Higgidy
FAMILY KITCHEN

TRAVEL PLAN

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1.0 EXECUTIVE SUMMARY

This Travel Plan has been produced by dowsettmayhew Planning Partnership for Higgidy in respect of the recently approved applications at no.s 52-55 and 57-60 Dolphin Road, Shoreham-by-Sea.

The planning applications approved by Adur District Council (ADC) to which this Travel Plan relates are:

- AWDM/1420/21 | Variation of condition 1 (Plans) of approved AWDM/0318/21 for provision of an additional 4 ground floor fire doors, relocation of external staircase, amendment to first floor opening to serve roof terrace and increase in floor area of canteen and mezzanine, relocation of approved vent extract. | Approved 25 August 2021; and

- AWDM/0126/21 | Change of use of units 2-5 from use class B1 to food production (use class B2) and ancillary offices | Approved 9 June 2021.

This Travel Plan has been prepared to to discharge the relevant planning conditions attached to both permissions, enabling occupation of the premises.

For clarity and completeness, full details of both relevant Travel Plan conditions are replicated below.

Planning permission AWDM/1420/21 - Condition 5:

"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."

Planning permission AWDM/126/21 - Condition 4:

"No part of the development shall be first occupied until such time as a Travel Plan Statement has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan Statement 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 having regard to Policy 28 of the Adur Local Plan and the NPPF."

This Travel Plan aims to satisfy the requirements of both conditions, by setting out the measures and targets to be implemented in order for Higgidy to minimise the impact of the developments on the surrounding environment, particularly with regard to employees vehicular movements and congestion.

Overall the key objective of the Travel Plan is to:

Encourage the use of public transport, walking and cycling, together with car sharing to thereby reduce overall dependence on travel by the private car to and from Higgidy premises; and to reduce the environmental effects of transport by provision of more sustainable alternative transport modes.

Works are due to commence shortly and it envisaged the premises will be fully operational and occupied by March 2022. As such, the Travel Plan will be put into effect from March 2022.

It is intended that the Higgidy Travel Plan will be a live document, to be amended and revised as necessary by the Travel Plan Co-Ordinator, to ensure it remains up to date and relevant.

The Travel Plan seeks to improve the local environment and thus contribute to a better quality of life for everyone through a number of different measures. The Travel Plan will ensure that Higgidy:

- Promote and encourage walking as a means of transport in its own right or as part of a journey, in conjunction with other modes of transport;
- Promote and encourage cycling, both as a form of private transport and as a link to public transport in the vicinity of the site;
- Promote and encourage the use of public transport;
- Promote the Travel Plan and its specific measures; and
- Making alternative travel information available.

2.0 INTRODUCTION

What is a Travel Plan?

A Travel Plan is a strategy for managing all travel needs and transport provision within an organisation or site. It seeks to improve access to a development or site by sustainable modes of transport. It therefore contains both physical and behavioural measures to increase travel choices and thus reduces reliance on single-occupancy car travel.

A Travel Plan involves the development of a set of mechanisms, initiatives and targets that together can enable an organisation or site to reduce the impact of travel and transport on the environment, whilst also bringing a number of other benefits. A Travel Plan is intended to be a dynamic process that will grow and develop with time, in accordance with the changing circumstances of a site and the environment in which it operates.

What Are the Benefits of Having a Travel Plan?

Whilst primarily being of benefit to the environment, Travel Plans can also bring a number of other real benefits including:

- Employees can benefit from improved health, cost and time saving, reduced stress and a general improvement to their quality of life;
- Companies can benefit from increased productivity generated by a healthier, more motivated set of individuals and a safer environment due to reduced congestion;
- Local communities can enjoy reduced congestion on local roads and possibly improvements to public transport services funded by future investment; and
- By reducing the amount of car travel and the use of vehicles generally, the local environment can benefit from improved air quality, less noise and dirt, and a reduction in CO_2 emissions that can contribute to other national and global environmental problems such as global warming.

Travel Plan Policy Context

This Travel Plan has been prepared in accordance with the relevant National Planning Practice Guidance (NPPG) on Travel Plans (March 2014).

3.0 TRAVEL PLAN ADMINISTRATION

Abi West (Head of People) has been appointed as Travel Plan Co-Ordinator for Higgidy and can be contacted via:

Phone : 07921550251

The Travel Plan Co-Ordinator's role and responsibilities are as follows:

- Provide a central focus for all of Higgidy transport issues within ADC;
- Set up and implement an action plan to achieve target objectives;
- Own and lead the Higgidy Travel Plan and be responsible for its maintenance and evolution;
- Produce and analyse management information on travel to and from Higgidy by all location users;
- Proactively communicate with employees to champion travel initiatives and encourage use of sustainable transport;
- Champion car sharing and drive new initiatives to increase car sharing;
- Proactively liaise with ADC to both communicate Higgidy's travel policies and understand ADC's requirements;
- Address all travel issues raised by employees from Higgidy; and
- Proactively promote cycling as a means of transport for residents and devise initiatives to overcome their concerns.

The Travel Plan Co-Ordinator will administer the Travel Plan, maintain necessary systems, data and paperwork, consultation and promotion. These duties are permanent and regular updating of the Travel Plan document will be part of their responsibilities.

The Travel Plan Co-Ordinator will be responsible for setting up and maintaining the employee travel database that will comprise the annual results of the Higgidy Travel Survey.

4.0 TRAVEL PATTERN AND OPTIONS

Site Location

The site lies between the centre of Shoreham-by-Sea and Southwick. It is located toward the eastern end of the Dolphin Road Business Park, which runs parallel to, and to the north of, both the A259, and the Brighton to Portsmouth railway line (see Figure 1 below).

The immediate surrounding area is predominately commercial / industrial, with residential use to the north and north east, outside of the Business Park.



Figure 1: Site Location Plan (Image Courtesy of Google Maps)

Access on Foot

The surrounding local highway network provides good pedestrian accessibility to the Higgidy site. See Appendix A for a detailed pedestrian map of the area.

Footways are provided along all key roads surrounding the site, including - Dolphin Road, Eastern Avenue, Middle Road, Gordon Road, Ham Road, Rectory Road and Park Lane. These are well served with good street lighting.

The site is located within walking distance (approximately 1 mile) of Shoreham-by-Sea train station and Southwick train station. Shoreham-by-Sea train station lies to the west of the site and can be accessed on foot via Dolphin Road and Gordon Road within approximately 19 minutes. Southwick train station lies to the east of the site, and similarly can be reached on foot within approximately 19 minutes if walking via Middle Road, Rectory Road and Park Lane.

Access on Bicycle

Higgidy has a good provision of covered and secure cycle storage at the premises.

As detailed in Figure 2 below, the site is positioned in close proximity to the National Cycle Network Route 2 (NCNR2), which runs along Middle Road between Southwick and Shoreham-by-Sea. There are however many other surrounding roads which are also suitable for cycling. The NCNR2 runs along the southern coastline (where possible), in a general east-west direction from as far as West Worthing to the west, and as far as Dover to the east, therefore providing a good level of connectivity to Higgidy from the wider area.



Figure 2: National Cycle Routes in the Vicinity of the Site (Image Courtesy of Sustrans)

Both Shoreham-by-Sea and Southwick Train Station are considered to be within an acceptable walking distance to and from the Higgidy site. Access to these stations would be even quicker by bike, as detailed in the Figure 3 below.



Figure 3: Cycle routes and times from nearby train stations (Image Courtesy of Google)

Public Transport Infrastructure

By Bus

The site is well served by local bus services. As detailed in Figure 4, there are a number of bus stops in close proximity to the site, the most relevant of which can be accessed either via Dolphin Road or via Higgidy's private access drive which runs along the west side of the Middle Road PE Field.

These bus stops can all be reached on foot within 5 - 11 minutes of Higgidy's premises.

Details on these bus services are listed below:

- **700** - The 700 Coastliner service runs between Brighton to Wick approximately every 10 minutes (Monday - Saturday, daytime)

- **N700** - The N700 is the Coastliner's night bus service which runs between Brighton - Durrington every Friday, Saturday and Sunday roughly every hour from midnight to 4am.

- **60** - Brighton&Hove bus service from Old Steine in Brighton to Steyning via Hove, Portslade, Manor Hall Road, Southwick, Shoreham, Bramber. This service is limited, with only one-two buses available in the mornings (starting at 07:25 Shoreham and finishing at 09:58 in Brighton) and one in the evening (started at 17:20 in Brighton and finishing at 18:32 in Steyning) (Mondays - Fridays only).

- **2** - Brighton&Hove bus service from Rottingdean to Steyning via Woodingdean, Brighton City Centre, Hove, Portslade, Southlands Hospital, Shoreham and Bramber, approximately every 20 minutes (every day).

For more information on these routes and full timetables please visit -

https://www.stagecoachbus.com/timetables and;
https://www.buses.co.uk/



Figure 4: Walking routes and times from Higgidy to nearby bus stops (Image Courtesy of Google)

By Train

The site is within 1 mile of Shoreham Train Station (approx. 19 minute walk / 4 minute cycle) and within 1 mile of Southwick Train Station (approx. 19 minute walk / 5 minute cycle).



Figure 5: Walking routes and times from Higgidy to nearby train stations (Image Courtesy of Google)

Trains serve both Shoreham-by-Sea and Southwick train station on average once every 10-15 minutes with direct trains to Brighton, Littlehampton, Southampton Central and London Victoria. Brighton station is a short 13-16 minute train journey from both stations, where passengers can change for other services further east, such as Newhaven and Eastbourne.

Both stations have self-service ticket machines, cycle parking, taxi ranks and step free access.

Average journey times to Shoreham-by-Sea:

- From Worthing = 9 mins;
- From Littlehampton = 30 mins; and
- From Brighton = 14 mins.

Average journey times to Southwick:

- From Worthing = 12 mins;
- From Littlehampton = 38 mins; and
- From Brighton = 13 mins.

Electric Vehicles and Charging

A total of 4 electrical charging points are provided at the Higgidy premises available for any staff with electric vehicles.

5.0 MEASURES

This Travel Plan does not set out to impose unrealistic, anti-car targets, but instead aims to encourage employees to switch to more sustainable modes where possible. This section of the Travel Plan sets out the initiatives that will be introduced to encourage the use of sustainable modes of transport.

To Promote Walking, Higgidy will…

- Ensure well-lit and well paved pedestrian access at the Higgidy premises.
- Provide information in the staff manual and on the sustainable travel notice board, located within staff room to raise awareness (including posters on the health benefits of walking and other information).
- Maintain the existing staff facilities to ensure employees can change clothes and/or shower after walking into work if necessary.
- Providing staff with a key fob, allowing quicker access to and from Middle Road via the private access drive.

To Promote Cycling, Higgidy will…

- Maintain and increase the existing bicycle parking capacity.
- Provide a maintenance support with pumps and basic bike tools.
- Provide free hi-vis jackets for safety whilst cycling.
- Providing staff with a key fob, allowing quicker access to and from Middle Road via the private access drive.
- Maintain the existing staff facilities to ensure employees can change clothes and/or shower after cycling into work if necessary.

To Promote Public Transport, Higgidy will…

- Provide up to date information on bus and train travel including timetables which will be updated regularly on the sustainable travel notice board.
- Provide maps and directions to the nearest bus stops and to both Shoreham-by-Sea and Southwick Train Stations.
- Higgidy will join the east Adur and Worthing Network which provides a range of sustainable travel incentives to member employees (including 15% Southern Rail Discount, 10% off certain bus services and many other benefits) https://www.easit.org.uk/network

To Limit Private Car Use, Higgidy will…

- Promote and encourage car sharing wherever possible.
- Limit the number of car parking spaces at Higgidy, and cap this to the maximum number of spaces required.

6.0 TARGETS

Baseline Modal Shift

Higgidy undertook a Travel Survey of its employees back in November 2015. This is the latest travel information available for existing employees and therefore this will form the baseline figures for the below targets.

The 2015 Travel Survey revealed the following modal shift of Higgidy's employees:

- 60% of Higgidy employees travelled to and from work by car;
- 10% travelled by car share;
- 20% travelled by public transport; and
- 10% by either walking or cycling.

Higgidy Sustainable Travel Plan Targets

It is important that realistic targets are set from these above baseline figures, so that the Travel Plan can be effectively monitored and reviewed to show whether its objectives have been met.

1. Increase number of journeys from Higgidy by walking and cycling:

March 2022	Start 10%
2023	Target 15%
2024	Target 19%
2025	Target 22%
2026	Target 25%

2. Reduce number of employees travelling to and from Higgidy via solo private vehicles

March 2022	Start 60%
2023	Target 56%
2024	Target 52%
2025	Target 48%
2026	Target 45%

7.0 MONITORING AND REVIEW

As noted above, on implementation of the Travel Plan, the appointed Travel Plan Co-Ordinator (TPC) will be responsible for administering the Plan and the monitoring / reporting process set out below. They will be the main point of contact for those with queries regarding travel to and from Higgidy.

The Travel Plan will be reviewed on an annual basis and new targets will be set after 5 years to ensure that the Higgidy employees continue to travel to and from work sustainably.

8.0 REMEDIATION

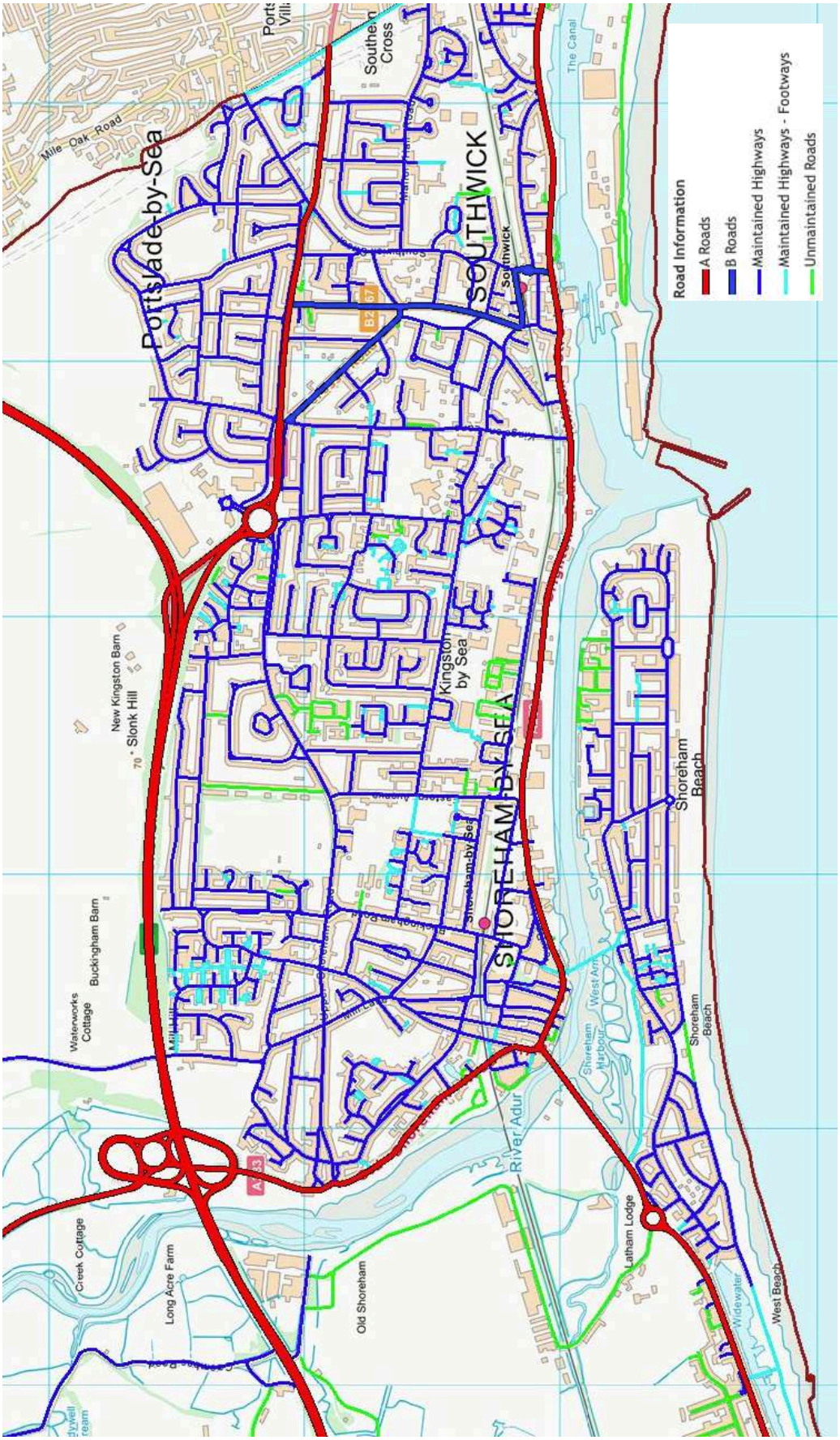
In the event that both targets are not achieved by 2026, Higgidy will introduce further incentives.

Suitable additional incentives will determined at the time by Higgidy, but could include for example additional financial incentives, and/or a reduction in parking spaces.

9.0 ACTION PLAN

An indicative and outline Action Plan has been prepared in order to ensure future timescales are adhered to. This is summarised in the table attached at Appendix B.

APPENDIX A - Detailed Pedestrian Map



(Courtesy of Adur & Worthing District Councils - https://www.adur-worthing.gov.uk/maps/general-map/)

APPENDIX B - Action Plan

Objective	Target	Measure	Timescale	Responsibility	Monitoring progress towards targets	Cost
To encourage the use of public transport, walking and cycling, together with car sharing to thereby reduce overall dependence on travel by the private car to and from Higgidy; and to reduce the environmental effects of transport by provision of more sustainable alternative modes	Increase number of journeys from Higgidy by walking and cycling	Ensure well-lit and well paved pedestrian access at the Higgidy premises.	Ongoing	Higgidy	Employee feedback	TBC
		Provide staff with a key fob, allowing quicker access to and from Middle Road via the private access drive.	On occupation of the premises	Higgidy	Employee feedback	TBC
		Provide information in the staff manual and on the sustainable travel notice board, located within staff room to raise awareness (including posters on the health benefits of walking and other information).	Ongoing	TPC	Employees to provide feedback on the usefulness and effectiveness of the Sustainable Travel notice board with Employee surveys	Covered within TPC role
		Maintain and to increase, the existing bicycle parking capacity.	Ongoing	Higgidy	Monitor usage of the cycle parking through employee feedback and monitoring surveys	TBC
		Provide a maintenance support with pumps and basic bike tools.	On occupation of the premises	TPC	Employee feedback and monitor usage	TBC
		Provide free hi-vis jackets for safety whilst cycling.	On occupation of the premises	TPC	Employee feedback and monitor uptake	TBC
		Maintain the existing staff facilities to ensure employees can change clothes and/or shower after walking and cycling into work if necessary.	Ongoing	Higgidy	Employee feedback	Part of the ongoing maintenance costs of the Higgidy premises
	Decrease number of employees travelling to and from Higgidy via solo private vehicles	Provide up to date information on bus and train travel including timetables which will be updated regularly on the sustainable travel notice board.	Ongoing	TPC	Employees to provide feedback on the usefulness and effectiveness of the Sustainable Travel notice board with Employee surveys	Covered within TPC role
		Provide maps and directions to the nearest bus stops and to both Shoreham-by-Sea and Southwick Train Stations.	Ongoing	TPC	Employees to provide feedback on the usefulness and effectiveness of the Sustainable Travel notice board with Employee surveys	Covered within TPC role
		Higgidy will join the east Adur and Worthing Network which provides a range of sustainable travel incentives to member employees (including 15% Southern Rail Discount, 10% off certain bus services and many other benefits)	Ongoing	Higgidy	Employee feedback and monitor uptake and usage	Registration cost for all employees to become members TBC
		Promote and encourage car sharing wherever possible.	Ongoing	TPC	Employee feedback and monitor no. of employees travelling via car sharing through surveys	Covered within TPC role
		Limit the number of car parking spaces at Higgidy, and cap this to the maximum number of spaces required.	Ongoing	Higgidy	Employee feedback and monitor no. of parking spaces occupied	Monitoring covered within TPC role