FRAMEWORK TRAVEL PLAN

PROPOSED EMPLOYMENT DEVELOPMENT
SHOREHAM AIRFIELD

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EXECUTIVE SUMMARY

This Travel Plan has been prepared by ADC Infrastructure Ltd who were commissioned by Panattoni to produce a Travel Plan for their employment development on land within Shoreham Airport, to the west of Cecil Pashley Way in Shoreham-by-Sea, West Sussex. Adur District Council are the local planning authority and West Sussex County Council are the local highway authority (WSCC).

The development site benefits from outline planning permission (AWDM/1093/17) which was approved in December 2019. The outline planning approval was for the erection of commercial buildings to provide up to 25,000 sqm of B1c, B2 and B8 employment use. Condition 22 of the decision notice states:

"*No unit of commercial floorspace shall be occupied until a Travel Plan, which shall include modal shift targets and a programme of implementation, monitoring and review, has been submitted to an approved in writing by the Local Planning Authority*".

Therefore, this Framework Travel Plan has been prepared to discharge Condition 22 of the decision notice, to encourage sustainable travel for staff and visitors of the respective commercial units.

The site also benefits from a Reserved Matters planning permission (AWDM/1831/21) which was approved in July 2022, detailing the appearance, landscaping, layout and scale of the new commercial buildings. The approved scheme consists of five units, which in total provide 257,043sqft (23,880sqm) of B1c, B2 and B8 employment floor space.

This Framework Travel Plan builds upon information contained in the Transport Assessment that was prepared to support the outline planning application. This Travel Plan sets out a framework for individual occupiers to develop their own Travel Plans in accordance with the aims and targets set out within this Travel Plan.

A Travel Plan is a living document that sets out ways in which an organisation can reduce the number of vehicle trips to their site by promoting more sustainable travel options. It is site and occupier specific and considers the unique needs and interests of employees and visitors in the context of the local environment and transport network. A Travel Plan involves the development of agreed targets and outcomes which are linked to an appropriate package of measures aimed at reducing the need to travel, encouraging more sustainable travel, and reducing single occupancy car use, for all trips to and from a development. The Travel Plan process also includes continuous monitoring, review, and refinement over time, as travel survey data is collected to determine trends in travel patterns.

This Framework Travel Plan includes the above and has been prepared to address travel by staff and visitors. This following Travel Plan targets are proposed:

1. The development will have a 100% Travel Plan awareness target amongst staff. Every member of staff is to be made aware of the Travel Plan, and how to contact their Travel Plan Co-ordinator. This target will be achieved within three months of occupation of each unit, and will be monitored via the staff travel surveys.
2. Achieve a target of a 10% reduction in the proportion of staff travelling in the peak hours as a single occupancy vehicle driver, within five years of first occupation of the new development. This will be monitored via the staff travel surveys.

The occupiers are not known at this stage. However, this Travel Plan sets out ways in which the prospective occupiers at the site can reduce the number of single occupancy car use trips to the site by promoting more sustainable travel options and through the development of their own individual Travel Plans.

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1.0 INTRODUCTION

1.1 ADC Infrastructure Ltd were commissioned by Panattoni to produce a Framework Travel Plan for their employment development within Shoreham Airport, on land to the west of Cecil Pashley Way in Shoreham-by-Sea, West Sussex. Adur District Council are the local planning authority and West Sussex County Council are the local highway authority (WSCC).

1.2 The site is allocated for development within Adur District Council's Local Plan which was adopted in December 2017 and benefits from outline planning (AWDM/1093/17) which was approved in December 2019. The planning approval was for the erection of commercial buildings to provide up to 25,000 sqm of B1c, B2 and B8 employment use. Condition 22 of the outline planning permission states:

"*No unit of commercial floorspace shall be occupied until a Travel Plan, which shall include modal shift targets and a programme of implementation, monitoring and review, has been submitted to an approved in writing by the Local Planning Authority*.

Reason: In the interests of encouraging sustainable transport."

1.3 Therefore, this Framework Travel Plan has been prepared to discharge Condition 22 of the outline planning permission.

1.4 The site also benefits from a Reserved Matters planning permission (AWDM/1831/21) which was approved in July 2022, detailing the appearance, landscaping, layout and scale of the new commercial buildings. The approved scheme consists of five units, which in total provide 257,043sqft (23,880sqm) of B1c, B2 and B8 employment floor space. A copy of the most recent development site layout (Site Plan P403 Rev Q) is provided in **Appendix A**.

1.5 To the west of the site, a hybrid planning application (AWDM/0961/17), known as 'New Monks Farm' was approved in February 2020. This included full planning approval for the erection of 245 dwellings and a Country Park to be accessed from a new roundabout on the A27 as well as outline planning approval for the erection of 351 dwellings a primary school and an IKEA. Construction of the new A27 junction is currently underway. Once complete, this new junction will also provide access to the Panattoni development.

1.6 This Travel Plan sets out how each occupier will contribute towards the overall aims and targets set out in this report to minimise the number of vehicle trips generated to and from the site.

1.7 According to the National Planning Practice Guidance:

"*Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.*

Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation."

1.8 A Travel Plan is therefore a living document that sets out ways in which an organisation can reduce the number of vehicle trips to their site by promoting more sustainable travel options. It

is site specific and considers the unique needs and interests of employees, visitors, and deliveries in the context of the local environment and transport network.

1.9 A Travel Plan involves the setting of agreed targets and outcomes which are linked to an appropriate package of measures aimed at reducing the need to travel, encouraging more sustainable travel, and reducing single occupancy car use, for all trips to and from the development. The Travel Plan process also includes continuous monitoring, review, and refinement over time, as travel survey data is collected to determine trends in travel patterns. This Travel Plan therefore sets out ways in which the occupiers can reduce the number of single occupancy car use trips to the site by promoting more sustainable travel options and through the development of their own individual Travel Plans.

2.0 DEVELOPMENT

Site location and existing use

2.1 As shown in **Figure 1**, the development is located to the west of Shoreham-by-Sea, a town approximately 10km to the west of Brighton. The site is located in north-eastern corner of Shoreham Airport. Shoreham Airport includes an airfield and a Grade II listed terminal building.

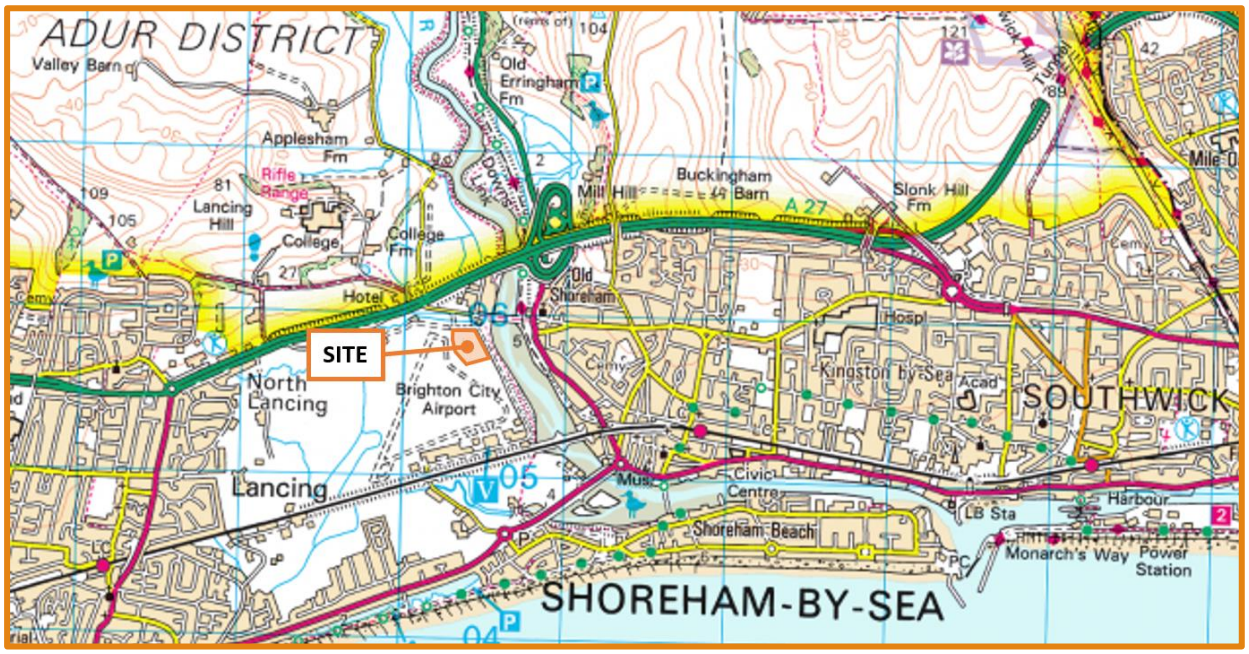

Figure 1: General site location plan

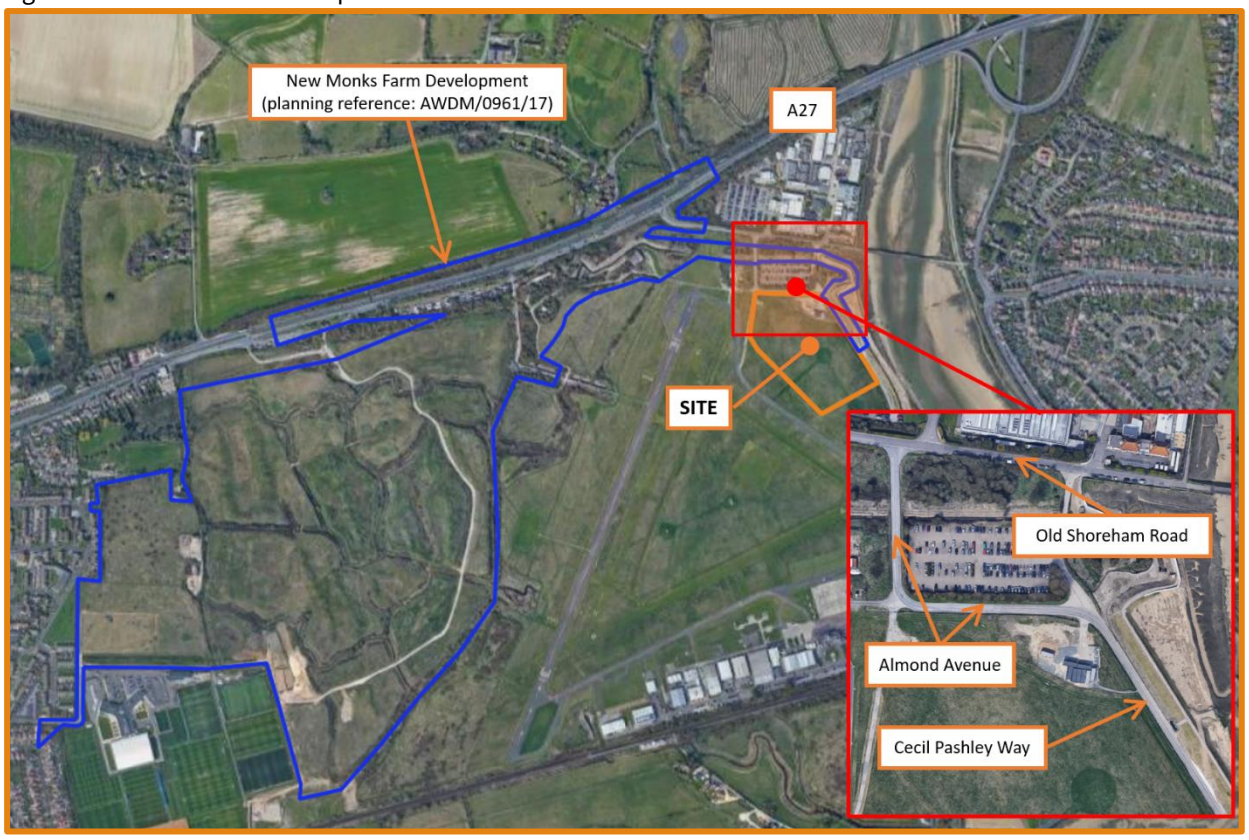

Figure 2: Aerial photograph

2.2 At a more local level (**Figure 2**), the site is located to the south of the A27 and west of the New Monks Farm development. **Figure 3** shows the illustrative masterplan for the approved New Monks Farm development in relation to the proposed scheme. Construction on the wider development is well advanced and some of the residential dwellings in the western part of the are occupied. The IKEA element of the development will no longer take place. The new roundabout on the A27 is currently in the final stages of construction.

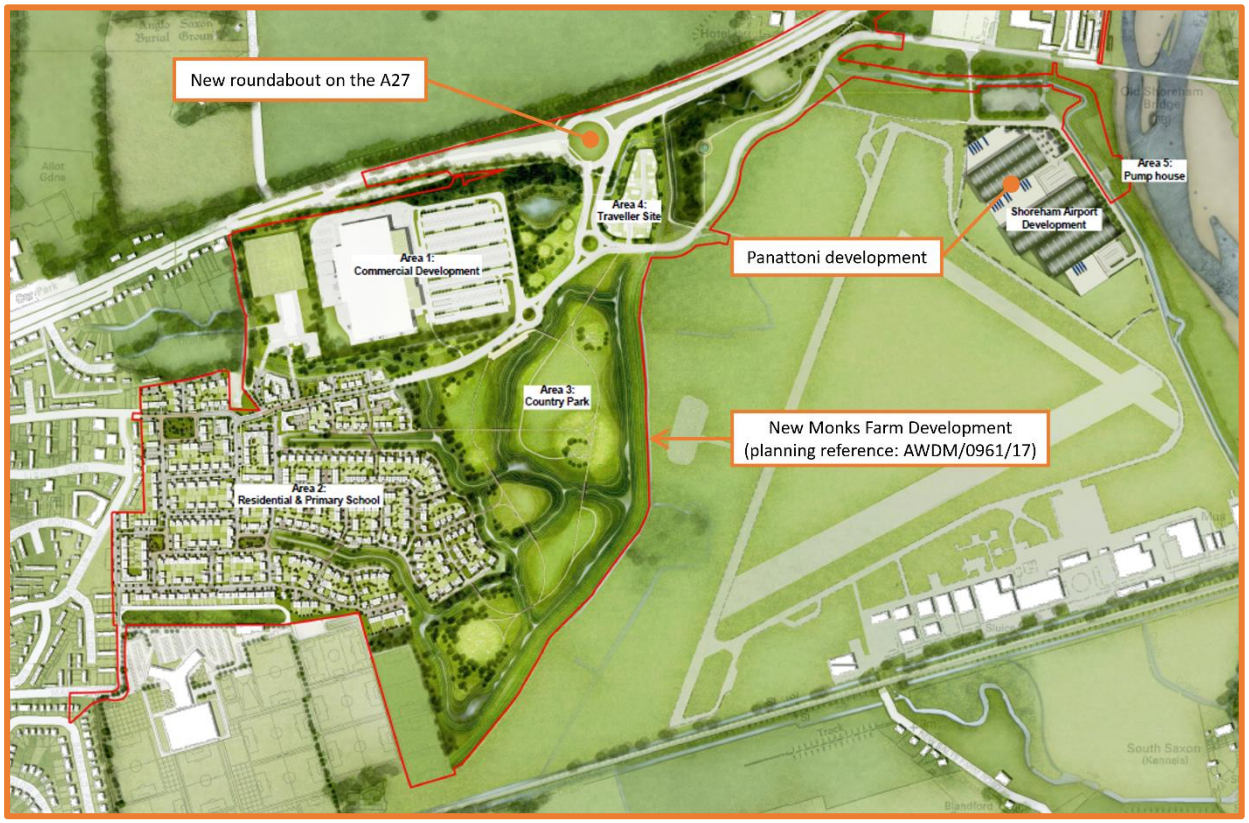

Figure 3: illustrative masterplan for New Monks Farm development (planning reference: AWDM/0961/17)

Local highway network

2.3 The local highway network is shown in **Figure 4**. The site is bound by Almond Avenue to the north and Cecil Pashley Way to the east, both of which are private roads and will provide access to the development. Almond is currently approximately 6m wide and subject to a 20mph speed limit.

2.4 Cecil Pashley Way abuts the eastern boundary of the site and is approximately 4.8m wide and subject to a 20mph speed limit. Cecil Pashley Way extends further south beyond the site to the airport terminal and has four passing places on the eastern side of the carriageway.



Figure 4: current road layout in vicinity to the site

2.5 To the north of the site, Almond Avenue meets Old Shoreham Road at a priority-controlled junction. Old Shoreham Road is part of the public highway and as well as the airport to the south, provides access to Shoreham Technical Centre on the northern side of the carriageway. Double yellow lines are present along the northern side of the carriageway and on the northern side of the carriageway to the west of the Old Shoreham Road/Almond Avenue junction. To the east of the junction, there is on-street parking opportunities, albeit restricted to four hours from Monday to Friday between 0900 and 1700 hours (no return within two hours). Old Shoreham Road extends east before meeting with Shoreham Tollbridge which runs across the River Adur and prohibits vehicular movements but is free to use for pedestrians and cyclists.

2.6 At the western end, Old Shoreham Road meets with the A27 at a signal-controlled junction. However, this junction has recently closed due to the improvement works on the A27. As shown in **Figure 5** below, Old Shoreham Road is now accessed via the southern arm of the new A27 roundabout which meets with another recently completed roundabout. The south western arm provides access to the New Monks Farm roundabout whilst the south eastern arm provides access to the site via Old Shoreham Road.

2.7 The A27 forms part of the strategic road network, is dual carriageway and subject to the national speed limit. The A27 provides access to Brighton and Eastbourne to the east as well as Worthing to the west.

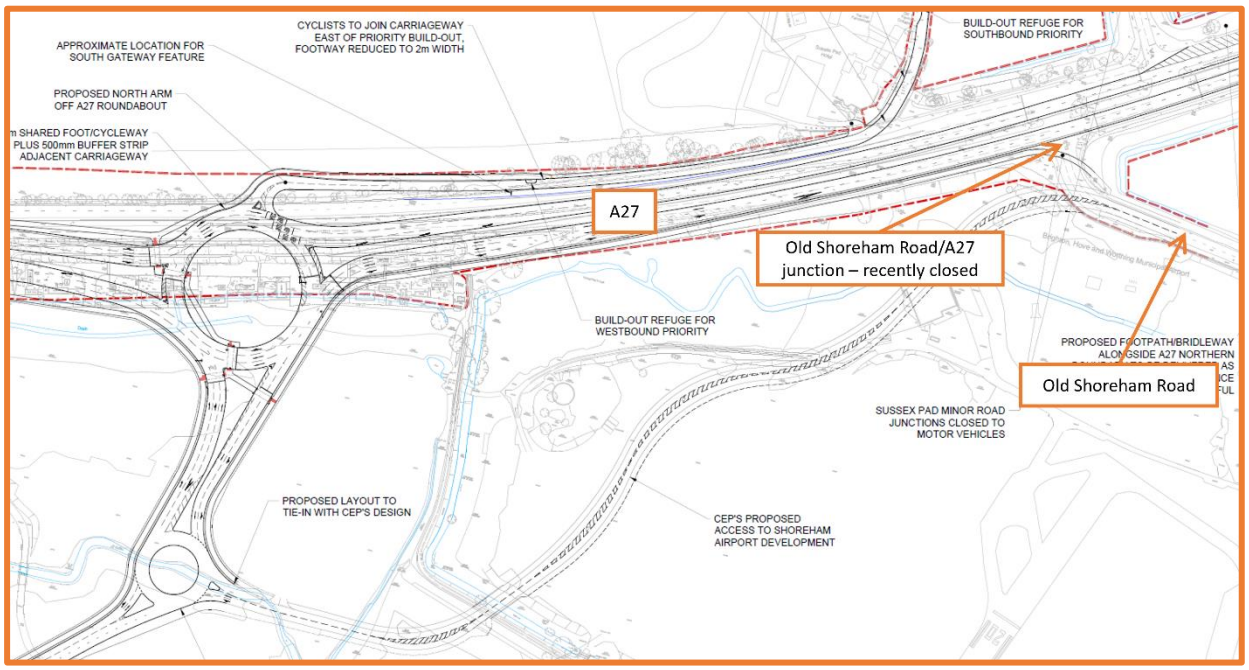

Figure 5: A27 improvement works (proposed as part of New Monks Farm development – drawing number VN201557-PL-03 Rev J)

2.8 As part of the extant consent for the site, there were proposals for Old Shoreham Road, Almond Avenue and Cecil Pashley way to be upgraded. However, there were no associated details regarding what the proposals would be. As part of the approved Reserved Matters planning application, it was proposed that Almond Avenue and Cecil Pashley be widened to 7.3m to accommodate two-way HGV movements associated with the development, along with an improvement scheme at the Old Shoreham Road/Amond Way junction. The general arrangement drawings are shown at drawing **ADC2335-DR-110 C1**, **ADC2335-DR-111 C1** and **ADC2335-DR-101-C01** that are provided at **Appendix B**. The works include the provision of a new footway along the development side of Cecil Pashley Way.

2.9 Vehicle access to the site will be accessed via four access points. A southern access will be provided on Cecil Pashley Way which will serve Unit 1, a further access will be provided on Cecil Pashley Way to serve Units 2A, 2B, 2C, Unit 3 and Unit 4, whilst Unit 5 will be served from Almond Avenue to the north of the site.

Pedestrian travel

2.10 *Guidelines for Providing for Journeys on Foot*[1] describes walking distances for commuters, where up to 500 metres is the desirable walking distance, up to 1km is an acceptable walking distance, and up to 2km is the preferred maximum walking distance. A pedestrian catchment of 2km is shown in **Figure 6**, the catchment includes the airport terminal and associated building to the south of the site and the western part of Shoreham-by-Sea which can be accessed via Shoreham Tollbridge.

[1] Guidelines for Providing for Journeys on Foot, CHIT, 2000



Figure 6: 2km Pedestrian catchment area

2.11 In terms of pedestrian infrastructure, there is currently no footway provision along the site frontage on Almond Avenue or Cecil Pashley Way, and a new footway facility will be provided as part of the development, as described later in this report. On the southern side of Old Shoreham Road, there is a shared footway/cycleway which will connect with the new pedestrian and cyclist infrastructure being provided as part of the New Monks development as shown in **Figure 7**.

2.12 The existing footway/cycleway on Old Shoreham Road will extend to an uncontrolled crossing point. This will enable connectivity to a 3m wide footway/cycleway that would be provided along the southern side of the A27 which extends to Lancing. The crossing point would also provide connectivity to the 3m wide footway/cycleway which runs on the northern side of the road linking with the New Monks Farm development.

2.13 **Figure 6** also shows the local Public Rights of Way network in the vicinity of the site. As shown, Footpath 2048/1 runs to the east of Cecil Pashley Way along a sea wall and extends to the shared footway/cycleway on Old Shoreham Road.

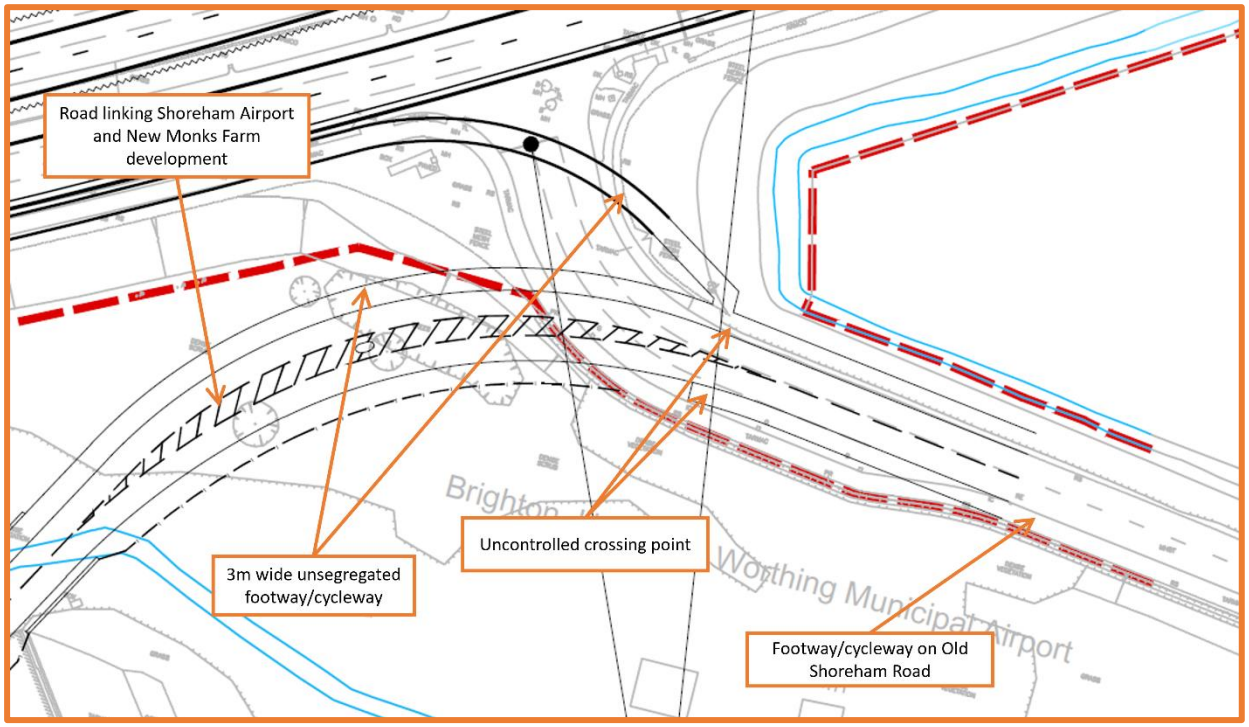

Figure 7: Pedestrian infrastructure on Old Shoreham Road

Cycle travel

2.14 Cyclists are typically prepared to cycle up to 5km for non-leisure journeys, such as those to work. As shown in **Figure 8**, a 5km cycle catchment includes all of Shoreham-by-Sea, Lancing and Southwick.

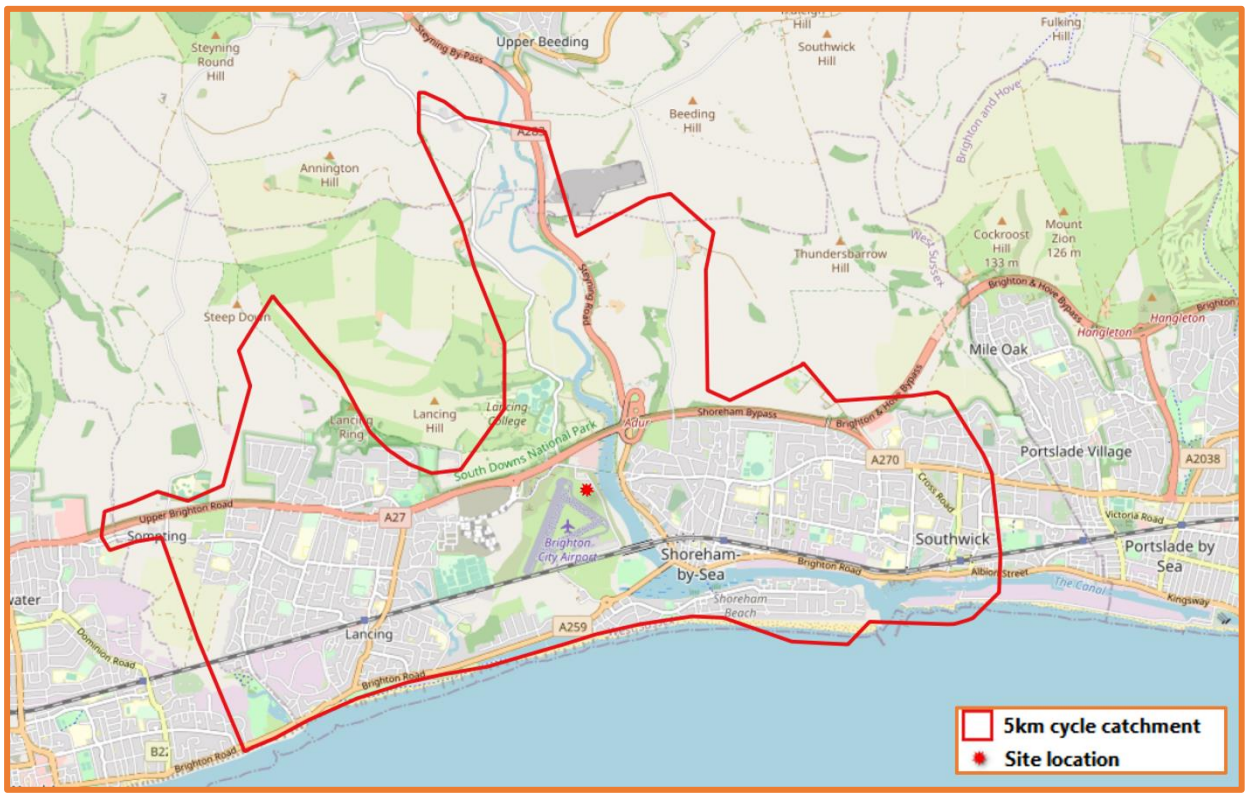

Figure 8: 5km cycling catchment

2.15 Regarding cycle infrastructure, Old Shoreham Road has a footway/cycleway on the southern side of the carriageway. As described above, to the west of the Old Shoreham Road/Almond Avenue junction, the footway/cycleway extends to the A27/Old Shoreham Road junction and connects with the footway/cycleway along the A27 which terminates in Lancing.

2.16 As shown in **Figure 9**, the National Cycle Network (NCN) route 223 runs along the eastern side of the River Adur and can be linked to via the Old Shoreham Toll Bridge which is a bridleway. NCN route 223 extends to the centre of Shoreham-by-Sea to the south as well as Horsham and Guildford to the north. NCN route 2 runs through the centre of Shoreham-by-Sea and connects with Worthing to the west and Brighton to the east.

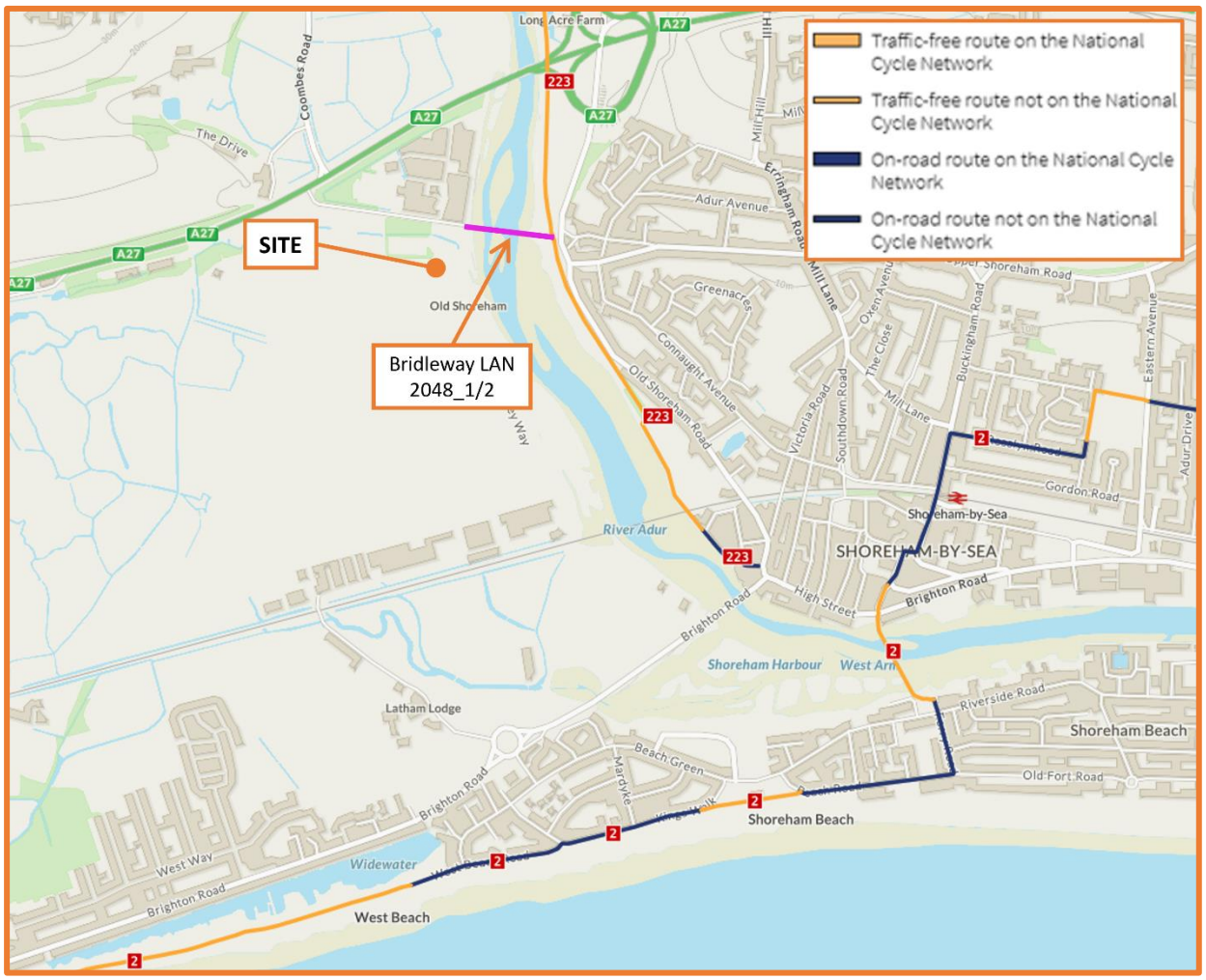

Figure 9: Sustrans NCN route 2 and 223 in the vicinity to the proposed development

Bus travel

2.17 The nearest bus stops from the site are on the A27, adjacent to the recently closed A27/Old Shoreham Road junction. Due to the A27/Old Shoreham Road junction closing, contact was made regarding the status of the bus stops as a result of the A27 improvement works. It was confirmed by Stagecoach that the bus stops will be retained. The bus stops notably serve the number 9 bus route between Shoreham-by-Sea and Arundel on an hourly basis except for Sundays.

2.18 Regarding the bus infrastructure proposed as part of the New Monks Farm development, the residential Travel Plan for the scheme states "*early discussions have already been coordinated with local bus operators regarding how best to service the New Monks Farm development so that*

sustainable modes can be actively promoted". It is suggested that this would include the provision of new bus services within the New Monks Farm development. The residential Travel Plan states "D*uring the early stages, it is envisaged that the bus stops and services on the A27…will initially facilitate access to the New Monks Farm development"*. Hence, staff and visitors associated with the Panattoni development are likely to benefit from the improved services that will be provided as part of the New Monks Farm development.

Rail travel

2.19 The nearest train station is Shoreham-by-Sea which is within 2km walking distance from the site and is therefore within the pedestrian and cycle catchments. The station is managed by Southern (Govia Thameslink Railway) and notably provides a service to London Victoria twice an hour, via Gatwick Airport as well a service every 15 minutes to Brighton.

Public transport accessibility index

2.20 The BREEAM Accessibility Index (AI) is influenced by the proximity and diversity of the public transport network and the frequency of service at the accessible nodes. The greatest number of compliant nodes, services and their proximity to the building, the higher the AI. To determine the public transport Accessibility Index, the following information should be collated:

a) Distance (m) from the main building entrance to each compliant public transport node.
b) Public transport types serving the compliant node, e.g. bus or rail.
c) Average number of services stopping per hour at each compliant node during the operating hours of the building for a typical day.
d) Use the BREEAM Accessibility Index tool to calculate the AI.

2.21 For a public transport node to be compliant, it must be within 650m for a bus service or 1000m for a rail service. On this basis, there are no compliant rail services.

2.22 Regarding bus services, as stated above, staff and visitors are likely to benefit from the improved services that will be provided as part of the New Monks Farm development. However, the bus services that will run through the New Monks Farm development are not yet in operation and, therefore, have not been included in this assessment.

2.23 As stated above, the services included in the BREEAM assessment are average services stopping every hour. As mentioned in paragraph 2.17, the nearest bus stops are located on the A27. The westbound bus stop is approximately 650m walking distance from the site. However, the eastbound bus stop would be more than 650m walking distance from the site and, hence, would not be compliant. Therefore, only the westbound bus stop has been included within the assessment. The number 9 bus route stops on an hourly basis which provide an AI of 0.75. The calculations are included at **Appendix B**.

Existing accessible amenities

2.24 The proposed development is within acceptable walking and cycling distance of various residential areas, with footway and cycle connections. According to Table 7.1 of the BREEAM 2018 Manual, the following amenities that are within 500m of the site should be reported on.

Amenities
Appropriate food outlet
Access to cash
Access to an outdoor open space (public or private, suitably sized and accessible to building users)
Access to a recreation or leisure facility for fitness or sports
Publicly available postal facility
Community facility
Over the counter services associated with a pharmacy
Public sector GP surgery or general medical centre
Childcare facility or school

2.25 A review was therefore undertaken which confirmed none of the above amenities are within the 500m catchment of the site.

2.26 However, the principle of employment development at the site was established as part of the outline planning permission for the development. The accessibility of the site has therefore already been considered acceptable.

Development

2.27 The development site has outline planning consent (AWDM/1093/17) for up to 269,098sqft (25,000sqm) of B1c, B2 and B8 employment floor space and the approved Reserved Matters details that the development will provide 257,043sqft (23,880sqm) of B1c, B2 and B8 employment floor space. A copy of the most recent iteration of the site layout is provided at **Appendix A**. An extract of the layout is provided at **Figure 9**.

2.28 The development will provide five units (with Unit 2 sub-divide into three units), as follows:

- Unit 1 = 53,700sqft (4,989sqm)
- Unit 2A = 23,000sqft (2,137sqm)
- Unit 2B = 19,000sqft (1,765sqm)
- Unit 2C = 29,495sqft (2,740sqm)
- Unit 3 = 47,500sqft (4,413sqm)
- Unit 4 = 49,500sqft (4,599sqm)
- Unit 5 = 35,048sqft (3,256sqm)
- **Total = 257,043sqft (23,880sqm)**

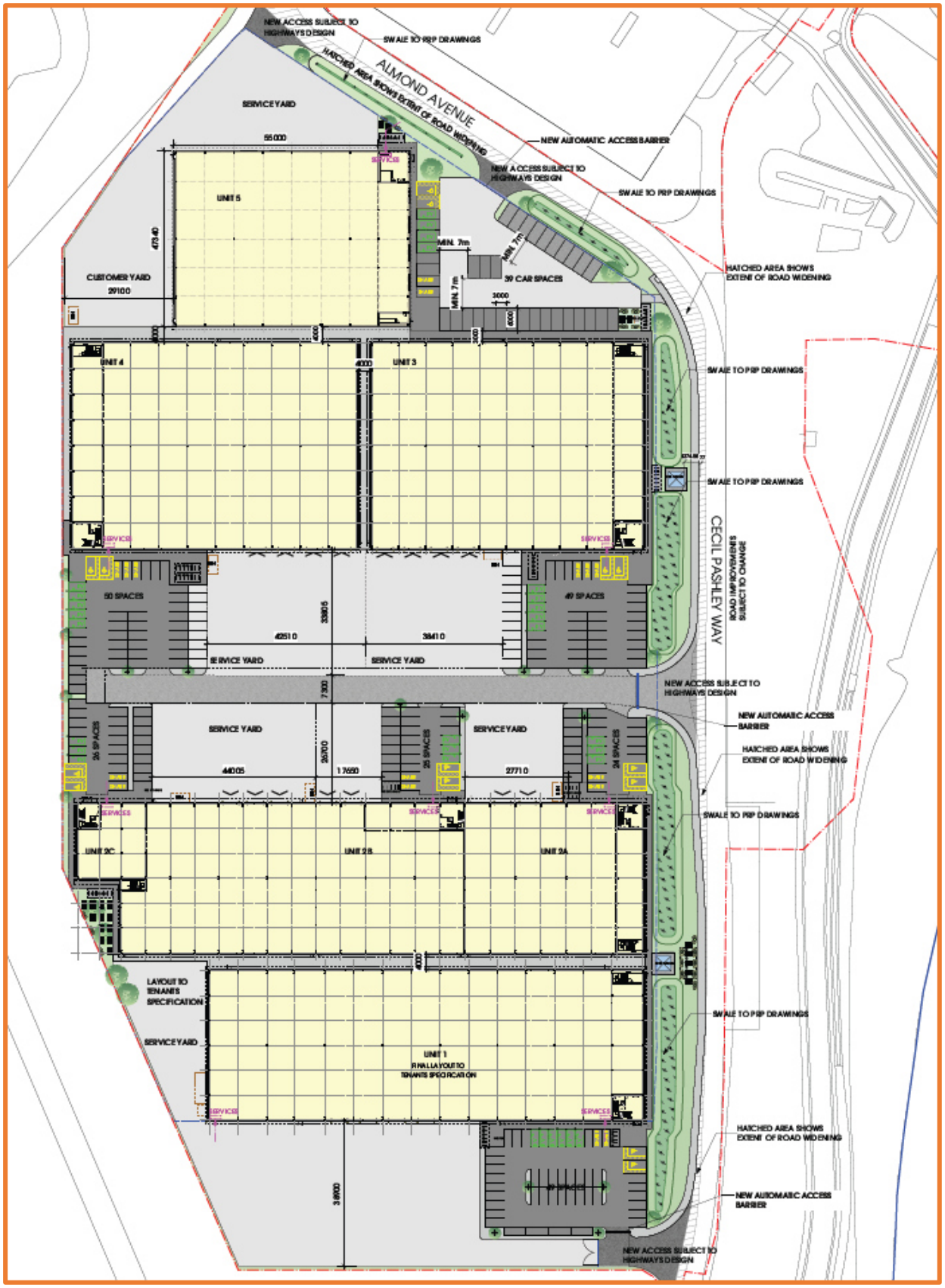

Figure 9: Extract of masterplan

Occupiers and operation of units

2.29 Condition 22 requires that this Framework Travel Plan is submitted and approved in writing by the LPA prior to the occupation of any commercial floorspace. Therefore, the occupiers are not

known at this stage. However, this Travel Plan provides a framework for individual occupiers to prepare and manage their own Travel Plans.

Parking provision

2.30 The total number of car parking spaces as approved under the Reserved Matters is shown in the table below for each unit. Also shown are the number of disabled, car share and electric charging car parking spaces for each unit.

car parking provision				
unit	total number of spaces	disabled	car share (5%)	electric charging
unit 1	49	2	2	6
unit 2A	24	2	2	3
unit 2B	25	2	2	3
unit 2C	26	2	2	3
unit 3	49	2	3	5
unit 4	50	2	3	5
unit 5	39	2	2	4

2.31 Disabled car parking is provided close to the offices and entrance to the units. These spaces will be accessible to users with varying levels and types of disability, including visual impairment. Car sharing spaces will be provided at 5% of the total car parking provision with spaces also located close to the offices and entrance to the units. Electric car charging spaces will be provided for each unit, at a rate of at least 10% of total provision, as shown in the table.

2.32 Cycle parking will be provided in the form of Sheffield Stands, all of which will be covered. The location of the cycle parking is close to the entrances to the units. The levels of cycling parking to be provided for each unit are shown in the table below.

cycle parking provision	
unit	number of spaces
unit 1	22
unit 2A	16
unit 2B	10
unit 2C	14
unit 3	26
unit 4	28
unit 5	28

Measures incorporated within the development to encourage sustainable travel

2.33 As shown in **Figure 10** , pedestrian access to the site will be from Old Shoreham Road via the car park access road. As shown on the approved site layout at **Appendix A** and the highway general arrangement drawings at **Appendix C**, an uncontrolled crossing point will be provided on the apex of the eastern bend on Almond Avenue. Hence, this provides access for pedestrians to and from Shoreham-by-Sea, via the Old Shoreham Toll Bridge.



Figure 10: Foot/cycle connection from Old Shoreham Road

2.34 As shown on the site layout at **Appendix A**, from the southern access to Unit 1 on Cecil Pashley Way, a 2m wide share footway will be provided on the western side of the carriageway. The footway will extends northwards before connecting with a crossing point at the eastern bend on Almond Avenue.

2.35 Each unit will provide a disabled W/C with shower.

3.0 TRIP GENERATION

Traffic generation

3.1 The trip rates for the B1a, B1c, B2 and B8 use classes have been extracted from the Transport Assessment prepared to support the outline planning application.

3.2 The approved vehicle trip rates are displayed below:

trip rates- industrial unit/100 sqm GFA		arrive	depart	two-way
trip rates	AM peak hour	0.500	0.090	0.590
	PM peak hour	0.040	0.390	0.430

3.3 The resultant total traffic generation for the development is displayed below:

traffic generation		arrive	depart	two-way
vehicle trips (23,880sqm)	AM peak hour	119	21	140
	PM peak hour	10	93	103

3.4 The actual number of vehicle trips generated by the occupiers will be determined via staff travel surveys once the units are occupied. Hence, the trip generation will be updated for each unit once the first surveys have been completed and analysed.

Modal split and person trip generation

3.5 To determine a modal split for the trips generated by the development, reference was made to the 2011 National Census 'location of usual residence and place of work by method of travel to work' dataset (reference WU03EW). The data provides information on the in moves and out moves, by each travel mode, to and from each middle layer super output area, associated with journeys to work.

3.6 The site is located in the 'Adur 007' middle super output layer (MSOA). Therefore, the data for the Adur 007 MSOA was examined to identify how people working in the MSOA travel to/within it. This approach is appropriate given that it is likely that new employees within the development will display similar travel patterns to existing employees in the area. A copy of the Census data is contained in **Appendix D**, and the modal split is summarised below along with the person trip generation based on the vehicle traffic generation from the table at Paragraph 3.3. Most existing residents drive to work by car, although 31.6% travel by sustainable modes of transport, notably with 9.9% and 8.1% travelling by foot and bicycle, respectively.

	on foot	bicycle	bus	Train	motorcycle	car driver	passenger	taxi
	9.9%	8.1%	3.7%	3.6%	1.7%	68.4%	4.5%	0.1%
AM peak hour	20	17	8	7	4	140	9	0
PM peak hour	15	12	6	5	3	103	7	0

3.7 The actual number of person trips generated by the occupier will be determined via staff travel surveys once the units are occupied. Hence, the person trips will be updated once the first travel survey have been completed and analysed.

4.0 TRAVEL SURVEY

4.1 Travel surveys will be undertaken by all staff of the respective units under the leadership of their respective Travel Plan Co-ordinators, within three months after occupation of a unit/occupier.

4.2 A copy of an example travel questionnaire is included in **Appendix E**. The survey will identify how people currently travel to the site and how people would prefer to travel to the site. Survey distribution methods will be determined through discussion with the occupiers, either in electronic format or paper surveys.

4.3 Once the results have been collected, these will be analysed and the individual Travel Plans prepared to include the results and analysis.

5.0 PROPOSED TARGETS

5.1 Having established the above baseline modal split, i.e. the modal split that would occur if there was no Travel Plan in place, the next step is to establish how the Travel Plan could reduce single occupancy car use and therefore car mileage.

5.2 Travel Plans, and the promotion of sustainable travel modes (see Section 6 and 7), have an impact on the modal split of a development and the proportion of car trips. Therefore, this Travel Plan adopts the following targets:

- **Target One -** The development will have a 100% Travel Plan awareness target amongst staff. Every member of staff is to be made aware of the Travel Plan, and how to contact their Travel Plan Co-ordinator. This target will be achieved within three months of occupation of each unit and will be monitored via the staff travel surveys.
- **Target Two** - Achieve a target of a 10% reduction in the proportion of staff travelling in the peak hours as a single occupancy vehicle driver, within five years of first occupation of the new development. This will be monitored via the staff travel surveys.

6.0 MEASURES

6.1 The following measures will be implemented at the development to promote walking, cycling, bus travel, and car sharing amongst employees and visitors. The responsibility for providing the necessary physical infrastructure falls to the Developer. All other measures are the responsibility of the end occupier/Travel Plan Co-ordinator (TPC) within each unit. The role of the Travel Plan Coordinator is described in Section 7.

	Measure	Responsibility	Timescale
Administration	appointment of the Travel Plan Coordinator (TPC) within each unit	Occupier	on occupation
	production of individual Travel Plans for each employment unit in accordance with this Framework Travel Plan	TPC	3 months following occupation of each employment unit
Walking	provision of on-site footway	Developer	during construction
	dissemination pedestrian route map, detailing routes, distances and journey times	TPC	on occupation
	promotion of Walk to Work month	TPC	annually
	promotion of area-wide walking events	TPC	ongoing
Cycling	provision of cycle parking spaces for each employment unit	Developer	during construction/prior to occupation
	provision of showers in the accessible WCs on the ground floor of each unit	Developer	during construction/prior to occupation
	creation of a Bike User Group (BUG)	TPC	on occupation/ongoing
	promotion of the Cycle2Work Scheme	TPC	on occupation
	dissemination of local cycle maps	TPC	on occupation/ongoing
	promotion of area wide cycling events / challenges	TPC	ongoing
Public Transport	dissemination of public transport information	TPC	on occupation and ongoing
	promotion of area wide bus events / challenges	TPC	ongoing
Car sharing	raise awareness of the sharing scheme with marketing and communication materials	TPC	ongoing
	promote the car share databases notably the West Sussex Car Sharing Scheme[2]	TPC	on occupation and ongoing
	promote car share spaces through the provision of priority spaces closet to the entrance of the units	TPC	on occupation and ongoing
Marketing	establish a website for the development, providing information on 'how to find us' by each mode of travel	TPC	prior to occupation and ongoing maintenance

[2] http://www.westsussex.gov.uk/carsharing

	involvement in national travel related events (e.g. promotion of national lift share week, bike week)	TPC	prior to occupation and ongoing maintenance
Monitoring	annual monitoring surveys and report.	TPC	see section 7

7.0 IMPLEMENTATION, MONITORING AND REVIEW

Implementation

7.1 In order to co-ordinate the implementation, monitoring and review of the Travel Plan, a Travel Plan Co-ordinator will be appointed for each unit by the respective occupiers. This role will require part time involvement and will be mandatory for the occupiers.

7.2 The role of the Travel Plan Co-ordinator will be to:

- Oversee the development, promotion, and implementation of the Travel Plan measures for the unit.
- Implement continuous effective marketing and awareness raising strategies to promote sustainable travel.
- Act as a point of contact for all staff, visitors, and/or suppliers at their unit who require information.
- Co-ordinate the necessary data collection exercise and monitoring procedures within their individual unit, which are required to develop their individual Travel Plan.
- Build upon this Travel Plan to update the report. This includes the analysis of the travel questionnaires, including trends against previous years, and determining what further measures, if any, could be promoted.
- To secure a sufficient budget for the Travel Plan and then ensure its efficient and effective use within their unit.

Monitoring

7.3 The Travel Plan will be monitored for a period of five years following first occupation of the development. This approach will be used to allow appropriate monitoring of Target One (Travel Plan awareness), and Target Two (reduction in single occupancy staff trips).

7.4 The Travel Plan Co-ordinator at each unit/occupier will be responsible for monitoring the Travel Plan awareness and travel patterns of all staff and visitors within their unit.

7.5 The monitoring program will comprise the following:

- Baseline informal monitoring surveys to occur three months from the occupation of the unit, to feed into the production of the individual Travel Plan and ensure that the targets are meaningful.
- Monitoring using the TRICS Standard Assessment Methodology (SAM) in the first, third and fifth year of the Travel Plan.

7.6 The Travel Plan Co-ordinator will be responsible for monitoring the Travel Plan awareness and travel patterns of all staff and visitors within their unit. The monitoring program will also include the following 'hard' data recorded at 12 monthly intervals:

- demand for car parking and car share parking spaces (number of spaces occupied)
- the level of inquiry and use of the car share scheme
- informal comments made by employees and visitors regarding the operation of the Travel Plan.

7.7 Details of the TRICS SAM can be found at http://www.trics.org/sam_process.aspx. The SAM process is as follows:

- Site visit – the site visit would be undertaken by the TRICS development team to determine the representative factors of the development including; local transport facilities, parking provision and the survey requirements of the enumerator location.

- Survey specification – after the site visit, the specification of the multi-modal survey is produced which will provide the requirements of the survey notably; the type of survey required, instructions for the enumerators notably positions and any specific survey conditions as well as photographs or the site access.
- Multi-modal survey – The multi-modal surveys would be undertaken by TRICS' data collection contractors, using the TRICS multi-modal data collection methodology and would be supplemented by the information gathered during the site visit.
- Data input and validation –the data gathered by the multi-modal surveys is then checked and tested by the TRICS development team to ensure the data is ready for analysis as well as being considered to be included in the TRICS database.
- Analysis of survey results – after the SAM surveys have been validated, the effectiveness of the targets proposed in the Travel Plan can occur. This will include determining whether there has been a change preference of the different modes of transport and reductions in trip rates. From this, the targets would be amended/agreed and further measures introduced following feedback from the surveys. The Travel Plan will then be updated and expanded as necessary, as part of the ongoing evolution of the Travel Plan process.

7.8 The results of the SAM surveys would be complied into an independent summary report by TRICS to determine the progress of the targets and would be made available to employees and visitors within the development. This could be either as hard copies or as a digital copy uploaded to the company's website for everyone to view.

7.9 The Travel Plan Co-ordinator will use the analysis and results of this initial monitoring process to inform and develop their own Travel Plan for their business, within three months of occupying the respective units.

7.10 The full Travel Plan will include the following sections:

- Introduction
- A description of the site, including the size and type of development, the site address, and a description of the existing transport links and infrastructure to support sustainable travel.
- A description of the organisation, including the type of work undertaken, the number of staff, hours of operation, shift changeover times, number of visitors etc.
- Details on existing travel patterns, including the modal split of staff and visitors (information gathered in the travel surveys), and existing transport facilities (such as the number of car and cycle parking spaces, lockers etc).
- Potential to achieve modal transfer – details any opportunities for employees/visitors to switch their travel mode to a more sustainable mode.
- Travel Plan targets.
- Measures to be implemented in order to encourage modal transfer – with possible incentives identified in the travel surveys.
- Plan administration – method for implementing the Travel Plan. This will be similar to the methods detailed above, with surveys and data collection.
- Monitoring and review – method for monitoring and reviewing the success of the travel plan.

APPENDIX A

DEVELOPMENT MASTERPLAN

AREA SCHEDULE

UNIT 1
GF GIA = 50,200 SQ FT
FF GIA = 3,500 SQ FT
TOTAL GIA = 53,700 SQ FT

UNIT 2A
GF GIA = 20,500 SQ FT
FF GIA = 2,500 SQ FT
TOTAL GIA = 23,000 SQ FT

UNIT 2B
GF GIA = 17,000 SQ FT
FF GIA = 2,000 SQ FT
TOTAL GIA = 19,000 SQ FT

UNIT 2C
GF GIA = 25,250 SQ FT
FF GIA = 4,245 SQ FT
TOTAL GIA = 29,495 SQ FT

UNIT 3
GF GIA = 43,000 SQ FT
FF GIA = 4,500 SQ FT
TOTAL GIA = 47,500 SQ FT

UNIT 4
GF GIA = 45,000 SQ FT
FF GIA = 4,500 SQ FT
TOTAL GIA = 49,500 SQ FT

UNIT 5
GF GIA - 31,148 SQ FT
FF GIA - 3,900 SQ FT
TOTAL GIA = 35,048 SQ FT

TOTAL SITE GIA
= 257,043 sq ft

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DO NOT SCALE!
ALL DIMENSIONS SHOULD BE CHECKED ON SITE BEFORE WORK COMMENCES

BOUNDARY SUBJECT TO TITLE PLAN CHECK

SUBJECT TO REVIEW OF LEVELS AND FALLS

N
W
E
S

ALMOND AVENUE
NEW ACCESS SUBJECT TO HIGHWAYS DESIGN
SWALE TO PRP DRAWINGS
HATCHED AREA SHOWS EXTENT OF ROAD WIDENING
NEW AUTOMATIC ACCESS BARRIER
SERVICE YARD
55000
SERVICES
UNIT 5
47340
CUSTOMER YARD
29100
BIN
MIN. 7m
39 CAR SPACES
3000
6000
4000
UNIT 4
UNIT 3
HATCHED AREA SHOWS EXTENT OF ROAD WIDENING
4374.5677
SUBSTATION
CECIL PASHLEY WAY
ROAD IMPROVEMENTS SUBJECT TO CHANGE
50 SPACES
49 SPACES
33805
42510
38410
7300
26700
26 SPACES
25 SPACES
24 SPACES
44005
17650
27710
UNIT 2C
UNIT 2B
UNIT 2A
LAYOUT TO TENANTS SPECIFICATION
UNIT 1
FINAL LAYOUT TO TENANTS SPECIFICATION
38900
49 SPACES

Rev	Date	Description	Drawn
Q	28.02.23	U1 area corrected	DW
P	14.11.22	Client information amended, U1 yard amended and auto acc barriers shown	AB
N	15.3.22	Edited southern substation and external breakout area.Unit 5 disabled bays added	MbN
M	15.1.22	Road layout revised. Tree locations revised	MbN
L	07.10.21	Updated to suit planners comments	MbN
K	20.09.21	Swales updated in line with PRP latest drawing	AJ
J	09.09.21	Swale added	MbN
H	01.09.21	Van to car spaces revised	MJP
G	31.08.21	Redline revised. Road altered to suit ADC changes	MbN
F	21.07.21	UNIT 5 UPDATED	MbN
E	28.06.21	Northern most substation relocated 1m nearer the buildings to avoid easement	MbN
D	24.05.21	Road layout updated to suit ADC latest information	MbN
C	20.05.21	Incoming services locations added	MbN
B	10.05.21	Unit 1 revised to suit tenants specification	MbN
A	31.03.21	Redline amended. Page setting out updated.	DW

PANATTONI

Panattoni

project
Brighton City Airport, Brighton

drawing title
Proposed Site Plan

date Feb 2021
status Planning
scale 1:500 @ A0
drawn MbN checked
job no. 2450 dwg no. P403 rev. Q

APPENDIX B

BREEAM ACCESSIBILITY INDEX CALCULATION

BREEAM 2018/Version 6 Tra01/02 Accessibility Index calculator

BREEAM® UK delivered by bre

Using the drop down boxes make the relevant selections and press the 'Select' button

Building type: Offices/Industrial

No. nodes required: 1

Select

NODE 1

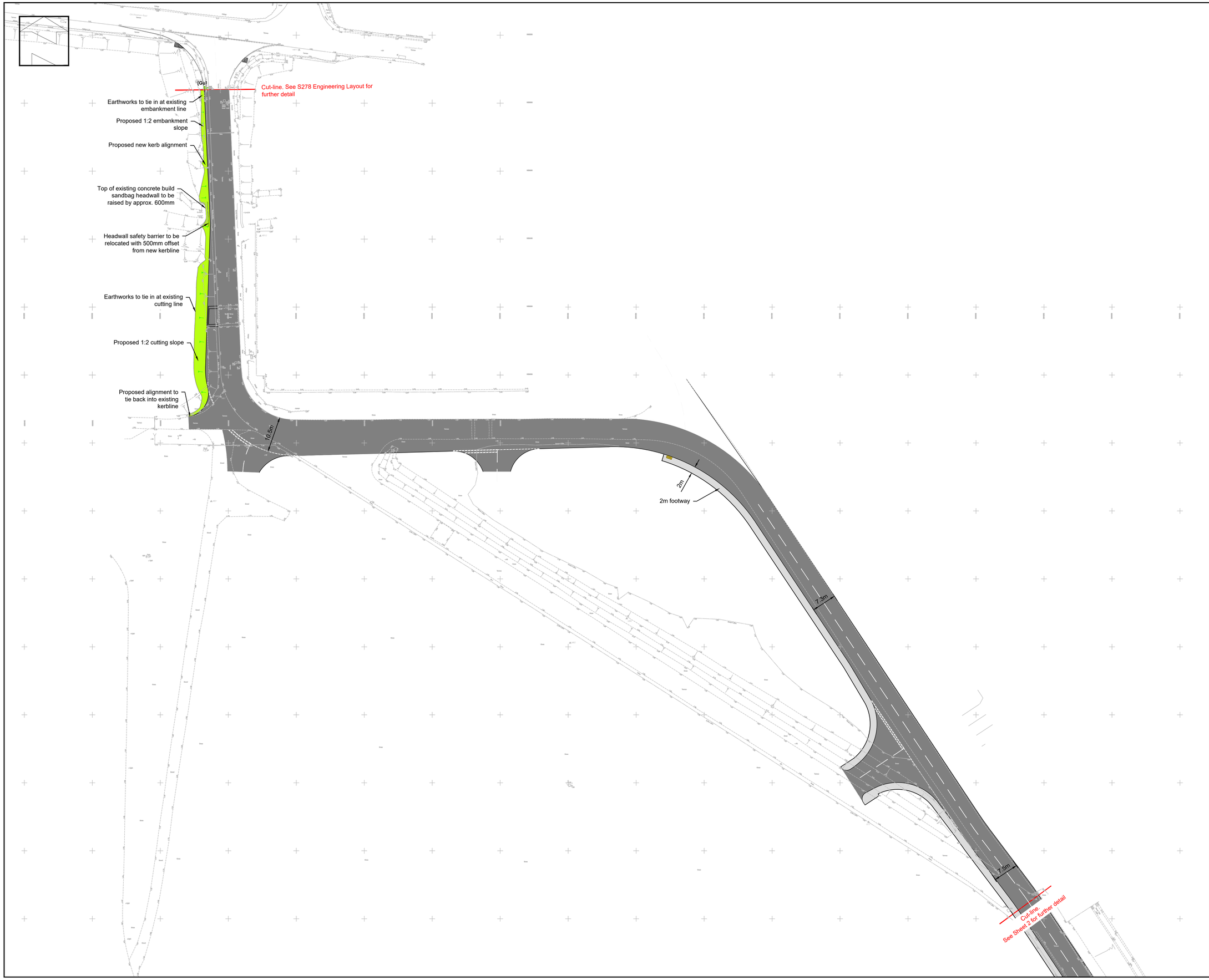
Public transport type	Bus
Distance to node (m)	650

	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	1									

Accessibility Index	0.75

APPENDIX C

GENERAL ARRANGMENT DRAWINGS



Hatching Key

- Carriageway
- Light Duty Footway
- Verge
- Tactiles

Rev	Description	Date
C1	Construction Issue	15/08/23
P8	Updated to match site boundary	11/04/23
P7	Full depth construction to Cecil Pashley way	04/04/23
P6	Updated to match site boundary	10/03/23
P5	Amended to show overlaying details	07/03/23
P4	Amended following updated coordination	24/01/22
P3	Amended to show 15m kerb radii with 1:10 taper to and from accesses 3 and 4	24/11/21
P2	Updated to suit client comments	01/09/21
P1	For tender	24/08/21

Client:

Carbide Properties Ltd

Project:

Shoreham Airfield

Title:

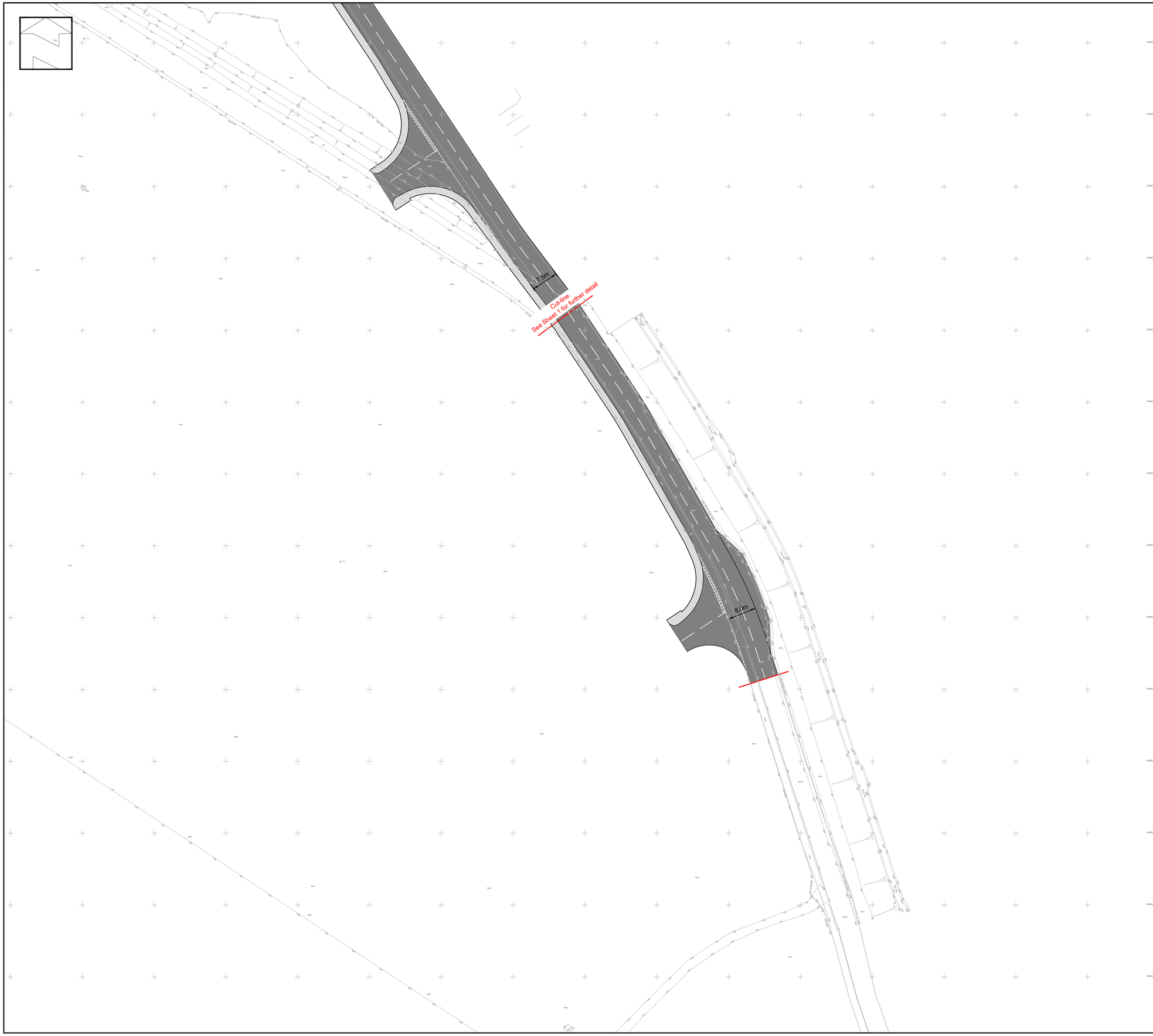
Onsite Works
General Arrangement
Sheet 1

ADC INFRASTRUCTURE

Drg Size:	Scale:	Date:
A1	1:500	24/08/2021

Drg No: ADC2335-DR-110

Rev: C1



Hatching Key

- Carriageway
- Light Duty Footway
- Verge
- Tactiles

C1	Construction Issue	15/08/23
P7	Full depth construction to Cecil Pashley way	04/04/23
P6	Updated to match site boundary	10/03/23
P5	Amended to show overlaying details	07/03/23
P4	Amended following updated coordination	24/01/22
P3	Amended to show 15m kerb radii with 1:10 taper to and from accesses 3 and 4	24/11/21
P2	Updated to suit client comments	01/09/21
P1	For tender	24/08/21
Rev	Description	Date

Client:

Carbide Properties Ltd

Project:

Shoreham Airfield

Title:

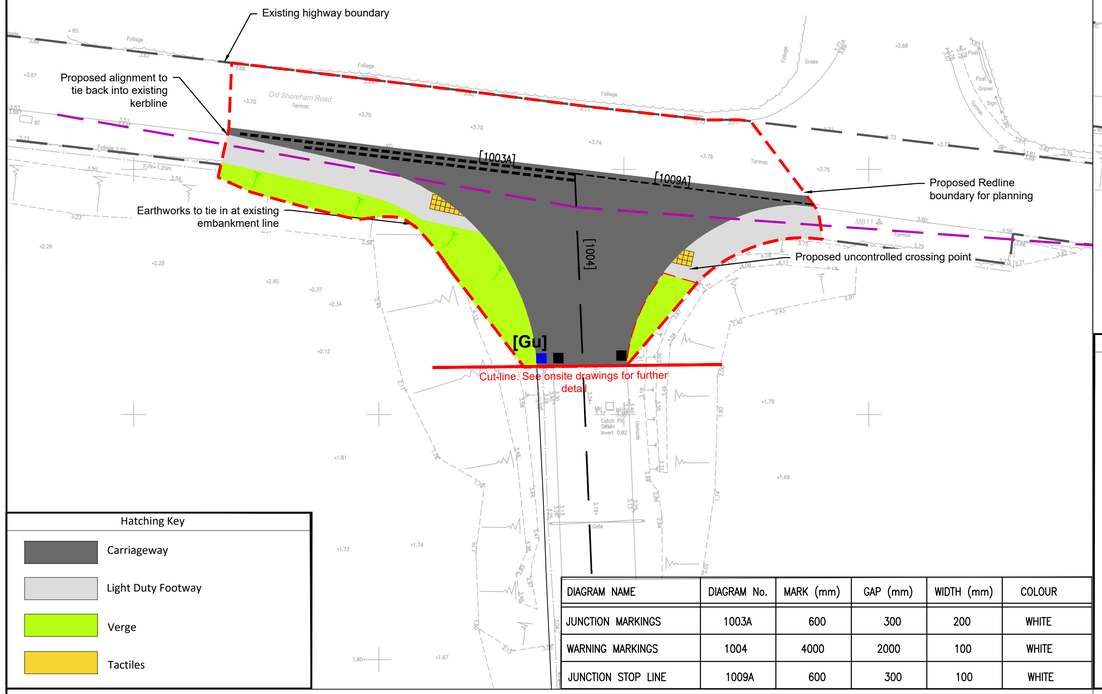
Onsite Works
General Arrangement
Sheet 2

ADC INFRASTRUCTURE

Drg Size:	Scale:	Date:
A1	1:500	01/09/2021

Drg No:	Rev:
ADC2335-DR-111	C1

General Arrangement and Road Markings

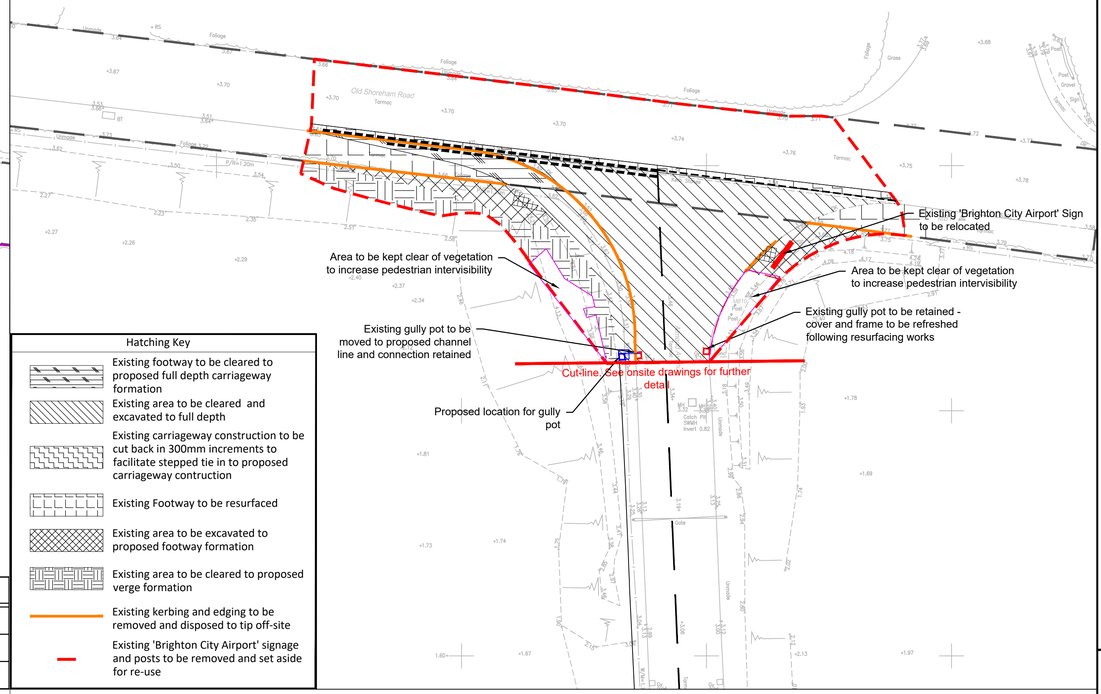


Hatching Key

- Carriageway
- Light Duty Footway
- Verge
- Tactiles

DIAGRAM NAME	DIAGRAM No.	MARK (mm)	GAP (mm)	WIDTH (mm)	COLOUR
JUNCTION MARKINGS	1003A	600	300	200	WHITE
WARNING MARKINGS	1004	4000	2000	100	WHITE
JUNCTION STOP LINE	1009A	600	300	100	WHITE

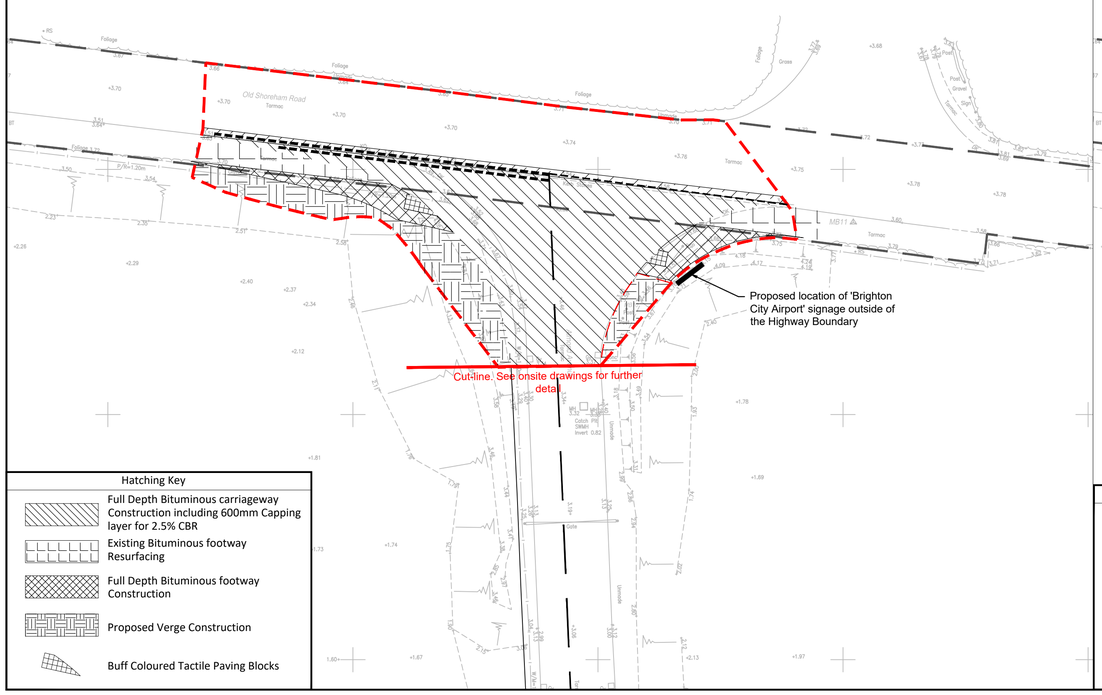
Site Clearance Layout



Hatching Key

- Existing footway to be cleared to proposed full depth carriageway formation
- Existing area to be cleared and excavated to full depth
- Existing carriageway construction to be cut back in 300mm increments to facilitate stepped tie in to proposed carriageway contruction
- Existing Footway to be resurfaced
- Existing area to be excavated to proposed footway formation
- Existing area to be cleared to proposed verge formation
- Existing kerbing and edging to be removed and disposed to tip off-site
- Existing 'Brighton City Airport' signage and posts to be removed and set aside for re-use

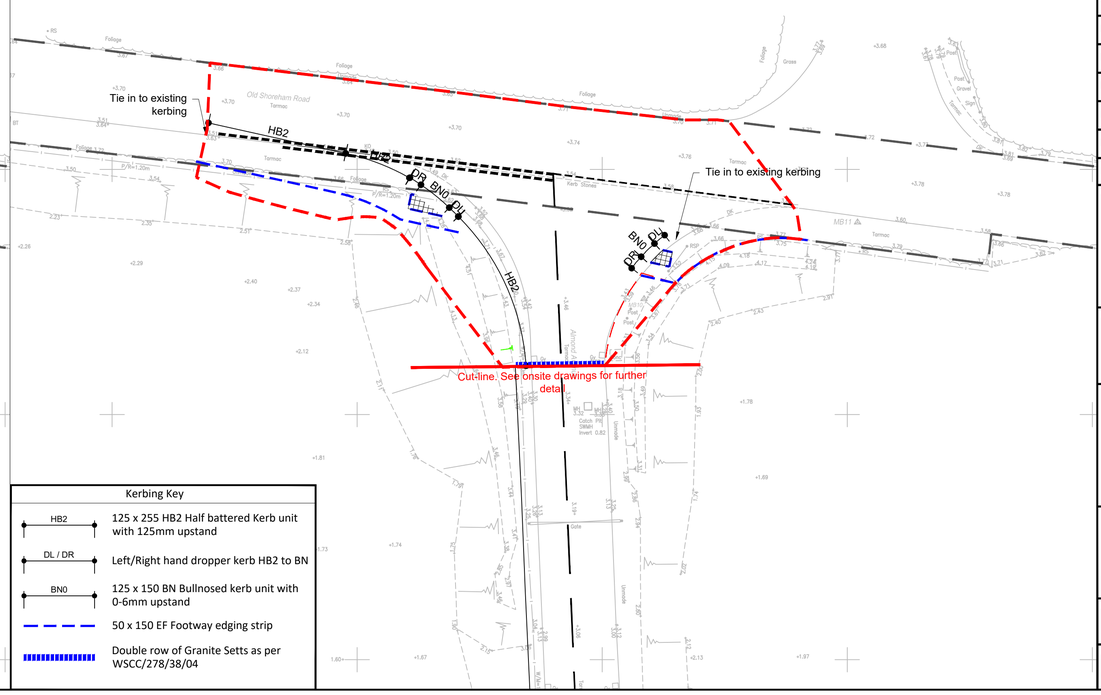
Construction Layout



Hatching Key

- Full Depth Bituminous carriageway Construction including 600mm Capping layer for 2.5% CBR
- Existing Bituminous footway Resurfacing
- Full Depth Bituminous footway Construction
- Proposed Verge Construction
- Buff Coloured Tactile Paving Blocks

Kerbing Layout



Kerbing Key

- HB2 — 125 x 255 HB2 Half battered Kerb unit with 125mm upstand
- DL / DR — Left/Right hand dropper kerb HB2 to BN
- BN0 — 125 x 150 BN Bullnosed kerb unit with 0-6mm upstand
- 50 x 150 EF Footway edging strip
- Double row of Granite Setts as per WSCC/278/38/04

Notes

1. No works shall commence within the existing public highway until the Agreement is signed.

2. Any soft spots within the proposed highway shall be dug out and the void backfilled in layers up to formation level with selected granular material as directed and to the satisfaction of the Highways Inspector.

3. All fill material up to foundation level of the proposed highways to be approved and compacted in layers as directed and to the satisfaction of the Highways Inspector

4. Any damage caused to the existing highway during the course of the works to be repaired as directed and to the satisfaction of the Highways Inspector and/or Area Engineer.

5. Continuity of access to occupied areas to be maintained to satisfaction of Highways Inspector, Area Office Engineer and/or Local Authority.

6. Any abandoned/redundant pipes and chambers that fall within the proposed highway shall be grubbed up and the void backfilled in layers up to formation level of the carriageway with selected granular material or permanently filled with concrete (or similar filler).

7. All redundant connections in existing manholes/chambers that are affected by the works shall be sealed and the benching made good as directed and to the satisfaction of the Highways Inspector and/or utility company involved.

12. Any existing live drains, sewers, ducts, cables, etc. that will pass under the proposed highway shall be surveyed, probed, traced, rodded, jetted, cctv'd, etc. to ascertain their structural condition and suitability to fall within the new highway. If deemed necessary, special protection and/or replacement may be required as directed and to the satisfaction of the Highways Inspector, Area Engineer and/or Utility Company involved.

8. Any existing live manholes, chambers, boxes, etc. that will be located within the proposed highway shall be surveyed to ascertain their structural condition and suitability to fall within the new highway. If deemed necessary, special protection and/or replacement may be required as directed and to the satisfaction of the Highways Inspector, Area Engineer and/or Utility Company involved.

9. Developer/Contractor to provide suitable and effective wheel washing facilities to prevent mud from being conveyed onto the public highway and to provide the means to clean the highway to the satisfaction of the Highways Inspector, Area Engineer and/or Local Authority.

10. No concrete to be poured or laid in temperatures below 2deg C on a falling max/min thermometer or before the temperature reaches 2deg C on a rising max/min thermometer (to be provided by the Contractor and displayed in a position agreed by the Highways Inspector).
16. All road signs and markings to comply with the Traffic Signs Manual.

11. All road markings to be thermoplastic.

12. Contractor to comply with Chapter 8 of the Traffic Signs Manual 2009.

13. Refer to WSCC 278/38 Highway Agreement Standard Details drawings 01-36 and revision thereof.

14. Highway Inspector to approve all kerb and/or edging line and level on site with the main contractor prior to instalment. The Highway Inspector will direct the contractor accordingly to achieve a satisfactory finish which may deviate from the technically approved detailed drawings. The contractor will record all variances for the 'as-built' drawings issue'.

15. "All adoptable highway works to be carried out in accordance with the DfT Specification of Highway Works or as amended by the West Sussex County Council Standard Details - both available on the Internet."

16. New gully to be constructed adjacent to proposed kerbline. New gully to connect to existing gully connection to existing network.

Rev	Date	Description	Dr	Rev
C01	16.05.23	Approved for Construction	AH	PW
P05	24.04.23	Updated to suit WSCC comments	AH	PW
P04	13.04.23	Updated to suit site boundary	AH	PW
P03	24.03.23	Updated to RSA & WSCC comments	AR	PW
P02	02.02.23	Updated to suit WSCC comments	AH	LC
P01	24.08.21	For tender	AR	LC

Client:

Carbide Properties Ltd

Project:

Proposed Employment Development
Shoreham Airfield

Title:

Section 278 Works
Engineering Layouts

ADC INFRASTRUCTURE

Drg Size:	Scale:	Date:
A1	1:250	24/08/2021

Drg No: ADC2335-DR-101

Rev: C01

APPENDIX D

2011 CENSUS MODAL SPLIT

WU03EW - Location of usual residence and place of work by method of travel to work (MSOA level)

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population	All usual residents aged 16 and over in employment the week before the census
units	Persons
date	2011
place of work	E02006540 : Adur 007 (2011 super output area - middle layer)

usual residence : 2011 census merged local authority district	All categories: Method of travel to work (2001 specification)	Work mainly at or from home	Underground, metro, light rail or tram	Train	Bus, minibus or coach	Taxi	Motorcycle, scooter or moped	Driving a car or van	Passenger in a car or van	Bicycle	On foot	Other method of travel to work
Adur	639	0	0	9	13	1	1	348	38	64	156	9
Worthing	339	0	0	18	19	0	11	243	20	24	3	1
Brighton and Hove	261	0	0	10	26	0	4	167	9	40	5	0
Horsham	140	0	0	1	2	0	1	120	5	9	1	1
Arun	103	0	0	8	0	0	8	82	4	0	1	0
Mid Sussex	65	0	0	3	1	0	3	57	1	0	0	0
Lewes	28	0	0	1	0	0	1	24	1	1	0	0
Chichester	23	0	0	0	0	0	1	21	0	0	1	0
Wealden	20	0	0	0	0	0	0	20	0	0	0	0
Crawley	14	0	0	0	0	0	0	14	0	0	0	0
Merton	7	0	1	0	0	0	0	6	0	0	0	0
Southampton	4	0	0	0	1	0	0	3	0	0	0	0
Hastings	4	0	0	1	1	0	0	2	0	0	0	0
Mole Valley	4	0	0	0	0	0	0	4	0	0	0	0
Reigate and Banstead	4	0	0	0	0	0	0	4	0	0	0	0
Sandwell	3	0	0	0	0	0	0	0	0	0	3	0
Lambeth	3	0	1	1	0	0	0	1	0	0	0	0
Rother	3	0	0	1	0	0	0	2	0	0	0	0
Havant	3	0	0	0	0	0	0	3	0	0	0	0
Winchester	3	0	0	0	0	0	0	3	0	0	0	0
Elmbridge	3	0	0	0	1	0	0	2	0	0	0	0
Guildford	3	0	0	0	0	0	0	3	0	0	0	0
Runnymede	3	0	0	0	0	0	0	3	0	0	0	0
Daventry	2	0	0	0	0	0	0	2	0	0	0	0
Mansfield	2	0	0	0	0	0	0	2	0	0	0	0
Hackney	2	0	0	0	0	0	0	2	0	0	0	0
Eastbourne	2	0	0	0	0	0	0	1	0	1	0	0
East Hampshire	2	0	0	0	0	0	0	2	0	0	0	0
Eastleigh	2	0	0	0	0	0	0	2	0	0	0	0
Rushmoor	2	0	0	1	0	0	0	1	0	0	0	0
Tandridge	2	0	0	1	0	0	0	1	0	0	0	0
Denbighshire	2	0	0	0	0	0	0	2	0	0	0	0
Cheshire East	1	0	0	0	0	0	0	1	0	0	0	0
Bolton	1	0	0	0	0	0	0	1	0	0	0	0
St. Helens	1	0	0	0	0	0	0	1	0	0	0	0
North Lincolnshire	1	0	0	0	0	0	0	1	0	0	0	0
Bradford	1	0	0	0	0	0	0	0	0	1	0	0
Erewash	1	0	0	0	0	0	0	1	0	0	0	0
North Kesteven	1	0	0	0	0	0	0	1	0	0	0	0
Herefordshire, County c	1	0	0	0	0	0	0	1	0	0	0	0
East Staffordshire	1	0	0	1	0	0	0	0	0	0	0	0
Rugby	1	0	0	0	0	0	0	1	0	0	0	0
Stratford-on-Avon	1	0	0	0	0	0	0	1	0	0	0	0
Solihull	1	0	0	0	0	0	0	1	0	0	0	0
Bedford	1	0	0	0	0	0	0	1	0	0	0	0
Cambridge	1	0	0	0	0	0	0	1	0	0	0	0
Harlow	1	0	0	0	0	0	0	1	0	0	0	0
Camden	1	0	0	1	0	0	0	0	0	0	0	0
Croydon	1	0	0	0	0	0	0	1	0	0	0	0
Newham	1	0	0	0	0	0	0	1	0	0	0	0
Sutton	1	0	1	0	0	0	0	0	0	0	0	0
Wandsworth	1	0	0	1	0	0	0	0	0	0	0	0
Wokingham	1	0	0	0	0	0	0	1	0	0	0	0
Milton Keynes	1	0	0	0	0	0	0	1	0	0	0	0
Aylesbury Vale	1	0	0	0	0	0	0	1	0	0	0	0
Chiltern	1	0	0	0	0	0	0	1	0	0	0	0
Gosport	1	0	0	0	0	0	0	1	0	0	0	0
Hart	1	0	0	0	0	0	0	1	0	0	0	0
New Forest	1	0	0	0	0	0	0	1	0	0	0	0
Test Valley	1	0	0	0	0	0	0	1	0	0	0	0
Dartford	1	0	0	1	0	0	0	0	0	0	0	0
Sevenoaks	1	0	0	0	0	0	0	1	0	0	0	0
Tunbridge Wells	1	0	0	0	0	0	0	1	0	0	0	0
Oxford	1	0	0	0	0	0	0	1	0	0	0	0
Spelthorne	1	0	0	0	0	0	0	1	0	0	0	0
Surrey Heath	1	0	0	0	0	0	0	1	0	0	0	0
Poole	1	0	0	0	0	0	0	1	0	0	0	0
West Devon	1	0	0	0	0	0	0	1	0	0	0	0
North Dorset	1	0	0	0	0	0	0	1	0	0	0	0
West Dorset	1	0	0	0	0	0	0	1	0	0	0	0
Wrexham	1	0	0	0	0	0	0	1	0	0	0	0

usual residence : 2011 census merged local authority district	All categories: Method of travel to work (2001 specification)	Work mainly at or from home	Underground, metro, light rail or tram	Train	Bus, minibus or coach	Taxi	Motorcycle, scooter or moped	Driving a car or van	Passenger in a car or van	Bicycle	On foot	Other method of travel to work
	1,736	0	3	59	64	1	30	1,180	78	140	170	11
	1,725		3	59	64	1	30	1,180	78	140	170	
%	100.0%		0.2%	3.4%	3.7%	0.1%	1.7%	68.4%	4.5%	8.1%	9.9%	

APPENDIX E

WORKPLACE TRAVEL SURVEY EXAMPLE

STAFF TRAVEL SURVEY

As part of the planning obligations for the development, we need to produce a Travel Plan report, which must then be approved by Oxfordshire County Council. This report simply details how our staff currently travel to and from work, and includes measures and incentives to facilitate safe and convenient commuting trips.

ADC Infrastructure Ltd are producing the report on your behalf so that individual Travel Plans can be produced to include the results and analysis. Please could you therefore complete **all** of the following questions. Please be assured that your responses will be anonymous.

If you have any queries about the travel survey, or the Travel Plan report, please contact the Travel Plan Manager.

1. Please give your home postcode ……

2. Please underline your gender:
   1. Male
   2. Female

3. Please underline your age:
   1. Under 25
   2. 25-34
   3. 35-44
   4. 45-54
   5. 55 or over

4. Please underline your usual working days:
   1. Monday
   2. Tuesday
   3. Wednesday
   4. Thursday
   5. Friday
   6. Saturday
   7. Sunday

5. Please underline your usual working hours:
   1. Out of hours e.g. nights
   2. Normal working day

   e.g. 7am-3.30pm, 1pm-9.30pm, 9am-5pm
   3. Other ……

6. Please underline how you usually travel to work:
   1. Walk
   2. Run
   3. Cycle
   4. Bus
   5. Car driver (alone)
   6. Car driver (with a colleague)
   7. Car passenger (with friend/family)
   8. Car passenger (with a colleague)
   9. Motorbike
   10. Train
   11. Other (please state) ……

STAFF TRAVEL SURVEY

7. What is your main reason for travelling to work this way, please underline the reason why:
   1. Car essential to perform job
   2. Dropping/collecting children
   3. Get a lift
   4. Health reasons
   5. Lack of an alternative
   6. Mobility reasons
   7. Cheaper than the alternative
   8. Personal safety
   9. Convenience
   10. I don't use public transport
   11. Available parking
   12. Other (please state) ……

8. If your usual mode of travel is unavailable, please underline how would you travel to work?
   1. Walk
   2. Run
   3. Cycle
   4. Bus
   5. Car driver (alone)
   6. Car driver (with a colleague)
   7. Car passenger (with friend/family)
   8. Car passenger (with a colleague)
   9. Motorbike
   10. Train
   11. Other (please state) ……..

9. If you live close to work, are there any incentives that would encourage you to walk?
   ……

10. Are there any incentives that would encourage you to cycle, please underline:
    1. Free secure, covered cycle parking at work
    2. Provision of free cycle locks
    3. Financial help to buy a new bicycle (such as Decathlon cycle to work scheme)
    4. Changing facilities and lockers at work
    5. Free adult cycle training
    6. Other (please state)……

11. Are there any incentives that would encourage you to use the bus, please underline:
    1. Flexible start/finish times to coincide with bus timetables
    2. Provision of free bus passes
    3. Discount tickets/passes available at work
    4. Public transport information
    5. Other (please state) ……..

12. Where do you usually park, please underline:
    1. At worksite
    2. Free parking in nearby street
    3. Paid parking
    4. Other (please state) ……

13. Would you be prepared to car share, please underline:
    1. Yes
    2. No

STAFF TRAVEL SURVEY

14. Are there any incentives that would encourage you to car share with a colleague, please underline:
    1. Help finding a colleague that lives close to you/on your route to and from work
    2. Reserved car parking spaces at work for car sharers
    3. Free taxi home if let down by car driver
    4. Other (please state) ……