gtaCivils
Consulting Engineers

Focus Group Staff Travel Plan

Ham Road, Shoreham-by-Sea








Client: Focus Group – Europa House, Southwick Square, Southwick, BN42 4FJ

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Appendices

A Adur District Council Decision Notice

B Focus Group Travel Survey

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DRAFT	11th January 2019	RS	RJW	LNS
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Executive Summary

Planning permission has been granted for the redevelopment of the former Adur Civic Centre Car Park to provide a commercial office development at Ham Road, Shoreham-by-Sea.

Adur District Council granted planning permission for the proposed development in November 2017 (Reference: AWDM/1282/17), subject to a number of planning conditions. This Travel Plan has been written for the new Focus 4 U Ltd Head Office development which is due to open in the summer of 2019, to satisfy condition 9 which states the following:

'No part of the development shall be first occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan once approved shall thereafter be implemented as specified within the approved document. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority.
Reason: To encourage and promote sustainable transport.'

The objective of the Travel Plan is to encourage staff to make more sustainable travel choices and in particular to reduce reliance on single occupancy cars, this will help to reduce CO_2 emissions. This travel plan sets out a plan of measures and initiatives to promote environmentally friendly and healthier travel. The following measures and initiatives will be available at the new site (other measures and initiatives will be considered throughout the life of the plan):

- Cycle parking provision;
- New shower and changing facilities at the new office;
- Cycle to Work scheme is already in place which helps with the cost of a bicycle (this scheme results in savings of up to 13.8% on employer NI contributions, employees can save up to 42% on the cost of bikes and equipment);
- Interest free loans to help split the cost of public transport tickets.

The appointed Travel Plan Coordinator is responsible for ensuring that the travel plan is promoted and adapted over the construction of the development and to monitor the effectiveness of the travel plan. Following site occupancy, Focus Group intend to undertake staff travel surveys to monitor the effectiveness of the travel plan and make changes as appropriate.

1 Introduction

Travel Plan Background

1.1 Travel Plans are strategies for managing multimodal access to a site or development that focus on maximising the potential for travel by sustainable transport modes. Comprehensive government advice relating to the preparation and delivery of the Travel Plans is provided within the publication entitled 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process'.

1.2 Research commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:

- Increases in walking and cycling, with associated health gains;
- Improved social inclusion;
- Better conditions for employees;
- Improved staff recruitment and retention;
- The opportunity to contribute to environmental management standards such as ISO 14001;
- Good PR for businesses;
- Financial savings;
- Increases in bus use and associated ticket revenue;
- Better estate management;
- Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use;
- Better security and less fear of crime from better car parking management.

Development Details

1.3 As detailed within the Decision Notice (Ref: AWDM/1282/17) dated 20/11/2017 produced by Adur District Council, the proposed development consists of the *'erection of four storey office development (use class B1) with associated car parking and landscaping'*. This Travel Plan is required to satisfy condition No.9 which states the following:

'No part of the development shall be first occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan once approved shall thereafter be implemented as specified within the approved document. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority'.

1.4 This Travel Plan aims to address the points raised in the Decision Notice. The full breakdown of the notice can be seen in **Appendix A**.

2 Policy and Guidance

National Planning Policy Framework (NPPF)

2.1 The National Planning Policy Framework, first published in 2012 and revised in July 2018, sets out the Governments planning policies for England and how these are expected to be applied. The NPPF provides a framework within which locally-prepared plans for housing and other development can be produced.

2.2 NPPF supports sustainable development, with a 'presumption in favour of sustainable development', as set out in paragraph 10 and 11:

*"At the heart of the National Planning Policy Framework is a **presumption in favour of sustainable development**:*

*For **plan-making** this means that:*

a) plans should positively seek opportunities to meet the development needs of their area, and be sufficiently flexible to adapt to rapid change;

b) strategic policies should as a minimum, provide for objectively assessed needs for housing and other uses, as well as any needs that cannot be met within neighbouring areas, unless:

i. the application of policies in this Framework that protect areas or assets of particular importance produces a strong reason for restricting the overall scale, type or distribution of development in the plan area; or

ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole;

*For **decision-taking** this means:*

c) approving development proposals that accord with an up-to-date development plan without delay; or

d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or

ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole."

2.3 In the context of sustainable transport and in considering development proposals the NPPF states in paragraphs 108-111:

Paragraph 108, "In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

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

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

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

Paragraph 109, "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe."

Paragraph 110, "*Within this context, applications for development should:*

a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

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

c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;

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

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

Paragraph 111, "All developments that will generate significant movement should be required to provide a travel plan and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed."

DfT 'Making Travel Plans Work' (June 2007)

2.4 The DfT has guidance for Travel Plans published in the document "Making Travel Plans Work" (June 2007). It states that effective travel plans:

- Build partnerships- with local authority, public transport operators and other employers;
- Identify site opportunities and barriers- making the most of 'easy wins' and addressing 'missing links', while tailoring measures to the location and its staff;
- Encourage progressive change- with some strategies to unlock car use, and others to support sustained use of alternative means of travel;
- Gain staff ownership for the plan- with appropriate consultation, fairness, transparency and plenty of 'carrots' (pull factors);
- Raise the profile of travel initiatives- with imaginative promotion and publicity;
- Reach key groups of staff- segmenting the market for alternative travel and providing the right message at the right time, to those most likely to respond;
- Change aspects of the organisation's culture- engaging management commitment, involving dedicated staff time from a travel plan 'champion' and ensuring working arrangements dovetail with travel needs;
- Focus on results- assessing the impact of individual strategies in reducing car use.

West Sussex County Council's Local Transport Plan

2.5 The Local Transport Plan (LTP3) for West Sussex covers the period 2011 to 2026 and was adopted by the County Council on March 2011.

2.6 The 4 main objectives of LTP3 are:

- Promoting Economic Growth
- Tackling a Changing Climate
- Providing Access to Services, Employment and Housing
- Improving Safety, Security and Health

2.7 Under each of these main objectives are the LTP3 strategies as shown below in **Table 2.1.**

Table 2.1 – LTP3 Themes and Objectives

Objectives	LTP3 Strategies
Promoting Economic Growth	o Maintain or improve the reliability of journey times on key routes; o Improve connectivity and access to local labour markets and key centres; o Deliver transport improvements to support and facilitate sustainable growth; o Ensure local transport networks are resistant and adaptable to shocks and impacts including climate change.
Tackling a Changing Climate	o Adapt transport infrastructure to increase its resilience to the effects of climate change; o Support new low emission fuels, infrastructure and technologies; o Reduce unnecessary trips by motorised vehicles and encourage the use of more sustainable modes of transport; o Reduce the need to travel at all by encouraging provision of local services; o Reduce the carbon footprint of the County Council's own operations; o Maximise reuse and recycling of materials in construction and maintenance.
Providing Access to Services, Employment and Housing	o Identify problem areas by using survey approaches and accessibility mapping techniques where appropriate; o Work in partnership with service providers and stakeholders to set priorities; o Ensure that accessibility is a central consideration when planning local services; o Seek to ensure that places of work, education, leisure and food retail opportunities are located close together in new development; o Enable disadvantage people to access employment opportunities, key services, social networks and goods; o Encourage local delivery of services so that people have to travel less.
Improving Safety, Security and Health	o Reduce the risk of death or injury due to transport incidents through engineering, training and publicity particularly targeted at vulnerable road users; o Reduce crime, fear of crime and anti-social behaviour on the transport network; o Reduce the negative impacts of transport on public health; o To encourage and to enable physically active travel such as walking and cycling through behaviour change initiatives and provision of information and education; o Invest in new infrastructure which improves the County and creates safer conditions for all, and particularly vulnerable road users.

WSCC Business Travel Plans Info Pack

2.8 To combat the effect of vehicles and road congestion on the environment the Government wants to help raise awareness of the impacts of travel decisions and promote the use of travel plans amongst businesses, schools, hospitals and other organisations. WSCC have produced the Business Travel Plans Info Pack (in partnership with Travelwise) which contains guidance on the components and requirements of a successful travel plan.

2.9 The guidance states that the objectives of a business Travel Plan (which should be only act as a guide) are to:

- Promote sustainability without being anti-car;
- Improve accessibility for sustainable travel modes;
- Encourage flexibility in staff by providing transport choice;
- Minimise the need to travel;
- Encourage the use of alternative modes of transport to single occupancy car use;
- Reduce the impact of staff travel on the local environment;
- Reduce the adverse effects of transport on the environment and health.

2.10 Implementing a travel plan can generate a number of benefits for your company, some of the benefits detailed in the guidance document are listed below:

- Better accessibility for employees (especially those not always having a car) and better opportunities to attract appropriate personnel;
- Better relations with citizens living nearby for your company by reducing parking pressure and noise – helping your company to be a good neighbour;
- Reduced mileage allowances and other transport allowances;
- A more environmentally friendly iimage for your company, convincing public authorities that your company is not a nuisance for the environment;
- Reduced number of accidents on the journey to work, with consequent cost and sick-leave savings; etc.

2.11 The guidance states '*for developers who are not going to be occupying the site, which is being developed, a Site Travel Plan can still be produced. This can then be used to produce a Travel Plan for the eventual occupiers, which will be more detailed*'.

3 Site Description

3.1 The site is located on the north side of Ham Road, Shoreham-by-Sea. In the immediate vicinity of the site, the main land uses are residential and retail, with the town centre and the main High Street only a short distance to the southwest of the site.

3.2 The location of the site is shown in **Figure 3.1** below.

Figure 3.1 – Aerial View of Site Location



3.3 The site, shown in **Figure 3.2** below, taken from the Transport Assessment report, dated July 2017, comprises a B1 office building with associated on-site car park, offering a total of 70 parking spaces (with three allocated as disabled bays) and a staff and visitor cycle and motorcycle parking area with parking stands. The building is 2,780sqm.

Figure 3.2 – Site Layout Plan



3.4 Vehicular access/egress for the site is from Ham Road.

4 Site Audit/Accessibility

4.1 This section of the report provides details of the transport context of the site including its accessibility by all relevant travel modes.

Access by Foot

4.2 The Department for Transport (DfT) document entitled 'Manual for Streets' dated 2007 at Section 4.4 sets out the requirements for pedestrians stating:

'Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot'.

4.3 Paragraph 6.3.1 of MfS identifies that a 20-minute walk time (equivalent to a 1.6km walk distance) is acceptable subject to an attractive walking environment.

4.4 Walking is supported by local road conditions in the vicinity of the application site. The roads in the area are predominantly residential with a 30mph speed limit. A number of retail frontages are located along Brunswick Road and the A259 Brighton Road / High Street, of which also enforces a 30mph speed limit, with two speed cameras in place on the A259 Brighton Road (to the south of the site), and one on Upper Shoreham Road (to the north of the site).

4.5 The roads in close proximity to the site provide pedestrian friendly routes, connecting the application site to key transport links and local amenities within the area. Street lighting and footways, with dropped kerbs at a number of the crossing points are also provided along the routes. Furthermore, pedestrian improvements adjacent to the site have improved pedestrian safety for the site users, with the recent construction of the footway in front of the site.

Access to local amenities

4.6 A number of retail facilities and local amenities are located along Brunswick Road, the A259 Brighton Road / High Street and Upper Shoreham Road, providing local facilities and services for site users during the week, within the maximum recommended walking distance of approximately 1.6km.

4.7 Brunswick Road can be accessed via Ham Road, approximately 350m or four minutes' walk west from the site. The A259 Brighton Road / High Street can be accessed via Ham Road and Eastern Avenue (south), approximately 950m or 11 minutes' walk south from the site. From here, pedestrians can continue east to the A259 Brighton Road or west to the A259 High Street. A puffin crossing is provided at the Humphrey's Gap / Eastern Avenue / A259 Brighton Road signalised junction, with dropped kerbs and tactile paving for pedestrians. When continuing west to the A259

High Street, a further puffin crossing is provided (with dropped kerbs and tactile paving) approximately 500m along, adjacent to the Adur Ferry Bridge and pedestrianised area.

4.8 Upper Shoreham Road can be accessed via Ham Road and Eastern Avenue (north), approximately 1.0km or 12 minutes' walk north from the site. A central refuge island is provided on Eastern Avenue, approximately 170m east of the site, with a puffin crossing provided further north on Eastern Avenue at the junction with Middle Road, and two additional crossings (stagger puffin and central refuge island both with guard railings), provided on Upper Shoreham Road. All crossings on the route have dropped kerbs and tactile paving to assist pedestrians when crossing the road.

4.9 A range of cafes, restaurants, bakeries, supermarkets (including Lidl, Tesco Express and Coop) and various other shops, leisure facilities and services including banks, postal services, pharmacies, opticians and green open spaces (including Buckingham Park and Park Avenue Open Space), are all located within the locations and distances as specified above and can be accessed via the aforementioned routes and crossings.

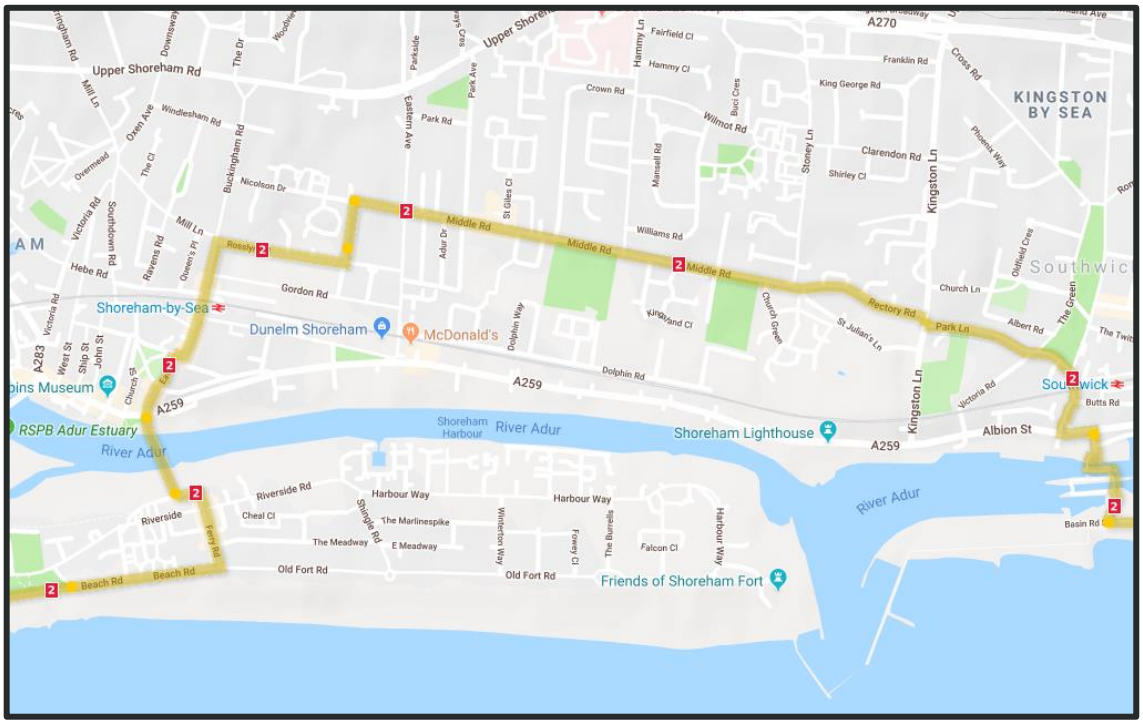
Access by Cycle

4.10 Sustrans indicate that cycling offers an alternative to car travel, and particularly for trips of less than 6km. This research is supported by the 2014 National Travel Survey which specified average journey lengths, by cycle, of 5km.

4.11 The long distance national cycle network (NCN) route 2, covering over 300 miles runs in close proximity to the site, extending both to the east and the west of the site, intersecting with Shoreham-by-Sea Railway Station. This is illustrated in **Figure 4.1** below.

4.12 The site offers 25 cycle parking spaces for staff and visitors within a secure area with a shelter.

Figure 4.1 – Local Cycle Network

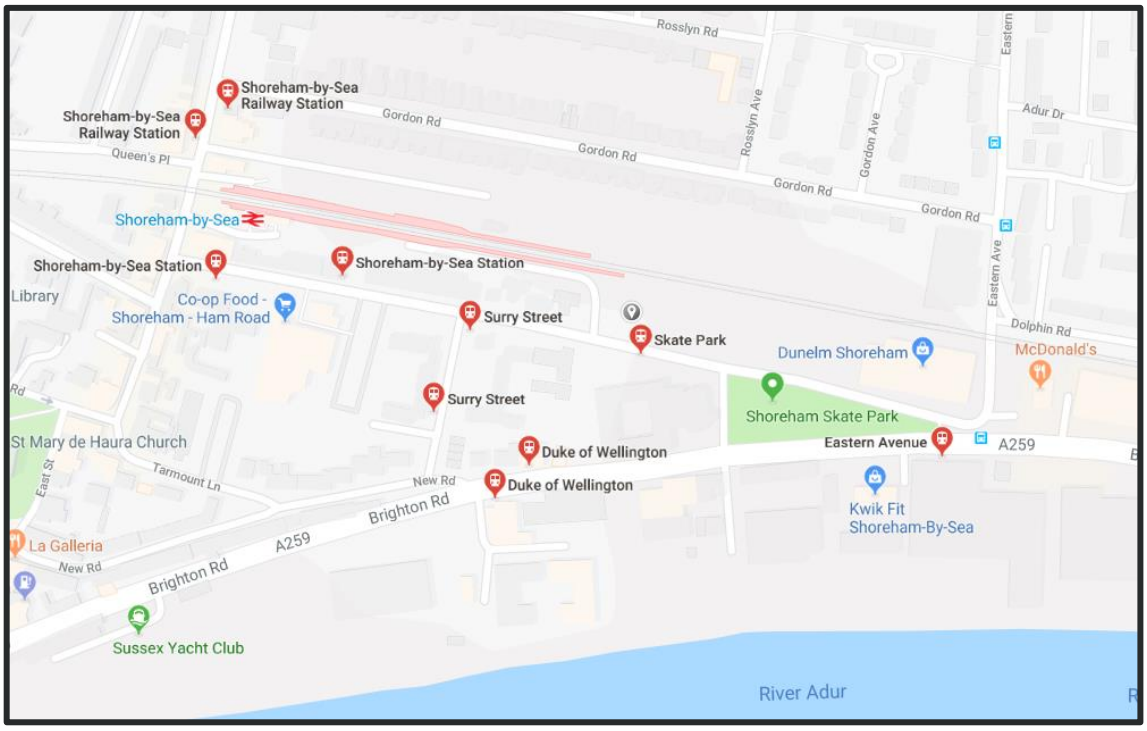


Source: https://www.sustrans.org.uk/ncn/map/route/route-2

Access by Bus

4.13 The local bus services are easily accessible from the site, and the nearby bus stops are shown in **Figure 4.2** below.

Figure 4.2 – Bus stop locations within the site vicinity



4.14 The Brighton & Hove Bus and Coach Company and Stagecoach are the main operators of bus services in the vicinity of the application site. A summary of the bus routes and their frequencies provided at the bus stops shown in **Figure 4.2**, is detailed in **Table 4.1** below.

Table 4.1 – Summary of local bus routes and frequencies

Route No.	Route Detail	Operator	Weekday Frequency
2	Steyning – Shoreham – Brighton – Woodingdean – Rottingdean	Brighton & Hove Bus and Coach Company	2 – 4 per hour (from 5am to 12pm)
3	Horsham – Southwater – Henfield – Steyning - Shoreham	Southern Transit – Adur Valley Line	Thursday only: 4 services daily
9	Shoreham by Sea – Lancing – Worthing – Littlehampton – Arundel	Stagecoach in Hants & Surrey	1 service per hour (from 6am to 7pm)
19	Shoreham Beach – Shoreham – Holmbush Centre	Compass Travel	1 service per hour (from 7am to 5pm)
60	Steyning – Shoreham – Portslade – Hove – Brighton	Brighton & Hove Bus and Coach Company	3 services daily (from 7am to 4pm)
700 Coastliner	Brighton – Worthing – Littlehampton	Stagecoach	3-6 per hour

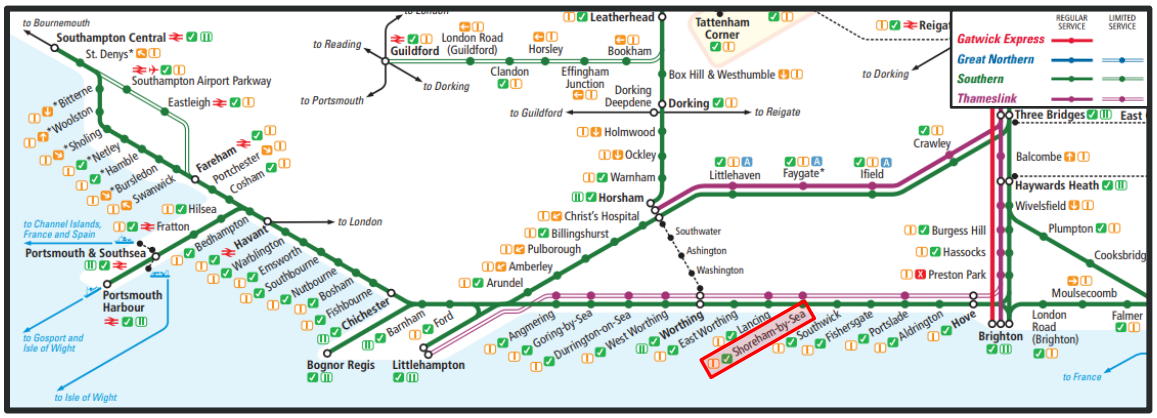
4.15 The bus routes stopping close to the site are considered to provide a good frequency of service that will serve the travel needs of future site users. With a number of bus stops located well within the threshold as specified above providing good quality passenger facilities, this can encourage site users to use public transport as an alternative to a private car.

Access by Rail

4.16 Shoreham-by-Sea Railway Station is located approximately 370m or five minutes' walk west of the site, and is a highly accessible facility from the proposed development via Ham Road and Brunswick Road, with footways and street lighting provided along both sides of the road for the duration of the route.

4.17 The station and the majority of trains serving it are operated by Southern, while the other operator is Great Western Railway, with timetabled passenger services running on the Southern Rail Mainline East and Coastway West Line, scheduled to call at Shoreham-by-Sea as shown in Figure 4.3 below. As can be seen in **Figure 4.3** below, the station's most frequent service is eastbound to Brighton, with four trains per hour. An additional half hourly service runs to London Victoria, taking approximately half an hour. Regular trains also run westbound to Littlehampton, Southampton Central and Portsmouth Harbour.

Figure 4.3 – Southern Rail route map



4.18 The station facilities include an on-site ticket office, accessible ticket machines, announcements, arrival / departure screens, step free access, customer help points and staff are all available to assist users when purchasing tickets and navigating around the station. A waiting room, public Wi-Fi and coffee kiosk are available to users waiting at the station, and a nearby taxi rank and bus stops, station car park (providing 138 spaces) and cycle parking (providing 42 spaces with a shelter and CCTV) are available to assist users travelling to and from the station.

Summary

4.19 In summary, the provision of local transport infrastructure close to the site provides opportunities to minimise the need for future site users to commute to the site by private vehicle, and with good quality pedestrian and cycle routes, site users can access a range of local services and facilities via sustainable modes of travel.

5 Aims, Objectives and Targets

5.1 The Travel Plan is an evolving and adapting document. While the primary objectives of the Travel Plan will not change, the measures used to achieve the primary objectives may evolve, helping staff members to reduce the need to travel by private car and to encourage use of non-car modes of transport.

5.2 Monitoring reviews will provide updated information that will allow the Travel Plan to be revised, refined and improved.

Objectives

5.3 The Travel Plan is a strategy for reducing the dependence on travel by the private car. The primary objectives of the strategy are to help and encourage staff to achieve the following:

- Increase awareness and encourage use of environmentally-friendly and sustainable modes of transport amongst staff;
- Introduce a package of management measures that will facilitate staff travel by sustainable modes of transport;
- Reduce or minimise single occupancy vehicle use by staff.

5.4 Secondary objectives are to achieve the following:

- Minimise the impact on the local community of traffic associated with the site by minimising noise and pollution;
- Show a commitment to improving traffic conditions within the local area;
- Reduce the adverse effects on health associated with increased car use;
- Reduce air pollution and the consumption of fossil fuels;
- Increase the attractiveness and hence the proportion of journeys made to and from the site by sustainable modes of transport such as walking, cycling and public transport;
- Promote walking and cycling as a health benefit to staff;
- Promote social inclusion by widening the travel options available for non-car owning staff;
- Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly;
- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

Targets

5.5 Travel Plan targets should be SMART (i.e. Specific, Measurable, Achievable, Realistic and Time-bound).

5.6 The process of travel plan monitoring and review will be the responsibility of the Travel Plan Co-ordinator (TPC).

5.7 Initial five year targets have been estimated for the Travel Plan, which would be revised following site occupation. In order to establish the initial travel patterns of staff, a staff travel survey will be conducted six months after occupation of the site. This will build upon the staff travel survey conducted in advance of occupying the new site in Shoreham.

5.8 Once the questionnaires have been completed and the results analysed, revised journey to work information will be included within this Travel Plan, and used as a basis to establish site-specific, targets.

5.9 The initial target of the Travel Plan (i.e. the results of the first travel survey) will be to achieve a modal split in line with the figures determined by the focus group survey which is summarised below (see **Table 5.1** for staff members intended mode of travel to and from the new office) and to then reduce the proportion of staff driving single occupancy private car journeys to work by 10% within five years of the Travel Plan being adopted. This reflects the more accessible location of the new site that is offered by Shoreham over the existing Focus Group site in Southwick.

5.10 The minimisation of single occupancy private car journeys, with an associated transfer to any non-single occupancy, single purpose mode of transport (inclusive of car sharing) will contribute towards achieving the main objective of the Travel Plan.

Table 5.1 – Modal Targets

Transport Mode	Initial Staff Data – Intended mode of transport to new office (number)	Estimated Staff Target after 5 years (number)
Bus	4.5% (9)	7% (13)
Car share as driver	9% (17)	12% (23)
Car share as passenger	9% (17)	12% (23)
Drive car alone	49% (94)	34% (65)
Cycle	10.5% (20)	12.5% (24)
Motorbike	1% (2)	1% (2)
Train	8% (15)	10.5% (20)
Walk	7% (13)	10% (19)
Other	2% (4)	1% (2)
Total	**100**% (191)	**100% (191)**

5.11 The Council have requested a target to reduce single occupancy car trips by 15% over a 5-year period, and promote local and sustainable methods of transport, such as walking, cycling, train, bus or working from home. It should be noted that a 15% reduction is not considered to be a realistic target considering the existing (intended) base level of car as a travel choice by Focus staff. For

example, Census data for West Sussex and for Adur, both show a mode share of 67% for car use as driver or passenger – comparable with the mode choice by Focus staff.

5.12 Furthermore, an extract from the WSCC Business Travel Plan document (Page 28) in relation to when a Travel Plan is required, states, '*A travel plan is therefore required in association with all development to demonstrate that access by non-car modes will be sufficiently encouraged to ensure that access by car does not exceed the level of parking provided. It is anticipated that in order to meet Total Access Demand without creating the possibility of off-site parking problems a Travel Plan will be required to achieve at least a 15% modal shift from single occupancy car journeys to other modes when compared with current travel patterns*.'

5.13 In relation to the relevance and context of the 15% target, it must be noted that WSCC Highways confirmed, in their consultation response to the ADC Planning Committee, that *'the parking levels promoted as part of the site would be sufficient to cater for demand'*. Therefore, there is no reasonable basis to require a reduction in car use of 15%, as the parking provision on the basis of the TRICS data provided within the TA, was considered acceptable. In other words, whilst the Focus Group will intend to reduce single occupancy car use, a 15% reduction is not required and is unlikely to be achievable.

5.14 The extent to which 'field-based' staff play a part in sustainable travel choices, within the context of requiring a car for business trips, should be considered and may require discounting. This adjustment can be made within the staff travel survey following site occupancy.

5.15 The future estimated targets take into consideration the improved location of the new Shoreham site, over the existing Southwick site, in terms of sustainable transport choice. Post-occupation staff travel survey results will further advise the targets.

5.16 Table 4 of the Transport Assessment contains a summary of the TRICS database analysis, demonstrating the average weekday vehicular trips likely to be generated by the development. This table is replicated below.

Table 5.2 – Average Weekday Estimated Vehicle Trips (2,780sqm)

Period	Arrivals	Departures	Total
AM peak (0800-0900)	67	7	74
PM peak (1700-1800)	7	50	57

5.17 This demonstrates that for a 'normal' office site, the proposed development would be likely to generate approximately 74 two-way trips in the AM peak (67 arrivals, and 7 departures) and 57 two-way trips in the PM peak (7 arrivals and 50 departures). It should be noted that 2 of the 7 sites

used within the TA TRICS sample, benefitted from a site travel plan and therefore some element of car use reduction might be included.

5.18 However, putting this aside, in simple terms, applying a 15% reduction in single occupancy car trips over a 5-year period, might result in the following peak time flows as shown in **Table 5.3,** following implementation of the travel plan.

Table 5.3 – Average Weekday Estimated Vehicle Trips (2,780sqm) -15% Reduction

Period	Arrivals	Departures	Total
AM peak (0800-0900)	57	6	63
PM peak (1700-1800)	6	43	49

Initial Staff Survey Results

5.19 A 'looking ahead at the new HQ' survey which was undertaken to support the Focus 4 U Ltd Head Office travel plan, produced in November 2018. This is included in **Appendix B**. Of a possible 217 responses, 191 were submitted, giving a response rate of 88%.

- Number of staff that were issued the survey: 217
- Number of responses: 191
- Response rate 88%

5.20 The number of responses received could be factored to 217 (i.e. 191x1.114=217) for all staff, though the difference is very minor, considering the excellent response rate. The survey identified that of the 191 responses, 72 are field-based employees of which the majority (67%) only travel to the office once or twice a week. As the field-based employees require their cars for work, it is reasonable to assume that they drive alone and their travel patterns cannot be changed significantly. Therefore, any travel measures are likely to provide the greatest benefit to the office-based staff travel daily.

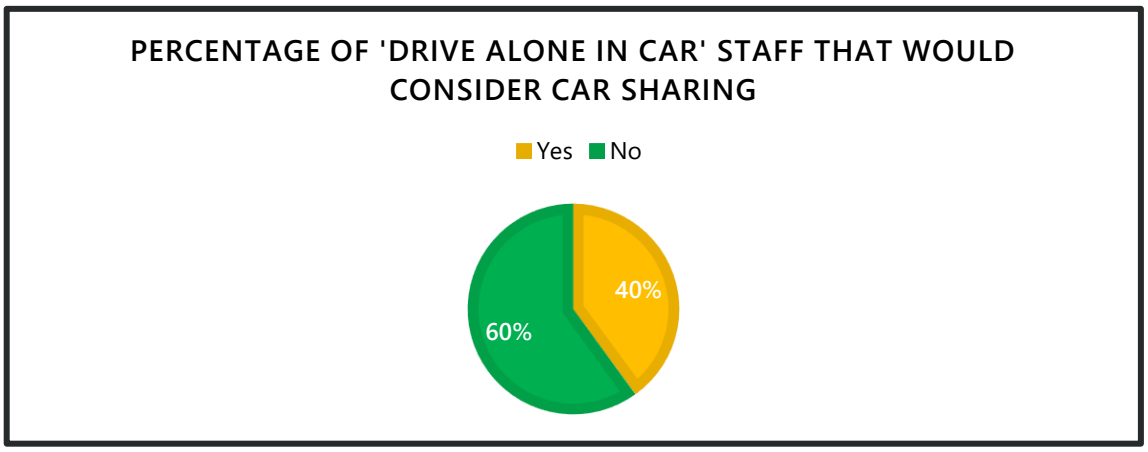
Table 5.2 – Intended mode of transport to new office

Transport Mode	Number of Employees	Percentage
Bus	9	4.5
Car share as driver	17	9
Car share as passenger	17	9
Drive car alone	94	49
Cycle	20	10.5
Motorbike	2	1
Train	15	8
Walk	13	7
Other	4	2

Total	**191**	**100**

5.21 Of the 94 employees who intend to drive a car alone, 40% of them would consider car sharing.

Figure 5.1 – Percentage of staff that would consider car sharing



5.22 Taking account of the 72 field based staff with the assumption that they drive alone and only travel to the office once or twice a week, it is reasonable to deduct them from the number of those driving alone as shown in **Table 5.2**, i.e. 94-72=22 members of office-based staff driving alone daily. Approximately this number of staff would potentially be able to consider sustainable forms of transport.

5.23 In terms of the likely car parking demand, the office-based staff are likely to result in a car parking demand of approximately 39 spaces most days (22 driving alone + 17 car share drivers = 39). Accounting for some essential car users/field-based staff, (assuming an average of 15 per day), the car park of 70 spaces is likely to be sufficient to accommodate the approximate staff parking demand of 54 cars.

Table 5.3 – Staff whose job is field based (sometimes working out of the office)

Is your job field based?	Number of Employees
Yes	72
No	119

5.24 As previously stated, post-occupation surveys should collect mode choice data for the office-based staff in order to establish realistic targets to encourage a modal shift to sustainable travel. Otherwise the targets would be skewed by the field-based staff who require a car for business use.

Table 5.4 – Days a week on average field-based employees attend the office

How many days a week on average do you attend the office?	Number of Employees	Percentage
0 days	12	17
1 day	36	50
2 days	8	11
3 days	8	11
4 days	6	8
5 days	2	3

5.25 Within the survey, staff members were asked which incentive scheme they would be most interested in, as shown below. These results can be used to introduce measures to encourage more sustainable travel.

Table 5.5 – Interest in an incentive scheme

If we ran a travel incentive plan, which would be most appealing to you?	Number of Employees	Percentage
Guarantee lift home	14	7.5
Subsidised fairs	21	11
Subsidised bicycles	12	6
Flexible working hours	56	29.5
Better changing/washing facilities	21	11
Not of interest	67	35
Total	**191**	**100**

Survey Summary

5.26 The survey has shown that although the amount of staff who intend to use single occupancy car travel to get to and from work is the majority, 72 of the 191 responses received are field based staff who attend the office once or twice a week and therefore it is reasonable to assume that their car is essential for work and it is unlikely that their travel choice will be impacted by any travel plan incentives. The 119 office-based staff are therefore the travel plan target market, and in the future post-occupation surveys the mode choice for this group should be collected in order to establish accurate measures to encourage a modal shift to sustainable travel.

5.27 Giving consideration to the staffing and the forecast staff travel patterns there is likely to be a car parking demand for approximately 54 spaces most days, well within the site parking capacity of 70, and therefore no overspill parking onto local streets.

5.28 There is currently a cycle to work scheme in place to encourage staff to cycle to and from work whilst helping them with the cost of a new bike. Staff are also offered interest free travel loans to help split the cost of their public transport tickets over a longer period. 11% of staff said that better changing and washing facilities would most appeal to them and therefore there will be showers in the new head office along with individual toilet cubicles to allow staff to change.

5.29 Focus 4 U Ltd are looking into a company lift share scheme and flexible working hours. Currently, the office opening hours are 8am – 6pm, however, they are considering changing this to 8am – 8pm, offering employees the opportunity to work flexible hours.

5.30 With Shoreham having better train links and bus services than where the previous office is situated in Southwick, there are plenty of opportunities for staff to use public transport. At the previous office free on street parking spaces were available, the staff know that free on-street parking will not be available at the new head office, encouraging them to not drive in alone.

6 Travel Plan Measures

6.1 This section of the Travel Plan outlines the specific physical and management measures that will be utilised to implement the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.

6.2 The following measures and initiatives will be available at the new site:

- Cycle parking provision;
- New shower and changing facilities at the new office;
- Cycle to Work scheme is already in place which helps with the cost of a bicycle (this scheme results in savings of up to 13.8% on employer NI contributions, employees can save up to 42% on the cost of bikes and equipment);
- Interest free loans to help split the cost of public transport tickets;
- Electric charging facilities for electric vehicles (2 EV charging points will be provided for use by staff).

6.3 As far as possible, the obligations outlined below are designed to be suitable for review and monitoring. The list is not exhaustive, and the Travel Plan Co-ordinator will be free to investigate other potential initiatives. The list will be reviewed following the completion of the post-occupation staff travel survey and the setting of the Travel Plan targets. An Action Plan has been included within this Travel Plan.

General

- Consider flexible working hours and the option for employees to work from home;
- Enrol in the easit scheme (the scheme delivers discounted travel options, particularly around public transport and cycling i.e. discounted bus and rail tickets, discounted bikes and accessories in partnership with a local store such as Halfords);
- Provide electric charging facilities for electric vehicles (2 EV charging points will be provided for use by staff);
- Personal travel planning will be promoted to employees via websites including https://cyclejourneyplanner.westsussex.gov.uk/, https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/, and other pertinent sites;
- Upon commencement of employment each staff member will have an induction. This induction will include a provision of all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys;
- The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.

Car Sharing

- Consider developing a lift share scheme within the company (i.e. internal car share database);
- Join the WSCC car share scheme, information is available at www.westsussexcarshare.com;
- Guaranteed lift home for car sharers, this measure will act as a 'safety net' for potential travellers by sustainable transport and will especially reassure car sharers by guaranteeing that a backup measure is in place should an agreed car share journey not go ahead as planned;
- National Liftshare week will be promoted by the TPC. Information will be obtained from https://liftshare.com/uk/liftshare-week;
- Provide designated parking for car sharers;
- Consider the provision of a car club vehicle/ staff pool car;
- Consider the provision of a car club space.

Walking

- Walk to Work Week promoted by the Travel Plan Co-ordinator. Information will be obtained from livingstreets.org.uk.
- The TPC will liaise with the Highway Authority to ensure that pedestrian walk routes are appropriately maintained.

Cycling

- Doctor bike cycle maintenance (an experienced mechanic who can visit workplaces to help get neglected bikes back on the road);
- Consider the provision of secure lockers for storage of wet clothes, umbrellas, etc;
- Provide promotional material/posters to encourage sustainable travel;
- The TPC will liaise with officers of the Highway Authority to ensure that cycle routes are appropriately maintained.

Bus & Rail

- Up to date information on bus/rail services, including route information and service frequencies, will be available to staff.

7 Travel Plan Management

Travel Plan Co-ordinator

7.1 One of the key elements of a successful Travel Plan is the appointment of a Travel Plan Co-ordinator (TPC) role. This will be an integral part of implementing the Travel Plan. The TPC will be responsible for key managerial decisions and allocated sufficient time, resources, and support to perform their role.

7.2 The contact details of the coordinator are as follows:

- Rosie Wilson-Patterson
  HR/Fleet Assistant
  Tel: 01273 003828

7.3 The duties of the Travel Plan Co-ordinator are permanent. The key responsibilities of the TPC include the following:

- Promoting, implementing, revising, and operating the Travel Plan;
- Monitoring the performance of the Travel Plan;
- Preparing each Travel Plan review / subsequent update Travel Plan reports for submission to the local authority;
- Evolving and optimising the Travel Plan based on the review outputs;
- Liaison with ADC where appropriate;
- Liaison with relevant stakeholders;
- Being the main point of contact for staff for Travel Plan related matters and maintaining support for a sustainable transport approach from the whole client community.

7.4 The travel plan coordinator will be responsible for the successful implementation of the travel plan and the primary means of contact for staff that will be using the measures implemented by the travel plan.

7.5 The travel plan coordinator will be easily contactable so that any concerns or queries with the travel plan can be expressed and information can be gathered in order to ensure that the travel plan is being implemented properly and successfully.

7.6 The travel plan co-ordinator will meet with Adur District Council at regular intervals in order to ensure that targets are being met and ensure that the travel plan is being implemented successfully.

Promotion

7.7 All staff, including new employees upon commencement of employment, will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these

objectives. This providing the opportunity to discuss how the company can help staff make sustainable travel choices.

7.8 On confirmation of employment, staff will be provided with information on sustainable travel, and any incentives available (including discounts etc) so that they can begin planning their journey prior to commencement of employment.

8 Action Plan

8.1 **Table 8.1** sets out the action plan for the proposed development below:

Table 8.1 – Action Plan

Action	Responsibility	Timescale	
Appointment of Travel Plan Coordinator (TPC)	Employer	Before launch of the Travel Plan	2019
Display promotional travel incentives poster/information in staff room/office	TPC	From site occupancy, ongoing	2019
Check on-site cycle parking facilities	TPC	At occupancy and periodically	2019
Check staff lockers and washing facilities	TPC	At occupancy and periodically	2019
Brief staff on travel information	Employer, team meetings	At occupancy and periodically	2019
Organise the initial staff travel survey	TPC	6 months after launch of the TP then annually for the next 5 years	January 2020
Analyse results of annual staff travel surveys, conduct annual review and produce reports as appropriate.	TPC	Within 3 months of the Travel Survey	2020
Report any relevant findings from the staff travel survey to ADC.	TPC	Within 3 months of the Travel Survey	2020
Record and address any comments made verbally.	TPC	On-going to inform reviews	2020
Report any problems with local pedestrian, cycle routes, highway safety issues to ADC/WSCC.	TPC	On-going	2019
If demand warrants it, organise Bicycle Users Group, Dr Bike maintenance sessions.	TPC	On-going	2020
Monitoring of cycle parking, staff registered with car share websites, and staff parking on-site.	TPC	On-going to inform annual review	2020

9 Monitoring and Review

9.1 WSCC requires that Travel Plans be monitored in accordance with the TRICS UK Standard Assessment Method (SAM). This places a requirement on the applicant, developer or owner of the site to arrange for a multi-modal TRICS compatible survey to be conducted by an accredited data collection company in accordance with the national TRICS SAM methodology.

9.2 The TP should include a robust monitoring and auditing strategy detailing when and how performance will be measured and establishing a monitoring and review programme.

9.3 It is recommended to undertake a travel survey at 3 months after the date of occupation, to enable the TP measures to be reassessed if necessary.

9.4 The responsibility for monitoring rests with the occupant of the site and is required to ensure compliance with planning conditions. Enforcement action by the local planning authority, as stated in the legal agreement, may be taken where the agreed targets are not achieved or if formal monitoring is not completed.

10 Conclusions

10.1 This Travel Plan summarises the existing situation, local and national transport policy, and considers the likely sustainable transport impact of the proposed development.

10.2 The proposals are compliant with policy objectives of West Sussex County Council the National Planning Policy Framework, as well as local and national Travel Plan frameworks.

10.3 The permitted development comprises a single B1 office building with associated on site car parking, offering a total of 70 parking spaces (with allocated disabled bays) and a staff and visitor cycle and motorcycle parking area with parking stands.

10.4 This Travel Plan has produced SMART aims and objectives to attempt to tackle targets set by reducing car trips as a mode of transport to work.

10.5 An Action Plan has been produced, derived from the existing situation that suggests how employees can tackle means of sustainable transports as a form of commuting.

10.6 A Travel Plan Coordinator will be responsible to ensure that the travel plan is promoted and adapted over the construction of the development and will also be responsible for ensuring monitoring is taken place at the agreed stages of development to monitor the travel plans effectiveness

10.7 The plan will be monitored and reviewed with the TPC liaising with the ADC/WSCC to determine the success of the aims, objectives and targets.

10.8 The reason for this travel plan is to set out a plan of measures and initiatives which encourages more sustainable travel, with an emphasis on reducing the reliance on the private car, particularly single occupancy travel to promote environmentally friendly and healthier travel.

Appendix A

Adur District Council Decision Notice

Adur District Council

Development Management

Mr Graham Stephens
Stride Treglown
Promenade House
The Promenade
Clifton Down
Bristol
BS8 3NE

PLANNING PERMISSION

TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (AMENDMENT) (ENGLAND) ORDER 2015

APPLICATION NUMBER: AWDM/1282/17

Details of Development
ERECTION OF FOUR STOREY OFFICE DEVELOPMENT (USE CLASS B1) WITH ASSOCIATED CAR PARKING AND LANDSCAPING.

Location of Development
CIVIC CENTRE STAFF CAR PARK HAM ROAD SHOREHAM-BY-SEA WEST SUSSEX

In pursuance of their powers under the above-mentioned Act and Order the Council hereby notify you that they PERMIT the above development, in accordance with the application and relevant correspondence registered on 22nd August 2017.

This is for reasons stated on the schedule overleaf and subject to compliance with the conditions specified thereon.

G Peck

Gary Peck
Planning Services Manager
20/11/2017

Adur District Council
Adur District Council, Development Management, Economy Directorate,
Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS
Tel: 01903 221065 Fax: 01903 221072 Minicom: 01903 204500
DX: 142965 Worthing 10 Web: www.adur-worthing.gov.uk

SCHEDULE

Conditions

01. The development hereby permitted shall be carried out in accordance with the following approved plans unless specified otherwise in a subsequent condition imposed on this decision notice.

Reference/Drawing Number	Version	Date Rec
TYPICAL WINDOW REVEALS	Drg No W411	10.11.2017
PROPOSED SITE PLAN	Drg No 11002 Rev A	22.08.2017
SITE BLOCK PLAN	Drg No 11009 Rev A	22.08.2017
SITE LOCATION PLAN	Ham Road Car Park	22.08.2017
GROUND FLOOR PLAN	Drg No 11003 Rev A	22.08.2017
FIRST FLOOR PLAN	Drg No 11004 Rev A	22.08.2017
SECOND FLOOR PLAN	Drg No 11005 Rev A	22.08.2017
THIRD FLOOR PLAN	Drg No 11006 Rev A	22.08.2017
ROOF PLAN	Drg No 11007 Rev A	22.08.2017
SECTIONS - SHEET 1	Drg No 12001 Rev A	22.08.2017
SECTIONS - SHEET 2	Drg No 12002 Rev A	22.08.2017
NORTH AND SOUTH ELEVATIONS	Drg No 13001 Rev A	22.08.2017
WEST AND EAST ELEVATIONS	Drg No 13002 Rev A	22.08.2017
PLANTING STRATEGY	Drg No 1001 Rev P04	22.08.2017
PLANTING PLAN	Drg No 3001 Rev P03	22.08.2017
PLANTING IMAGES	Drg No 3002 Rev P01	22.08.2017

Reason: *For the avoidance of doubt and in the interests of proper planning.*

Cont…/

02. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: *To comply with Section 91 of the Town and Country Planning Act 1990.*

03. The developer must advise the local authority (in consultation with Southern Water) of the measures which will be undertaken to protect the public sewers, prior to the commencement of the development.

Reason: *To ensure adequate protection of the public sewer.*

04. The Development shall be implemented in accordance with the submitted drainage strategy detailing the proposed means of foul and surface water disposal and implementation timetable, unless otherwise agreed in writing by the local planning authority in consultation with the sewerage undertaker. The development shall be carried out in accordance with the approved scheme and timetable.

Reason: *To ensure the development is adequately drained.*

05. No driven or percussive piling is to be carried out within 3 metres either side of the centre line of the Southern Water gravity sewers, rising mains or water mains. It is noted that however that depending on ground conditions, type and depth of piles that piling at a greater distance may have an adverse impact upon public sewers, rising mains and water mains. This should be considered by way of a Risk Assessment for any piling proposed for the development. A copy of the Risk Assessment is to be provided to Southern Water prior to carrying out any piling on site.

Reason: *To ensure adequate protection of the public sewers, rising and water mains.*

06. No part of the development shall be first occupied until the car parking spaces have been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.

Reason: *To provide adequate car-parking space for the use.*

07. No part of the development shall be first occupied until secure cycle parking spaces have been provided in accordance with plans and details submitted to and approved by the Local Planning Authority.

Reason: *To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.*

Cont…/

08. The development hereby permitted shall be implemented in accordance with an updated Construction Environmental Management Plan to be submitted prior to the commencement of development. The Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall additionally provide

details of public engagement both prior to and during construction works including with residents in Gordon Road.

Reason: *In the interests of highway safety and the amenities of the area.*

09. No part of the development shall be first occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan once approved shall thereafter be implemented as specified within the approved document. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority.

Reason: *To encourage and promote sustainable transport.*

10. Within 3 months of the occupation of the development, a BREEAM Design Stage Certificate and a BRE-issued Post-Construction Review Certificate confirming that the Shell and Core development has achieved a BREEAM rating of 'Very Good' shall be submitted to the Local Planning Authority.

Reason: *To ensure a 'very good' BREEAM rating for the development.*

11. The development hereby permitted shall proceed in accordance with the submitted schedule of materials in the Design and Access Statement unless otherwise agreed in writing with the Local Planning Authority.

Reason: *In the interests of visual amenity.*

12. The contamination strategy and remediation shall proceed in accordance with the amended Desk Study Ground Investigation Risk Assessment Report dated 10 November 2017 unless otherwise agreed in writing with the Local Planning Authority.

Reason: *To ensure an appropriate contamination strategy.*

13. Prior to the commencement of development, details of the floor level of the proposed building and any alterations to the ground levels of the site shall be submitted to and approved in writing by the Local Planning Authority and the development shall be carried out in strict accordance with such details as approved.

Reason: *In the interests of visual amenities and the amenities of neighbouring residential properties.*

Cont…/

14. The development hereby permitted shall proceed in accordance with the submitted landscaping details in the Planting Strategy unless otherwise agreed in writing with the Local Planning Authority.

Reason: *In the interests of visual amenity.*

15. No construction work for the implementation of the development hereby permitted shall occur outside of the following hours:

    0800 to 1800 hours Monday to Friday
    0900 to 1300 hours Saturdays

    with no working to occur on Sundays, Bank or Public Holidays, unless otherwise agreed in wirting with the Local Planning Authority.

    Reason: *In the interest of amenity.*

16. Notwithstanding the provisions of the Town and Country Planning General Permitted Development Order 2015 as amended (or any order revoking and re-enacting that Order with or without modification), the premises shall be used only for purposes within Use Class B1 as defined in the Town and Country Planning (Use Classes) Order 1987 or in any equivalent to that Class in any Statutory Instrument revoking and re-enacting that Order with or without modification.

    Reason: *To ensure that the development is retained for class B1 purposes.*

17. The development hereby permitted shall proceed in accordance with the submitted lighting details in the Lighting Strategy unless otherwise agreed in writing with the Local Planning Authority.

    Reason: *To ensure that the development is adequately lit without detriment to neighbouring uses.*

Informatives / Notes to Applicant

01. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

02. A formal application for sewer diversion is required under S185 of the Water Industry Act 1991 in order to abandon/divert any public sewer

03. A formal application for connection to the water supply is required in order to service this development. Please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire SO21 2SW (Tel: 0330 303 0119) or www.southernwater.co.uk

Ref: AWDM/1282/17

TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (AMENDMENT) (ENGLAND) ORDER 2015

YOUR ATTENTION IS DIRECTED TO THE FOLLOWING NOTES FROM THE ABOVE ORDER. THEY ARE FOR INFORMATION ONLY AND DO NOT PRETEND TO SET OUT THE WHOLE OF THE LAW ON THE SUBJECT. IT WOULD BE WELL FOR YOU TO CONSULT YOUR SOLICITOR IF YOU ARE IN ANY DOUBT

Appeals to the Secretary of State

1. If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

2. If you want to appeal, then you must do so within six months, 12 weeks for a minor commercial (shop front) of the date of this notice. Appeals must be made using a form which you can get from the Secretary of State online at https://acp.planninginspectorate.gov.uk or at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN (Tel: 0303 444 5000).

3. The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances, which excuse the delay in giving notice of appeal.

4. The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

5. In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Purchase Notices

6. If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

7. In these circumstances, the owner may serve a purchase notice on the District Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Planning Act 1990.

8. Further correspondence about this application should quote the reference number at the top right hand corner of the form.

9. Where this notice conveys approval or permission, conditional or unconditional, please note that the decision given does not purport to convey any consent or approval which may be required under the Building Act and Building Regulations, or any other legislation.

Reduced time for making a planning appeal where enforcement action is being taken

Where an enforcement notice has been served in relation to the same, or substantially the same, development as in the planning application no earlier than 2 years before the date the application was made, the period for receiving a planning appeal is within 28 days of the date on the planning application decision notice or of the date by which the LPA should have decided the application.

Cont…/

However, the LPA may formally decline to determine a retrospective planning application for permission for any development contained within a pre-existing enforcement notice served on or after 6 April 2012, where that notice was issued before the application was received by the LPA (see above). There is no right to make a planning appeal in such circumstances.

Where an enforcement notice was served in relation to the same, or substantially the same, development after the decision notice on the application was issued or after the end of the period the LPA had to determine the application, the period for receiving a planning appeal is within 28 days of the date the enforcement notice was served (unless this would extend the period beyond the normal 12 weeks or 6 months deadline).

Appendix B

Focus Group Travel Survey

Travel Plan

Introduction

This report details the results from our 'Looking ahead at the new HQ' survey undertaken to support the Focus 4 U Ltd Head Office travel plan, produced in November 2018.

Site address:

Focus 4 U Ltd
Ham Road
Shoreham
West Sussex
BN43 6PA

Focus 4 U Ltd travel plan has been produced as part of the planning requirement of the new Head Office development which is due to open in the summer of 2019. The objective of the travel plan is to encourage staff to make more sustainable travel choices and in particular to reduce the reliance in the single occupant car, this will also help reduce Co2 emissions.

Survey Results

The survey was sent out on 15th August 2018 and the deadline was 31st August 2018 for final submissions. Out of a possible 217 responses, there were 191 submitted, giving a response rate of 88% and in turn offering a representation of the majority of staff. Based on the survey results and results of subsequent conversations with staff, this will give a good indication to the general travel habits of the staff body.

Number of staff that were issued the survey: 217
Number of responses: 191
Response rate: 88%

Full and part time staff:

	Number of Employees	%
Full Time	184	96
Part Time	7	4
Total	**191**	**100**

Days part time staff usually work (the office is only open Monday-Friday, we do not open on weekends):

Day	Number of Employees	% of PT Employees
Monday	7	100
Tuesday	6	86
Wednesday	6	86
Thursday	4	57
Friday	4	57

Time staff start work:

Start Time	Number of Employees
7.00 am	4
7.30 am	5
8.00 am	28
8.30 am	54
9.00 am	89
9.30 am	4
10.00 am	2
Other	5

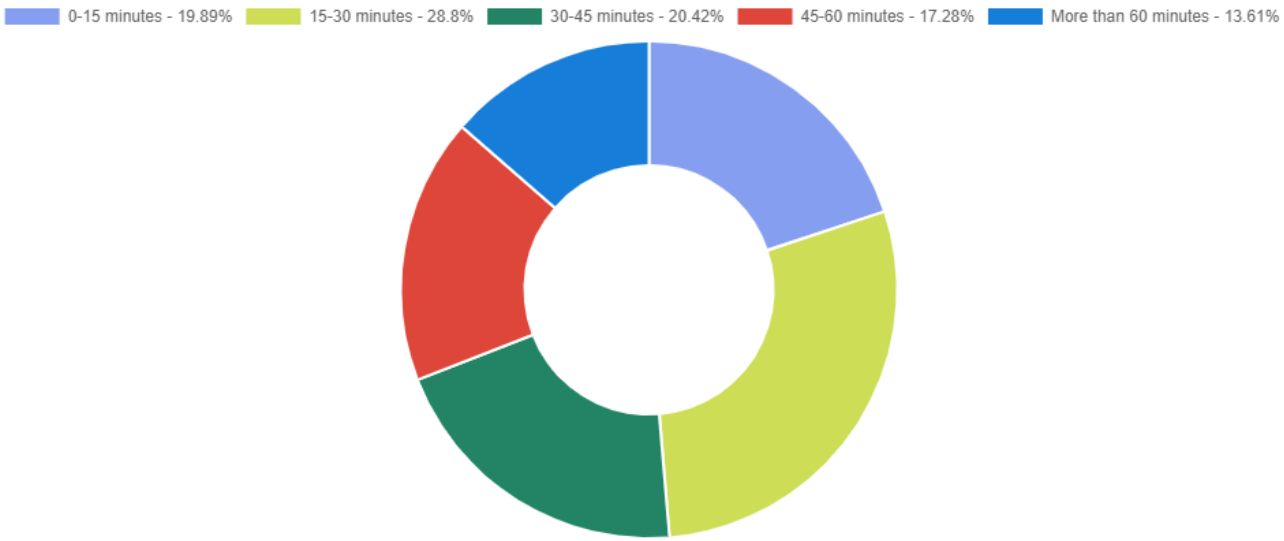
Staff Travel Times
The survey asked staff what time they usually start work, from the results it shows that the majority of staff start between 8 and 9 am.

Staff with a disability that affects their travel to and from work:

Do you have a disability that would affect your travel to and from work?	Number of Employees	%
Yes	1	0.5
No	190	99.5
Total	**191**	**100**

Staff journey duration:

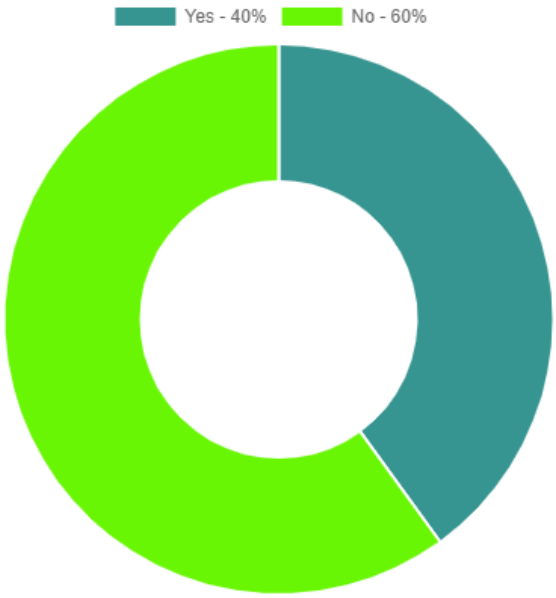
Time	Number of Employees	%
0-15 minutes	38	20
15-30 minutes	55	29
30-45 minutes	39	20
45-60 minutes	33	17
More than 60 minutes	26	14
Total	**191**	**100**



Intended mode of transport to new office:

Transport Mode	Number of Employees	%
Bus	9	4.5
Car share as driver	17	9
Car share as passenger	17	9
Drive car alone	94	49
Cycle	20	10.5
Motorbike	2	1
Train	15	8
Walk	13	7
Other	4	2
Total	**191**	**100**

Of the 94 employees who intend to drive a car alone, 40% of them would consider car sharing:



Reason for modal selections:

Reason	Number of Employees	%
Availability	26	13.5
Convenience	63	33
Cost	18	9.5
Essential for work	62	32.5
Health – disability	1	0.5
Health – fitness	6	3
Personal safety	2	1
Time savings	13	7
Total	**191**	**100**

Staff whose job is field based (sometimes working out of the office):

Is your job field based?	Number of employees
Yes	72
No	119

Days a week on average field-based employees attend the office:

How many days a week on average do you attend the office?	Number of employees	%
0 days	12	17
1 day	36	50
2 days	8	11
3 days	8	11
4 days	6	8
5 days	2	3

Of the 111 employees who said they intend on driving to work (amount of staff car sharing as driver plus the amount of staff driving car alone), 62 of them are field based whose vehicles are essential for work.

Employees who would consider using a more sustainable/environmentally friendly mode of transport:



Interest in an incentive scheme:

If we ran a travel incentive plan, which would be most appealing to you?	Number of Employees	%
Guarantee lift home	14	7.5
Subsidised fairs	21	11
Subsidises bicycles	12	6
Flexible working hours	56	29.5
Better changing/washing facilities	21	11
Not of interest	67	35
Total	**191**	**100**

Travel Plan Commitments

The survey has shown that there has been a general positive movement in favour of sustainable transport, considering 32.5% of staff's mode of transport is essential for work. It has shown that although the amount of staff using single occupancy car travel to get to and from work is still the majority, the number of staff using this mode has decreased from the amount of staff who drive to our current office and will continue to decrease with our plans.

We currently offer a cycle to work scheme to encourage staff to cycle to and from work whilst helping them with the cost of a new bike. We also offer interest free travel loans to help staff split the cost of their public transport tickets over a longer period. 11% of staff said that better changing

and washing facilities would most appeal to them and we can confirm that there will be showers in the new head office along with individual toilet cubicles to allow staff to change. We can also confirm that we are looking into a company lift share scheme and flexible working hours. Currently, our office opening hours are 8am – 6pm, however, we are looking at changing this to 8am – 8pm, offering employees the opportunity to work flexible hours.

With Shoreham having better train links and bus services than where our current office is situated in Southwick, we can assume that many more staff will use public transport. At our current office, we have the luxury of free on street parking spaces that staff know we will not have at our new office, encouraging them to not drive in alone.

gtaCivils
Consulting Engineers



Drainage - Flood Risk - Highways - Transport

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