



THE PINES SEND SCHOOL

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1. Introduction

1.1 Overview

AtkinsRéalis have been commissioned by West Sussex County Council (WSCC) to assist with the development of The Pines Special Educational Needs and Disability (SEND) School in Worthing. This Staff Travel Plan (STP) has been prepared in support of the proposed development of The Pines. This Staff Travel Plan accompanies the Transport Statement and provides a framework for encouraging staff to travel to and from the site by sustainable transport modes wherever practical. The Staff Travel Plan is intended to help minimise reliance on single-occupancy vehicle trips and encourage walking, cycling, public transport use and car sharing.

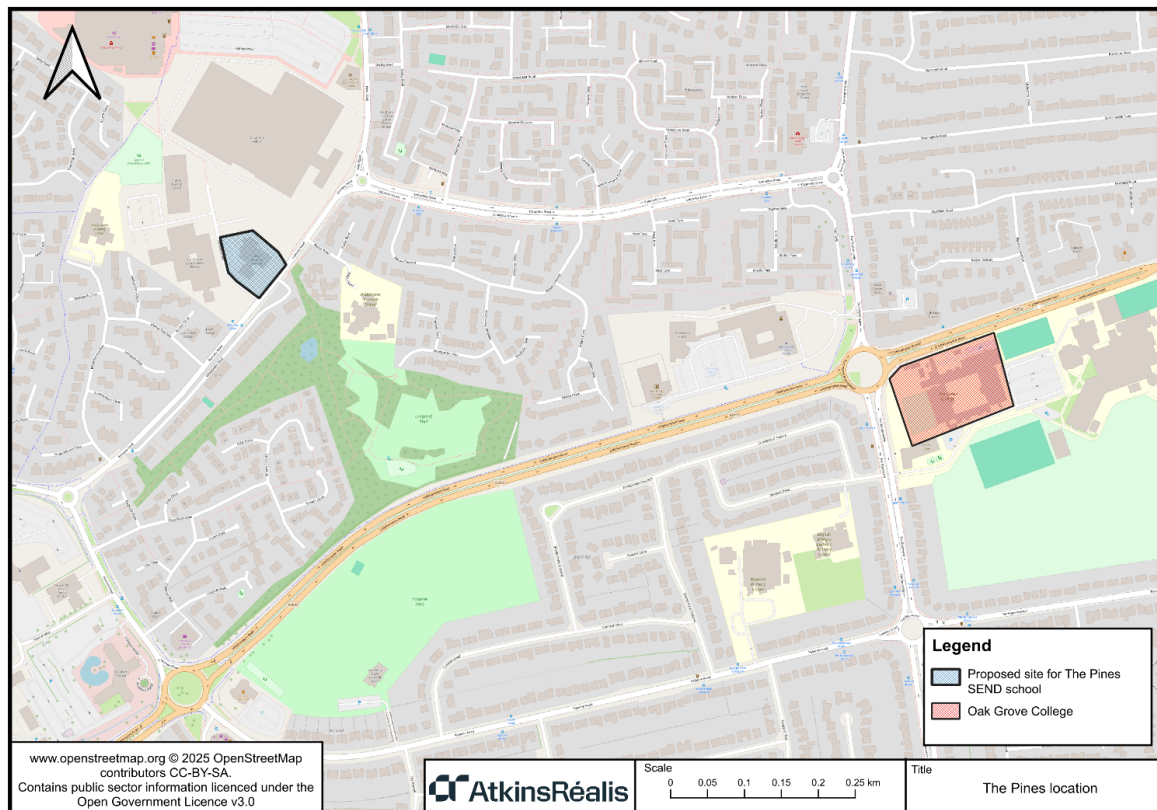
The Travel Plan is a live document that will be reviewed and updated following occupation of the development to reflect observed travel patterns and identify opportunities for further travel behaviour change.

1.2 Site Location

The proposed site for The Pines SEND School was previously used as an adult educational facility for adults with special educational needs; however, the use of the facility ceased in 2022.

The intention is for The Pines SEND School to be run as a satellite site for the current Oak Grove College to improve SEND provision in the area. The proposed site for The Pines is located in the northwest of Worthing, approximately one mile from the Oak Grove College site. The location of The Pines site in relation to Oak Grove College can be seen below in Figure 1-1.

Figure 1-1 – Location of the proposed site for The Pines SEND School



1.3 Travel Plan Context

A STP is a long-term management strategy for the school which aims to minimise staff travel to and from the school by single-occupancy car trips. Principally, this STP aims to increase modal choice through the implementation of a package of measures and initiatives. The intended audience of the STP is all staff and visitors working at the school.

The Travel Plan Co-ordinator (TPC), will be appointed by the school as soon as possible after opening and will be responsible for overseeing and delivering the STP. The TPC will be responsible for ensuring that monitoring is undertaken and carried out at times that are representative of typical day-to-day travel characteristics of the school.

The key objectives of this STP are to:

- Provide an Action Plan for the school to encourage sustainable active travel and limit car use; and
- Reduce the number of car trips generated by the development, compared to that which would be generated without the implementation of the STP.

This STP is essentially a living document which will be continually reviewed and revised throughout the occupation and operation of the school. This will ensure that it is tailored and relevant to the school.

1.4 Travel Plan Structure

The remainder of this STP is structured as follows:

- Section 2: Summarises the relevant national, regional, and local policy and details how the STP supports these key policy documents;
- Section 3: Details the development proposals and summarises accessibility to the school by walking and cycling, public transport and vehicles;
- Section 4: Includes objectives and 'SMART' targets for the STP;
- Section 5: Proposes a range of STP measures for all aspects of the school considered in the STP and presents an Action Plan; and
- Section 6: Lays out details of the arrangements for the monitoring, coordination and review of the STP.



2. Policy and Guidance Review

2.1 National

2.1.1 National Planning Policy Framework

The National Planning Policy Framework (NPPF)¹ was last updated in February 2025, replacing the previous version of the Framework released in 2023.

It provides national planning policy context and guidance on how it is to be applied. The focus of the NPPF is to ensure plans and developments are being delivered with sustainability in mind, in accordance with the strategic aims of the nation. The NPPF sets out policies to achieve sustainable development under 17 headings, one of which is titled 'Promoting Sustainable Transport'. Within this, the NPPF states that:

- *"All developments that will generate significant amounts of 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"*
- *"In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:*
 - *appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
 - *safe and suitable access to the site can be achieved for all users; and*
 - *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."*
- *"Applications for developments should:*
 - *'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;*
 - *address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
 - *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 standard;*
 - *allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
 - *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations."*

The NPPF recognises that a key tool to facilitate this will be a Travel Plan (TP). All developments which generate significant amounts of movement should be required to provide a TP. The NPPF does not give any guidance on what should be considered as 'significant' but does provide further guidance on what should be included in TPs.

It is considered the proposed SEND school development at The Pines satisfies this national policy as access prioritises those walking, cycling and using public transport, by minimising the level of car parking available on-site.

¹ NPPF - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>



This STP will create a way to promote sustainable travel modes and ensure suitable access to the site can be achieved for all users.

2.1.2 National Planning Practice Guidance

The National Planning Practice Guidance (NPPG) on 'Travel Plans, Transport Assessment and Statements' provides advice on assessing and mitigating the transport impacts of development proposals to promote sustainable development. It primarily supports decision-making but also informs plan-making.

The NPPG defines travel plans as “ long-term management strategies for integrating proposals for sustainable travel into the planning process”. The impacts of the site are expected to be limited but this document proposes a series of initiatives to encourage sustainable travel amongst staff. As such this document aims to fulfil this requirement in support of the development of The Pines SEND School.

2.2 Regional

2.2.1 West Sussex Transport Plan 2022 to 2036²

The West Sussex Transport Plan (WSTP), adopted on 1 April 2022, sets out the County Council's main policy for transport and plans to address key challenges through the improvement, maintenance and management of the transport network between 2022 and 2036. As part of this, five thematic transport strategies were devised of which three are relevant to this development:

- Active Travel Strategy which intends to facilitate greater use of active modes by extending and improving the network of active travel facilities.
- Shared Transport Strategy is intended to facilitate a more efficient and customer focused bus network, using community transport and new mobility solutions where possible and viable.
- Road Network Strategy intends to improve the efficiency of the most strategically important local roads and provide facilities for active travel and shared transport services, supported by use of demand management techniques.

The development of The Pines SEND School staff travel plan aligns with this approach by promoting sustainable travel and ensuring practical measures are in place to encourage modal shift.

2.3 Local

2.3.1 Worthing Local Plan (2023)³

The Worthing Local Plan, adopted in 2023, sets out the development plan for the town and states the approach the council are taking to reach the development goals of the area.

Due to the town's restricted boundary, a focus on regeneration of developed sites in the urban area is key to sustainable growth. This local plan maintains this approach, which was taken previously in the Worthing Core Strategy (2011). The Pines SEND School is located on the site of a former adult education centre and hence is making use of disused brownfield land within the town to provide specialised educational services. The repurposing

² [West Sussex Transport Plan 2022-2036](#)

³ [Worthing Local Plan 2023](#)



of this site aligns well with the Worthing Local Plan and the spatial strategy it promotes alongside what is promoted in the NPPF. As a result of the site being developed on brownfield land, a well-established network of active travel provision and public transport services are able to be used for promotion from the opening of the school. It also means the site is closer to the town centre and as such the promotion of these initiatives as part of this transport plan is supported by established connections. The promotion of these links with both the local public transport network and cycling network have been identified and are discussed in greater detail in sections Section 3.1, Section 3.2, and Section 3.3.

2.3.2 Adur & Worthing Councils Local Cycling & Walking Infrastructure Plan⁴

The Adur and Worthing Councils Local Cycling and Walking Infrastructure Plan (LCWIP) identifies their vision to make walking and cycling the favoured modes of travel around Adur and Worthing. The LCWIP identifies a plan for a network of preferred walking and cycling routes along with key areas for development. One of the secondary cycle routes identified in the LCWIP follows the alignment of Romany Road along which the proposed site for The Pines SEND School is located, as seen in Figure 2-1.

As such, the proposed LCWIP and the location for The Pines SEND School development therefore work in tandem where the LCWIP aims to deliver improved infrastructure to encourage sustainable modes of travel, while the proposed location of the school allows effective use of the subsequent planned active travel network. The purpose of this travel plan is to encourage and promote the use of active travel as part of a shift towards sustainable transport modes. The delivery of improved infrastructure would help to support the initiatives proposed as part of this travel plan by making active travel a more attractive mode.

⁴ [Adur & Worthing Local Walking & Cycling Infrastructure Plan](#)



Figure 2-1 - Adur and Worthing LCWIP network



Source: Adur and Worthing LCWIP⁴

2.4 Summary

This section of the STP has considered the local, regional and national planning policies that are relevant to the proposed development at The Pines SEND school. The proposed development will comply with these policies by enabling and encouraging the use of more sustainable modes of transport (walking, cycling or public transport), whilst meeting the education needs of the development.

3. Site Accessibility

This section assesses the accessibility of the area surrounding the school. This will enable the identification of any issues or opportunities which can be addressed through the measures and initiatives within this STP.

3.1 Site Location

The proposed site for development is located in the northwest of the town of Worthing, West Sussex, along the south coast of England. The site is accessed directly via Faraday Close, to the west of Romany Road.

Before its closure in 2022, the site was previously used as an adult educational facility for adults with special educational needs. The facility accommodated approximately 100 users in addition to around 25 staff, with occupancy levels occasionally increasing up to 200 people at any one time when public events were held.

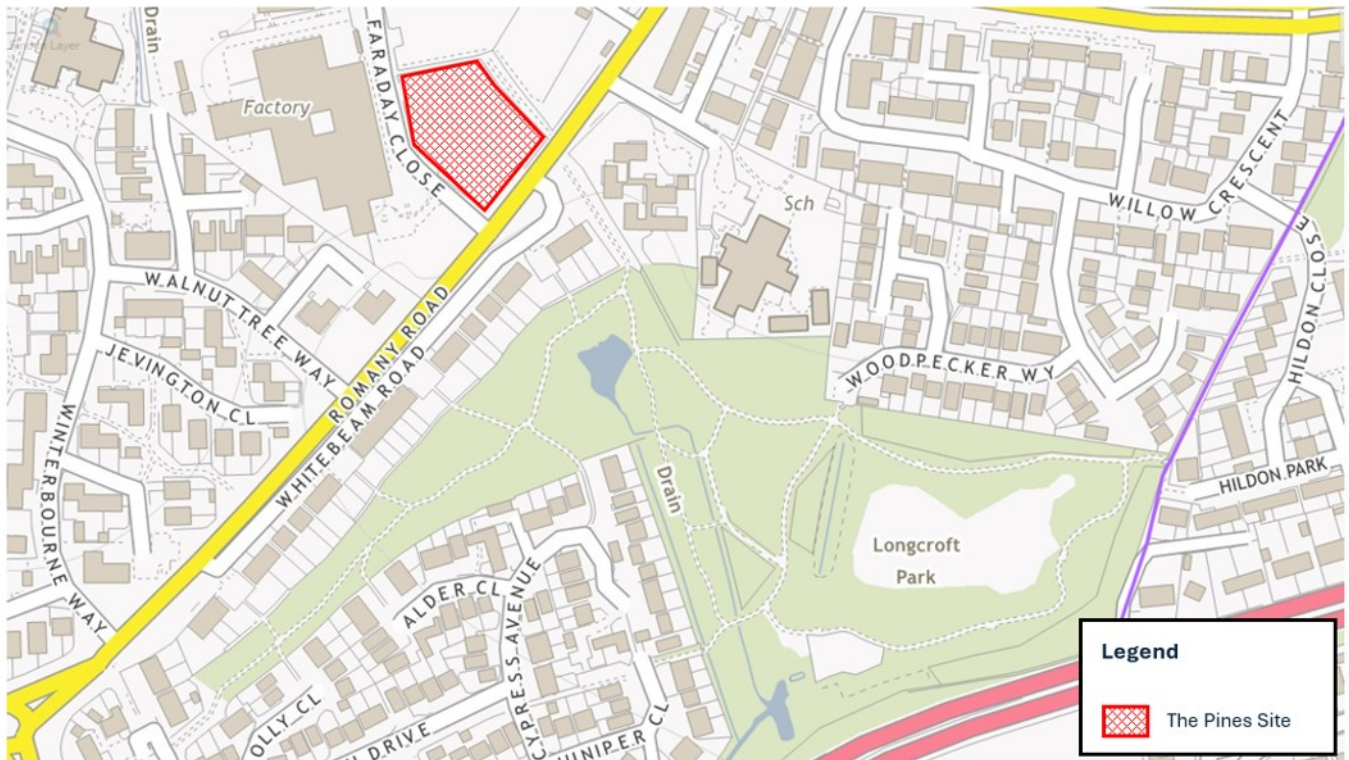
3.2 Pedestrian and Cycle Access

Several proposed cycle routes identified in the Adur and Worthing LCWIP aim to integrate the school into the local cycling network providing staff with enhanced opportunities to travel to the site by bicycle. This will include providing key links to both Durrington-on-Sea and Goring-by-Sea train stations. One of the proposed secondary cycle routes follows the alignment of Romany Road, 60m from the school's entrance, providing direct access to the cycling network.

Pedestrian routes through Whitebeam Woods and Longcroft Park, shown in Figure 3-1, provide staff with more direct walking connections between the school and the surveyed streets east of Romany Road, proposed for staff parking. These paths can be accessed from Juniper Close, Cypress Avenue, Alder Close, Holly Close, Magnolia Close, Whitebeam Road, Romany Road, Woodpecker Way, Hildon Close and Route WOG-3115 which is part of the rights of way network.



Figure 3-1 - Pedestrian Routes through Whitebeam Woods and Longcroft Park



Source: iMap – West Sussex County Council⁵

Footways are present along at least one side of all streets surveyed as part of the on-street parking survey, with most providing a footway on both sides. These footways are between 1.5 and 2m wide and are all well-lit providing suitable pedestrian access for staff walking between the school and the surrounding streets used for staff parking. A signalised crossing is located on Romany Road, 70m north of the Faraday Close junction, providing a safe crossing point for staff travelling from areas east of Romany Road.

Figure 3-2 and Figure 3-3 show the walking and cycling isochrones from The Pines.

⁵ [iMap - West Sussex County Council](#)

Figure 3-2 - Walking catchment from The Pines site

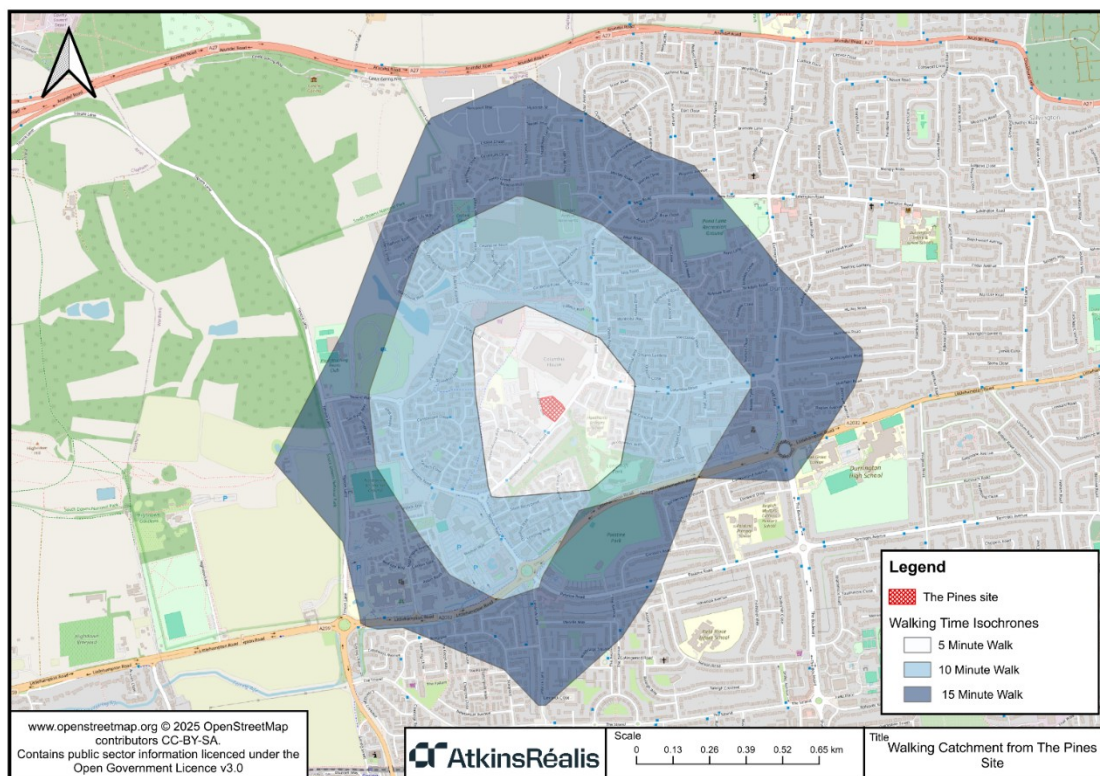
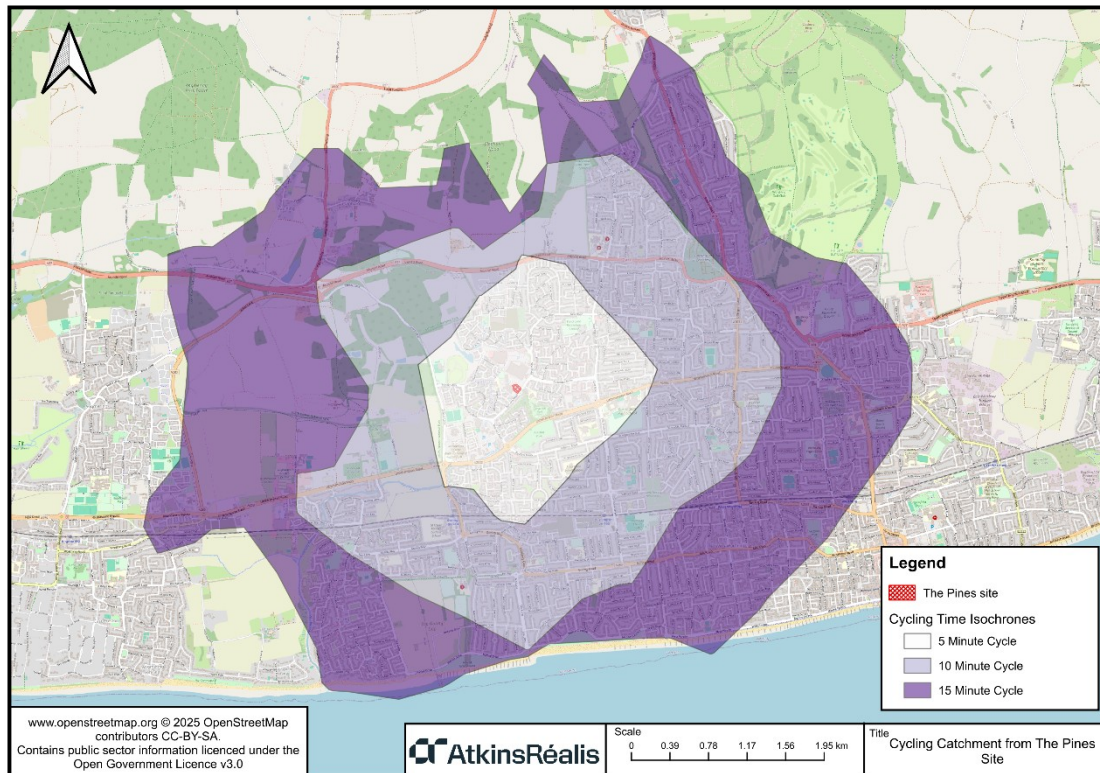


Figure 3-3 - Cycling catchment from The Pines site



3.3 Public Transport Access

BUS

The closest bus stop to the Pines site is the Faraday Close bus stop, located on Romany Road approximately 100m from the sites entrance, and is served by two buses. There is also a bus stop, Montreal Way, located on Columbia Drive, approximately 320m from the main entrance, which is served by two buses operating during the day. Details of both are summarised in Table 3-1.

Table 3-1 – Bus Services, Times, and Frequency

Service	Stop Nearest to The Pines	Frequency Monday – Friday 7:00-19:00	Comments
5	Faraday Close	Approx. every 20-35 mins.	This service runs from Worthing town centre to Durrington via Worthing rail station, Tarring, Salvington and Broadwater. This bus only stops at the northbound Faraday Close stop due to the loop making up part of this service's route.
10	Faraday Close	Approx. every 30-40 mins.	This service runs from Worthing town centre to Durrington via Worthing rail station, West Worthing and Tarring. This service facilitates onwards journeys from both Goring-by-Sea train station and Durrington-on-Sea, stopping at both Boxgrove Parade and Strand Parade bus stops. Thus, providing a connection between the nearest stop to the school, and those nearest each of the closest rail stations.
700	Montreal Way	Approx. every 10-12 mins.	This service runs from Brighton to Durrington via Hove, Portslade-by-Sea, Fishersgate, Southwick, Shoreham-by-Sea, South Lancing, East Worthing, Worthing, West Worthing and Goring-by-Sea. This service facilitates onwards journeys from Durrington-on-Sea railway station, stopping at Boulevard Shops stop 320m from the station.
7	Montreal Way	Approx. every 90 mins. Earliest service arrives at Montreal Way stop at 08:53.	This service runs from Lancing to Salvington via South Lancing, North Lancing, Sompting, Broadwater, Worthing, West Worthing, Tarring, and Durrington.



RAIL

The closest rail stations to the school are Goring-by-Sea (~2.1km) and Durrington-on-Sea (~2.6km). Both stations are served by trains connecting them to Brighton, Littlehampton, Chichester, and Portsmouth and Southsea as well as London Victoria.

At both Goring-by-Sea and Durrington-on-Sea there are nearby bus stops that facilitate onward journeys to The Pines School. Namely, Boxgrove Parade stop, which is located approximately 480m from Goring-by-Sea station and Strand Parade Stop 320m from Durrington-on-Sea.

3.4 Vehicular Access

Immediate access to the site is granted from Faraday Close which is a cul-de-sac providing access to various industrial and office spaces. Some parking restrictions are in place in certain sections of the road in form of double yellow lines on one side of the road. Access to Faraday Road is granted via Romany Road, which is a single carriageway main road which facilitates connections to parcels of residential developments. Both Faraday Close and Romany Road have 30 mph speed limits. Romany Road connects to the A2032 Littlehampton Road which acts as an arterial road running east to west through the centre of Worthing. The A2032 Littlehampton Road is a 50-mph dual carriageway at the western end, and transitions to a 30-mph single carriageway at the eastern end. It facilitates connections to Worthing town centre as well as the A27 which is part of the Strategic Road Network (SRN).

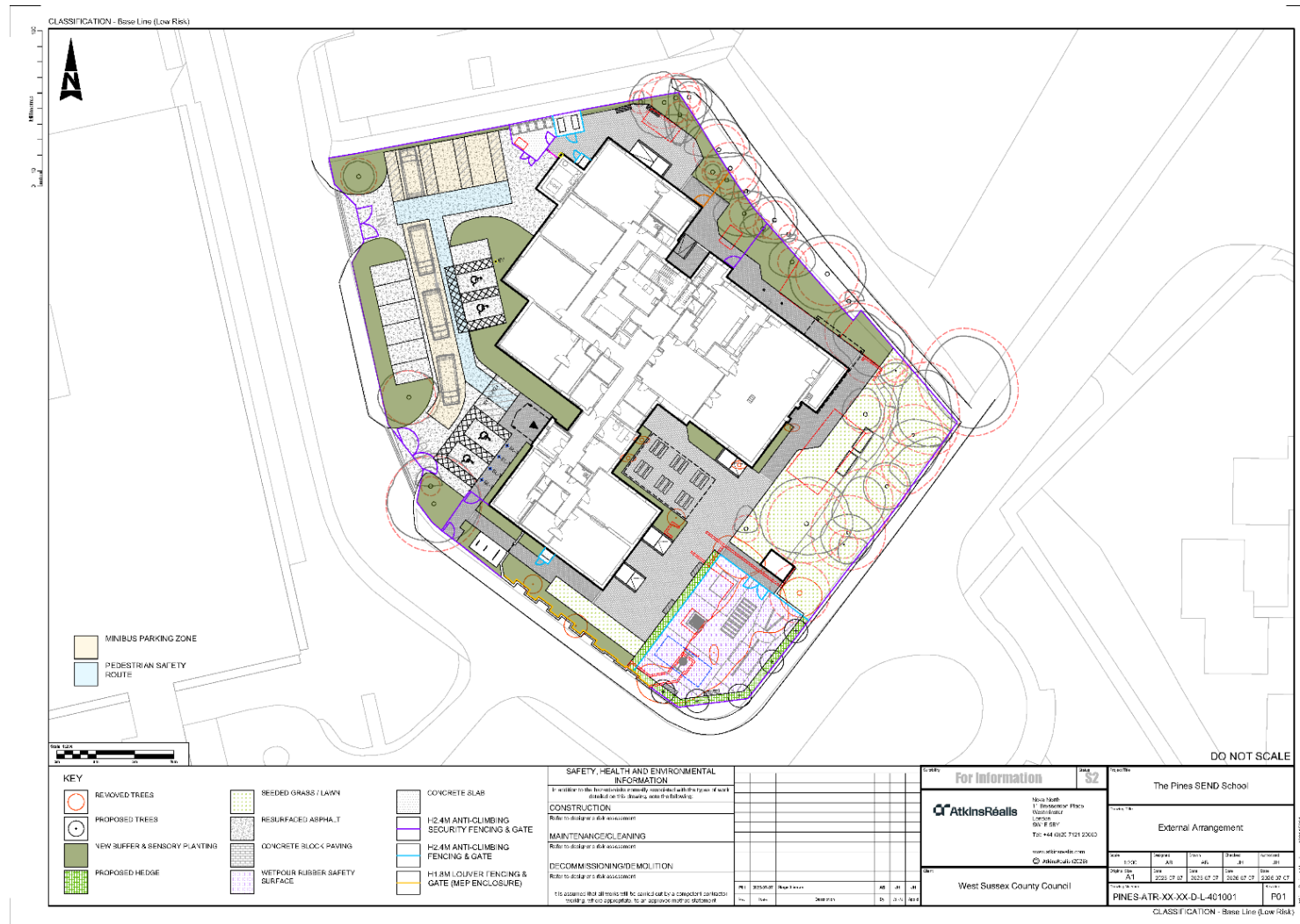
The A27 runs between Salisbury and Eastbourne via Chichester, Worthing and Brighton to create a strategic east to west link along the south coast of England. Managed by National Highways, the A27 is a dual carriageway which acts as the only nearby link to the SRN. The speed limit of the A27 varies between 40 mph and national speed limit around Worthing.

3.5 Parking Provision

The existing layout of the car park is proposed to be updated to align with the new use of the site (see Figure 3-4).



Figure 3-4 - The Pines SEND School external plan



Due to the functionality and unique needs of The Pines development, pupils are expected to predominantly travel to and from the school by minibus. As such, three permanent minibus bays are proposed at the northern end of the car park (see Figure 3-4). These will be appropriately sized bays (3m x 6.5m) with clearance zones either side to enhance ease of transfer to and from the vehicle. A 3m wide pedestrian zone is proposed to run along the length of these bays to allow for transfers to and from the rear of the vehicles. This pedestrian zone will connect with another running perpendicular, enabling safe movement between vehicles and the school's entrance.

During designated drop-off and pick-up windows, it is expected that six minibuses will occupy the car park at any one time, with three parked in the permanent bays and three, as show in Figure 3-4, parked in the drive-aisle. During these sessions the gates will be shut to secure the site and enable students to move around safely using the pedestrian zones.

In addition to the three designated minibus parking bays, there will be 11 car parking bays on site, of which 4 are marked as blue badge bays (see Figure 3-4). The WSCC Guidance on Parking at New Developments provides overarching guidance that 5% of parking spaces should be accessible bays. It also states that for non-residential institution such as The Pines, provision of accessible parking bays should be based on a site-specific assessment. The Department for Transport's Inclusive Mobility⁶ guidance states that, minimums of 2% and 5% of total parking capacity must be accessible parking spaces for car parks associated with existing employment premises, and newly built employment premises respectively. Excluding the three designated minibus parking spaces, four of the total 11 visitor parking spaces will be accessible bays, meaning accessible parking provision at The Pines will be around 36%. This level of overprovision is deemed appropriate due to the nature of the proposed SEND facility.

An electric vehicle (EV) charging point is also to be provided. As shown in Figure 3-4, it will be located adjacent to the eastern set of parking bays, between one standard and one accessible bay to maximise access for all users.

3.6 Staff Travel Patterns

To estimate a baseline for future staff travel patterns at The Pines, a survey of the existing Oak Grove College was undertaken. The results of this survey have been used as a dataset from which projections of the travel patterns for staff at The Pines could be created. In line with national statistics, it was found, that a large majority of the existing staff at Oak Grove College travelled to work by car, with 65% being the driver of a car and a further 5% being a passenger. This staff mode share percentage was then applied to an estimated 98 members of staff that are expected to be employed at The Pines.

By adopting this approach, a projected trip rate for each mode of transport is created for The Pines development. This can be used to estimate the relevant parking demands and assess the feasibility of the new site. The projected mode share of the new site can be seen below in Table 3-2.

Table 3-2 – Projected mode share at The Pines (98 staff)

	Projected mode share	Mode share (%)
Car (as driver)	64	65%
Car (as passenger)	5	5%
Motorcycle or scooter	0	0%
Bus	7	7%

⁶ [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure](#)



Train	4	4%
Cycle	5	5%
Walking or running	10	11%
Taxi	1	1%
E-bike or E-scooter	0	0%
Other	2	2%
Total	98	100%

As shown above, the projected number of staff members driving a car to work is 64. However, due to limited on-site parking capacity, prohibiting staff from parking on site, the majority of staff will be required to park off site, generating a potential demand of up to 64 on-street parking spaces within the immediate vicinity of the site.

It is expected that the only staff allowed to park on site will be those with a blue badge. As such, four blue badge bays have been retained on site, to align with national inclusive mobility guidance.



4. Objectives and Targets

This section outlines the objectives and targets of the STP that have been tailored to meet the needs of the school.

4.1 Objectives

A well-designed STP can influence staff travel choices and encourage a greater proportion of journeys to be made by sustainable modes such as walking, cycling, and public transport. Accordingly, the primary objective of this STP is to minimise reliance on private car travel and promote more sustainable travel behaviour amongst staff.

4.2 Targets

Targets have been included in the STP to help monitor and measure the success of the STP in meeting the objectives. Table 4-1 detail proposed targets over five years for the mode share of staff at the school. The projected mode share (detailed in section 3.6) has been used as a starting point.

Table 4-1 - The Pines SEND School Staff Mode Share Targets

Mode	Baseline Mode Share	Target Year One	Target Year Three	Target Year Five	Five-year Difference
Car (as driver)	65%	60%	55%	50%	-15%
Car (as passenger)	5%	5%	6%	6%	1%
Motorcycle or scooter	0%	0%	0%	0%	0%
Bus	7%	8%	9%	10%	3%
Train	4%	5%	5%	6%	2%
Cycle	5%	6%	8%	10%	5%
Walking or running	11%	12%	13%	14%	3%
Taxi	1%	1%	1%	1%	0%
E-bike or E-scooter	0%	1%	1%	1%	1%
Other	2%	2%	2%	2%	0%
Total	100%	100%	100%	100%	0%



5. Travel Plan Measures

This section of the STP sets out a range of measures designed to meet the objectives outlined in Section 4. These initiatives aim to encourage healthier and more sustainable travel choices amongst staff, including greater use of walking, cycling and public transport. The measures are considered appropriate for the school, although it is anticipated that they will be developed in more detail by the TPC once appointed, who will be responsible for the implementation, management and review of the measures.

5.1 Initiatives for staff

It is important that the school introduces measures to encourage staff to travel by more sustainable transport modes, however, it is recognised that the ability of teaching staff to travel by alternative modes to the car is limited by home location and their occasional need to transport classroom resource, however a number of initiatives are considered feasible.

5.1.1 Walking Initiatives

To encourage staff to walk to work where practical, the STP includes a range of measures to support walking as a sustainable mode of travel. These measures include:

- Provision of maps showing the local area and key walking routes to the school; and
- Provision of walking distances and journey times from key locations in the vicinity of the school. Information may also include the environmental benefits of walking and potential reductions in vehicle trips and associated emissions.

5.1.2 Cycling Initiatives

The provision of secure and accessible cycle parking is an important factor in encouraging staff to cycle to the school. The school should consider offering a Cycle to Work Scheme for staff. This Government-backed initiative enables employers to loan bicycles and cycling equipment to employees as a tax-efficient benefit, helping to encourage cycling for commuting journeys. Facilities for the storage of cycling equipment should also be provided, where practicable, to support staff who choose to cycle to work. As part of this provision, 6 cycle parking spaces will be provided on site, prior to first occupation. Should demand exceed the provision, more cycle parking may need to be provided.

5.1.3 Public Transport Initiatives

Providing public transport information is a simple, cheap and effective measure that can help influence travel choices. Information on local bus and rail services should be displayed within staff communal areas and made available to visitors where appropriate. This should include route information, timetables and details of nearby bus stops and rail stations. Links to journey planning websites and public transport operator contact details should also be provided to assist staff in planning journeys to and from the school. Information on relevant discounts, season ticket schemes and concessionary fares should likewise be promoted to increase awareness of public transport options and encourage uptake amongst staff.



5.1.4 Care Share initiatives

These initiatives are aimed at staff who travel by car to the school and are able to pick up a colleague on their route to work. This is a positive measure for reducing pressure on on-site parking demand, in line with discouraging single occupancy vehicle journeys. Limited on-site car parking provision is an inherent mitigation to reduce the number of single-occupancy car journeys due to the added inconvenience of parking off-site. By making travel to work by car less attractive, more employees are likely to explore alternative options like car sharing. Car sharing will promote more sustainable commutes while providing the convenience offered by travelling by car. This STP will encourage staff car sharing through the following possible recommendations:

- Allowing a number of spaces in the car park to be reserved for those who car share;
- Publishing the benefits of car sharing to staff, for example at staff meetings and teacher training days; and
- Promotion of the local car sharing website, West Sussex Carshare (West Sussex Car Share community - part of the Liftshare network) and the benefits of car sharing in staff communications and the induction process for new starters.

5.2 Action Plan

An action plan has been developed to provide an indication of how and when measures should be implemented as seen in Table 5-1.

Table 5-1 - Action Plan for Travel Plan Measures

Action	Target Date	Method of Monitoring	Responsibility	Method of Publicity
Information, Marketing and Promotional Actions				
Participation in national events	Ongoing/annually	Participation in events	TPC	Staff meetings Posters in staff areas
Provide information on sustainable travel to school in the school's newsletter	Ongoing	Increase in staff travelling to school by sustainable modes	TPC	Staff notices
Publicise the STP through the school reception area	Opening of the School	Physical reminder of the STP and Action Plan	TPC	Information placed in communal areas
Car Share actions for staff				
Designated car share parking spaces	Opening of the School	Decreased pressure on car parking, increase in number of car sharers	TPC/head teacher	Staff notices
Publicise the benefits of car sharing for staff	Opening of the School	Production of car share material	TPC	Staff meetings



Action	Target Date	Method of Monitoring	Responsibility	Method of Publicity
Promote the WSCC car sharing website	Opening of the School	Uptake of car sharing amongst staff	TPC	Staff notices
Walking Actions for Staff				
Provision of walking maps showing local routes	Opening of the School	Production and display of information, reducing car journeys	TPC	Display of information in staff communal area
Provision of information on local walking routes	Opening of the School	Production and display of information, reducing car journeys	TPC	Display of information in staff communal area
Cycling Actions for Staff				
Investigate Cycle to Work scheme	Opening of the School	Sign up to cycle to work scheme (if appropriate)	TPC	Staff notices
Public Transport Actions for Staff				
Provision of public transport information in communal areas	Opening of the School	Production of display of information, uptake of PT journeys	TPC	Information placed in communal areas
Car Parking Within Site				
Agree and produce a parking management strategy.	Opening of the school	Annually as part of snapshot surveys	TPC	Staff notices Staff meetings Information placed in communal areas
Adherence to Parking Management Strategy	Opening of the School	Monitoring of permits, if implemented	TPC	Staff notices Staff meetings Information placed in communal areas



6. Monitoring and Coordination

This section provides a plan for the coordination of the STP, including details of the STP coordinator (TPC) role. The TPC plays an integral part in the successful delivery of the STP, as well as being an ongoing point of contact for the staff and pupils at the school, as well as WSCC. This section also proposes a strategy for monitoring the progress and achievements of the STP and reporting process to the Local Planning and Highways Authorities.

6.1 Management and Ownership of the Travel Plan

Appropriate structures and processes will be put in place to ensure the effective management and delivery of the STP. The management will be the responsibility of the TPC and this STP will provide a framework to be developed upon their appointment.

6.2 Staff Travel Plan Coordinator

It is recommended that the school appoint a TPC as soon as possible in order to oversee then delivery of the STP. The TPC will be responsible for ensuring that monitoring is undertaken and carried out at times that are representative of the typical day-today travel characteristics of the school. Key duties of the TPC will include:

- Promoting and encouraging the use of modes other than car;
- Update baseline travel patterns through carrying out staff travel surveys. In addition, they will arrange and record surveys of car park use at the School;
- Liaison with contractors and inspection to ensure a high standard of on-the-ground provision of infrastructure e.g. cycle parking. In addition, they should survey the level of usage of cycle and scooter stands and establish the need for additional facilities;
- Forming contacts at WSCC and liaising with these to report on the progress of the STP and capitalising on any transport improvements post-occupation of the school;
- Ensuring that relevant information is provided to all intended users of the STP and that the information is clearly displayed and kept up to date;
- Acting as a point of contact to provide travel advice to staff, pupils and parents; and
- Undertaking annual monitoring of the achievements of the STP against the agreed targets and objectives.

6.3 Travel Plan Monitoring Strategies

A robust monitoring strategy is essential for measuring the performance of the STP against the agreed objectives and targets.

6.3.1 Baseline Surveys

A crucial part of the information gathering element of the STP is to ensure that baseline staff travel surveys should be undertaken annually. The survey should be distributed in a communal staff area or via email. For staff, the survey should seek to identify the following:

- Reason for use of current mode;
- If they travel by car, the reasons for this;
- Willingness to use alternative mode;



- Incentives to encourage use of sustainable modes; and
- Other transport related issues.

Each survey should be compared to the last and mode share targets should be updated accordingly. The TPC is responsible for processing and managing the surveys and responses.

6.3.2 Snapshot surveys

Once the STP is fully operational, snapshot surveys should be conducted every quarter. This helps assess the modes of transport used by staff and pupils. Information gathered should include:

- Tracking the level of cycle use by counting the number of stands occupied;
- The number of cars parked inside and outside permitted areas;
- The number of car sharers accessing the school.

Information gathered as part of the snapshot survey should be used to assess the success of the STP as part of the annual review process.

6.3.3 Annual Monitoring and Reviews

The TPC will be responsible, in collaboration with the overarching TPC for the wider development, for collating and reviewing the results of the surveys and submitting an annual monitoring report and STP review to WSCC for approval. This should be completed annually for five years following the full occupation of the school and is the TPC's responsibility to undertake. This report should also be made available on the school website.

As the wider development will continue to be built out as the school becomes operational, it is expected that the opportunities to use sustainable means of transport will increase as the quality of the public transport, cycle and pedestrian networks will improve in line with the growth of the development. This means that subsequent phases of the Proposed Development will have greater opportunities to use sustainable travel modes. In line with the strategy set out in the TP for the wider development, the monitoring strategy and targets set in this document will be reviewed and updated as required.

6.3.4 Mitigation

If targets are not achieved, additional actions should be taken to help attain them. Explanations and information about what is going to be done over the subsequent period to meet the targets will be provided to WSCC.

Examples of further mitigation measures that could be implemented are as follows:

- Increase the marketing and promotion of the STP and travel options;
- Undertake Personal Travel Planning with pupils and staff e.g., producing tailored travel maps through tools such as 'myPTP'; and
- Further participate in national event days.

Other mitigation measures that are not listed above should be considered if targets are not being met, these can be established at the time if required.



7. Summary and Conclusions

AtkinsRéalis has been commissioned by West Sussex County Council (WSCC) to support the planning application for The Pines Special Educational Needs and Disabilities (SEND) School in Worthing. This Staff Travel Plan (STP) outlines the relevant planning and transport policy context and establishes a framework for encouraging sustainable staff travel.

The school benefits from good accessibility by walking, cycling, bus and rail services. The STP identifies a package of measures designed to increase staff's use of sustainable travel modes and reduce staff reliance on single-occupancy vehicle journeys. The site's accessibility, together with the proposed Travel Plan measures, provides a strong basis for encouraging positive travel behaviour amongst staff.

A Travel Plan Coordinator (TPC) will oversee the implementation of the STP and undertake regular monitoring and review. Through ongoing monitoring, annual travel surveys and periodic updates to the proposed measures, the STP will remain a live document capable of responding to changing travel patterns and achieving continuous improvement in sustainable staff travel.

In summary, this STP provides a practical framework for encouraging sustainable travel choices amongst staff, reducing reliance on private car use where possible, and monitoring travel behaviour as the school becomes established.



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