

**HIGHWAY & TRANSPORTATION MATTERS FOR A
NEW PLANNING APPLICATION TO CONVERT A
REDUNDANT BARN TO B1 USE
AT TODDINGTON HOUSE,
TODDINGTON LANE,
LITTLEHAMPTON, BN17 6JX**

DRAFT TRAVEL PLAN

CLIENT

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1. INTRODUCTION

- 1.1 Temple Spa currently operate from two sites in the Littlehampton area,
- 1 Unit 6 & 7, Holmoak, Goring by Sea, West Sussex BN12 4QY
 - 2 Toddington House, Toddington Lane the subject of the planning application
- 1.2 A travel plan was conditioned as part of a previous planning application LU/85/10 & LU/86/10 for the use of one barn within the curtilidge of Toddington House.
- 1.3 As the proposed conversion of a redundant barn is also within the curtilidge of Toddington House it is considered appropriate to propose one travel plan to cover the whole operation on the site.
- 1.4 The measures laid out below represent a draft travel plan which will be developed once the proposed barn conversion is operational

2. TRAVEL PLAN MEASURES

Operational

- 2.1 The applicants are keen wherever possible to encourage a reduction in car reliant transport and both they and their customers are heavily involved in ensuring that all supply chain deliveries maximise efficiency.
- 2.2 Because the applicants already run their operation from Toddington Lane and have been established there for many years they are able to accurately predict transport journeys to and from the site. Predominantly all deliveries and dispatches to the company are made from the Holmoak site in small order sizes and are picked up daily by Royal Mail and therefore do not become the subject of the Travel Plan on the Toddington House site.
- 2.3 In drawing up their proposals the applicants have been mindful of the transport implications and have where possible and appropriate tried to ensure that best practice had been incorporated. It is therefore difficult to recommend any further efficiencies or targets for operational vehicles within a travel plan other than to monitor the predictions made by the applicants for staff at the Toddington House site.

2.4 **Freight and Deliveries**

As stated previously all freight and deliveries are made to and from the Holmoak site however the practice with respect to common purchasing, where possible using local suppliers, and recycling policies, to reduce delivery vehicle movements will be introduced on both sites.

2.5 **Walking**

It is expected that a significant number of the new workforce will be drawn from an area within walking distance as there is a new development close by and therefore measures will be incorporated to encourage this form of transport in the proposed travel plan.

2.6 **Cycling**

At their Toddington Lane site there is already an assisted purchase scheme in operation and this along with Interest free loans to new employees will also be open to all members of staff. Suitable covered and safe cycle storage, staff changing facilities along with lockers will be provided in order to encourage cycling.

2.7 The following measures will also be promoted:

- * Promotional events and literature to encourage cycling;
- * Distribution of route maps showing safe local cycling routes;
- * Membership of the Bike to Work scheme;

2.8 **Motor Cycling**

To encourage the use of motor cycles, covered motorcycle parking facilities will be offered along with storage lockers for helmets & leathers etc.

2.9 **Development of bus and rail**

Where appropriate and possible the applicants will endeavour to encourage increased use of the bus and rail network. This will include;

- * On-site promotion of public transport with information, advice, and discounts available;
- * Collection from station service for visitors.

2.10 Support for Car Sharing/More Economical Car Use

In order to encourage car share the existing company's website will be enlarged to accommodate a car-share scheme for employees.

2.11 The applicants will endeavour to encourage support for car sharing and economical car use. This will include;

- Car share matching service for travel to work and trips in the course of work by means of a car club, internet based;
- Car share promotion including launch event with opportunities for finding a match;
- Ride home if lift falls through due to unforeseen circumstances;
- Video-conferencing/audio-conferencing facilities and policy of encouraging their use where possible;
- On-site services for employees — e.g. full kitchen and eating area along with a drop-in sandwich service to be provided.

2.12 Promotion and Communications

The applicants intend the introduction of the following measures;

- Recruitment Policy will be centred on obtaining staff from the local area;
- Training will be given to local people to carry out the jobs required
- Inclusion of sustainable travel information in induction packages along with Information regarding available loans etc;
- Publication of travel information on organisation's web site.

2.13 The applicant will appoint a joint travel plan coordinator to cover the Toddington Lane site who will be responsible for the implementation of the above measures and ensure that the field staff force including Area Managers use sustainable transport where possible and develop the video conferencing to avoid unnecessary journeys to Head Office.