

106-108 Warren Road, Worthing

FULL TRAVEL PLAN

for Care Home Development

on behalf of Cinnamon Care Collection

23/6618/TP03

August 2023

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1 INTRODUCTION

1.1 Background

1.1.1 This Travel Plan has been prepared by RGP on behalf of Cinnamon Care Collection ("the operator") in relation to the 82-bedroom care home facility at 106-108 Warren Road, Worthing BN14 9QX ("the site").

1.1.2 The site located on the northern side of Warren Road (A24/A27) approximately 2.5 kilometres from the centre of Worthing. **Figure 1** illustrates the site location and extents.

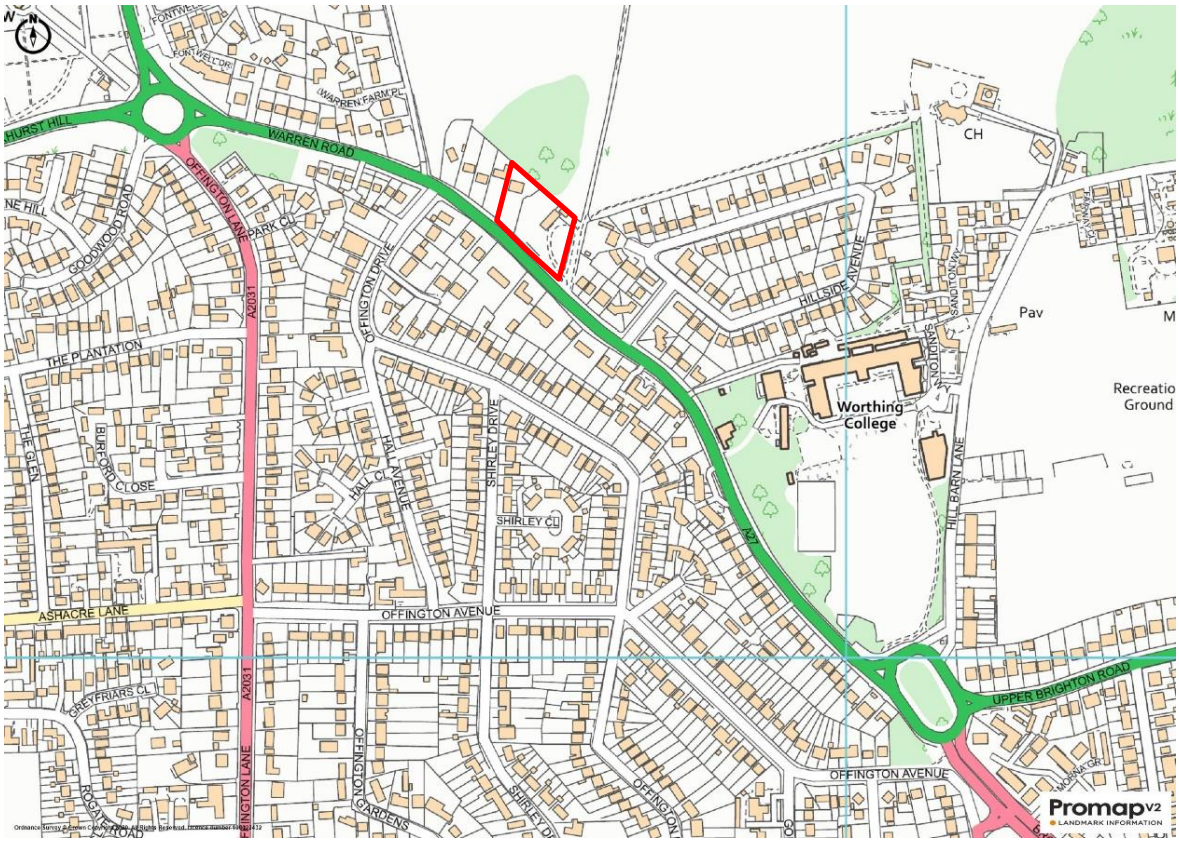

Figure 1 Site Location & Extents

1.1.3 The new care home and associated facilities was granted planning consent by Worthing Borough Council (WBC), as Local Planning Authority, in September 2020 through planning application AWDM/0769/20. A copy of the Site Layout Plan is attached at **Appendix A**.

1.1.4 This Travel Plan has been prepared pursuant to the discharge of Condition 11 of the planning consent, as follows:

…"No part of the development shall be first occupied until a Full Travel Plan has been submitted to and approved in writing by the Local Planning Authority, in accordance with the Measures & Review arrangements and Action Plan contained in sections 6, 7 & Appendix B respectively of the submitted Framework Travel Plan by RGP consultants, dated May 2020 and referenced ASPR/20/5233/TP02…

…The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority and once approved it shall thereafter be implemented and monitored as specified within the approved document, including liaison with the County Highway Authority, reviews during the five year Travel plan period and remedial measures.

Reason: To encourage and promote sustainable transport in accordance with Policy 19 of the Worthing Borough Council Core Strategy 2011"…

1.1.5 The preparation of this document seeks to satisfy the planning condition and confirms the operators long-term commitment to implementing a package of sustainable initiatives to minimise the impact of the development in traffic terms and encourage sustainable travel by staff and visitors, wherever possible, establishing targets for a reduction in car reliance and single-occupancy travel.

1.1.6 This Travel Plan incorporates the agreed measures and targets outlined in the previously approved framework Travel Plan *ASPR/20/5233/TP02* that supported the planning proposals.

1.1.7 This Travel Plan is principally focussed on staff and visitors of the care home facility. It is acknowledged that many of the site's elderly residents will be physically disabled and will therefore rarely travel by car to/from the site, tending to reside at the care home. On the rare occasion residents' travel off-site they would generally be escorted by staff or their visitor(s). It is expected that visiting hours will be unrestricted, and visitors can therefore arrive at the site at any time during the day.

1.1.8 The site would also employ external contractors such as doctors, hairdressers, dentists etc, as well as maintenance/landscaping contractors, which would also visit the site on an infrequent basis. Whilst in the majority of cases these types of visitors would be required to drive to/from the site (bringing with them equipment), the proposed care home would explore with these visitors the means to travel sustainably where possible.

1.2 Site Layout

1.2.1 As illustrated in **Figure 2**, vehicular access to the facility will principally be provided from the existing points of access served by Warren Road. This existing access will serve as the main access to the front car parking area for staff and visitors. This existing access will be modified in order to facilitate movement by all modes.

1.2.2 A secondary access will also be provided to the rear to accommodate all delivery, refuse recycling collection procedures, whilst providing car parking for management, specialist external consultants and maintenance traffic.

1.2.3 The proposals include alteration and improvement to pedestrian infrastructure surrounding the site, including improvements to the footway on A27 Warren Road and the resurfacing of the existing public right of way along the eastern boundary of the site.

1.2.4 The proposed facility would include on-site infrastructure such as electric vehicle charging, and cycle parking complemented by shower and changing facilities. The proposed care home includes a series of on-site facilities such as a café, lounge dining area, hair salon, and pharmacy. As detailed above, the facility would also instruct external contractors to provide on-site services. These facilities serve to minimise the requirements for travel by private car.



Figure 2 Site Layout

1.3 Travel Planning Policy

1.3.1 The need to manage transport in new developments is embedded within national, regional and local policy, with the need to reduce car dependency, increase travel choices and encourage sustainable travel supported by the National Planning Policy Framework (NPPF) which states that all developments which will generate significant amounts of movement should be required to provide a Travel Plan (Paragraph 113). Whilst this proposal does not generate 'significant' amounts of movement, this Travel Plan has been prepared nevertheless to reduce the impact of the development on the surrounding area.

1.3.2 WSCC supports the development of Travel Plans to encourage more sustainable modes of transport such as walking, cycling, bus usage or car sharing. This Travel Plan has been prepared with regard to relevant guidance and best practice and with reference to the information available at:

https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plans/.

1.4 What is a Travel Plan?

1.4.1 A Travel Plan is a strategy through which an organisation is able to manage journeys related to its operation. It comprises a package of measures tailored to the needs of an individual site and aimed at promoting more sustainable travel (walking, cycling and public transport) and reducing reliance on the private car.

1.4.2 The development of such measures can reduce the impact of travel and transport whilst also bringing a range of benefits to individuals and the local community, including reduced air pollution and use of fossil fuels.

1.4.3 For **staff** and **residents** a Travel Plan can:

(i) Help provide less stressful options for travel, with the ability to socialise;

(ii) Present opportunities to build healthy exercise into daily life; and

(iii) Reduce the cost of travel.

1.4.4 For **employers/businesses**, a Travel Plan can:

(i) Satisfy local planning and highway authorities;

(ii) Improve the company's 'green credentials' and strengthen their brand as seen by customers;

(iii) Improve corporate social responsibilities, above that of competitors;

(iv) Offer financial savings to the business, its staff and customers; and

(v) Improve staff retention and morale.

1.4.5 For the **local community**, a Travel Plan can:

(i) Make local streets less congested, less dangerous, less noisy and less polluted;

(ii) Enhance public transport;

(iii) Improve the environment and the routes available for walking and cycling; and

(iv) Help create a place which is better to live in, work in and visit, which in turn can attract investment.

1.4.6 A Travel Plan is a strategy through which an organisation is able to manage journeys related to its operation.

2 SUSTAINABLE TRAVEL OPTIONS

2.1 Site Location and Local Highway Network

2.1.1 In accordance with relevant national (NPPF) and local transport planning policy objectives, a review of the existing transport infrastructure and services within the vicinity of the site has been undertaken. This information will be used to inform staff and visitors of the available opportunities to travel by non-car modes for essential journeys.

2.1.2 The site location and accessibility plan at **Appendix B** illustrates the location of the site relative to the local highway network, public transport infrastructure and nearby facilities.

2.1.3 The site is located on the north-eastern side of Warren Road approximately 2.5 kilometres from the centre of Worthing. At either end of Warren Road, it forms major junctions with the A24 and A27.

2.1.4 In the vicinity of the site, Warren Road is typically residential in nature, with individual properties accessed by private driveways. Warren Road is a single carriageway road subject to a 40mph posted speed limit.

2.2 Local Facilities & Amenities

2.2.1 It is commonly accepted that walking and cycling can replace motorised transport for journeys of up to 2km and 5km respectively. These are considered the preferred maximum distances as outlined in the CIHT Guidelines for Providing for Journeys on Foot (2000).

2.2.2 As detailed above, the site is centrally located within a residential area with facilities available within an attractive walking catchment that cater for many purposes. These facilities may be useful to some residents of the proposed facility that are able to travel, as well as staff and visitors who are required to travel more regularly. The surrounding roads generally benefit from wide, well-lit footways and crossing points. These footways are largely of a good standard.

2.2.3 Over short distances, cycling is often quicker and cheaper than using a car and more flexible than using public transport. Cycling can therefore provide a reasonable alternative to travelling by private car, particularly for commuting purposes. The local area is generally flat and conducive to cycling, with good connections to/from local centres, via quieter residential streets.

2.2.4 In addition to its proximity to Worthing town centre, the site benefits from access to a local centre between approximately 1km and 1.3km southeast from the site (a 13 to 16 minute walk) on Broadwater Street West and Cricketers Parade, providing a range of necessary daily facilities that benefit local residents, within walking distance. These include:

(i) Food convenience stores (Co-op & Tesco Express);

(ii) Newsagent/Post office;

(iii) Travel Agent;

(iv) Hairdressers;

(v) Dry Cleaners/Laundrette;

(vi) Pharmacy;

(vii) Gym; and

(viii) Public houses & cafes.

2.2.5 Numerous public open spaces of various sizes and function are located within walking distance of the site the closest being Worthing Golf Club accessed via the existing bridleway (BW2081) immediately to the east of the site.

2.3 Accessibility by Public Transport

2.3.1 The nearest bus stops to the site are the 'Hillside Avenue' stops located on Warren Road approximately 40 metres (for westbound services) and 95 metres (for eastbound services) to the south-east of the site. For westbound services, the stop consists of a bus sign, whilst the stop which serves eastbound services, contains a bus sign which contains detailed bus timetable information, a bench and a carriageway area.

2.3.2 These bus stops serve bus services 23 and 69 which provide a direct link to and from Worthing town centre and its rail station. **Figure 3** summarises these local bus services. In addition, bus services 1, 5, night service N700 and Connect 7 are located adjacent to the local centre approximately 1.1 kilometres to the southeast of the site.

Route No./Summary		Typical Frequency	Typical Hours of Operation
23	Crawley, Kilnwood Vale, Faygate, Horsham ⇄, Southwater, Ashington, Washington, Findon, Broadwater, Worthing Marine Parade	Mon-Sat: Hourly Sun: 5 daily	Mon-Fri: 06:43-19:25 Sat: 07:14-19:03 Sun: 09:19-17:40
1	Midhurst, Petworth, Pulborough, Storrington, Washington, Findon, Tarring, Broadwater, Worthing South Street	Mon-Sat: Hourly Sun: 2 hours	Mon-Fri: 06:39-20:39 Sat: 07:14-20:39 Sun: 07:14-19:40
5	Durrington, Tarring, Broadwater, Worthing ⇄, Worthing South Street	Mon-Sat: 30 mins Sun: Hourly	Mon-Fri: 06:22-20:52 Sat: 07:27-20:52 Sun: 09:15-17:43
N700	Brighton, Hove, Portslade-by-Sea, Shoreham-by Sea, South Lancing, Worthing, West Worthing, Durrington, Tarring, Broadwater, Worthing	Sat and Sun: Hourly	Sat and Sun: 01:38-04:38
Connect 7	Salvington, Durrington, Tarring, West Worthing, Worthing ⇄, Broadwater, Sompting, North Lancing, Lancing	Mon-Sat: 90 mins Sun: No service	Mon-Sat: 08:13-18:43

Figure 3 Bus Timetable Summary

2.3.3 The bus services summarised above provide 4-5 buses per hour (1 every 12-15 minutes) to and from Worthing town centre and rail station, with a journey time of less than 10-minutes. The proposed development therefore benefits from excellent connections by bus within a short walking distance. Further details of bus routes and timetable information can be obtained from: www.traveline.org / http://westsussex.acisconnect.com/.

2.3.4 In addition to bus travel, the site is located approximately 2.7 kilometres from Worthing rail station, which is accessible within a 34-minute walk or a short cycle or bus journey.

2.3.5 Worthing rail station provides access to a number of routes to key destinations, with services operated by Southern Rail. **Figure 4** provides a summary of the rail services available from Worthing rail station.

Destination (Approx. Journey time (mins))	Frequency
Portsmouth Harbour (57), Portsmouth and Southsea (53), Fratton (49), Havant (41), Emsworth (37), Southbourne (34), Chichester (27), Barnham (18), Angmering (7), Worthing, East Worthing (3), Lancing (6), Shoreham-by-Sea (10), Southwick (13), Portslade (17), Aldrington (19), Hove (21), Brighton (27)	Mon-Sun: Hourly
Southampton Central (85), Swanwick (66), Fareham (60), Cosham (51), Havant (44), Emsworth (40), Chichester (32), Barnham (23), Ford (18), Angmering (11), Goring-by-Sea (7), Durrington-on-Sea (4), West Worthing (2), Worthing, East Worthing (3), Lancing (6), Shoreham-by-Sea (10), Southwick (14), Fishersgate (16), Portslade (18), Hove (21), Brighton (26)	Mon-Sun: Hourly
Littlehampton (21), Angmering (11), Goring-by-Sea (7), Durrington-on-Sea (5), West Worthing (2), Worthing, Lancing (4), Shoreham-by-Sea (9), Portslade (14), Hove (17), Preston Park (22), Hassocks (29), Burgess Hill (32), Haywards Heath (37), Gatwick Airport (49), East Croydon (67), Clapham Junction (77), London Victoria (84)	Mon-Sat: every 30 mins-Hourly Sun: Hourly

Figure 4 Rail Timetable Summary – Worthing Station

2.3.6 Rail services available locally would be particularly beneficial for commuting journeys on the basis of the above with frequent and desirable rail services. Further information regarding rail services, including station layout plans, timetables and fare details is available from: www.nationalrail.co.uk.

2.3.7 It is anticipated that some trips to the care home will be made by taxi. The following operators serve the local area and can be pre-booked in advance: Wortax Taxis – 01903 533333, Arrow Taxi – 01903 212121 and A & A Cars – 01903 201201. A taxi rank is available at Worthing rail station, while DJ Taxis can provide wheelchair accessible vehicles, if required.

2.3.8 The site is positioned within a convenient travel distance on foot or by bicycle to a good level of local amenities and public transport nodes. By virtue of this, the site is considered to be in a suitable position for care home development. The site is positioned within a prominent residential settlement that would complement a care home use, with residents generally living near families and staff employed locally.

3 SITE OPERATIONS

3.1 Staff Employment & Rotation

3.1.1 The proposed care home would offer 82 rooms and provides care for elderly residents aged over 55 years with varying physical disabilities.

3.1.2 The Department of Health's National Minimum Standards entitled *"Care Homes for Older People"* sets out the minimum ratios of care staff to residents. The following minimum standards should be applied to any care home:

(i) A recorded staff rota showing which staff are on duty at any time during the day and night and in what capacity is kept;

(ii) The ratios of care staff to service users must be determined according to the assessed needs of residents, and a system operated for calculating staff numbers required, in accordance with guidance recommended by the Department of Health;

(iii) Additional staff are on duty at peak times of activity during the day;

(iv) There are waking night staff on duty in numbers that reflect the numbers and needs of service users and the layout of the home. In care homes providing nursing this includes registered nurse(s).

3.1.3 Standard 28 of the document confirms that:

…"A minimum ratio of 50% trained members of care staff (NVQ level 2 or equivalent) is achieved by 2005, excluding the registered manager and/or care manager, and in care homes providing nursing, excluding those members of the care staff who are registered nurses"…

3.1.4 It is therefore suggested that the proposed facility would meet the minimum requirement of 40 staff members (50%) with staff levels likely to be between 40 and 50. This allows for staff in a mixture of roles, with both full-time staff and members of staff employed on a part-time basis. All staff working hours are generally staggered in shift patterns, typically as follows:

Shift Type	Shift Timings	No. of Staff on Shift
Day Shift	08:00-14:00	9
Day Shift	14:00-20:00	6
Night Shift	20:00-08:00	4
Manager Shift	08:00-16:00	1

Figure 5 Nursing Staff Shift Patterns

3.1.5 A proportion of staff would also regularly cover a full day shift (08:00 – 20:00) instead of working split shifts over two days. Other non-nursing staff include:

Staff Type	Shift Timings	No. of Staff on Shift
Domestic & KP Staff	09:00-15:00	4
	16:30-20:00	1
Chef	06:45-18:45	1
Receptionist	08:30-13:30	1

Figure 6 Other Staff Shift Patterns

3.1.6 It is therefore considered that as a peak, 09:00 for example, a total of up to 16 members of staff can be working on site in a mixture of roles.

3.2 External Consultants

3.2.1 In additional to regular staff members employed by the care centre, a number of external consultants also visit the site at various times offering additional services. These facilities are generally sporadic and as follows:

(i) Doctors – 2 visits per week;

(ii) Hairdresser – 1 visit per week;

(iii) Chiropodist – 1 visit every 6 weeks;

(iv) Physiotherapist – 2 visits per day;

(v) Dentist – by appointment when requested;

(vi) Mobile Library – 1 visit a month.

3.2.2 All of these visitors to the site would arrive with equipment and therefore car travel would be essential.

3.3 Delivery & Servicing Arrangements

3.3.1 Deliveries to the site are likely to be daily with 2-3 deliveries arriving on a typical weekday. Deliveries are for meat, dairy, groceries, and medical disposables. Medication stock is delivered once a month from a local chemist.

3.3.2 Waste collection would be privately contracted and most likely weekly, with separate specialist collection of medical waste also necessary. The procedures for waste collection will be funded and managed by the care home operator.

3.3.3 The arrival and departure times for deliveries will be managed by reception staff wherever possible to ensure minimal disruption to residents, both of the care home and locally and ensure that deliveries are at times when the local highway network is least sensitive.

3.4 Visitors

3.4.1 Visiting hours are unrestricted at the care centre and guests can arrive at the site at any time to visit residents. It is considered that the elderly residents of the site, many of whom were physically disabled, would rarely travel by car to/from the site and would tend to reside at the centre. On the rare occasion residents would leave they would generally be escorted by the care centre staff or appropriate visitors.

3.5 Resident Travel

3.5.1 It is considered that the elderly residents of the site, many of whom would be physically disabled, would rarely travel by car to/from the site and would tend to reside at the facility. On the rare occasion residents would leave they would generally be escorted by the care centre staff or appropriate visitors.

4 TRAVEL BEHAVIOUR

4.1.1 It is necessary to collect data to establish and understand the travel habits against which the Travel Plan's progress can be measured.

4.1.2 To establish preliminary targets prior to occupation it is typical practice to use TRICS data, with targets to be reviewed and revised post occupation based upon an understanding of the initial staff and visitor travel habits established through the circulation, collection and analysis of staff and visitor travel survey questionnaires. Initial staff travel data would be collected prior to occupation (during the interview process for example), whilst initial visitor surveys would be realistically undertaken within six months of first occupation.

4.1.3 Data obtained from the TRICS database has been reviewed to determine the anticipated multi-modal split of trips to the care home. This data is summarised in **Figure 7**.

MODE OF TRAVEL	DAILY TRIPS	PERCENTAGE
Private Cars	*148*	*52%*
Taxis	*7*	*2%*
LGVs	*2*	*1%*
PSVs	*1*	*0%*
All Vehicles	158	55%
Car Passengers	37	13%
Pedestrians	63	22%
Cyclists	5	2%
Bus/Tram Passengers	15	5%
Rail Passengers	8	3%
Total People	**287**	**100%**

Figure 7 Multi-Modal Trip Generation (based on TRICS) – Typical Weekday

4.1.4 As confirmed by **Figure 7**, a reasonable proportion of trips by non-car modes can be expected, with daily trips by walking and cycling, accounting for 24% of person trips. This proportion is considered reasonable, not least since the proposed care home would seek to employ local people from the outset. A further 8% would utilise local public transport.

4.1.5 In addition, the proposals are likely to expect around 2-3 daily movements from Light Goods Vehicles (LGV) and Passenger Service Vehicles (PSV), amounting to 1 vehicle per day. These vehicles are likely to comprise mini-buses, ambulances, small deliveries (supermarket, postal etc) and maintenance vehicles.

4.1.6 This information is considered to be a suitable starting point for formulating appropriate measures and targets. However, staff and visitor travel surveys will be carried out within 6 months of the site's occupation to establish the associated travel behaviour and provide a baseline for future monitoring purposes. It is proposed that staff would complete an online or paper-based questionnaire asking about their usual commuting patterns and establishing which measures would be most appropriate in encouraging or sustaining active travel. Visitor data would be collected as part of the signing-in process.

5 AIMS, OBJECTIVES AND TARGETS

5.1 Aims and Objectives

5.1.1 It is now widely accepted that it is not possible to build our way out of congestion. Instead, the approach has to be to reduce the need to travel by increasing travel choice and awareness, therefore the overall aim of this Travel Plan is:

To reduce reliance upon the private car, by effecting a change in attitude to travel by increasing awareness of sustainable travel modes and their associated benefits.

5.1.2 To achieve this aim, objectives should be provided that reflect the challenges of the site and focus the role of the Travel Plan. These objectives also support the Local Authority's policy aims. For the development site, the objectives are:

Objective 1 – Promote and actively encourage sustainable travel to and from the site

Objective 2 - Provide the infrastructure to facilitate sustainable travel

5.2 Targets

5.2.1 To support the aim and objectives, targets have been set to focus the delivery of the Travel Plan.

5.2.2 When setting site specific targets, it is important that they are "SMART" in order that the outcomes can be quantified and an assessment of what the Travel Plan has or will achieve can be made.

Specific
Measurable
Achievable
Realistic
Time-bound

5.2.3 **Figure 8** presents the targets for the Travel Plan which will support the overall aim and two objectives. These should be achieved 3 and 5 years from first occupation and initially, they will be assessed against the data presented in **Section 4** of this report.

Action	Target Date
STAFF Decrease the proportion of journeys made by single occupancy car by 5% / 10%	End of Year 3 / 5
ALL SITE USERS Increase the proportion of trips made by active modes (walking/cycling) by 3% / 5%	End of Year 3 / 5

Figure 8 Summary of Targets

5.2.4 Since the care home is not yet operational, the above targets are based on Travel Plan research which has indicated that Travel Plans can deliver single occupancy vehicle trip reductions between 11% (rural areas) and 20% (urban areas) depending upon the measures implemented. An initial target of a 10% reduction against the baseline is considered reasonable.

5.2.5 Following baseline surveys, these targets will be reviewed and amended based on the site-specific data obtained. However, with its implementation from the outset it is reasonable to assume that the Travel Plan would be effective in changing the travel habits of staff, who would be encouraged to consider using non-car modes before getting into the habit of driving.

5.2.6 The targets stated, will be reviewed regularly and should be achieved by the target date set. If they have been attained before the target date, they will be modified to provide further, more challenging targets, while if the surveys show that progress is not being made towards achieving the targets, the reasons why would be investigated, including a review of the current measures which would be added to or modified to ensure that the overall targets will be met.

5.2.7 Travel related concerns raised by users of the site and any identified barriers to sustainable travel will be ascertained by way of regular travel surveys and routine monitoring. Further bespoke measures and changes could then be introduced to address these barriers, if necessary, and to ensure that the Travel Plan continues towards achieving its targets and overall aim.

5.2.8 Future targets will be established through a process of consultation between the Cinnamon Care Collection and WSCC to ensure that they are appropriate in the context of the objectives, yet realistic and achievable.

6 TRAVEL PLAN MEASURES

6.1 Overview

6.1.1 The Travel Planning measures proposed will primarily be focussed on staff travel, although many of the measures proposed are also suitable for visitors to the site.

6.1.2 An Action Plan outlining the Travel Plan measures and actions identified, along with responsibilities, estimated costs and implementation timescales is attached at **Appendix C**.

6.1.3 The Action Plan also pinpoints the objective that each measure will support to ensure that any initiative is targeted to achieving the overall aim for this site.

6.1.4 The Action Plan includes the following measures:

Objective 1 - Promote and actively encourage sustainable travel to and from the site

- Appoint Travel Plan Coordinator (TPC)
- Local Recruitment Policy
- Nearby Facilities
- Promote Walking / Cycling Routes
- Bicycle Purchase Scheme / Interest-Free Season Ticket Loan (for staff)
- Local Bike Shop Discounts
- Public Transport Information
- Car Sharing
- Website Information
- Welcome Packs (see example at **Appendix D**).

Objective 2 - Provide the infrastructure to facilitate sustainable travel

- Infrastructure Improvements
- Cycle Parking / Storage
- Puncture Repair Kit
- Lockers, Showers and Changing Facilities
- Travel Noticeboard / Information Point
- Electric Vehicle Charging Points
- Car Park Management Measures

6.2 Travel Plan Coordinator

6.2.1 In order to ensure a successful Travel Plan it is important that support is obtained from both the operator and care home management staff. In addition, forming partnerships with local businesses and other stakeholders can be effective.

6.2.2 A key component to the success of the Travel Plan is the appointment of a Travel Plan Coordinator (TPC) to manage the day to day requirements and ensure that all aspects are delivered. The TPC is responsible for taking the lead for travel planning and raise awareness of sustainable travel, promote initiatives and monitor the overall effectiveness.

6.2.3 The relevant contact details for the coordination of this Travel Plan are as follows:

- **Travel Plan Coordinator: TBC**
- **Contact Details: TBC**

6.2.4 The TPC will be provided with training to confirm what is expected when the Travel Plan is to be implemented. The TPC will liaise with the operator to agree a budget and where this money should be spent as well as ensuring the necessary surveys are undertaken, compiling initial and annual reports, and liaising with the stakeholders, as necessary.

6.2.5 Once confirmed, the TPC's contact details will be provided to WSCC to ensure close communication and arrange the continual monitoring process to commence.

6.3 Local Recruitment Policy

6.3.1 It is generally accepted that once the travel patterns of individuals have been established it is more difficult to encourage them to change from using the private car to a more sustainable mode of travel. A vital element of the travel Plan therefore is to inform new staff of the benefits of using more sustainable modes of travel from the outset.

6.3.2 However, the distance of staff from the care home facility is often a limiting factor in staff travel. Given the large residential catchment area, the care home operator is encouraged to adopt a local recruitment policy with recruiting staff to maximise opportunities for non-car use as much as possible. This would also be the case for the commissioning of external consultants (hairdressers, dentists, medical practitioners, for example) who would also be sourced from the local area.

6.4 Sustainable Travel Initiatives

6.4.1 The Action Plan highlights a number of initiatives for encouraging sustainable travel. These include a series of 'hard' infrastructure measures to be implemented prior to occupation of the development, such as cycle parking and electric vehicle charging provision, and a series of 'soft' informative measures such as the dissemination of travel information and benefits. The attached Action Plan details the necessary measures and timescales for implementation.

6.5 Air Quality Mitigation

6.5.1 The Air Quality Report for the site written by Redmore Environmental and dated 17th August 2020 identified that the development should include mitigation measures to reduce the air quality impacts of road traffic emissions equal to £7,796 (total five year exposure cost value). The costs were obtained through a review of the Framework Travel Plan (2020) and information provided by the Applicant.

6.5.2 Table 23 (reproduced in **Figure 9**) outlines the mitigation measures and associated costs committed to. The total value of items shown is £3,697. As such, the Applicant agreed to allocate an additional £4,099 to invest into evergreen infrastructure, which was considered the most viable mitigation measures for the development from those suggested in the Air Quality and Emissions Mitigation Guidance for Sussex (Sussex Air Quality Partnership, 2020).

Table 23 Mitigation Measures and Associated Costs

Mitigation Measure	Cost (£)
16 Sheffield Style Cycle Racks	2,400[a]
Local Recruitment Policy	80
Make users aware of local facilities	80
Promote Walking/Cycling Routes	80
Bicycle Purchase Scheme/ Interest-Free Season Ticket Loan	60
Publicise Public Transport Routes	80
Promote Car Share Database	80
Promote Sustainable Travel on the Website	200
Welcome Packs	501 per pack
Bicycle Puncture Repair Kit	56
Travel Noticeboard/Information Point	80
Investment in additional evergreen infrastructure	4,099

Note: (a) As provided by RGP.

Figure 9 Mitigation Measures and Associated Costs (from Air Quality Report)

6.6 Effectiveness of Travel Plan Measures

6.6.1 The specified measures and initiatives should act to achieve the overall aim of the Travel Plan, consequently increasing the use of sustainable modes and achieving the targets set.

7 REVIEW AND APPROVAL

7.1 Implementation and Funding

7.1.1 This Travel Plan is secured through planning condition 11 of the site's approval through planning application AWDM/0769/20.

7.1.2 Prior to the occupation of the development, a Travel Plan Coordinator (TPC) will be appointed by the operator to oversee the management of the Travel Plan and ensure it seeks to achieve the stated aims. It is anticipated that the TPC role would fall within the remit of the Care Home/General Manager, although specific tasks would become the responsibility of others, following instruction from the TPC. The TPC will be responsible for the Travel Plan's management to include the implementation, review and promotion of the Travel Plan. It is anticipated that this role would take 3-5 hours per month.

7.1.3 All approved infrastructure works are associated with the development's construction costs and are to be implemented prior to occupation.

7.1.4 The TPC will also be responsible for managing the agreed budget for the Travel Plan. Aside from infrastructure works which are associated with the development's construction costs, funding is required to cover initial set up, printing and marketing. This is estimated to amount to circa £500 annually and would be paid for by the operator.

7.1.5 This investment in resources, both in terms of appointment of a TPC and monetary, support the implementation, management and review of the Travel Plan and mitigate against any financial burden that may be imposed as a consequence of failure to meet the agreed targets.

7.2 Monitoring

7.2.1 **Figure 10** illustrates the monitoring timeline for the initial 5-year life of the Travel Plan.

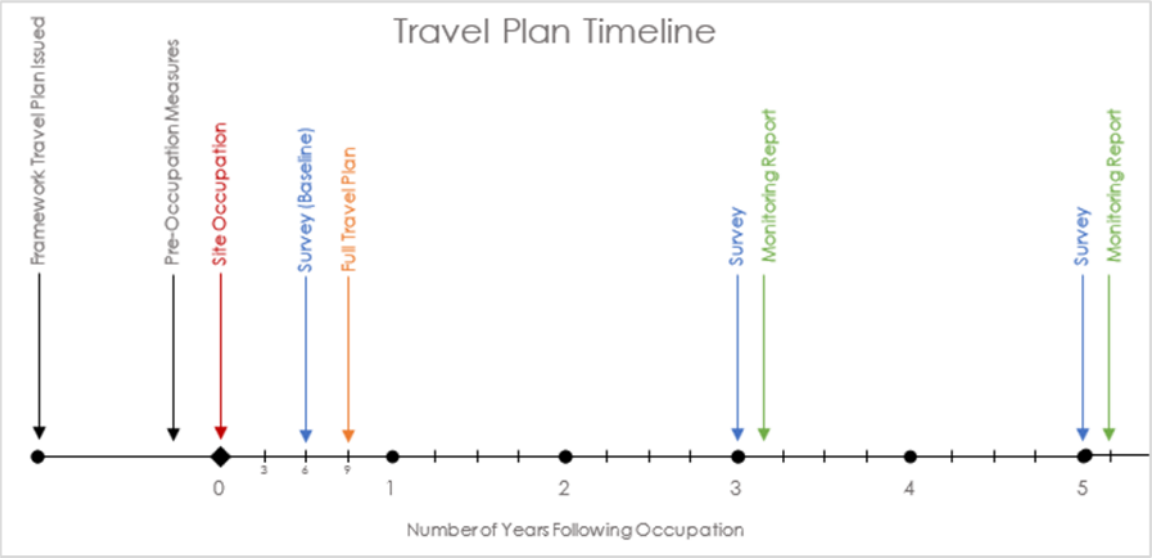

Figure 10 Travel Plan Timeline

7.2.2 Baseline data is to be collected once the care home is occupied. This will represent Year 1 of the Travel Plan and form the revised baseline for inclusion in an updated Full Travel Plan.

7.2.3 Monitoring reports will then be produced by the TPC and submitted to the Council for approval in relation to the targets set for the end of Years 3 and 5. These reports shall demonstrate how the Travel Plan has been implemented to date and will include:

(i) Details of measures introduced and actions taken to promote the Travel Plan;

(ii) A statistical summary of the modal split of staff and visitors, disclosed by the monitoring surveys;

(iii) The progress of the Travel Plan in achieving the targets and identifying any amendments to be agreed in writing by WSCC in the event that targets are not achieved; and

(iv) A plan for future actions, to include additional or remedial measures, if required.

7.2.4 To support this process surveys will be undertaken in Years 1, 3 and 5 to establish the travel patterns of staff and visitors.

7.2.5 Furthermore, the following items will be monitored annually by the TPC:

(i) The demand for car (including electric vehicle charging) and cycle parking;

(ii) The use of the on-site car parks and surrounding roads;

(iii) The numbers registered for the cycle to work scheme and car sharing; and

(iv) Comments made by site users relating to transport and the Travel Plan.

7.2.6 To maintain the emphasis of the Travel Plan, the results of the monitoring and review process will be communicated by way of an on-site Travel Plan noticeboard, erected in a communal location.

8 APPROVAL

8.1.1 This Travel Plan is hereby approved for implementation at the following site:

Cinnamon Care Collection Care Home at 106-108 Warren Road, Worthing

Signed: ……	Rachel Rombough (RGP)	Date: ……
Signed: ……	……(TPC)	Date: ……

8.1.2 This Travel Plan is a 'live' document and will be subject to continuous updates and amendments over the course of its implementation.

RGP – Transport Planning and Infrastructure Design Consultants

enquiries@rgp.co.uk

www.rgp.co.uk

Surrey Office Shackleford Suite, Mill Pool House, Mill Lane, Godalming, Surrey GU7 1EY

T: 01483 861 681

London Office 1-2 Paris Garden, London, SE1 8ND

T: 020 7078 9662

RGP Consulting Engineers Limited • Registered in England No. 4237910 • Registered Office: Shackleford Suite, Mill Pool House, Mill Lane, Godalming, Surrey GU7 1EY • VAT Registration no. 771 9281 04