown in principle on drawing numbers Highways Plans 6 and 7 ("the Body Shop Roundabout Improvement Works");
- The closure of the Norway Lane and Toddington railway crossings and the erection of a new pedestrian footbridge at Toddington railway crossing as shown on Highways Plan 10 ("the Toddington Railway Crossing Works"); and
- The construction of the Fitzalan Link works stage 2 from the A259 to the Academy and the realignment of Highdown Drive shown in principle on drawing number Highways Plan 9 ("the Fitzalan Link Stage 2 Works").

Background

- 1.9 This Travel Plan has been prepared to successfully discharge Condition 6 of the Outline Planning Consent, which requires that a Final Travel Plan is submitted to, and approved by the Council prior to occupation of development. A Transport Assessment was completed as part of the Outline Application (Application Ref: LU/47/11). This document provides the final provisions of the Travel Plan, which have been agreed with the Developer and Arun District Council (ADC).
- 1.10 Bovis Homes are committed to improving their sustainability performance and to achieve this, is focussed on creating sustainable living environments with good access to various facilities and services. The sites Construction Management Plans include Green Travel Plans, which encourage car sharing for contractors and construction personnel. Bovis Homes also has its own Travel Plan and encourage travel by sustainable modes to their various offices nationwide. The implementation of a Residential Travel Plan at each of their development sites to encourage sustainable travel modes is just one of the methods used to achieve this.
- 1.11 This TP has been prepared in accordance with West Sussex County Council's Transport Plan (2011-2026), which sets out the methodology to adhere to when preparing a Travel Plan. It also details appropriate monitoring and review

strategies to identify the extent of modal shift created as a result of the Travel Plan

- 1.12 Consideration has also been given to various strategies within WSCC's LTP3 (2011-2026), which focus on smarter travel, including public transport, walking, cycling and car sharing.
- 1.13 This Travel Plan will be managed and monitored over a period of 5 years. Construction of the site, by Bovis Homes, will also be completed over this same period.
- 1.14 As referred to in paragraph 1.3, Stuart Michael Associates (SMA) has been instructed by Bovis Homes Limited, to prepare this Final Travel Plan and undertake the Travel Plan Coordinator role for the site. Whilst SMA has a number of people with experience of delivering Travel Plans, the main contact details will be as follows overleaf:

Name of TPC: Rebecca Nadin

Contact: travelplans@stuartmichael.co.uk

- 1.15 It will be the responsibility of the TPC to deliver the range of Travel Plan measures, manage the TP budget and organise for the monitoring surveys to be completed. Other duties would include, but not be limited to:
- Overseeing the implementation of the TP;
 - Liaison with Arun District Council (ADC), local bus operators, local stakeholders (e.g. Cycle Stores) and residents of the site;
 - Liaison with sales staff on the site, to ensure they are aware of the TP initiatives being promoted;
 - Provision of information to residents prior to and throughout occupation (e.g. Walking & Cycling route maps, bus timetables, newsletters and other promotional material);
 - Design and implementation of effective marketing measures to raise awareness of the TP using methods such as subsidised public transport and cycle vouchers;

- To co-ordinate the monitoring programme (TRICS surveys) to be agreed with SBC.

Methodology

1.16 In preparation of this Final Travel Plan document, the following methodology has been undertaken:

- Site visit to review of the local walking and cycling infrastructure and access to public transport;
- Consideration given to the new and improved infrastructure works to facilitate travel on foot, cycle and public transport to/from the development;
- Desktop research of national and local policy requirements;
- Finalising the travel plan measures to encourage sustainable travel choices amongst residents, based on those identified as part of the framework document and the sustainable travel opportunities that will be available to residents.

1.17 The remainder of this document provides the background information to the Travel Plan and the strategy and measures to be delivered in order to achieve the main aims and objectives of the Travel Plan. Section 5.0 provides details of the aims and objectives of the TP which are also provided overleaf:

'To reduce the reliance of the private car in the long-term by seeking to secure a reduction in the number of vehicle trips (particularly single occupancy vehicle trips) generated by the site, by shifting to sustainable travel modes'.

Travel Plan Aims and Objectives

1.18 The purpose of the Travel Plan is to achieve a modal shift away from the private car. This subsequently forms the basis for the main aim of the Travel Plan has been identified as:

To influence travel choices to minimise the proportion of peak hour car journeys generated by the development, whilst simultaneously increasing the proportion of journeys by sustainable travel modes.

1.19 The aim of the Travel Plan will be achieved through delivering a series of objectives, set out as follows:

- Objective 1:** Raise awareness of the alternative sustainable travel options available;
- Objective 2:** To minimise the need to travel by car, by promoting local facilities within walking/cycle distance;
- Objective 3:** Provide each household with a Residents Travel Information Pack;
- Objective 4:** Offer each household subsidised vouchers to incentivise sustainable travel choices;
- Objective 5:** Raise awareness of the benefits of car sharing and provide the relevant details to connect to local car share databases; and
- Objective 6:** Maintaining a line of communication with residents to ensure they have access to relevant travel information.

- 1.20 Through the delivery of the Travel Plan and the various measures proposed, it is expected that this would help to reduce the number of car borne trips associated with the site, thereby providing a sustainable development that minimises its impacts on the surrounding road network.

2.0 PLANNING POLICY AND GUIDANCE

- 2.1 As a consequence of the increasing pressures on the transport network and a national focus on climate change the Government have identified the need for sustainable development. By definition, Sustainable development seeks to achieve, 'Development that meets the needs of the present without compromising the ability of future generations to meet their own needs' (ref: The Brundtland Commission, 1987).
- 2.2 The following National and Local Policy and Guidance documents have been referred to which are relevant to the proposed development:

National Publications

- National Planning Policy Framework (2012)
- National Planning Policy Guidance (2014)
- The Effects of Smarter Choice Programmes in the sustainable Travel Towns: Research Report' (2010)

Local Publications

- West Sussex County Council, Local Transport Plan (LTP3) (2011-2026)
- Arun District Council, Local Plan 2011-2031
- West Sussex County Council Development Travel Plan Policy

Other

- National Travel Survey (2016)

National Planning Policy and Guidance

- 2.3 The **National Planning Policy Framework** (NPPF) is centred on a presumption in favour of sustainable development (ref: para 14) seeking to deliver development that meets the needs of the local area.
- 2.4 The NPPF considers that 'transport policies have an important role to play in facilitating sustainable development but also contributing to wider sustainability and health objectives' (ref.: paragraph 29). The opportunities to maximise sustainable transport solutions are however recognised to vary, from urban to rural areas (ref.: paragraph 29).
- 2.5 The **National Planning Practice Guidance** (PPG) provides general guidance on travel Plans and Transport Assessments. The PPG identifies Travel Plans

and Transport Assessments as 'ways of assessing and mitigating the negative transport impacts if development in order to promote sustainable development. They are required for all developments which generate significant amounts of movement'.

2.6 The Travel Plan is further described as a long term management strategy for integrating proposals for sustainable travel into the planning process. They are considered to be based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (ref: PPG).

2.7 The PPG considers that Travel Plans positively contribute towards:

- Encouraging sustainable travel;
- Lessening traffic generation and its detrimental impacts;
- Reducing carbon emissions and climate impacts;
- Creating accessible, connected, inclusive communities;
- Improving health outcomes and quality of life;
- Improving road safety; and
- Reducing the need for new development to increase existing road capacity or provide new roads.

2.8 It is clear that the Travel Plan is considered to be a key document in actively managing growth to minimise impact and maximise sustainability.

2.9 **'The Effects of Smarter Choice Programmes in Sustainable Travel Towns: Research Report'** (2010), summarises the findings of the Government lead SMARTER Choices research programme. It was found that the effective implementation of smarter travel measures can achieve greatest modals shift over short journeys of up to 5km. The programme found that an average 22% reduction may be achieved between 1.1km-3km and a 10% reduction is feasible for journeys between 3.1km-5km, equating to an average 15.33% for all journeys up to 5km.

2.10 In April 2009, the DfT prepared a good practice guide, bringing together best practice examples from around the country. The document, entitled 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' provides guidance on when travel plans are required, how they should be prepared, appropriate contents and monitoring/management techniques that

should be applied. Consideration has been given to this guidance when preparing this final Travel Plan.

Local Policy and Guidance

2.11 West Sussex County Council (WSCC) is the Local Highway Authority (LHA) and has subsequently developed the transport strategy for the county. The transport strategy is contained within the **WSCC's Third Local Transport Plan (LTP3)** covering the period 2011 – 2026. This was formally approved in February 2011 and aims to set out the council's approach to the five national transport goals.

2.12 The LTP3 aims to steer the implementation of national transport policies at the local level. The principal challenges and relevant policy objectives for West Sussex, in line with the previous Government's National Transport Goals are as follows:

- A more competitive and thriving economy;
- Reductions in emissions;
- Improved access to services;
- Jobs and housing, especially for those in need;
- Improved quality of life for all those who live and work within our beautiful and unique County.

2.13 A number of performance indicators have been set to align with these goals. Key strategies include:

- Preserving public footways, cycleways, crossings and local transport;
- Promoting the use of sustainable travel (e.g. encouraging the use of local public transport and other modes of transport in travel plans, supporting national and local cycling events);
- Improving existing Public Rights of Way and constructing new footways and cycleways to make certain areas more accessible;
- Working closely to local public transport operators to maintain local transport infrastructure.

National and Local Ward Travel Statistics

2.14 The **National Travel Survey (NTS), 2016**, published by the DfT, provides details of personal travel and records. The records from the 2016 NTS have provided data to include average trip length, proportion of trips by mode and distance travelled, journey purpose and car ownership. These results are summarised below:

- The average trip length has remained constant over the past six years (2010-2015) to 6.8 miles (10.88km), with average trip time being 23 minutes 06 seconds (NTS0101);
- Travel by car accounts for 62% of trips and 78% of distance travelled;
- 74% of journeys made on foot are under 1 mile. This has increased since 2015 figures (NTS0308)
- 80% of all journeys under 1 mile are made on foot;
- The average length of journey by bicycle was 3.5 miles (5.63km);
- 93% of households within Great Britain are located within a 6 minute walk of a bus stop, with 98% of households being within a 13 minute walk of a bus stop (NTS0801);
- Shopping and personal business were the most common reasons for travelling and accounted for 19% and 18% of trips per person respectively; and
- Car ownership is lower among lower income households (56%) compared with higher income households (88%) (NTS0703)

- A new ghost island junction and parking layby improvements to the junction of Lyminster Road and Mill Lane shown in principle on Highways Plan 2 ("the Ghost Island Works");
- The improvements to Toddington Lane shown in principle on drawing number Highway Plan 3 ("the Toddington Lane Improvement Works");
- The internal distributor road to the new southern bypass shown in principle on drawing number Highway Plan 4 ("the Internal Distributor Road");
- A southern bypass and bridge including the footpath and cycleway from the Site across the railway line including a new roundabout on the A259 and a new link to Highdown Drive shown in principle on drawing number Highways Plan 5 annexed to this Deed ("the Southern Bypass and Bridge Works");
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- The construction of the Fitzalan Link works stage 2 from the A259 to the Academy and the realignment of Highdown Drive shown in principle on drawing number Highways Plan 9 ("the Fitzalan Link Stage 2 Works").

3.4 Linkages between the development and public transport/pedestrian infrastructure, as well as the promotion of active travel as part of the Travel Plan will assist in encouraging more sustainable patterns of movement and reducing reliance on the car.

Access on Foot/Cycle

3.5 The development site is located approximately 2.7km from the centre of Littlehampton.

3.6 Manual for Streets (MfS) guidance considers that a walkable neighbourhood is one which has a range of facilities within 10 minutes walking distance (up to

800m) of residential area, which residents can comfortably access on foot. It is stated that this should not be considered an upper limit, with previous government policy (PPG13) indicating that walking can replace short car trips of up to 2km. This is reflected in the IHT guidance '*Providing for Journeys on Foot*' (2000), which recommends suitable maximum walking distances of up to 2km for key trip ends (Table 3.1 refers).

Table 3.1: Suggested Acceptable Walking Distances

	Town Centres	Commuting / School / Sight-Seeing	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1000m	800m
Preferred Maximum	800m	2000m	1200m

- 3.7 An assessment has been undertaken of local facilities and their proximity to the development to establish the potential walkability of the site. This assessment considers the new pedestrian facilities to be delivered as part of the development (paragraph 3.3 refers). Table 3.2 provides a summary of key destinations and their compliance with IHT guidance in terms of journey distance and time on foot and by cycle.

Facility	Distance (metres)	Walk Time (minutes)	Preferred Maximum (metres)	Within Preferred Maximum	Cycle Time (minutes)	Preferred Maximum	Within Preferred Maximum
Bus Stop (located in the Retail area)	305	3m38s	400	✓	55s	5000	✓
Morrisons Supermarket	1100	13m6s	2000	✓	3m20s	5000	✓
Watermead Business Park	1400	16m40s	2000	✓	4m14s	5000	✓
Cornfield School	1400	16m67s	2000	✓	4m14s	5000	✓
Oasis Dental Care	1600	19m3s	2000	✓	4m51s	5000	✓
Fitzalton Medical Group	1600	19m3s	2000	✓	4m51s	5000	✓
Lineside Industrial Estate	2400	28m34s	2000	-	7m16s	5000	✓
Littlehampton Railway Station	2700	32m8s	2000	-	8m11s	5000	✓
Littlehampton Resort Centre	2700	32m8s	800	-	8m11s	5000	✓

Nb: distances are measured from the centre of the site

Table 3.2: Walking and Cycling Journey Distance and Time to Key Trip Ends and Compliance with Preferred Maximum Walking/Cycling Distances

- 3.8 As Table 3.2 confirms, a range of local facilities and services are within acceptable walking or cycle distance of the site.
- 3.9 Cycling also has the potential to replace short car journeys. Former government policy (PPG13) indicated that cycling can be an effective form of travel for journeys up to 5km. This is supported in more recent government lead research

the 'Smarter Choices Programme' which has proven that significant levels of modal shift can be achieved for journeys up to 5km. DMRB guidance suggests that a greater distance of 5 miles is achievable for cycling particularly for leisure purposes.

- 3.10 **Figure 3.2** provides an overview of the surrounding area and the potential cycling catchment of the development. This demonstrates that the majority of Littlehampton is within an acceptable cycling distance of the development, including the Train Stations and Town Centre.
- 3.11 All residential units are to be provided with cycle parking within garages and/or sheds to enable secure cycle storage where flats are provided on site, communal cycle parking areas are to be provided.
- 3.12 Cycle parking facilities are also available at various locations throughout the centre of Littlehampton, including the centre, railway station and Morrisons store.
- 3.13 The site benefits from being within the preferred maximum distance of 5km of a number of key local destinations (Table 3.2 and Figure 3.2). The local road network supports this, offering conducive routes for cycling. This would, therefore, help to encourage residents to travel by bicycle.

Public Transport

Bus services

- 3.14 The closest bus stops to the site will be located at the proposed new school, Retail and Commercial areas on the development. **Figure 3.4** shows the locations of these bus stops.

Figure 6.6 Existing Bus Routes

KEY

- Site location
- Hangover Park Overbridge
- Proposed Bus Route
- Proposed Bus Route - Fiddler's Creek (only where long curve is not overlapping)
- Proposed Bus Route - Gifford
- Proposed Bus Route - Gifford
- Existing Bus Stop
- Proposed Bus Stop
- Overbridge Railway Station

3.15 Until these stops are in place the next closest stops are located on Wick Street. These stops are served by numbers 9 and 15 services, which provide connections to the Arundel, Worthing, Wick and Shoreham by Sea.

3.16 Additional services are also accessible via the centre of Littlehampton, which include the number 700 services (operated by Stagecoach) provides connections to Bognor Regis, Chichester Worthing and Brighton. A summary of

the details of existing services, their frequency and operating hours are provided in **Table 3.3**.

Service	Bus Route	Mon-Fri		Sat		Sun	
		Operating Hours	Typical Frequency	Operating Hours	Typical Frequency	Operating Hours	Typical Frequency
9	Arundel - Littlehampton - Worthing - Lancing - Shoreham By Sea	05:50-19:45	Hourly	06:49-19:40	Hourly	09:08-17:34	Hourly
15	Littlehampton - Kingley Gate - Toddington - Wick - Littlehampton	08:30-18:21	Hourly	08:30-18:21	Hourly	No Service	No Service
700	Littlehampton - Bognor Regis - Chichester	05:27-23:23	2-3/hour	06:07-23:23	3/hour	07:32-21:43	2/hour
700	Littlehampton - Worthing - Brighton	05:25-00:35	Every 10-20 minutes	05:55-00:35	Every 10-20 minutes	07:15-23:15	3/hour

Table 3.3 - Existing Bus Services

3.17 **Figure 3.3** shows the existing bus routes operating within proximity of the site.

Rail Services

3.18 Littlehampton Railway Station is on the services are provided by Southern Railway and Thameslink Railway. The station includes sheltered cycle parking and parking for up to 32 vehicles. The station provides services to nearby settlements such as Bognor Regis, Portsmouth & Southsea and destinations further afield, including London Victoria.

3.19 **Table 3.4** provides a summary of the services and their frequency from Littlehampton Railway Station.

	Destination	Journey Time	Mon-Fri		Sat		Sun	
			Operating Hours	Typical Frequency	Operating Hours	Typical Frequency	Operating Hours	Typical Frequency
Littlehampton	Bognor Regis	22 mins	06:04-23:23	3/hour	05:57-01:00	2-3/hour	07:19-23:36	Hourly
	Brighton	45 mins	05:02-23:42	3/hour and 5/hour in peak times	05:02-00:30	3/hour	06:20-01:11	2/hour
	Portsmouth & Southsea	45 mins	05:35-22:23	2-3/hour	05:57-23:16	3/hour	06:42-23:36	2/hour
	London Victoria	2 hours	05:02-22:38	3/hour and 5/hour in peak times	05:02-23:00	2/hour	06:10-01:11	Hourly

Table 3.4: Existing Rail Services

- 3.20 Located partly within the St. Ann's and Watlings Wards, 2011 'Method of Journey to Work' Census statistics have been obtained for the area. As the data within **Table 3.5** shows, 28% of existing trips within these wards are made via sustainable modes.

	Wick & Toddington Ward	Arun District	South East Region	England Country
Underground, Metro, Light Rail, Tram	0%	0%	0%	4%
Train	5%	5%	8%	6%
Bus, Minibus or Coach	2%	3%	5%	8%
Taxi	0%	0%	0%	1%
Motorcycle, Scooter or Moped	1%	1%	1%	1%
Driving a Car or Van	72%	69%	65%	60%
Passenger in a Car or Van	6%	7%	5%	5%
Bicycle	5%	4%	3%	3%
On Foot	8%	11%	12%	11%
Other Method of Travel to Work	1%	1%	1%	1%
Total Vehicular Share	72%	69%	65%	60%
Total Sustainable Travel Mode Share	28%	31%	35%	40%

Nb: Excluding 'Working from Home' & 'Not in Employment'

Table 3.5: 2011 Ward 'Method of Journey to Work'

3.21 The data indicates that the predominant mode of travel in the local ward is the car, with 72% driving and 6% travelling as car passengers. The proportion of journeys made by bus (2%) is slightly lower than the Arun District and regional statistics. Journeys by train (5%) are also in line with districtwide statistics, which can be attributed to the high frequency rail services available. There are a large proportion of journeys made by foot which, also indicates that the site is within close proximity to a range of services/facilities.

4.0 AIM, OBJECTIVES AND TARGETS

- 4.1 The Travel Plan is developed to encourage and incentivise sustainable travel choices. To guide the Travel Plan, an aim has been identified which will be achieved through the delivery of a series of objectives. Targets are used to measure the progress of the Travel Plan towards influencing travel choices.

Aim and Objectives

- 4.2 The purpose of the Travel Plan is to achieve a modal shift away from the private car. This subsequently forms the basis for the main aims of the Travel Plan which have been identified as follows:

“To influence travel choices to minimise the proportion of peak hour car journeys generated by the development, whilst simultaneously increasing the proportion of journeys by sustainable travel modes.”

“To reduce the reliance of the private car in the long-term by seeking to secure a reduction in the number of vehicle trips (particularly single occupancy vehicle trips) generated by the site, by shifting to sustainable travel modes.”

- 4.3 The aim of the Travel Plan will be achieved through delivering a series of objectives:

- Objective 1:** Raise awareness of the alternative sustainable travel options available;
- Objective 2:** To minimise the need to travel by car, by promoting local facilities within walking/cycle distance;
- Objective 3:** Provide each household with a Residents Travel Information Pack;
- Objective 4:** Offer each household subsidised vouchers to incentivise sustainable travel choices;
- Objective 5:** Raise awareness of the benefits of car sharing and provide the relevant details to connect to local car share databases; and
- Objective 6:** Maintaining a line of communication with residents to ensure they have access to relevant travel information.

Targets

- 4.4 Targets are set to provide a measure against which the progress of the Travel Plan can be reviewed. Outcome targets quantify the progress of the Travel Plan with Action targets assisting with the implementation and management of the Travel Plan.

Outcome Targets

- 4.5 The progress of the Travel Plan will be measured against specific outcome targets, typically targeting modal shift. Such targets are **Specific, Measurable, Achievable, Realistic and Time-bound (SMART)**. The outcome targets set will quantify this aim.

Background Research

- 4.6 As the site is currently unoccupied the forecasting of trip rates for the residential development has been based upon TRICS analysis. The Transport Assessment submitted as part of the Planning Application identified the peak hour trip rates tabulated in **Table 4.1**. These have been applied to that of the consented development of 117 homes to forecast the potential peak hour trip generation, also presented in Table 4.1.

	AM 0800-0900	PM 1700-1800	AM 0800-0900	PM 1700-1800
Arrivals	0.118	0.353	14	41
Departures	0.477	0.160	56	19
Total	0.595	0.513	70	60

Table 4.1: TRICS Trip Rates and Trip Generation (based on 117 units)

- 4.7 **Table 3.5** presents the local Wick & Toddington Ward travel statistics, based on the 2011 'Method of Journey to Work' Census statistics.
- 4.8 The data indicates that the predominant mode of travel in the local ward is the car, with 72% driving and 6% travelling as car passengers. The proportion of journeys made by bus (2%) is significantly lower than the South East Region and national statistics. Journeys by train (5%) match those of the wider district, which can be attributed to the high frequency rail services available. There are a considerable amount of journeys made by foot which, also indicates that the site is within reasonable proximity to a range of services/facilities. To help increase

the level of walking and cycling within and around the site, a range of measures will be promoted to residents, details of which are provided within Section 5.0.

- 4.9 From the Census data, provided in **Table 3.5**, the existing travel patterns for the Wick & Toddington ward are in line with the wider area, with 28% of total journeys being undertaken by sustainable modes.
- 4.10 The vehicular trip generation for the residential element of the development is forecast at 70 two-way movements during the AM peak hour and 60 two-way movements during the PM peak hour (Table 4.1).
- 4.11 Based on the 2011 Census data it has been possible to calculate the potential total trip generation for the development, inclusive of non-car (sustainable) travel modes. This is presented within **Table 4.2**. The calculated, potential, non-car mode trip generation during the AM peak equates to 27 trips and 23 trips during the PM peak.

	AM Peak 0800-0900	PM Peak 1700-1800	Modal Share
Vehicles	70	60	72%
Sustainable Travel Modes	27	23	28%
Total Person Trips	97	83	100%

Table 4.2: TRICS Trip Rates and Trip Generation

- 4.12 The local ward travel statistics present a similar scenario for non-car mode travel than that of the wider area. As part of the implementation of the Travel Plan it will, therefore, be important to promote the benefits of sustainable modes.
- 4.13 Government lead research has found that modal shift varies according to distance with greater reductions achieved over distances of up to 1-2km and up to 5km as part of the Sustainable Towns Programme*. This reinforces the suitability of the generally accepted walking and cycling distances of 2km and 5km respectively.
- 4.14 The Sustainable Towns programme evidence indicates that an average 22% reduction can be achieved for journeys of up to 1km, a 14% reduction between 1.1km and 3km and a 10% reduction between 3.1km and 5km. This can be equated to an average reduction of 15.33% for all journeys up to 5km.

* The Effects of Smarter Choices Programmes in the Sustainable Travel Towns: Research Report 2010

Target Setting

4.15 The Travel Plan will initially focus on encouraging sustainable travel choices for local 'about town' trips, typically up to 5km. The Method of Journey to Work indicates that the local ward environment provides attractive opportunities for travel by non-car modes. The projected development modal share, which has been based on this data, has already taken into account a more sustainable scenario than the wider area of Littlehampton. Therefore, the Travel Plan will seek to ensure that vehicle trips do not exceed those forecast for the development and look to encourage further use of the sustainable travel modes available.

4.16 In view of the background information the following output targets are proposed:

Outcome 1: To ensure that the development does not exceed the TRICS residential development trip rate in the AM (0.595) and PM (0.513) peak hours or the daily trip rate (4.3) at both the interim period (3 years after 1st occupation) and at full occupation.

Outcome 2: To reduce the number of vehicle trips generated over a 12 hour period (Weekday 7am to 7pm) by the site by a minimum of 15% in urban areas and 10% in rural areas.

Outcome 3: To reduce the peak hour trip rate of the development to ensure there is no 'material impact' on the surrounding network

	Baseline	Year 1 Target	Year 3 Target	Year 5 Target
Underground, Metro, Light Rail, Tram	0%	0%	0%	0%
Train	5%	5%	6%	6%
Bus, Minibus or Coach	2%	3%	4%	5%
Taxi	0%	0%	0%	0%
Motorcycle, Scooter or Moped	1%	1%	1%	1%
Driving a Car or Van	72%	69%	65%	61%
Passenger in a Car or Van	6%	6%	6%	7%
Bicycle	5%	5%	6%	7%
On Foot	8%	10%	11%	12%
Other Method of Travel to Work	1%	1%	1%	1%
Total Vehicular Share	72%	69%	65%	61%
Total Sustainable Travel Mode Share	28%	31%	35%	39%

Table 4.1 – Proposed Travel Plan Targets

Output Targets

- 4.17 Output targets take the form of identified actions of the Travel Plan, which are necessary to progress the Travel Plan. The proposed Travel Plan Output Targets are as follows:

- Output 1:** To finalise the provisions of the Travel Plan
- Output 2:** To prepare all marketing materials in time for 1st occupation
- Output 3:** To make provisions for subsidised sustainable travel vouchers in time for 1st occupation
- Output 4:** To implement the monitoring strategy in line with agreed timescales
- Output 5:** To promote the various walking and cycling routes in proximity to the site to help increase awareness and encourage travel by sustainable modes.
- Output 6:** To promote the various Travel Plan measures throughout the life of the plan.

5.0 TRAVEL PLAN INITIATIVES

- 5.1 In order to achieve the objectives and targets of the Travel Plan (set out within Section 4.0), a number of initiatives will be implemented by the TPC throughout the life of the Travel Plan, to help reduce the number of single occupancy car journeys, whilst simultaneously encouraging travel by sustainable modes. These would seek to change resident's travel behaviour by encouraging and incentivising sustainable travel options.
- 5.2 The implementation of the measures, along with the role of the TPC, will be funded by the Developer over a period of 5 years. After this time, it is anticipated that residents would take responsibility of the Travel Plan and that sustainable travel choices will be inherent.
- 5.3 **Section 3.0** has provided an accessibility assessment of the site. A range of measures have been selected based on this information, which are considered suitable and appropriate for encouraging sustainable travel choices.
- 5.4 These initiatives which are to be implemented include a mix of soft and hard measures. Soft measures comprise of those incentives and demand management techniques to influence travel mode choice, whilst hard measures relate to physical works being undertaken on and off site, to facilitate travel by sustainable modes. **Table 5.1** provides an overview of the measures that are proposed over the lifetime of the Travel Plan. These are discussed in further detail in the remainder of this section.

Table 5.1: Overview of Measures

	Strategy	Travel Plan Initiative
SOFT MEASURES	Marketing	- Residents Travel Information Pack to be distributed to each household containing bus/rail timetable/route information, subsidised travel vouchers, cycle route maps and cycle training offers. - Leaflets & Newsletters – distributed periodically to residents, to promote travel modes following distribution of travel pack.
	Walking & Cycling	- Provision of route maps for the local area - Subsidised cycle voucher valid on purchases from a local cycle store. - Liaison with WSCC regarding availability of walking/cycling route maps and payment for updates if necessary.

HARD MEASURES		▪ Regular liaison with local cycle store to ensure various promotions are communicated to residents ▪ Opportunity to receive cycle training ▪ Promotion of the benefits of active travel
	Public Transport (Bus and Rail)	▪ Subsidised bus travel voucher valid on Stagecoach services operating throughout the South. ▪ Provision of route maps, fare information and timetables for other local area bus services and rail services from Littlehampton Rail Station will also be provided. ▪ Information regarding local rail operators bicycle policy on rail services ▪ Benefits of travelling by Public Transport services.
	Car Sharing	▪ Promotion of the county and national car share databases (https://westsussexcarshare.liftshare.com). ▪ Benefits of car sharing
	Physical Works on-site	▪ Provision of high quality walking and cycling routes through the site and links with the local network to ensure permeability and integration of the site with the local area. ▪ Separate access points into the site for pedestrians/ cyclists where appropriate to fit with desire lines. ▪ Internal layout designed for a maximum vehicle speed limit of 20mph to minimise risk to non-car modes. ▪ Car and Cycle Parking provision within the site in line with West Sussex County Council Parking Standards (to be agreed with WSCC at the relevant Reserved Matters Stage). ▪ Secure communal cycle parking facilities provided on-site at flats. ▪ Provision of high speed broadband connection infrastructure to each home to facilitate home working.
	Physical Works off-site (to be completed as part of overall development area)	▪ A new ghost island junction and parking layby improvements to the junction of Lyminster Road and Mill Lane shown in principle on Highways Plan 2 ("the Ghost Island Works"); ▪ The improvements to Toddington Lane shown in principle on drawing number Highway Plan 3 ("the Toddington Lane Improvement Works"); ▪ The internal distributor road to the new southern bypass shown in principle on drawing number Highway Plan 4 ("the Internal Distributor Road"); ▪ A southern bypass and bridge including the footpath and

		cycleway from the Site across the railway line including a new roundabout on the A259 and a new link to Highdown Drive shown in principle on drawing number Highways Plan 5 annexed to this Deed ("the Southern Bypass and Bridge Works"); ▪ The improvements to Body Shop and Wick roundabouts shown in principle on drawing numbers Highways Plans 6 and 7 ("the Body Shop Roundabout Improvement Works"); ▪ The closure of the Norway Lane and Toddington railway crossings and the erection of a new pedestrian footbridge at Toddington railway crossing as shown on Highways Plan 10 ("the Toddington Railway Crossing Works"); and ▪ The construction of the Fitzalan Link works stage 2 from the A259 to the Academy and the realignment of Highdown Drive shown in principle on drawing number Highways Plan 9 ("the Fitzalan Link Stage 2 Works").
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- 5.5 An Action Plan has been prepared under **Section 8.0**, which sets out timing for the implementation of the measures associated with the delivery of the Travel Plan. Further details of the measures proposed are provided within the remainder of this section.

Walking and Cycling Measures

- 5.6 Route maps: To assist residents with planning trips by bicycle and on foot, the TPC will provide residents with route maps of the local area. These maps will provide details of distances and journey times to key destinations (schools, public transport interchanges, employment areas, medical and local centres), to ensure residents are aware of the most direct routes available to each facility. These maps will be regularly updated as necessary, to ensure residents have updated information.
- 5.7 Subsidised cycle voucher and tax free purchases: In order to encourage the uptake of cycling the TPC will ensure subsidised travel vouchers of up to the value of £50, will be provided to the first occupant of each household. These will be able to be redeemed against the purchase of cycle equipment at a local cycle retailer or online cycle store.
- 5.8 The TPC will also provide information to residents on the government's '**Cycle to Work**' scheme, a tax-free cycle purchase option within the Residents

Information Packs. This TPC would provide the information required for residents to pursue further with their employer if they wish.

- 5.9 Groups and Societies: As part of the Residents Travel Pack and ongoing promotional material, a number of local groups/clubs will be promoted to help encourage walking and cycling. A number of recreational routes will also be promoted to residents through the various marketing tools implemented by the TPC.
- 5.10 As part of the household surveys prepared for each household, specific questions relating to use of the railway station (and access to), plus access to the resorts centre will be included. This will help to set additional targets as part of future Travel Plan revisions.
- 5.11 Cycle training: The TPC will liaise with WSCC officers and local cycle stores to establish whether there are any appropriate cycle training events for residents as well as local cycle groups regarding group bike rides. This information will be provided to residents through the various promotional avenues (Residents Information Packs, Social Media, Leaflets, Email).
- 5.12 Cycle training in West Sussex is available through <https://bikeability.org.uk/>, which offers a range of cycle training events for all levels, aimed at getting more people cycling. It is proposed new residents will be able to use cycle vouchers towards the cost of cycle training with approved schemes. Full details will be provided to residents via the aforementioned promotional techniques.
- 5.13 Journey sharing: Also included within the Residents Information Packs will be promotional information about the West Sussex Travelwise campaign, which includes information about a range of sustainable travel options available. Residents might consider car sharing as a suitable option to widen social networks or to increase personal safety.
- 5.14 Site layout: The development has been designed to a 20mph speed limit, to minimise risk to non-car modes and therefore create a favourable environment for pedestrians and cyclists. The layout incorporates high quality pedestrian/cycle routes through the site, linking with the surrounding road network and nearby services/facilities.
- 5.15 The provision of secure cycle parking for each property as well as communal parking facilities for flats on-site will provide enhanced security to residents.

- 5.16 As mentioned, the sites parking allocation will be in line with WSCC's parking standards, agreed at the relevant Reserved Matters stage. As confirmed on the site layout, sheds/garages will be provided for all houses, enabling sufficient space for cycle parking. These are clearly marked within the garden of each plot. Communal cycle parking stores will be provided for flats.

Public Transport Measures

- 5.17 Subsidised bus travel voucher: The first occupants of each household will be provided with a subsidised travel voucher, valid on all Stagecoach services operating within the South Megarider Zone. This provides connections to Arundel, Bognor Regis, Chichester and Brighton.

- 5.18 These subsidised travel vouchers will provide residents with 4 weeks free travel. These vouchers will be issued to residents following receipt of their Residents Travel Information Pack.

- 5.19 Provision of this amount of subsidised vouchers, to be provided on first occupation, would help to encourage bus travel in and around Littlehampton and the wider area and, as a result, help to reduce dependency on car use; with particular focus on single occupancy. The TPC will be responsible for agreeing the level of voucher provisions with the bus operators and WSCC.

- 5.19.20 To encourage sustainable transport use by residents it is proposed that the subsidised bus travel vouchers can be declined. The value of these vouchers can instead be transferred to other sustainable transport methods including extra cycle vouchers.

- 5.19.21 Route Maps and Timetables: To enable convenient access to public transport information, residents will be provided with route maps, fare information and timetables for local area bus services including the 9,15 and 700 services. In addition to hard copies of timetables and route maps being provided to each resident within the Residents Travel Packs, mobile apps that provide real-time journey information will also be promoted to residents. This is available via any of the following:

- www.mytraveline.mobi;
- Stagecoach Bus App; and

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~~5.24~~~~5.22~~..... Rail timetables would also be provided to residents along with details of where to access real-time information online. The TPC would promote the use of the National Rail personalised pocket timetable service. This enables users to create a timetable specific for their journey requirements by route and time.

~~5.23~~~~5.23~~..... **Fare Information:** Residents would be made aware of bus fare prices for local services, to encourage travel on local bus services following expiry of the subsidised travel vouchers. The current fares for bus services operating in and around Littlehampton will also be provide to residents of the site.

~~5.23~~~~5.24~~..... The TPC will ensure that residents are aware of the option to purchase season tickets when travelling regularly by train. Alternatively, for those travelling outside of peak hours it may be beneficial to purchase a railcard which entitles users to discounted tickets on various services.

~~5.24~~~~5.25~~..... A convenient way of accessing rail services is by bicycle. The TPC will notify residents of the local rail operators rules for carrying bicycles on trains to enable them to make an informed decision before commencing their journeys.

Green Vehicle Initiatives

~~5.25~~~~5.26~~..... **Car Sharing:** It is acknowledged that it is not always possible to adopt an alternative mode to the car. In these circumstances, the objective is to raise awareness of the benefits that arise from reducing single occupancy car journeys both personally and environmentally.

~~5.26~~~~5.27~~..... Car sharing offers the opportunity to share a journey by car with other persons travelling on similar routes reducing the costs of travel and the effects on the environment. The TPC will promote use of the West Sussex Liftshare website and national car share databases (<https://westsussexcarshare.liftshare.com> with details of the benefits that it brings, which include:

- Reduced costs of running a car
- Reduced levels of stress associated with driving
- Possible priority parking at work places
- Contribution towards reducing congestion
- Reduced CO2 emissions, creating a cleaner environment.

~~5.275.28~~..... **Parking restraints:** The level of parking within the site will be provided in accordance with the Reserved Matters Application (once approved), to ensure sufficient parking for residents and visitors. Residents will, therefore, be aware of the level of parking available with their new home and that available within the site. Should parking become an issue, this will be for ADC to review and provide parking restrictions if necessary.

~~5.285.29~~..... **Home Working:** Provision of high speed broadband to each home will help to facilitate home working. The opportunity to work from home has the added benefit of reducing car trips and therefore, is considered a green initiative supporting sustainable development.

~~5.285.30~~..... Whilst this will be at the discretion of the employers, the benefits of home working/flexible work patterns will be passed on to residents. Such benefits can include increased productivity due to less commuting time, increased staff motivation and financial benefits.

~~5.295.31~~..... In addition to Home Working, online deliveries will be encouraged and details included within the Residents Packs. During the initial construction phase of the development, details of the Sales Suite will also be provided to help provide an easily accessible community collection point within the site.

Marketing Strategy

~~5.345.32~~..... In order to promote the information within the Travel Plan, a marketing strategy will be implemented by the TPC. This will raise awareness of alternative travel options available to residents and will be promoted over the life of the Travel Plan (Five Years).

~~5.345.33~~..... Much of the information to be distributed has been discussed under the previous paragraphs; however this would include, but not limited to, route maps for all modes, bus and rail timetables and fare information, car share information and the benefits of sustainable travel.

~~5.335.34~~..... It is intended that the following methods of communication would be adopted to distribute information:

- Travel Information Pack
- Promotional Leaflets & Newsletters
- Direct email to Residents

Travel Information Pack

~~5.245.35~~..... The first occupant of each household will receive a 'Residents Travel Pack'. This will provide a brief introduction to the Travel Plan, including the aims and objectives for the 5 year period. Information will be provided to encourage sustainable travel choices on identified routes to key destinations. As previously confirmed, this pack will include (but not be limited to):

- Walking and cycling route maps of the local area and where possible journey times and distances will be indicated;
- Contact details for accessing cycle training/maintenance events;
- Promotion of the benefits of active travel;
- Subsidised cycle voucher (to the value of £50.00);
- Promotion of walking groups and existing travel information on Council website;
- Bus and rail route maps and associated timetables;
- Fare information for bus and rail services;
- Subsidised bus travel voucher offering free travel for 4 weeks on Stagecoach services within the South Megarider Zone;
- Promotion of the West Sussex and National car share databases and the associated benefits of car sharing;
- Information about local shops offering online shopping and home delivery services.

~~5.265.36~~..... Information and promotion of the Travel Plan from the outset ensures greater buy-in from future residents who may see it as an opportunity to plan changes in their choice of travel.

~~5.265.37~~..... The Travel Pack will, therefore, be displayed within the on-site Sales Suite to help raise awareness of the sites accessibility to local facilities and amenities and local employers by sustainable travel modes. Sales staff will also be briefed about the Travel Pack, the information within it and the services/facilities available for residents to travel sustainably.

~~5.275.38~~..... As an example, sales staff can inform future residents about local buses and key destinations they serve, along with the layout of cycle and pedestrian routes through the site. This will help to demonstrate the sites commitment to

sustainable travel and encourage future residents to travel using sustainable modes.

~~5.385.39~~.....Travel Advice Meetings/Personal Travel Planning: At the time of distributing the Travel Packs the TPC will offer an induction into the Travel Plan. During these meetings residents will be able to raise any queries they have regarding travel to/from the site and gain an understanding of their travel options.

~~5.395.40~~.....From experience, it is apparent that residents are not always aware of what public transport services operate in proximity to their home. This induction will, therefore, be key to encouraging sustainable travel modes.

~~5.405.41~~.....Leaflets and Printed Materials: Following the distribution of the Residents Travel Pack, the TPC will distribute relevant promotional materials to households once annually. These materials might include maps, timetables, fare information and car share information sheets. It is anticipated that this information will be provided by the transport operators and/or WSCC to the TPC.

~~5.415.42~~.....The periodic distribution of information will maintain resident's awareness of the alternative travel options, as well as keeping the information current to assist with journey planning.

~~5.425.43~~.....Newsletter: Regular newsletters (every 3 months), will help to inform residents of the results of the travel survey, along with other green travel related news. This will maintain community involvement in the Travel Plan. Periodical changes to bus routes, timetables or fares will also be communicated to residents where necessary. Details of existing clubs, groups and societies will also be provided.

~~5.435.44~~.....Travel Events: There are a number of national travel events held over the course of the year, which seek to raise the profile of sustainable travel options and encourage participation in sustainable travel. The aim is to encourage those taking part to continue participating and making sustainable travel choices after the travel event. The TPC will promote those travel events which are practical for the site which might include:

- Bike Week (June)
- National Liftshare Day (June)

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- Travelwise Green Travel Week (September)
- European Mobility Week (September)
- Bike to School Week (April)
- Walk to School Week (May)

6.0 MANAGEMENT STRATEGY

Site Management

6.1 The Travel Plan will be managed by the TPC appointed by the site Developers (Bovis Homes). SMA has been appointed as the TPC for the development for the 5 year Travel Plan period. SMA will, therefore, take forward the Travel Plan on behalf of the developers and undertake the associated implementation and ongoing management of initiatives, monitoring and review.

6.2 The contact details for the TPC are as follows, although SMA has a team responsible for the delivery of Travel Plans:

TPC: Rebecca Nadin

Email: travelplans@stuartmichael.co.uk

6.3 A summary of the typical TPC responsibilities is provided as follows, although it is accepted that there may be additional services over the life of the TP.

- Liaise with West Sussex County Council to finalise the Travel Plan provisions
- Prepare the Residents Travel Information Pack on behalf of the Client for approval
- Set-up voucher schemes with;
 - local bus operator and
 - local cycle store/online retailer
- Provide the sales suites with a Residents Travel Pack and inform them of the commitment to the Travel Plan and range of sustainable travel options available.
- Implement Travel Plan in time for 1st resident occupation
- Distribute Travel Pack to first occupant of each household
- Monitor the redemption rate of distributed vouchers annually
- Undertake traffic surveys and resident questionnaires in line with agreed methodology with WSCC
- Review the Travel Plan once annually with WSCC and consider alternate/additional initiatives if necessary.

6.4 SMA has extensive experience in the delivery of successful Travel Plans for residential sites throughout the country, including sites in Bedfordshire, East

Sussex, Berkshire and Essex. Amongst these, a site in Leighton Buzzard, Bedfordshire has received national awards for the Travel Plan delivery and has achieved a significant reduction in car trips associated with the site. From experience, it is anticipated that the TPC would initially be required to work on the scheme for a sustained period of time, to ensure the necessary promotional materials are collated and ready for distribution to residents.

- 6.5 This is likely to equate to approximately 10-20 hours per week whilst the Residents Pack, promotional information for the community website and sustainable travel vouchers are being prepared. Following this initial period, it is anticipated that the TPC hours would reduce to between 5 and 12 hours per week, dependent upon house occupations, local events and promotional measures being implemented at that time.

Partnership Working

- 6.6 The TPC will work alongside WSCC to deliver the Travel Plan. Working relationships will also be developed with the local bus operator, network rail and the local (or online) cycle store.
- 6.7 As part of the Travel Plan measures, residents would be encouraged to take an active role in helping to promote sustainable travel modes and be aware of factors that could affect people's travel behaviour. As such, it is proposed that a Twitter and/or Facebook account would be created for residents of the site to be able to discuss the Travel Plan and to access up-to-date travel information. This would also provide a good source to promote local bus services, other sustainable travel modes and travel events.
- 6.8 The Travel Plan would also benefit from creating a residents' group which would meet to discuss the operation of the Travel Plan and its associated measures. This forum would be managed by the Travel Plan Coordinator and could involve other key stakeholders if necessary (e.g. bus operators, cycle groups).

Travel Plan Budget

- 6.9 Bovis Homes Limited has appointed SMA as the Travel Plan Coordinator for the site and, as such, fees have been agreed for the implementation of the travel plan and its associated measures for the life of the travel plan.
- 6.10 **Table 6.1** provides a summary of the agreed budgets against various measures.

Travel Plan Coordination (to include Personalised Travel Planning, Marketing of TP, Revisions to TP, Preparation of Monitoring Reports and Administrative Duties)	CONFIDENTIAL
Design of Residents Welcome Packs	£3,000.00
Cycle Purchase/Equipment /Training Vouchers	£50.00 per dwelling
Bus Vouchers (South 4 week Megarider Gold)	£84.50 per dwelling

Table 6.1 - Agreed Travel Plan Budget

- 6.11 In view of the agreed budgets and based upon SMA's extensive experience of delivering Travel Plans, it is considered that sufficient funds would be available to successfully promote the various Travel Plan measures and achieve a reduction in the number of single occupancy car journeys.

7.0 MONITORING AND REVIEW

Monitoring

- 7.1 The proposed monitoring strategy will provide information regarding residents travel patterns, which is relevant to the identified outcome targets.

Methodology

- Monitoring of traffic flow (all modes) in/out of the site, at the site accesses (biennial).
 - Travel questionnaire survey to ascertain resident attitudes towards the Travel Plan measures and sustainable travel choices.
 - Monitoring of redemption rates of subsidised vouchers (annual).
- 7.2 The monitoring of traffic flows can be undertaken either by Automatic Traffic Count or Manual Classified Counts. These would be undertaken on a weekday, outside of school holidays.
- 7.3 It is proposed that the TRICS SAM style monitoring surveys shall be undertaken at the site. The Standardised Assessment Methodology (SAM) is a tool to monitor the effect of Travel Plans in a consistent way. This will include baseline surveys carried out at least 3 months from to 1st occupation. Additional surveys will then be completed on the second and fourth anniversary of the first travel survey being undertaken. The cost of these surveys will be covered by the developer as part of the agreed Travel Plan budget with the TPC.
- 7.4 In addition to the above travel surveys, questionnaires will also be provided to residents to establish existing travel patterns. These surveys will include:
- Details of mode of travel
 - Original destination along with journey purpose
 - Household travel diaries
 - Details of linked trips
- 7.5 Following review of these surveys, these will be submitted to WSCC for approval, and to establish whether TP targets need to change as a result.
- 7.6 In addition to the cost associated with the surveys, WSCC's evaluation and monitoring fees will also be paid by the developer.

- 7.7 Site audits would also be required throughout the Travel Plan process to ensure the facilities provided within the site are safe for residents to use (e.g. footpaths, cycleways and usage of cycle parking).

Schedule

- 7.8 As confirmed above, monitoring of traffic flows and travel choices would be undertaken biennially, with bus and cycle voucher redemptions monitored annually for a period of 5 years. This monitoring period has taken into consideration the likely construction period and occupation rate of the development. Based on a build out rate of 50 dwellings per annum it is anticipated that the development would be constructed over a period of 2-3 years.
- 7.9 Biennial monitoring will, therefore, see 3 surveys being undertaken over a 5 year period, anticipated to take place in years 1, 3 and 5. Monitoring is scheduled as follows:
- 1st survey to be undertaken following 3 months after 1st occupation (approximately 20 occupied dwellings). This will provide the baseline data of the development. The TPC will review this data together with the outcome targets to ensure that these remain realistic and achievable.
 - 2nd survey to be undertaken on the second anniversary (Year 3) (approximately 70 occupied dwellings) of the 1st survey.
 - 3rd survey to be undertaken on the 4th anniversary (Year 5) (development fully occupied) of the 1st survey.
- 7.10 The TPC will continually monitor the redemption of bus and cycle vouchers and the amount of 'traffic' using the community website that will be created.

Review

- 7.11 The TPC will review the survey findings within 1 month of each survey period. The purpose of the review is to establish whether the objectives and associated measures are being effective in progressing the Travel Plan towards achieving the identified aims and targets.
- 7.12 As part of the review the TPC will identify those measures which prove effective and any that require amending to suit the needs of residents.

- 7.13 The annual review of voucher redemptions will also prove beneficial to establish whether this initiative is effective and/or amenable to residents.
- 7.14 The TPC will actively promote the various Travel Plan measures to achieve the outcome targets of the Travel Plan. It should be acknowledged however, that travel choices are also influenced by external factors, beyond the control of the TPC and/or Developer.
- 7.15 Such external factors include parking charge strategies, changes to local bus service provision, public transport fare increases, petrol prices and inclement weather conditions. Should the Travel Plan not deliver the identified targets due to external factors this should not be considered a failure of the Travel Plan but a recommendation for adjustment to local, current conditions.

Remedial Measures

- 7.16 Should it be necessary to revisit the outcome targets of the Travel Plan and agree new measures to help encourage and incentivise sustainable travel modes, these will be discussed and agreed with WSCC and the Travel Plan will be revised to reflect these agreed changes.
- 7.17 A set of potential remedial measures, to be triggered in the event that measures outlined in Section 5.0 fail to meet the required Travel Plan targets ~~could~~ would include the following:
- Extend monitoring period of the development;
 - More active marketing and promotion of sustainable travel information;
 - Further Personalised Journey Planning for residents to understand current travel patterns and help to identify potential for changing current behaviour;
 - * Further incentives for residents to travel sustainably to/from the development by way of subsidised travel vouchers;
 - A further promotion of travel vouchers (to the value of £150) to be advertised to residents for use on local buses and other sustainable transport methods.
- 7.18 The remedial measures are different to the Travel Plan measures and, the exact nature of what, if any, remedial measures are required will be identified through the monitoring and review process in conjunction with WSCC.

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8.0 ACTION PLAN

- 8.1 To assist with the implementation of the various measures associated with the Travel Plan, an Action Plan has been drafted below. The aim of this action plan is to both inform the TPC of the measures required and to provide a detailed schedule of the TP delivery process for WSCC.

Action	Target Date	Responsibility
Appoint Travel Plan Coordinator	3 months prior to occupation	Bovis Homes
TPC to prepare and submit Final Travel Plan	1-3 months prior to occupation	TPC
Agree contents of final Travel Plan with LHA/LPA including SMART targets	1-3 months prior to occupation	TPC/LHA
Completion of Off-Site and On-Site Infrastructure works	As agreed with Local Planning Authority and detailed within Section 106 Agreement/Planning Conditions	Bovis Homes

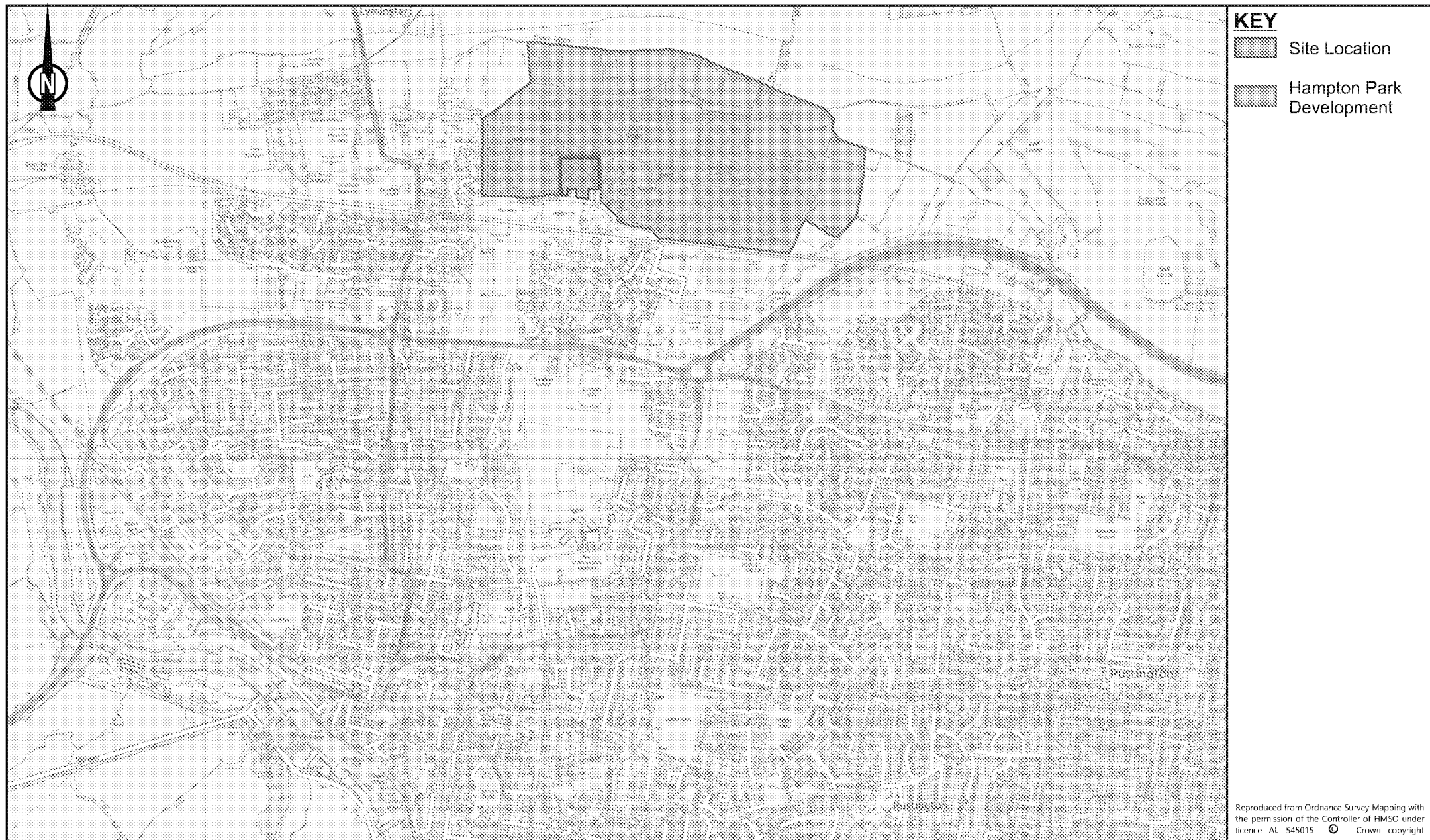
Action	Target Date	Responsibility	Budget Allocated
Prepare Residents Travel Information Pack & Submit to LPA for approval	1-3 months prior to occupation to enable distribution within 1 month of first occupation	TPC	£3,000.00
Set up Bus voucher scheme and manage throughout life of TP	1 month prior to occupation	TPC	£84.50 per dwelling
Provide relevant route maps (bus/walking/cycling), timetables (bus/rail) and fare information (bus/rail)	1 month prior to occupation and ongoing administration to ensure up to date information is provided	TPC	Within TPC Budget
Acquire additional marketing materials regarding benefits of sustainable travel	1 month prior to occupation	TPC	Within TPC Budget
Set up cycle voucher scheme and manage throughout life of TP	1 month prior to occupation	TPC	£50.00 per dwelling
Investigate opportunities for cycle training with LHA/Local Cycle Groups	1 month prior to occupation	TPC	Within TPC Budget (Anticipated cost £2,000.00)
Implement Travel Plan	1st occupation of site	TPC	Within TPC Budget
Offer Personalised Travel Planning to residents	Within 1 month of 1st occupation	TPC	Within TPC Budget
Undertake 1st travel survey	Following occupation of 70th dwelling	TPC	Within TPC Budget
Travel Plan review	1 month after completion of survey	TPC	Within TPC Budget
Continued distribution of Residents Travel Information Pack	Within 3 weeks of occupation	TPC	Within TPC Budget
Periodic distribution of route maps (bus/walking/cycling), timetables (bus/rail) and fare information (bus/rail)	Once annually or when new information is released	TPC	Within TPC Budget
Further distribution of subsidised travel vouchers (subject to initial redemption and budget available)	once annually following complete distribution of travel packs	TPC	Subject to available voucher budget (£84.50 allocated per household)
Cycle Training and/or Travel event	1 within the 1st year of occupation	TPC	Within TPC Budget

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Conduct 2nd and 3rd surveys	Biennially on the anniversary of the 1st survey	TPC	Costs to be covered by Bovis Homes
Review Travel Plan and targets with LHA/LPA	1 month after completion of survey	TPC/LHA	Within TPC Budget
Distribution of Sustainable Travel Vouchers and Review of Travel Voucher Redemption Rates	Regular review of voucher redemptions and brief summary note produced annually - commencing on occupation of 1st dwelling	TPC	Within TPC Budget
Set up / join a Bicycle User Group	Within 6 months of occupation	TPC	Within TPC Budget
Creation of Social Media Site (Facebook/Twitter) to promote sustainable modes	To be launched within 1 month of 1st occupation. Ongoing management throughout life of TP	TPC	Within TPC Budget
Continued liaison with residents to answer enquiries and provide regular promotional material	Ongoing throughout life of TP	TPC	Within TPC Budget

FIGURES

FIGURE 1.1



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JOB TITLE

**Hampton Park,
Littlehampton**

DRAWING TITLE

Site Location Plan

FIGURE NO.

FIGURE 1.1

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FIGURE 3.1

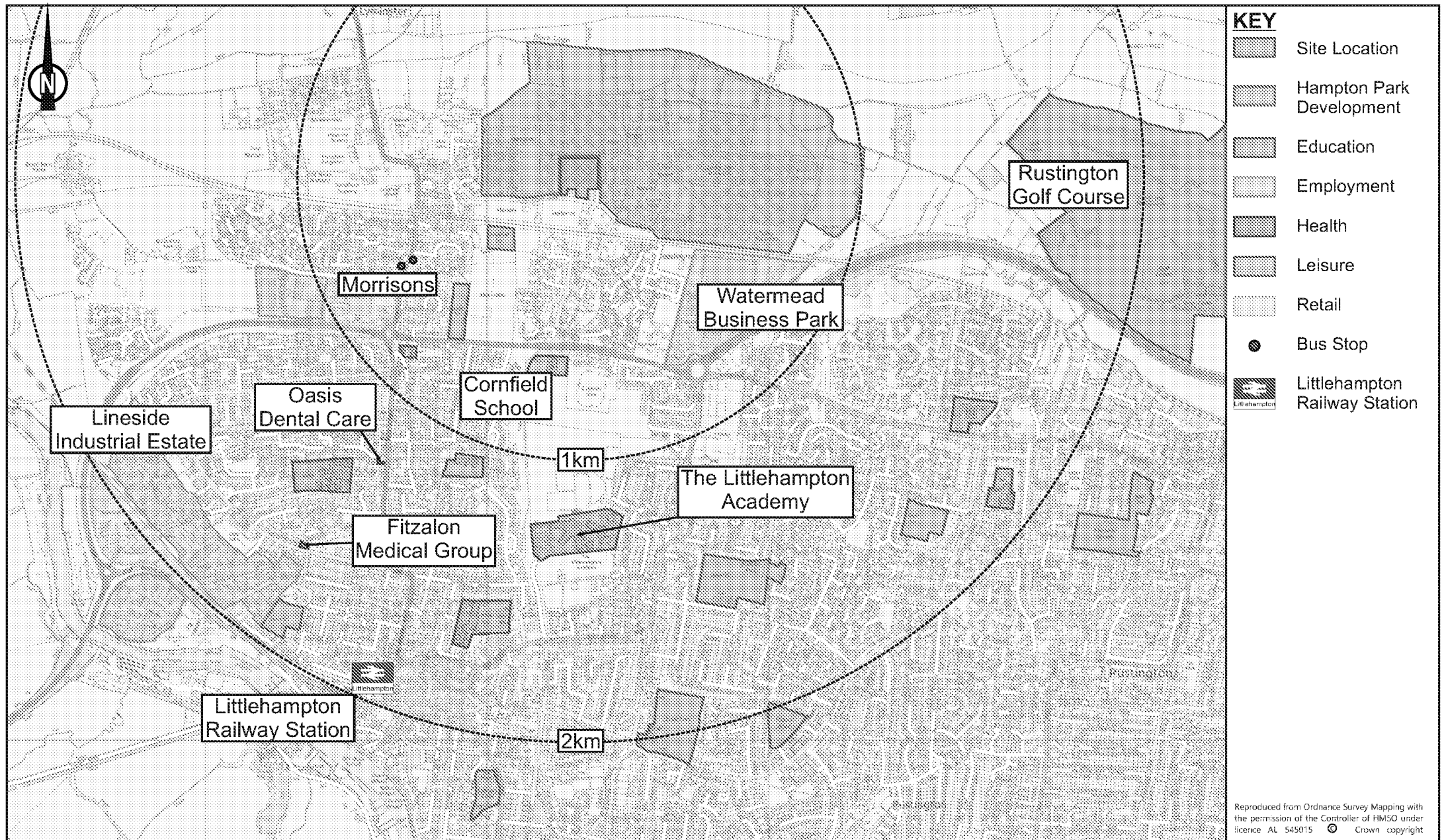
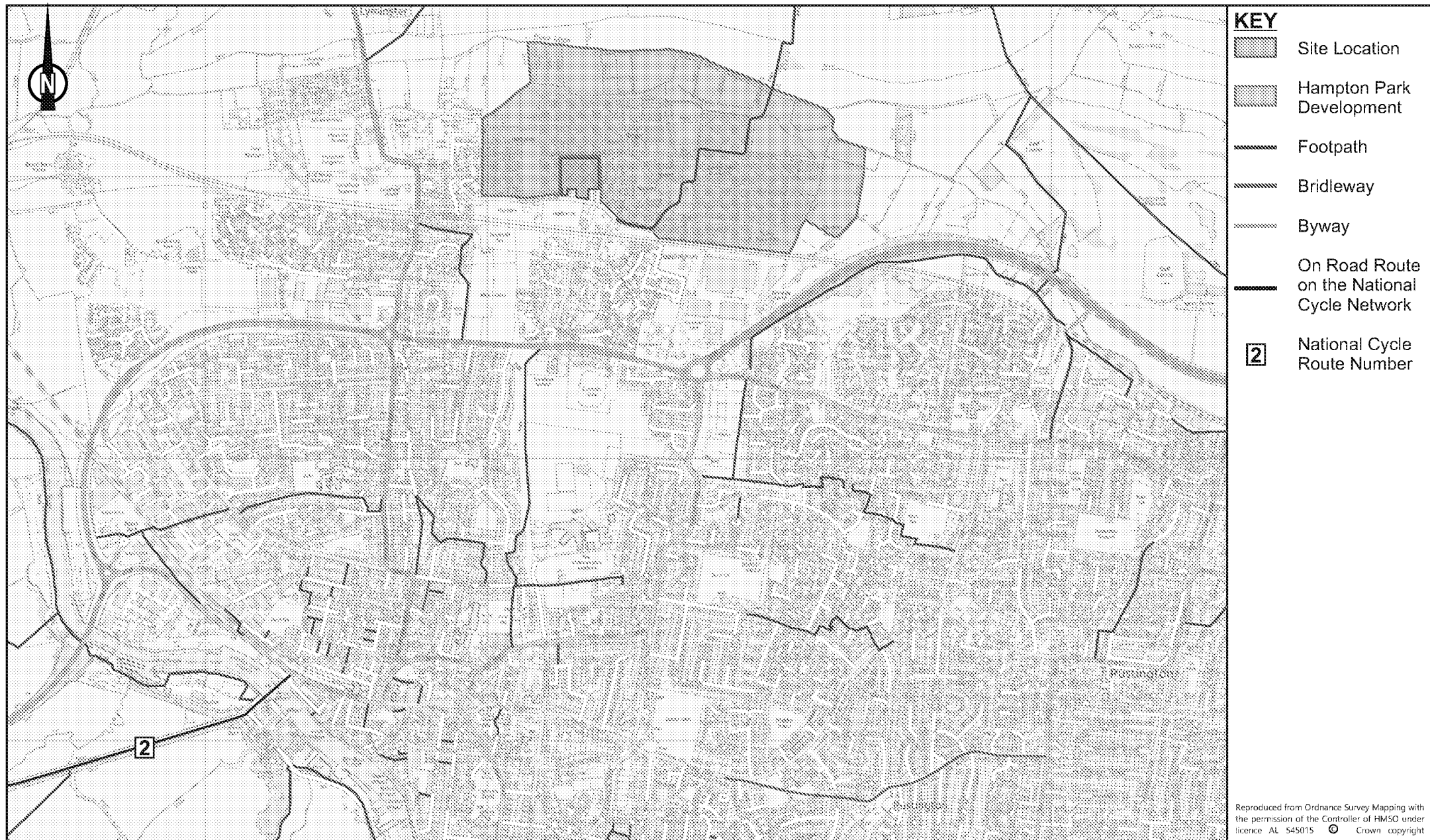


FIGURE 3.2



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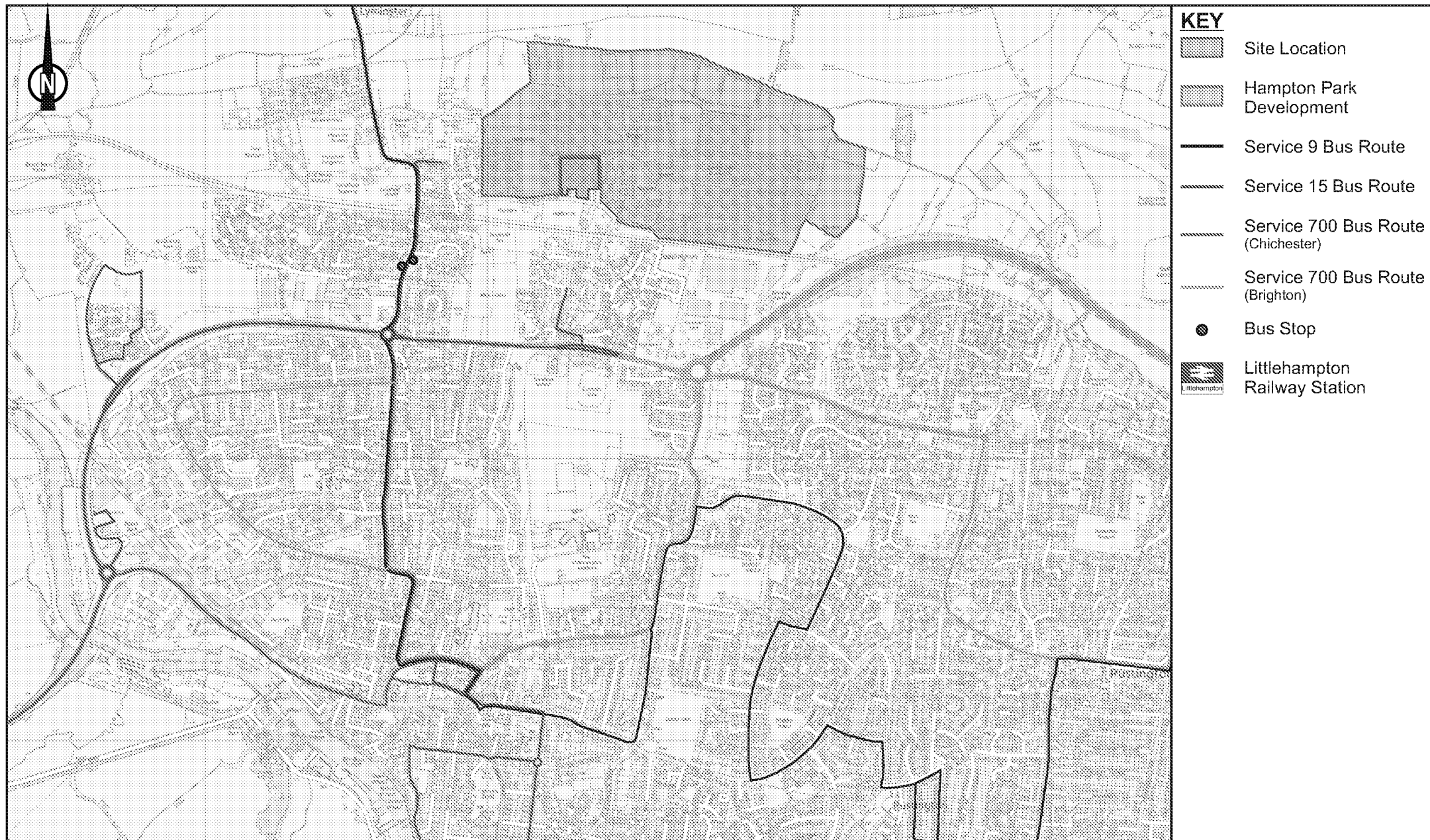
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FIGURE NO.

FIGURE 3.2

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FIGURE 3.3



KEY

- Site Location
- Hampton Park Development
- Service 9 Bus Route
- Service 15 Bus Route
- Service 700 Bus Route (Chichester)
- Service 700 Bus Route (Brighton)
- Bus Stop
- Littlehampton Railway Station

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JOB TITLE

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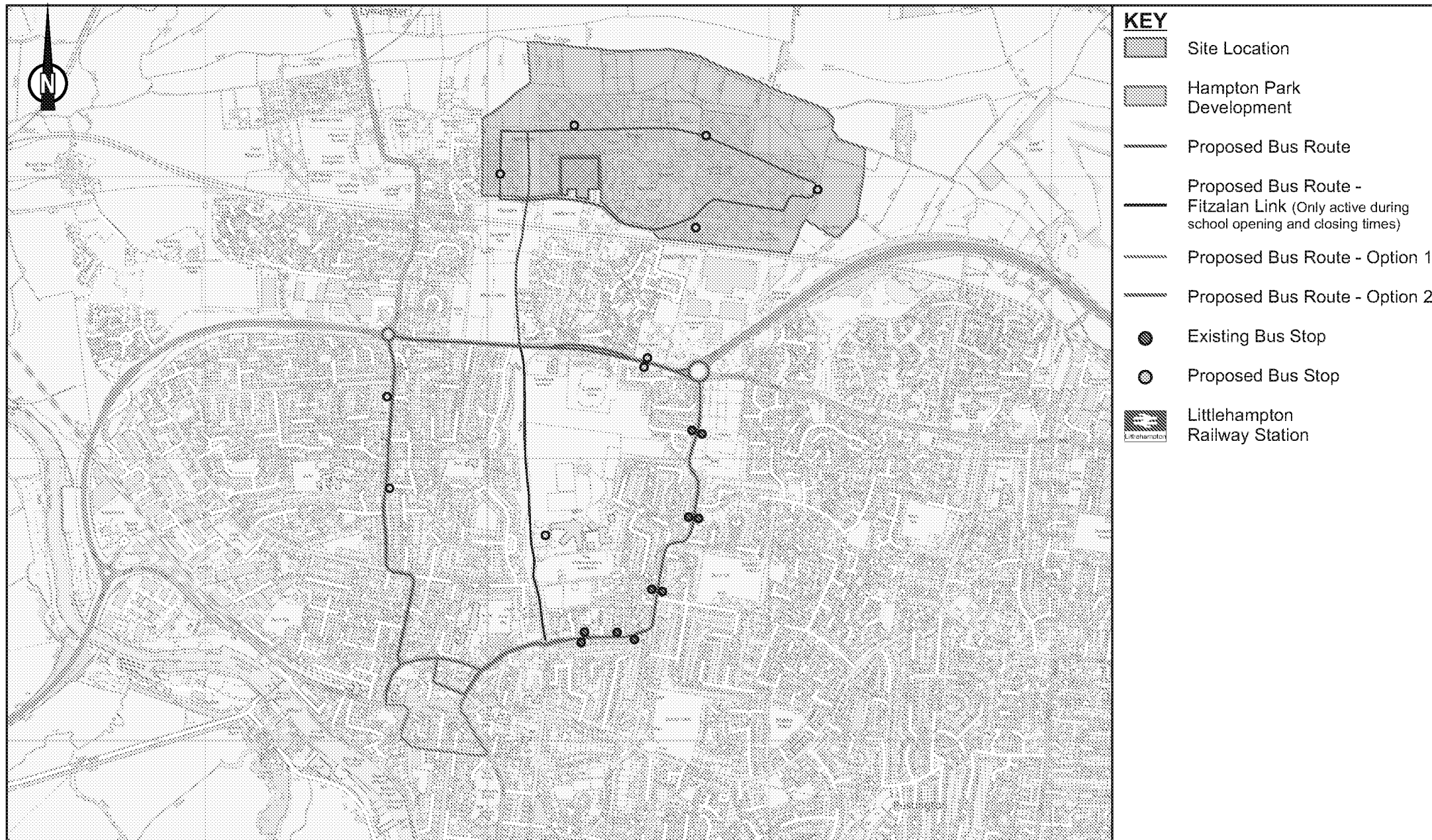
Existing Bus Routes

FIGURE NO.

FIGURE 3.3

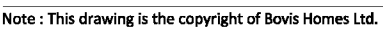
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FIGURE 3.4



DRAWINGS

DRAWING LITL-002



SITE
HAMPTON PARK
LITTLEHAMPTON

DRAWING TITLE
Proposed Site Layout
09.02.2015

DRAWN BY/DATE	CHECKED/DATE	DRAWING NO.	REV
SCALE: 1 : 500 @ A1	APPROVED/DATE	UTL-002	