JOHN PARKER & SON LIMITED

Fishersgate Terminal,
Basin Road South,

SOUTHWICK

TRAVEL PLAN

March 2012

FINAL

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Travel Plan

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Executive Summary

The aim of Travel Plans outlined in National Government guidelines is to examine potential means of reducing reliance on the private car for single occupancy journeys to work and to encourage the use of alternative modes of travel.

This Travel Plan is focused on the staff employed at the terminal with the aim of providing them with an indication of the opportunities that exist in close proximity to the port for journeys by modes alternative to the car.

Through the promotion of a range of measures and initiatives, John Parker & Son Limited are committed to reducing the reliance of staff on single occupancy journeys by car for travel to work and a summary of these is provided below;

- introduction of car share scheme
- promotion of bicycle user group (BUG)
- secure cycle parking provision
- promotion of 'walking buddy' scheme
- changing and washing facilities for staff
- reduced car parking provision

1. INTRODUCTION

Background

1.1 The application site lies within Shoreham Harbour on the former Brighton 'B' power station site located on the southern side of the canal and the eastern arm of Shoreham Harbour. The site is accessed by a private road (Basin Road South) via Wharf Road at its junction with A259 in Hove. The site is situated to the south of Southwick and east of Shoreham-By-Sea, within Adur District Council. It is owned by Shoreham Harbour Port Authority and it is proposed that a long term lease will be agreed with John Parker & Son Ltd who propose to redevelop the site.

Motivation and Objectives

1.2 John Parker & Son Limited (JPS) acknowledges that as a large employer in Southwick it will play a significant role in the travel patterns of the area. The prime motivation of setting up the plan is that it promotes a range of measures to help reduce car usage (particularly single occupancy journeys) and encourage an increase in the use of public transport, walking and cycling.

1.3 The successful implementation of the plan will have a range of benefits to the business, its staff, the local community and the environment. These would include:

- Better health of staff;
- Informed choice on travel alternatives;
- Reduce cost/time in travelling to work;
- Better retention of staff;
- Reduction of car parking pressure in the car park;
- Improvement of the environmental image of the company; and,
- Possible reduction in congestion in the local area.

National policy

1.4 At national level, the March 2001 publication of Planning Policy Guidance Note 13 *'Transport'* (PPG 13) introduced a requirement for new development, principally those that are employment based, to be supported by the adoption of a Travel Plan; a management tool to control the distribution of data and

information associated with travel to work through a range of modes.

1.5 In July 2002, the then Office of the Deputy Prime Minister ("ODPM") (now known as the Department for Communities and Local Government) and the Department for Transport ("DfT") published a best practise guide for local authorities, developers and tenants, and it is by applying this guidance that has formed the framework for this Travel Plan.

1.6 It is, however, acknowledged in PPG 13 that the car will continue to have an important part to play and for some journeys, it will remain the only real option for travel.

Local policy

1.7 The principal relevant local transport policy documents applicable to the site are the West Sussex Structure Plan – 2001-2016 ("WSSP"), West Sussex Transport Plan ("WSTP") and Adur District Local Plan – 2003-2011 (ADLP) planning policy documents.

1.8 National planning policy guidance related directly to the proposed development is contained in Planning Policy Guidance Note 13 *'Transport'* (PPG 13) and Planning Policy Guidance Note 6 *'Town Centres and Retail Developments'* (PPG 6).

1.9 A detailed consideration of the local transport policy and its implications on the proposed development of the site is provided in the Transport Assessment that supported the planning application.

John Parker & Son Limited operation

1.10 The Fishersgate Terminal will be open from 08:00 – 18:00 for office staff with the majority of staff working 12 hour shifts from 7am – 7pm and 7pm - 7am. It is envisaged that the majority of deliveries will be occurring by ship, with other minimal deliveries occurring during daylight hours which will be in keeping with neighbouring sites at the port.

1.11 A breakdown of staff age and shift patterns worked will be identified later in the Travel Plan and will form a key consideration of those individuals that can be accurately targeted by the measures and initiatives that John Parker & Son Limited propose to promote.

Aims and approach

1.12 The principal aim of the Travel Plan for the site is to help reduce car usage (particularly single occupancy journeys) and encourage an increase in the use of public transport, walking and cycling.

1.13 The plan is based around two main phases; firstly to take into consideration the existing transport conditions relevant to the site and the surrounding environment and secondly; to propose a range of measures designed to increase travel awareness within the site and to effectively manage and reduce the level of single-occupancy car journeys by staff.

1.14 A survey of existing staff travel patterns will be undertaken once the site is fully operational to gain a full appreciation of the transport modes used by staff for their journeys to work. This data is integral to the formulation of the Travel Plan. Staff will also be requested to provide an indication of what measures would need to be implemented for them to change their existing means of travel.

1.15 Details of the existing staff travel mode split will be provided later in the Travel Plan **[paragraph 3.3, Chapter 3]**, and has been used to formulate the targets for reducing single occupancy car trips.

1.16 A copy of the staff travel survey questionnaire is provided in **Appendix A**.

2. EXISTING CONDITIONS

2.1 This section of the Travel Plan describes the existing use of the site and the proposed development. The Travel Plan continues and sets out how the results of the survey of staff travel means for their journey to work will be presented. The local transport infrastructure is then described, with reference to local bus services, train services, pedestrians routes and local cycle infrastructure.

Existing site

2.2 The application site is located within the Shoreham harbour along Basin Road South which is located approximately 7km to the west of Brighton. It covers an area of approximately 4.8 hectares (11.9 acres) and is rectangular in shape. The site is currently used for storing steel with no processing of the steel occurring on site.

2.3 It is bordered by Basin Road South to the south, the canal to the north, a sewage pumping station and Shoreham Power Station to the west and to the east is land temporarily used for parking of vehicles, storage of materials & ancillary transfer of surplus excavated waste minerals.

2.4 There are currently four main existing access and egress positions, one is located off the secondary access road along the eastern boundary, one along the western boundary and two located off Basin road South.

The Proposed Development

2.5 The proposed scheme would provide approximately 13,110 square metres (133,750 square feet) of floor space for a steel finishing facility. The purpose of the scheme is to receive steel related products by ship into the Shoreham Port, to process the steel and re-distribute the final product via HGV's and barges throughout England and Wales.

2.6 The site operation would involve the import of steel and its treatment of the product prior to despatch to the end user. Existing operations are based throughout England, where steel is imported in bulk and then distributed. Breaking the raw material down at the point of entry would generate fewer vehicles on the road network and reduce travel distances. Processes would include (but not limited to): shot blasting, painting and laser / plasma and

technologies.

2.7 The existing site surface is mostly comprised of block treatment and the proposal would utilise this surface. An area of the site will be left open for the construction of a grid crane operation, similar to that which exists in the other port operations.

2.8 The proposed scheme would use the eastern access point as the main point of access and egress for heavy goods vehicles. The western access on the Power Station Access Road would remain as a secondary access position for goods vehicles and emergency vehicles. The central access on Basin Road South would be closed as part of the proposed scheme. The second access along Basin Road South would be adapted as a security controlled staff and visitor car park entrance and exit.

2.9 A weighbridge control station and fuelling points would be located at the proposed main access point. This then leads to a roadway on a one-way circuit which runs around the perimeter of the site. A roadway is proposed to be routed through the building, which would be approached with a U-turn from the perimeter roadway. The full circle of the perimeter roadway would lead back to the controlled entrance/ exit point with a second weigh bridge at the site exit.

2.10 At the northern boundary there would be thirty lorry parking bays with an allocation of 75 car parking spaces for staff and visitors along the boundary of Basin Road South.

2.11 The site will employ approximately 75 staff in total, all of which will be new staff employed from the local area. The majority of the staff would be shift workers working on a European shift, which is a twelve hour shift, operating over 4 days per week. The shift changes occur at 07:00 and 19:00 which equates to approximately 40 staff members on the site at any one time. The site would be operated 24 hours per day 365 days a year.

2.12 The site will have office facilities which will be occupied by a general administration, commercial sales and marketing team as well as the processing plant.

2.13 The impact of the development on the road network would be very limited during peak traffic times, which is mainly due to the shift changes being

undertaken outside of peak hours.

Current staff

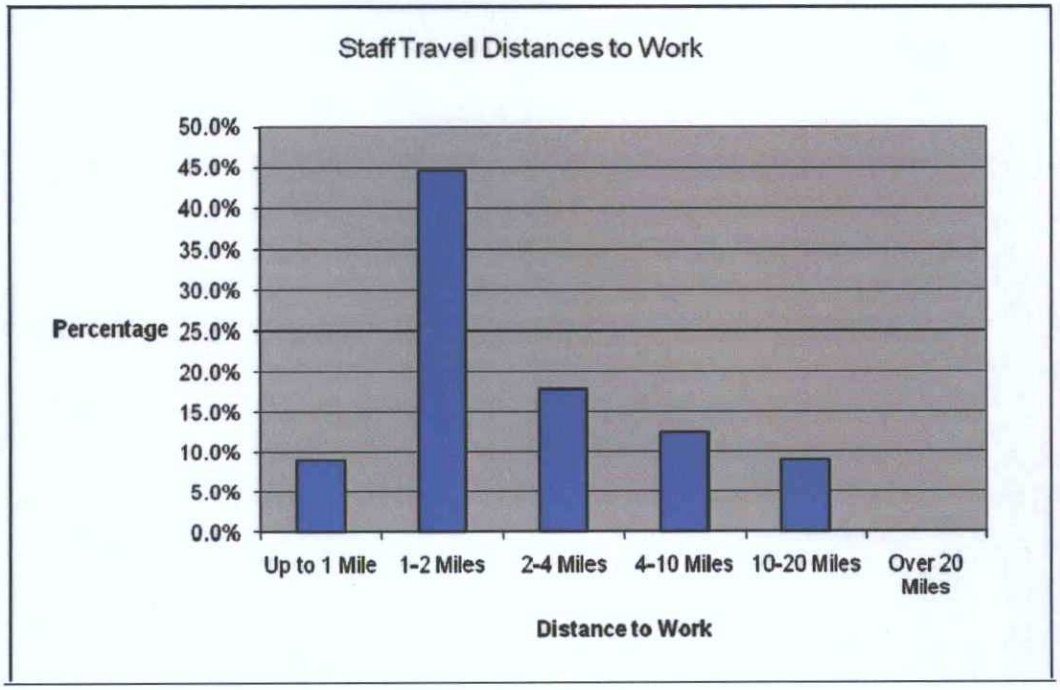
2.14 The following sets out a summary of how the work force will be displayed, with an indication of the types of shift patterns worked also summarised.

- 100% of staff are full-time
- 9.5% of staff are male

Existing Travel Patterns

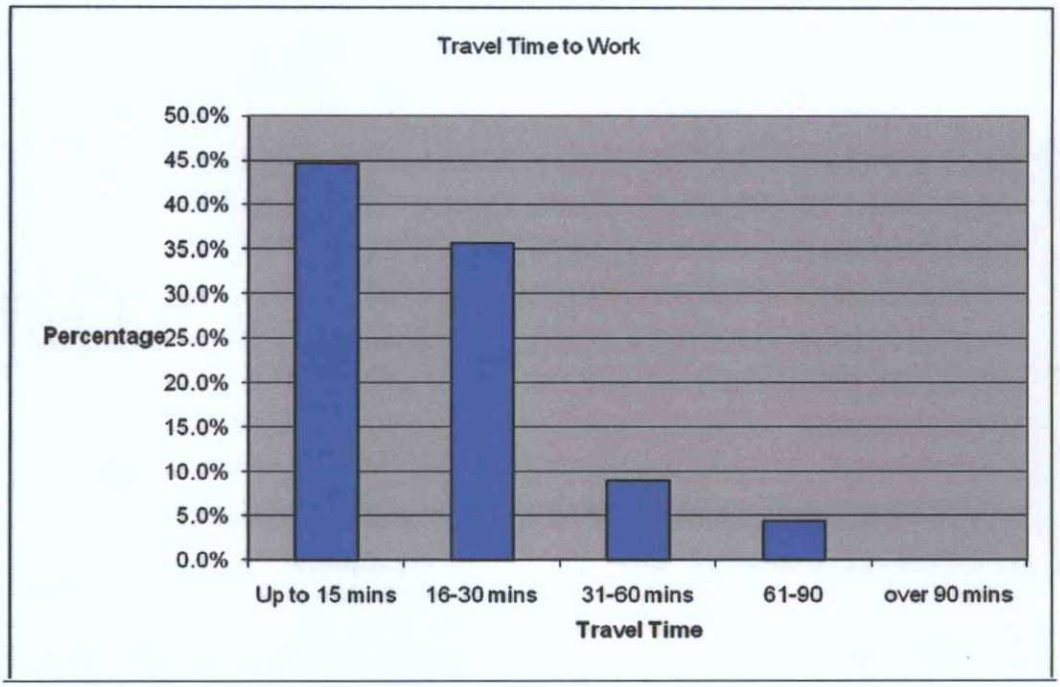
2.15 The existing travel patterns of the staff at the site will be identified during the staff travel survey to be conducted in due course. Staff will be asked the distance that they travel to work and an example of how the results will be displayed are shown in Figures 2.1 – 2.4.

Figure 2.1: Staff travel distances to work (example)



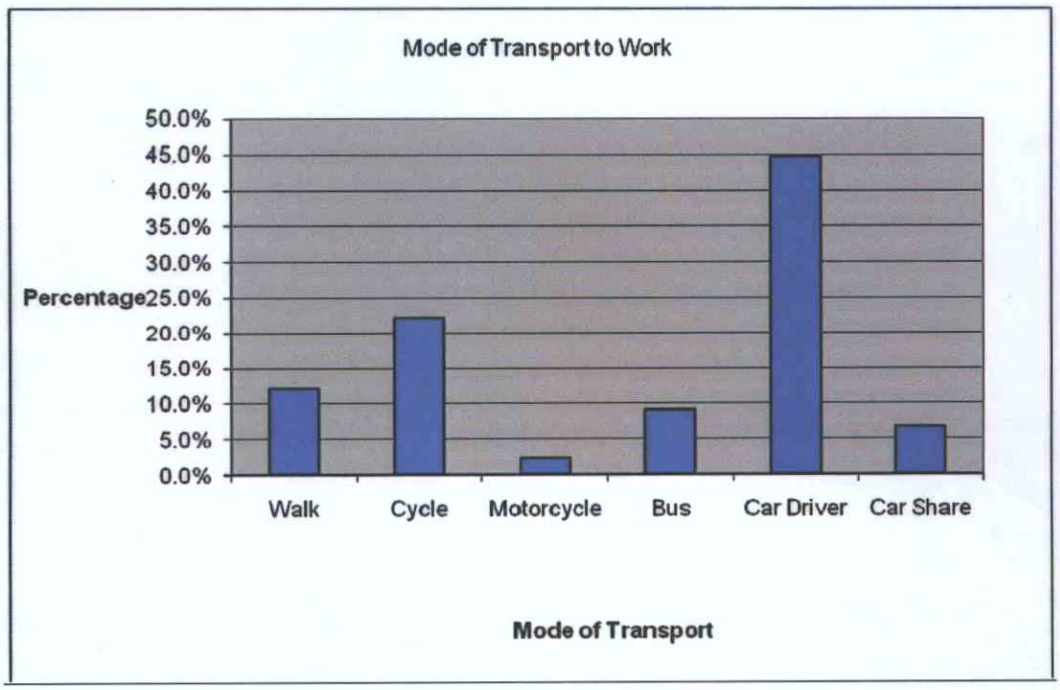
2.16 Staff travel time to work will be presented in Figure 2.2.

Figure 2.2: Staff travel time to work (example)



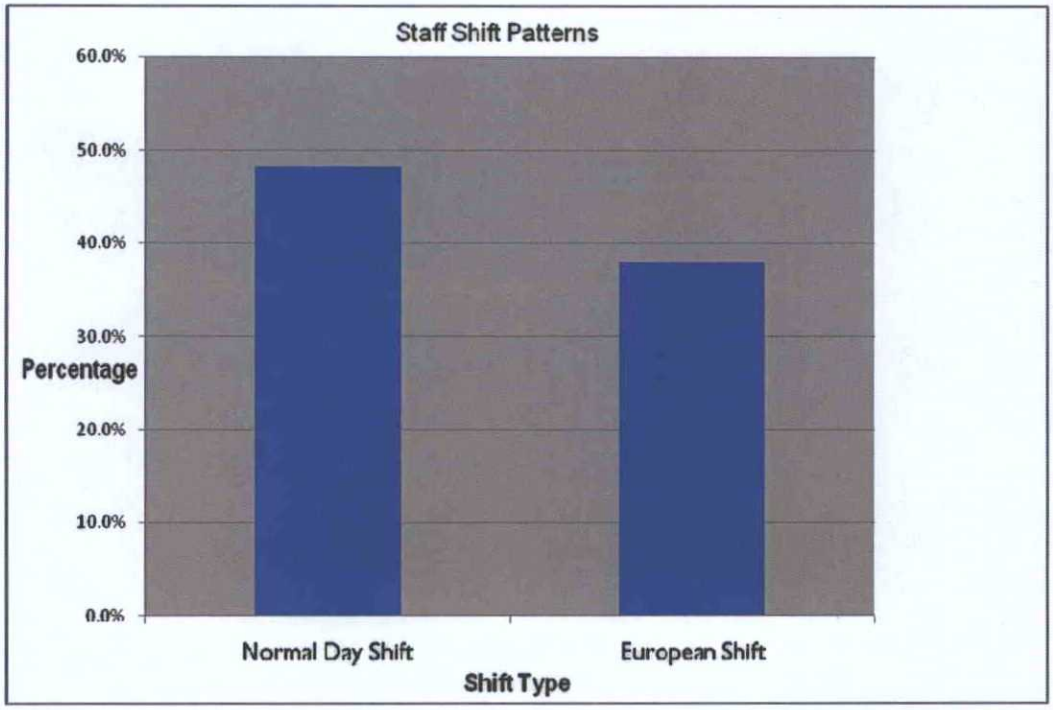
2.17 The travel mode of staff will be presented in Figure 2.3.

Figure 2.3: Staff travel modal split (example)



2.18 The site in Southwick will employ staff on two shift patterns an example of how the percentage of staff on each shift pattern will be presented is shown in Figure 2.4.

Figure 2.4: Staff shift patterns (example)



2.19 During the travel survey staff will be asked what type of measures might encourage them to travel by a means alternative to the car for their journeys to and from work. A schedule of these measures will be presented in Table 2.1.

Table 2.1 Staff suggestions to reduce car usage (example)

Measure	Number of staff

Local transport network

Public highway network

2.20 The application site is located within the Shoreham harbour along Basin Road South which is located approximately 7km to the west of Brighton. It covers an area of approximately 4.8 hectares (11.9 acres) and is rectangular in shape. The site is currently used for storing steel with no processing of the steel occurring on site.

2.21 It is bordered by Basin Road South to the south, the canal to the north, a sewage pumping station and Shoreham Power Station to the west and to the east is land temporarily used for parking of vehicles, storage of materials & ancillary transfer of surplus excavated waste minerals.

2.22 There are currently four main existing access and egress positions, one is located off the secondary access road along the eastern boundary, one along the western boundary and two located off Basin road South.

2.23 The local highway context is presented in **Appendix B**.

Pedestrian infrastructure

2.24 The main pedestrian access to the existing site is via the public footpath that runs to the south of the existing site access along Basin Road South. The pedestrian catchment within the vicinity of the site is limited due to the industrial nature of the site.

Cyclist infrastructure

2.25 Southwick benefits from National Cycle Network route 2 running along Basin road South. There is also a dedicated cycle lane that runs from the east end of Basin Road South to Brighton City Centre via the shoreline which is 2.5km from the site.

2.26 The development proposal has reduced its car parking numbers to accommodate a secure bike shed for staff who choose to cycle to work.

2.27 The existing cycle network in the vicinity of the site is illustrated as **Appendix C.**

Existing public transport services

2.28 There is a bus stop approximately 10 minutes walk from the site shown in **Appendix D** which also shows the local bus network within the vicinity of the site. A 10 minute travel time isochrone from this bus stop is also displayed to show the bus catchment available from this stop.

2.29 There is currently one commercial bus services that serve the bus stop previously mentioned, service number 700 the details of which are shown in Table 2.2 below.

Table 2.2 : Schedule of local bus services

Route Code	Route	Day	Time
700	Brighton to Shoreham	Monday-Saturday	Every 30 mins approx

2.30 There is also a train station in Southwick which is located approximately 15 minutes from the site **[Appendix D].** Trains from Southwick extend to Southampton to the west and Brighton/ Worthing to the east details of the frequency of trains that serve Southwick are shown in Table 2.3 below.

Table 2.3 : Schedule of local train services

Route	Day	First/ Last train	Frequency
To Brighton	Monday – Friday (Saturday and Sunday reduced frequencies)	05:35 – 00:11	2 hourly services (day time)
To Southampton	Monday – Friday (Saturday and Sunday reduced frequencies)	05:42 – 01:31	2 hourly services (day time)

Disabled access

2.31 Suitable access will be provided to cater for the needs of people with disabilities and will include the following features;

- specially marked spaces for staff/ visitors with disabilities will be provided close to the site entrance and disabled spaces will be larger than regular spaces, providing sufficient room for manoeuvring wheelchairs;
- car park and walkways will be designed to be 'wheelchair' friendly with no steep gradients or changes of level;

3. OBJECTIVES AND TARGETS

The focus of the Travel Plan

3.1 This Travel Plan is focused on the staff and the majority of measures proposed are intended to encourage staff to vary, or change, their reliance on private car travel.

Objectives

3.2 There are a number objectives that the implementation of the Travel Plan is intended to help fulfil:

- to influence travel behaviour of employees;
- to generate fewer staff single-occupancy car trips than would otherwise be the case, by influencing a modal shift in travel to the site;
- to encourage safe and viable alternatives for accessing the site;
- to reduce the need for unnecessary journeys by employees;
- reduction in overall vehicle mileage;
- to help improve the health of staff; and,
- accommodating those journeys that need to be made by car;

Existing staff travel mode split

3.3 The staff travel survey will be undertaken once the site is operational. An example of how the staff modal split for journeys to work will be presented is shown in Table 3.1.

Table 3.1: Staff travel mode split

	Number of staff	Percent
Car Driver		
Car (Passenger)		
Bicycle		
Walk		
Bus		
Motorbike		
Other		

Targets

3.4 Travel Plans are evolving documents that need to remain adaptable to changing working practices and local conditions, therefore the Travel Plan targets are set for one year, two years and 5 years after commencement based upon the staff travel survey, these are presented in Table 3.2.

3.5 The key Travel Plan targets are based on the aforementioned principle objective of the Travel Plan and targets will be set once the staff survey has been completed, the following targets will also be included:

- to install secure on-site cycle parking by the completion of the development;
- to install Travel Awareness notice board containing up to date information on bus timetables, cycle route and travel scheme by the completion of the development;
- set up bicycle user group within 12 months of the completion of the development;
- set up car sharing scheme/ promote county council car sharing scheme within 12 months of the completion of the development;
- operate a walking buddy scheme within 12 months of the completion of the development:

3.6 The staff travel survey would be used as an interim monitor after the first 12 months of the plans operation to assess the progress against the primary targets.

3.7 The 5 year target set out in this Travel Plan would aim to reduce the number of single occupancy car journeys by 25% (representing a reduction from 75% to 37.5% using the existing number of trips) over a 5 year period.

3.8 The likely modal split change as a result is presented in Table 3.2.

Table 3.2 – Targets for the following durations after completion of the development: 1 year, 2 years, 5 years

Mode	Modal Split Data											
	2008 Baseline			1 year Forecast 2010			2 year Forecast 2011			5 Year Forecast 2014		
	Number of Staff	% of Staff	Equivalent No of cars	Number of Staff	% of Staff	Equivalent No of cars	Number of Staff	% of Staff	Equivalent No of cars	Number of Staff	% of Staff	Equivalent No of cars
Car (Driver)												
Car (Passenger)												
Walk												
Cycle												
Bus												
Motorcycle												
Other												
Totals												

To be completed once Site has opened.

4. TRAVEL PLAN INITIATIVES

Introduction

4.1 To ensure that the opportunities for modal shift are realistic there are a number of measures that will be implemented and encouraged at the site.

4.2 As alluded to earlier the Travel Plan will set out a range of measures and initiatives designed to influence the modal choice for the journey to work. The following sections of the Travel Plan set out the range of measures and initiatives that are proposed for staff as well as an indication of how they will be advised of the opportunities to travel to the site by non-car means.

Measures to influence staff travel

4.3 The site will provide a range of on-site facilities for staff, which serves to negate the need for further trips to be made away from the site which will include a staff crew room. The proposed development will increase the attractiveness to staff to remain on site during work breaks.

Provision of travel information

4.4 Information relating to the potential for travel to the site by non car modes will be disseminated to staff by way of a Travel Awareness notice board, within the site at the time the Travel Plan is implemented. This board will be placed in the staff crew room or recreational areas to increase staff awareness of the travel options available to them.

4.5 A copy of the Travel Plan will be made available on the notice board. Further information regarding the location of the notice board and the name of the Travel Plan co-ordinator will be provided. In addition, staff will be advised of the existence of the Travel Plan.

4.6 The board will provide information about the Travel Plan and the reasons for it, advise staff of available public transport provision in the vicinity of the site, display bus time tables and contact information, and provide information regarding local cycle routes and pedestrian accesses to the site.

Measures to promote and facilitate cycling

4.7 The site will provide the following facilities to encourage use of cycling to and from the site:

- changing and showering facilities for employees;
- secure lockers for employees;
- provision of secure and visible cycle parking shed (implemented by the site contractor during construction)
- provision of information on the local cycle network illustrated on maps to be produced and made available to staff through the travel awareness notice board in the recreational areas;
- create a bicycle user group (BUG) for employees.

4.8 Leaflets detailing the health benefits of cycling will be placed on the staff travel notice board.

Measures to promote walking

4.9 Measures aimed at increasing the viability of accessing the site on foot will be based around provision of the following facilities and benefits prior to the opening of the site:

- changing and showering facilities and secure lockers for employees;
- maps illustrating pedestrian network routes in the vicinity of the site, attached to the Travel Awareness notice board in the staff recreational areas;
- promote a 'walking buddy' scheme for employees, similar to car sharing;

4.10 Leaflets detailing the health benefits of walking will be placed on the staff travel notice board.

Measures to promote and facilitate public transport use

4.11 Increased accessibility to and the use of public transport is considered to be a key element of any Travel Plan. John Parker & Son Limited will implement the following measures to encourage public transport use:

- provide up-to-date public transport information including time tables and bus company contact information on the transportation notice board.

4.12 JPS are unable to provide discounted public transport travel through the use of interest free loans for the purchase of annual season tickets, due to the variety of staff shift patterns that are worked by employees often resulting in travel at times of the days where individuals will not be able to directly benefit from discounted travel.

4.13 The reasons set out above would preclude JPS from acting as an 'agent' for the local bus operator in the sale of annual season tickets, which may enable any discounts earned to be passed onto staff.

4.14 There is currently one commercial bus services that serve the bus stop previously mentioned, service number 700 the details of which are shown in Table 4.1 below.

Table 4.1 : Schedule of local bus services

Route Code	Route	Day	Time
700	Brighton to Shoreham	Monday-Saturday	Every 30 mins approx

4.15 A map illustrating the local bus network is presented in **Appendix D.**

Car sharing

4.16 Car sharing is a good means of reducing single-occupancy journeys to work. The practicalities of car sharing within the site may be limited due to varying staff shift times.

4.17 However, JPS will promote a car sharing scheme for its staff to encourage those driving to work to offer lifts to colleagues. A car sharing Questionnaires "Your questions answered " and invitations to join the car share scheme will be circulated to all staff. A scheme using the Travel awareness notice board will be adopted in the first instance although westsussexcarshare.com will be promoted to staff and may be adopted in the long term as staff will have access to a networked computer.

4.18 Car sharing leaflets will be made available on the Travel Awareness notice board detailing the car sharing proposals and how employees can get involved and participate in the scheme. A car sharing registration form will be circulated to all those that indicate a willingness to enter the car share scheme. An example of which can be found in **Appendix E.**

4.19 There are recognisable benefits associated with car sharing, including:

- reduced travel costs;
- opportunities to travel without the stress of daily driving; and,
- provides opportunities to socialise.

4.20 JPS also recognise the reasons why employees are often reluctant to car share, including:

- the need to travel at agreed times and,
- possible increased journey time and loss of ability to undertake linked trips, (i.e. work-leisure-shopping-home.

4.21 A note entitled car sharing 'your questions answered' is provided in **Appendix F**.

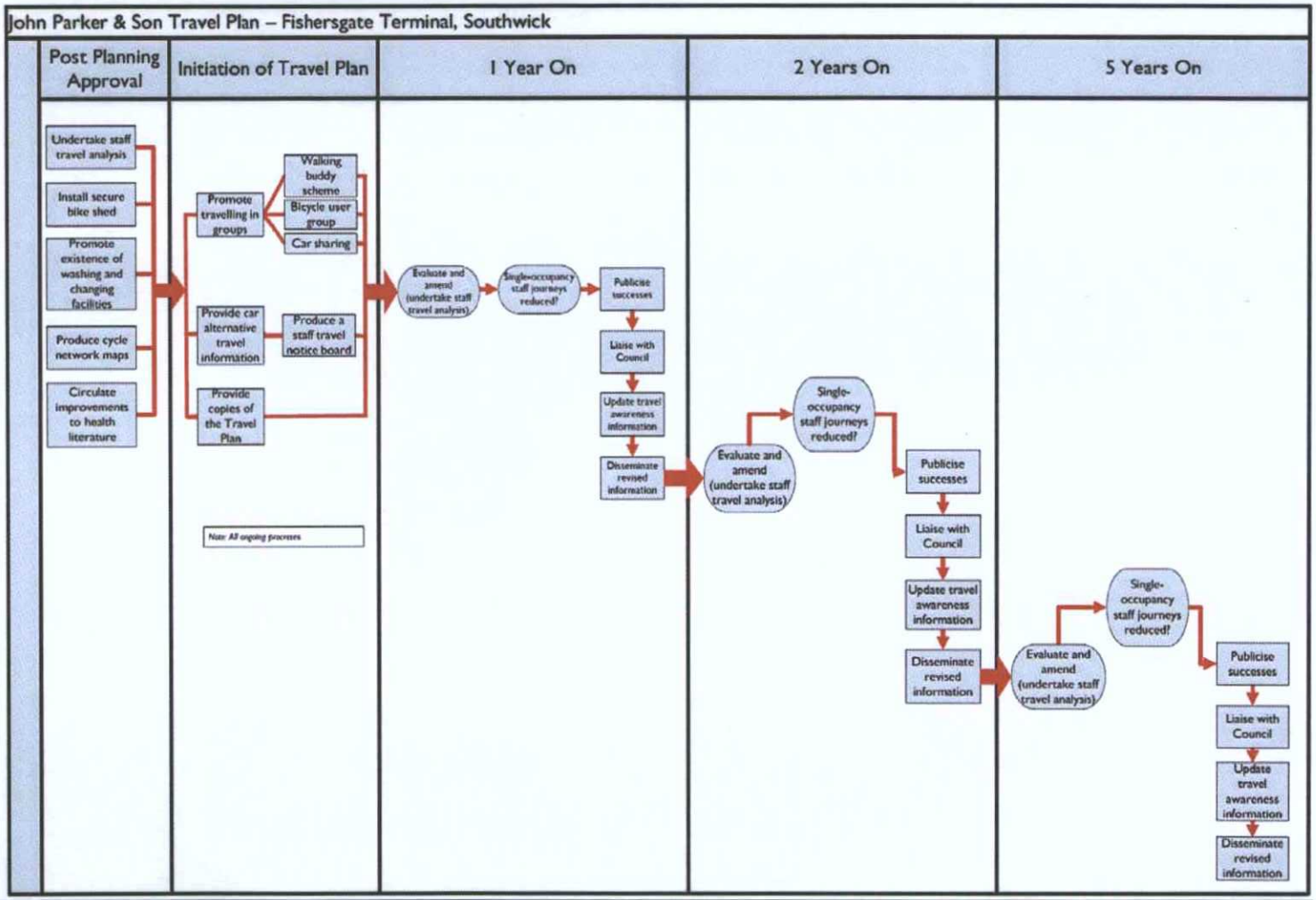
Staff shifts

4.22 The proposed measures, date of implementation of the Travel Plan, method of monitoring, the identification of individual responsible and the means of publicising the Travel Plan initiatives are set out in Table 4.2. A flow diagram of these measures, identified in the form of a time line is presented in Table 4.3.

Table 4.2: Travel Plan Actions

Action	Target Date	Method of Monitoring	Who	Publicity
Cycling				
Cycle Parking	Development Completion	Ongoing Monitoring	Travel Plan Coordinator	Travel Plan Noticeboard
Changing and washing facilities	Development Completion	N/A	N/A	N/A
Secure Lockers	Development Completion	N/A	N/A	N/A
Cycle Maps	Development Completion	Updates	Travel Plan Coordinator	Travel Plan Noticeboard
Promotion of BUG	Ongoing from opening	Membership of scheme /surveys	Travel Plan Coordinator	Travel Plan Noticeboard
Walking				
Changing and Washing Facilities	Development Completion	N/A	N/A	N/A
Secure Lockers	Development Completion	N/A	N/A	N/A
Pedestrian route maps	Development Completion	Surveys	Travel Plan Coordinator	Travel Plan Noticeboard
Walking Buddy Scheme	Ongoing from opening	Membership of scheme and surveys	Travel Plan Coordinator	Travel Plan Noticeboard
Improved Pedestrian Access	Development Completion			
Health Benefit Leaflets	Development Completion		Travel Plan Coordinator	Travel Plan Noticeboard
Public Transport				
Provide up to date bus/ train timetable	Ongoing		Travel Plan Coordinator	Travel Plan Noticeboard
Car (Staff)				
Provision of Travel Information	On opening		Travel Plan Coordinator	Travel Plan Noticeboard
Car Sharing	12 months and 3 years	Database and Survey	Travel Plan Coordinator	

Table 4.3: Travel Plan measures implementation and monitoring flow chart



Benefits to the individual

4.23 In order to get involvement from staff, and successfully promote the plan to them, it is important to outline the benefits to the individual. The information will be displayed on the staff travel awareness notice boards and will include:

- Improved health – walking and cycling to the site can bring about a number of health benefits, for instance half an hour of cycling or walking a day can reduce the risk of heart disease by 50%
- Cost benefit – fuel alone costs around 10 pence per mile so those who walk, cycle or car share will have reduced travelling costs
- Convenience – more choice of transport can make travelling to and from the site more convenient
- Social benefits – the increased opportunity to travel with other staff members, for instance by car sharing is likely to improve the social environment of the site.
- Improved lifestyle – the awareness that travel choice has an impact on the local and global environment will enable staff to appreciate their surroundings and contribute to its protection.

Benefits to the site

4.24 The implementation of the Travel Plan will also have benefits for the site including:

- Reduced sickness – as staff walk or cycle more, there should be improved health and reduced absenteeism due to this
- Community recognition – knowledge that John Parker & Son Limited is environmentally and socially aware will spread via staff and through promotion of the plan
- Reduced site congestion – less single occupancy car trips will lessen traffic congestion
- Improved recruitment and staff retention – making the site more accessible by non-car modes increases the potential for more people to be able to work at the site whether or not they have access to a car. It also helps to promote social inclusion and reduces the likelihood for leaving employment due to experiencing travel difficulties

Benefits to the community

4.25 Government guidance on the need for Travel Plans is aimed at bringing benefits to the community as a whole such as:

- Reduced traffic congestion – with less car use the congestion on local roads would be reduced especially at peak hours
- Bicycle User Group – with more people using this facility it will help increase the "community spirit" and bring communities closer together

Benefits to the environment

4.26 A successful Travel Plan will lead to a change in modal shift and a reduction in the use of the car. As cars are a major generator of pollutants, for instance emissions from road transport now constitute over 70% (Department of the Environment Transport and Regions 1999)of all emissions of carbon monoxide this will lead to improvements in both local and global air quality and climate.

Travel Plan co-ordinator

4.27 Central to the success of the Travel Plan will be the appointment of a Travel Plan Co-ordinator ("TPC"). The Travel Plan co-ordinator role will be fulfilled by the Site General Manager with the appointed individual made known to the County Council upon inception. The TPC will be the main driving force behind the plan and should be an individual with sufficient time and resources to manage the plan effectively, with the following responsibilities:

- oversee the development and implementation of the Travel Plan;
- collect data and information regarding local bus service time tables, changes to services and amendments;
- be the main point of contact for all staff requiring information regarding the Travel Plan;
- ensure all information regarding cycle routes and bus service time tables are kept up to date and readily available;
- be responsible for the maintenance of the Travel Awareness notice board; an example of which is presented in **Appendix G**.
- to arrange for travel surveys to be undertaken where necessary;
- manage the setting up and running of the car sharing data base; and,

- assist in monitoring the success of the Travel Plan.

4.28 The Travel Plan will be implemented on site under the control of the Travel Plan co-ordinator, who will work in conjunction with the local authority, the local community and other interested parties for the continuing progression of the Travel Plan.

Monitoring and review mechanisms

4.29 The intent of Travel Plans is that there will be an on-going improvement process including periodic monitoring (one, two and five years after commencement),where necessary. The whole Travel Plan will then be reviewed in consultation with the local authority. Additional objectives and targets will be included if future surveys deem necessary.

4.30 The Travel Plan co-ordinator will form a contact point for communication with the local authority. Findings from Authority discussions and reviews will be communicated to staff via the notice board and communication sessions.

Staff travel surveys

4.31 Repeat surveys of the staff travel to work will be undertaken as part of the review process. The first will be carried 12 – 18 months after the Travel Plan implementation with the second being carried out after 3 years. These will be of a more basic nature, seeking to determine any change in modal split and up take of the Travel Plan initiatives. A further survey of staff travel will be undertaken 5 years after implementation.

Marketing and communication

4.32 In addition to the initiatives already outlined within the Travel Plan, there will be on-going marketing and communication of information following the launch.

Dissemination and feedback

4.33 Information on the Travel Plan, for example new initiatives will be disseminated to staff via the Travel Awareness notice board.

New Staff

4.34 To determine the potential effect of new staff at the site, personnel will be asked to complete the staff travel questionnaire as part of their induction. In this way, the travel patterns of new staff can be considered in the same light as those for existing staff. Information will also be provided for new staff within their induction pack on various means of non-car access to the site.

On-going marketing

4.35 The Travel Plan will be officially launched following the completion on the opening of the site, however the measures and initiatives will be promoted in advance in an attempt to effect a modal shift prior to opening. The Travel Plan will be continually marketed through the provision and updating of travel information, leaflets and internal communication sessions.

Partnerships

4.36 As part of the continued development of the Travel Plan John Parker & Son Limited will make space available on the staff travel information boards to promote appropriate travel initiatives organised by local transport groups such as "walk to work" days or "clean air" weeks.

APPENDIX A

Staff Travel Survey Questionnaire

Staff Travel Questionnaire

1. What is your full home postcode?

   .....

2. Are you?

- ☐ Male
- ☐ Female

3. How old are you?

- ☐ Under 17
- ☐ 17 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 or over

4. How many days in an average week do you work? (Please insert number of days)

   .....

5. What is your normal work pattern? (i.e. Full Time 08:00-18:00)

   .....

6. How far do you travel to work?

- ☐ Less than 1 mile
- ☐ 1 to 2 miles
- ☐ 2 to 4 miles
- ☐ 4 to 10 miles
- ☐ 10 to 20 miles
- ☐ over 20 miles

7. Do you have a disability which affects your travel arrangements?

- ☐ Yes
- ☐ No

8. Would you be willing to car share with another member of staff?

- ☐ Yes
- ☐ No

9. How do you normally travel to work?

- ☐ Walk
- ☐ Cycle
- ☐ Motorcycle
- ☐ Bus
- ☐ Car (as driver)
- ☐ Car (as passenger)
- ☐ Train
- ☐ Other (please specify .....)

10. If you drive to work do you park in the Car Park?
    YES ☐ NO ☐

11. If yes what time do you: a. Arrive.....
    (Please insert times) b. Depart.....

12. Do you occasionally use any of the following instead of your normal method of travel to work?

- ☐ Walk
- ☐ Cycle
- ☐ Motorcycle
- ☐ Bus
- ☐ Car (as driver)
- ☐ Car (as passenger with fellow employee)
- ☐ Train
- ☐ Other (please specify .....)
- ☐ None

13. How long does it take you to get to work?

- ☐ up to 15 minutes
- ☐ 16 – 30 minutes
- ☐ 31 – 60 minutes
- ☐ 61 – 90 minutes
- ☐ over 90 minutes

14. What initiatives could be introduced to encourage you to travel to work by any of the following modes; walk, cycle, bus.

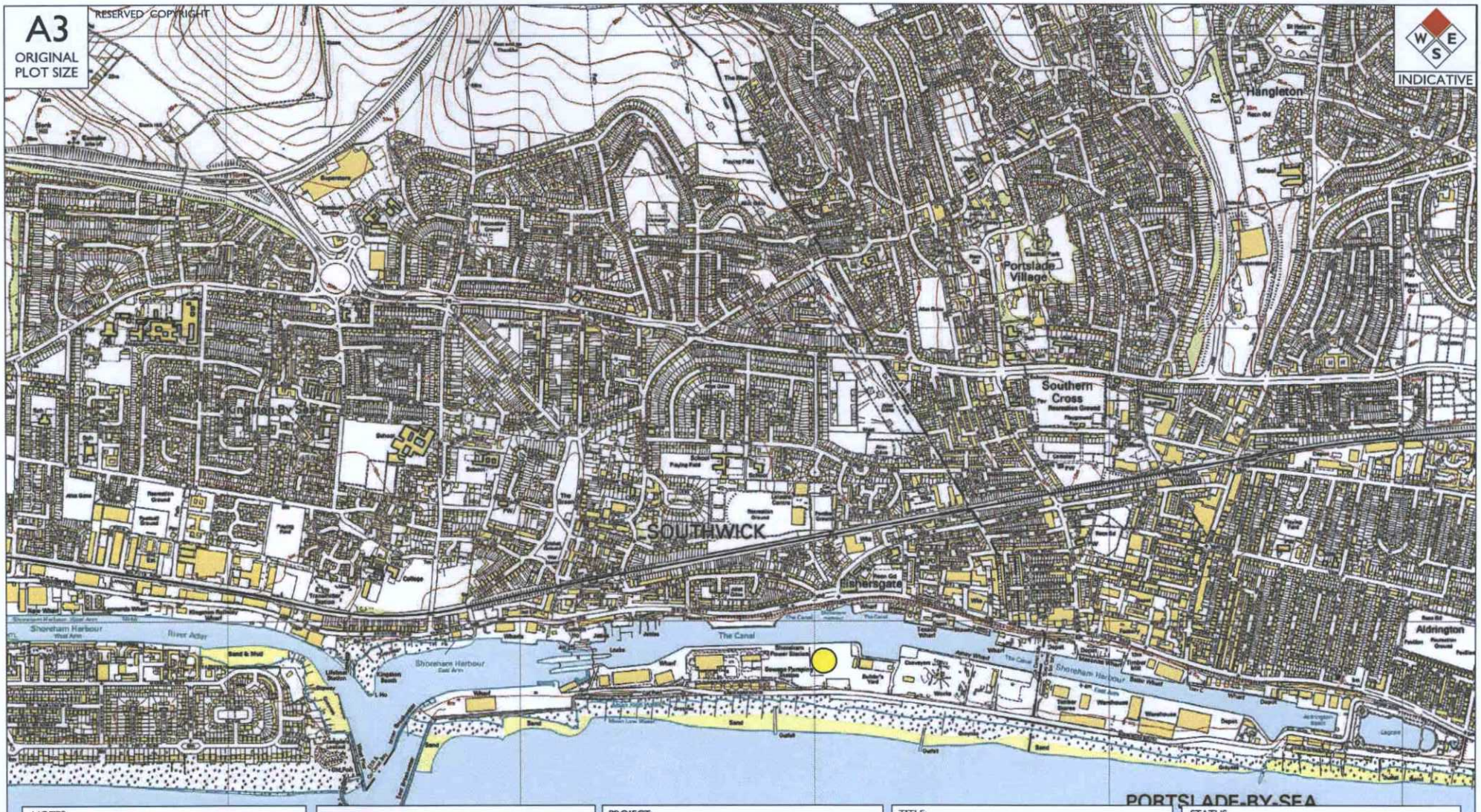
    .....

Thank you for your cooperation in filling out this questionnaire. The answers you have given will be treated in the strictest confidence and used solely in conjunction with the proposed Staff Travel Plan.

PINNACLE

APPENDIX B

Local Highway Context



NOTES

Approximate centroid of application site

PINNACLE Transportation
56 Bridge Road East ▪ Welwyn Garden City ▪ Hertfordshire AL7 1JJ
T 01707 385200 ▪ F 01707 385211 ▪ E welwyn@ptl.co.uk ▪ W www.ptl.co.uk

CLIENT: John Parker & Son Limited

PROJECT: Fishergate Terminal, SOUTHWICK

TITLE: Local Highway Network

STATUS: INFORMATION

SCALE:	DATE:	DRAWN:	CHECKED:
NTS	April '08	JAM	MD

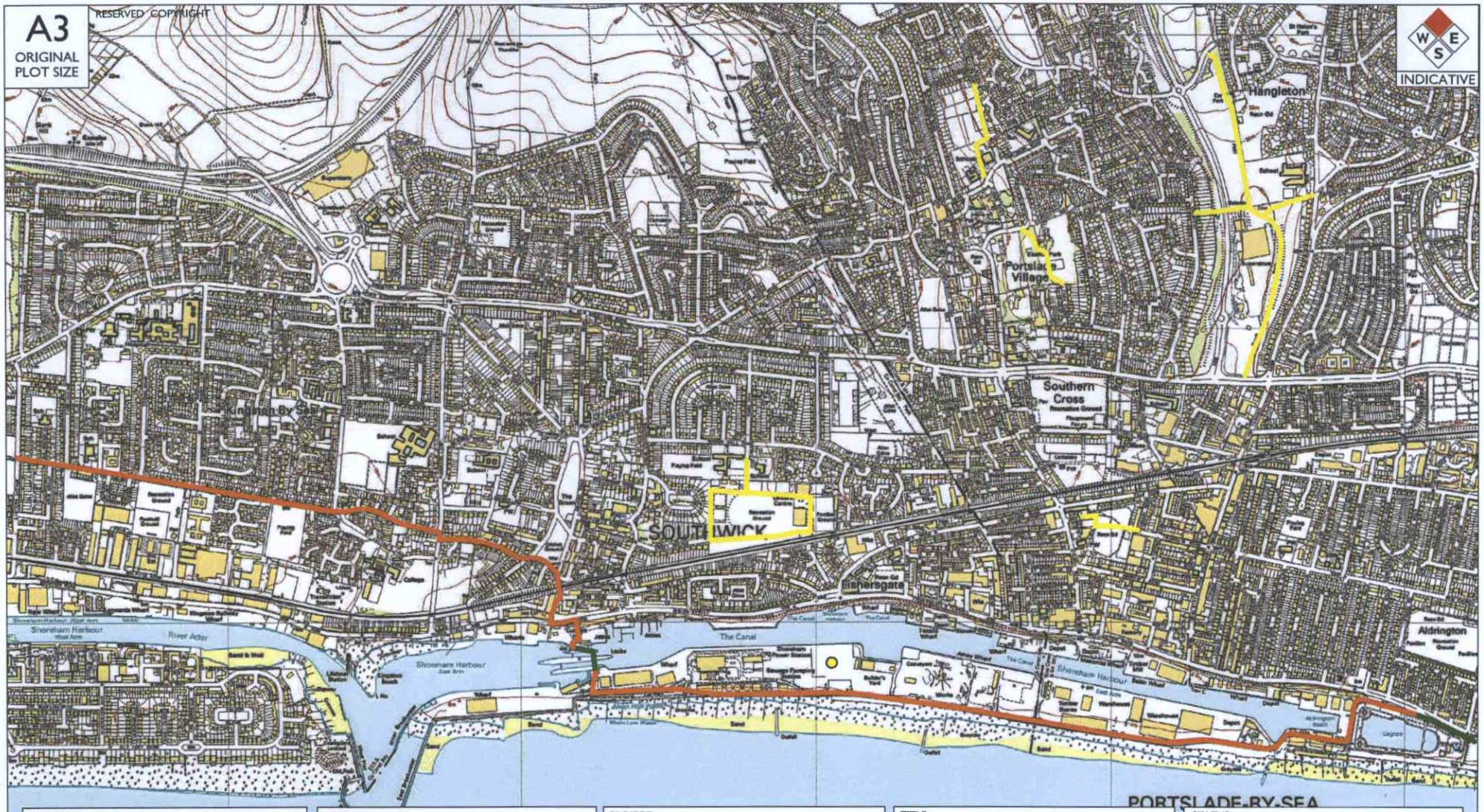
JOB NO:	DRAWING NO:	REVISION:
0801-37	Appendix B	-

APPENDIX C

Cycle Network Infrastructure

RESERVED COPYRIGHT

A3
ORIGINAL
PLOT SIZE



NOTES
- Approximate centroid of application site
- National Cycle Network on-road route
- National Cycle network traffic-free route
- Other traffic-free cycle route

PINNACLE Transportation
56 Bridge Road East ■ Welwyn Garden City ■ Hertfordshire AL7 1JJ
T 01707 385300 ■ F 01707 385311 ■ E welwyn@ptl.co.uk ■ W www.ptl.co.uk

CLIENT:
John Parker & Son Limited

PROJECT:
Fishergate Terminal,

SOUTHWICK

TITLE:
Local Cycle Network

STATUS:
INFORMATION

SCALE:	DATE:	DRAWN:	CHECKED:
NTS	April '08	JAM	MD

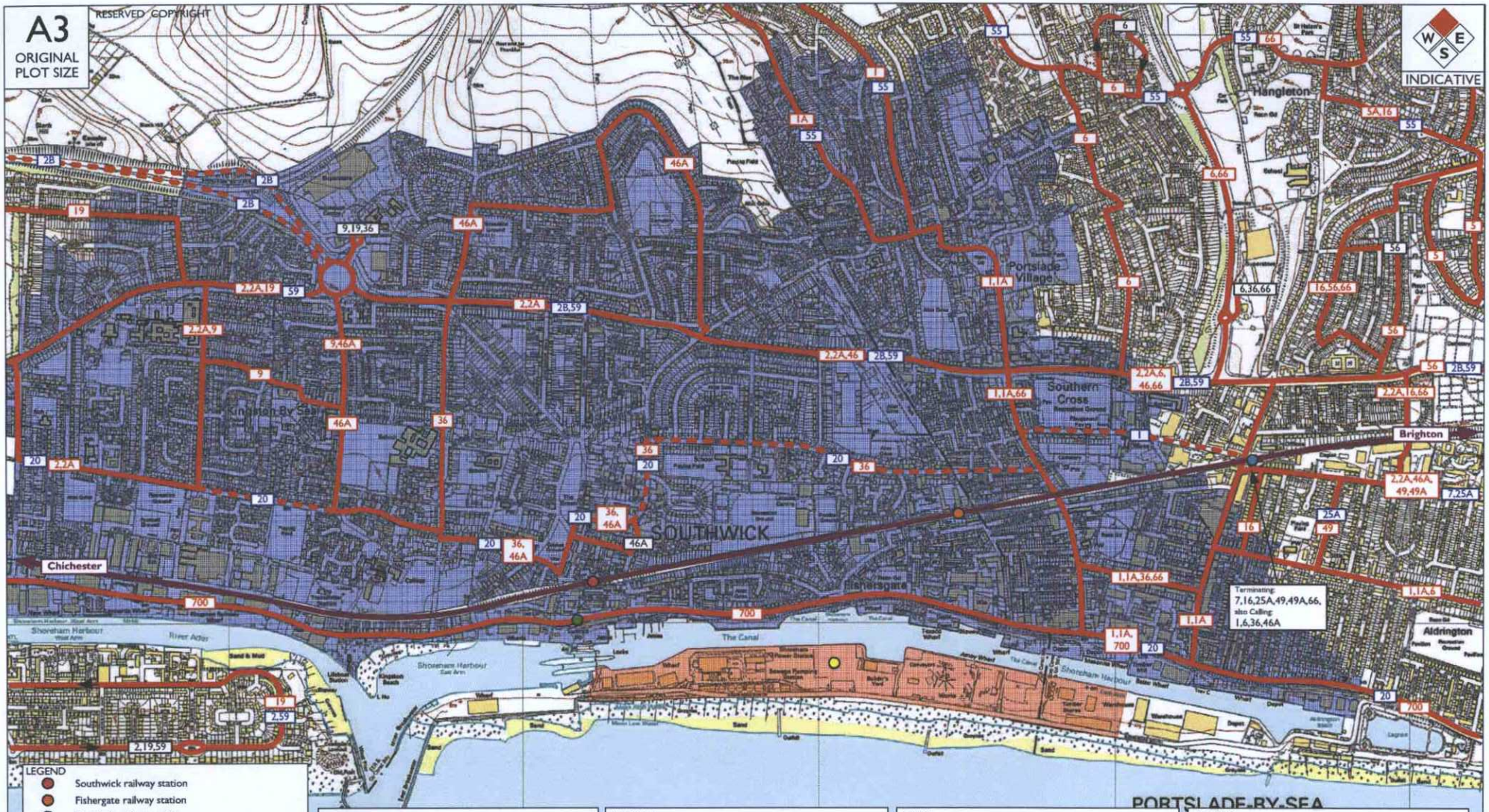
JOB NO:	DRAWING NO:	REVISION:
0801-37	Appendix C	-

APPENDIX D

Local Bus and Train Network

RESERVED COPYRIGHT

A3
ORIGINAL PLOT SIZE



LEGEND

- Southwick railway station
- Fishergate railway station
- Portslade railway station
- Approximate centroid of application site
- Approximate location of bus stop
- Bus service roads
- Peak time or Sunday service
- Route terminus → Route operates one-way
- National railway network
- 800m (10 minute walk) Isochrone (Distance/time is based on a walk speed of 3mph (1.33m/s)
- 2700m (10 minute bus ride) Isochrone (Distance/time based on a driving speed of 10mph (4.5m/s)

PINNACLE Transportation
56 Bridge Road East ▪ Welwyn Garden City ▪ Hertfordshire AL7 1JU
T 01707 385380 ▪ F 01707 385311 ▪ E welwyn@ptl.co.uk ▪ W www.ptl.co.uk

CLIENT: John Parker & Son Limited

PROJECT: Fishergate Terminal, SOUTHWICK

TITLE: Local Bus and Train Networks Showing Pedestrian and Bus Catchment Areas.

STATUS: INFORMATION

SCALE:	DATE:	DRAWN:	CHECKED:
NTS	April '08	JAM	MD

JOB NO:	DRAWING NO:	REVISION:
0801-37	Appendix D	-

APPENDIX E

Car Sharing Registration Form

Fishersgate Terminal – Travel Plan

Car sharing registration form

All information given below is strictly confidential and will only be used to provide a list of compatible car sharers.

Please fill in all the details in order to obtain the best match possible and return this slip to;

.....

1. Personal Details

Name;

.....

☐ Male ☐ Female

2. Home Address

.....

District .....

County .....

Postcode .....

Home Tel (optional) .....

3. Car Sharing

Would you be willing to car share?

☐ Yes ☐ No

If yes, on which day(s)?

☐ Mon ☐ Tue ☐ Wed ☐ Thurs
☐ Fri ☐ Sat ☐ Sun

4. Work Patterns

Do you work?

☐ 07:00 – 19:00 ☐ 19:00 – 07:00
☐ 08:00 – 18:00
☐ Other (please specify).....

Please indicate your usual hours of work below (if on flexi-time, please indicate intended hours of work);

Start time: .....

Finish time: .....

If you work more than one shift, please indicate other start and end times;

Start time: .....

Finish time: .....

Start time: .....

Finish time: .....

5. Sharing Options

Are you prepared to:

- Share with a smoker? ☐ Yes ☐ No
- Share with the opposite sex ☐ Yes ☐ No
- Be a driver? ☐ Yes ☐ No
- Be a passenger? ☐ Yes ☐ No

6. Registered under the Data Protection Act

I consent to this data being made available to other participants involved with this scheme.

Signed .....

Date .....

APPENDIX F

Car Sharing 'Your questions answered'

Fishersgate Terminal – Travel Plan

Car sharing 'Your questions answered

Why Car Share?

- You can cut the cost of your journey to work by sharing petrol costs
- You can help to reduce traffic congestion and pollution on your route to work
- Cutting down on the number of days you drive to work will reduce the stress you may suffer while sitting in traffic jams
- Car sharing is a sociable activity which enables you to meet people you don't usually come into contact with

How does the car sharing scheme work?

Your information will be fed into the car share database. The computer will match you with others who travel to work on a similar route and who will wish to car share. You can choose whether you wish to share with a smoker or someone of the opposite sex. We will send you a list of contact as soon as possible. JPS will act through the travel plan co-ordinator as a broker, it is up to you to get in touch with the individuals willing to car share and decide whether you are happy to car share with the individual(s) and agree an arrangement which is mutually convenient for all concerned.

What about insurance?

You must be fully insured and should inform your insurance company that you have registered with the scheme. Carrying passengers on the journey to work and receiving contributions from them will not normally require special insurance arrangements provided the charge made for the journey does not involve any profit (and the vehicle can not carry more than eight passengers). Vehicles should, of course, be taxed and MOT tested.

What about sharing the costs?

It is up to you to decide how to split the costs, but arrangements for payment should be made before a journey has begun. You can share by taking it in turns to drive week by week without charging each other. Alternatively, car sharers can agree to split fuel costs. If desired, the driver is entitled to charge on the basis of a mileage rate to cover running costs (including fuel, depreciation, servicing etc.), but must not make a profit. The mileage rate should be divided by the number of people in the car.

What if I am a car share passenger and there is an emergency, meaning I must go home straight away?

If there is no suitable alternative and you are registered and a participating member of the car share scheme arrangements will be made to get you home.

Source : Energy Efficiency – Travel Plan Seminar Literature 2000.

APPENDIX G

Example of Transportation Notice Board

TRAVEL AWARENESS

Fishersgate Terminal Travel Plan

Since the site opening we have had a Travel Plan in place. This is an on-going responsibility to help us try and reduce the amount of staff journeys to and from work by car.
Traffic problems are high on the government's agenda and have been well publicised. Over the last 30 years, the number of vehicles in the UK has trebled to over 24 million. The use of bicycles has dropped by 50% and the use of buses has decreased by 40%. In England over two thirds of households own 2 cars. The result of this is that roads are becoming more congested and there are a range of associated problems including air pollution, noise and stress. Travel Plans are part of the Government's integrated strategy to improve the situation on the UK's roads.
We need to make a concerted effort as a store to try to reduce our reliance on car use and it is hoped that the incentives set out in the Travel Plan will help us to do this by making other modes of travel more feasible. Even leaving the car at home for one day a week will make a difference.
A copy of this Travel Plan is included on this notice board for you to read and you are encouraged to do so. It contains an explanation of of the background to travel plans and why they are important, an overview of the travel environment in the vicinity of the site, and the measures that we have proposed to help to reduce car use and increase the use of other modes of transport, for example cycling, walking and public transport.
The notice board will contain a range of travel information including plans showing relevant bus routes and timetables, cycle routes and information on the car sharing scheme. This information will be updated periodically, so please check it from time to time to make sure that you have the most up to date information.
The travel plan will be managed by [NAME] who will also be our travel plan coordinator in addition to his/her role as [POSITION IN COMPANY]. Any questions or ideas about the travel plan or how you travel to work should be forwarded to [NAME].

Bus timetable

Car Sharing

Your Questions Answered

(Information Note)

Car Sharing Leaflet

Bicycle Users Group

Wire holder for copy of travel plan document