



Arun District Council
Arun Civic Centre
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Martin Sewell Builing Company
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BN18 0ST

Your Ref: WA/67/14/DOC

Please ask for:

Mrs A Gardner

14 January 2015

Dear Mr Robson

Article 21 of the Town and Country Planning (General Development Procedure) Order 1995
Application for approval of matters reserved by conditions imposed under WA/75/12 relating to
conditions 3, 5 & 7 - external walls, travel plan & details of surface & provision for bats/owls
habitats

Land adj to The Village Hall, The Street, Walberton

Notification regarding the above application:

Condition Number 5

No development shall commence until a travel plan detailing objectives, transport modal splits, measures to encourage access to the site by non-car means, and monitoring shall be submitted and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

Reason: To encourage non-car modes of travel to the site in accordance with the principles of sustainable development detailed in The National Planning Policy Framework.

Decision:

Arun District Council have decided to **APPROVE details reserved by this condition**

This condition is discharged in so far as submission of details relates and refers to the Travel Plan submitted with the application dated October 2014.

A meeting should take place with WSCC's School Travel Advisor to discuss mutual objectives to the TP. On that basis and subject to the requirements below Condition 5 can be discharged. Please note that we have assumed that the development is smaller than 500sqm, and as such a Travel Plan Statement is appropriate, and TRICS SAM monitoring is not required.

1. Full contact details for the Travel Plan Co-ordinator should be stated in the document.
2. Employees should be offered cycle training, which can be provided by WSCC. Full details are available at www.westsussex.gov.uk/cycletraining
3. The centre should consider establishing a Cycle to Work salary sacrifice scheme. Alternatively, local bike shops should be approached regarding discounts for staff. WSCC has already negotiated discounts with some bicycle retailers on behalf of employers that operate Travel Plans. Further information is available here:

http://www.westsussex.gov.uk/living/roads_and_transport/travelwise/promoting_cycling/cycle_to_work_scheme.aspx

4. Up-to-date public transport maps and timetables should be displayed within the centre and should be provided to all new employees as part of their induction.

5. The centre should consider promoting the West Sussex car sharing scheme to employees, as this will enable them to search for potential journey sharers outside of their organisation.
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WSCC has produced a leaflet which explains how the scheme works, and this should also be provided to employees at their induction. Hard copies of the leaflet are available free of charge from the WSCC Travelwise Officer or can be download and reproduce from our website:

www.westsussex.gov.uk/carsharing. A video about the scheme is also available.

6. Employees should also be made aware of journey planning websites such as www.travelinesoutheast.org.uk, nextbuses.mobi, and the West Sussex Cycle Journey Planner. The latter can be accessed here: <http://www.westsussex.gov.uk/cycling> and enables users to find quiet, fast, or balanced routes to their destination. Furthermore, WSCC is about to launch a new journey planning website (Travel West Sussex) which will enable journeys by all modes (including car sharing) to be planned in one place. The centre will also be able to include a 'widget' on their website, which will enable journeys to be planned from their own website.

7. The health, financial, and environmental benefits of sustainable travel should be promoted to employees and clients. WSCC has developed a suite of posters and hard copies may be obtained free of charge from WSCC Travelwise Officer. Alternatively the posters are available to download at http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/supporting_material.aspx

8. Employees should also be encouraged to participate in national awareness events, such as Bike Week, Travelwise Week, Car Free Day, Liftshare Week, (as well as Walk to School Week) and these should be promoted by the TPC. Dates for these events can be found here:

http://www.westsussex.gov.uk/living/roads_and_transport/travelwise/travelwise_events_diary.aspx

9. A simple staff travel survey should be conducted within 3 months of occupation. The results should be used to assess the potential for modal shift and to set targets for reducing car use by staff, and increasing use of sustainable modes. The results should be shared with WSCC for comment. Annual reviews should also be shared with the County Council so that progress towards objectives may be monitored.

Please do not hesitate to contact the above officer if you require any further assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts