New Pond Row Surgery
Lancing

Travel Plan Statement

Prepared For

New Pond Road Surgery

Prepared By

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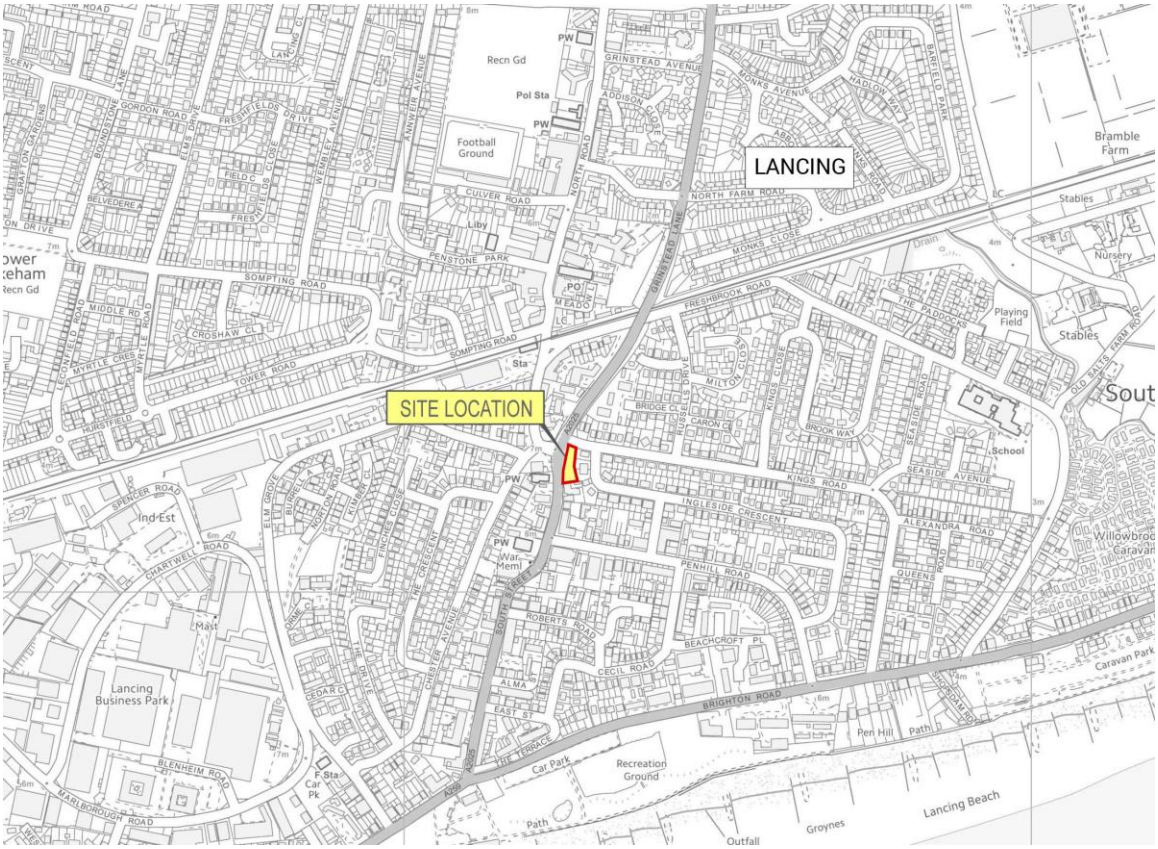
1 INTRODUCTION

Background

1.1 Travel Plan Consultants Ltd has been appointed by New Pond Row Surgery to prepare a Travel Plan Statement (TPS) in connection with a redevelopment of the existing GP Surgery adjacent to South Street in Lancing.

Site Location

1.2 The site is located within Lancing; this is a village in the Adur district of West Sussex and is bound to the north by Kings Road with South Street to the west with existing residential properties to the east and south. The site location is shown in **Plan 1** below.



Plan 1: Site Location

Development Proposal

1.3 The Surgery is currently occupied with a total floor area of 242m² at ground and first floor levels. As part of the development, it is proposed to increase a footprint of the existing ground floor area by 160 m². This change in floor area at ground level is due to the proposed new wing to the north of the building which will be used to facilitate two consulting rooms, a treatment room, disabled toilet and administration-office space. The proposed development is shown in **Appendix A.**

1.4 It is anticipated that a total of 25 staff will be employed at the site, comprising of both part-time and full time.

1.5 Vehicular access is to be taken via a crossover from Kings Road leading to a car park to the north of the building.

1.6 The development will be served by a total of 9 car parking spaces, including 6 regular bays, one disabled bay, one parent and child bay and an ambulance bay. It is also proposed to provide one motorcycle bay.

1.7 The development of this Travel Plan Statement has been recommended by the Local Authority as a condition prior to first occupation of a site (associated planning application reference AWDM/0318/16 (resubmission of AWDM/1833/15)).

1.8 Implementation of this Travel Plan aims to promote sustainable travel and better awareness amongst staff and anticipated visitors with overarching objective to encourage behaviour change which will lead to the use of more sustainable modes of travel to and from the surgery.

Scoping and Consultation

1.9 The site lies within the Adur and Worthing Councils (AWC) administrative boundary. This report has been prepared following extensive discussions with ACC and West Sussex County Councils as local authority on the highway and transportation issues associated with the proposed development of the site. The content of this Transport Statement has been agreed with WSCC.

What is a Travel Plan?

1.10 A Travel Plan is a document recommended by the Government, which aims to promote more sustainable travel choices and to reduce single occupancy car journeys. This Travel Plan outlines the proposed measures and action plan aimed at increasing the level of modal share by sustainable modes of travel at New Pond Row Surgery.

1.11 The New Pond Row Surgery Travel Plan Statement has been prepared based on the West Sussex County Council best practice guidance on Travel Plans. This includes "WSCC Guidance on Travel Plan Statements (Travel Plans for Smaller Business and Residential Developments)". In addition, the national guidance on writing travel plans has also been reviewed such as 'Travel Plan Resource Pack for Employers (January 2000)', 'Developing an effective travel plan: advise for government departments (January 2000)' and 'Preparing your organisation for transport in the future: the benefits of green transport plans: The Guide (June 1999)'.

1.12 These publications provide examples of best practice in travel planning including examples of measures that have been implemented successfully elsewhere, and examples of relevant targets and objectives.

The objectives of a Travel Plan

1.13 The main objective of this Travel Plan is to minimise the number of single occupancy car journeys made to and from the site by promoting sustainable travel. Increasing the awareness of the advantages of travel by more environmentally friendly modes will encourage staff and visitors to use alternative to the private car.

2 SUSTAINABLE ACCESS

Introduction

2.1 The accessibility to good transport infrastructure has a potential to reduce the need to travel by single occupancy car and to encourage people to make sustainable transport choices to access jobs, local facilities and services. This chapter outlines the existing accessibility of the New Pond Row Surgery by sustainable modes of transport namely walking, cycling and public transport.

Walking

2.2 Walking is very important mode of travel, which does not require any specific equipment, and it is also a great form of exercise. Walking is an environmentally friendly activity, which helps reduce the air pollution caused by traffic, thus making a positive impact on the environment.

2.3 Lancing is a small village with virtually all residential areas located within walking distance from the New Pond Row Surgery.

2.4 The predominant walking routes to and from the site will be via A2025 Grinstead Lane, Kings Road and South Street.

2.5 In the vicinity of the site, the A2025 meets with South Streets via a ghost island junction. This priority junction benefits from uncontrolled pedestrian crossing on the A2025 south arm as well as on the South Street leading to the Lancing Train Station. A 2m footway is available on both sides of the A2025.

2.6 The walking route to the Lancing Train station is provided via South Street to the North West, which benefits from footways on both sides of the road. The footways are approximately 2.0m wide in the vicinity of the site and it continues north towards the village centre.

2.7 A central pedestrian refuge has been provided on South Street as part of the priority junction with Freshbrook Road in the village centre; this allows for safe pedestrian crossing in two parts before accessing the Lancing Train Station. Pedestrian uncontrolled crossing is also provided on the train station site access road. This is particularly important in this location as the local Train Station is accessed via this route.

2.8 Kings Road benefits from good quality footways on both sides of the road and provides a pedestrian access to residential areas located east from the site. Kings Road links through to Brighton Road,

which is a local distributor road providing access to residential properties and local facilities.

2.9 In summary the site is considered to be very accessible on foot.

Cycling

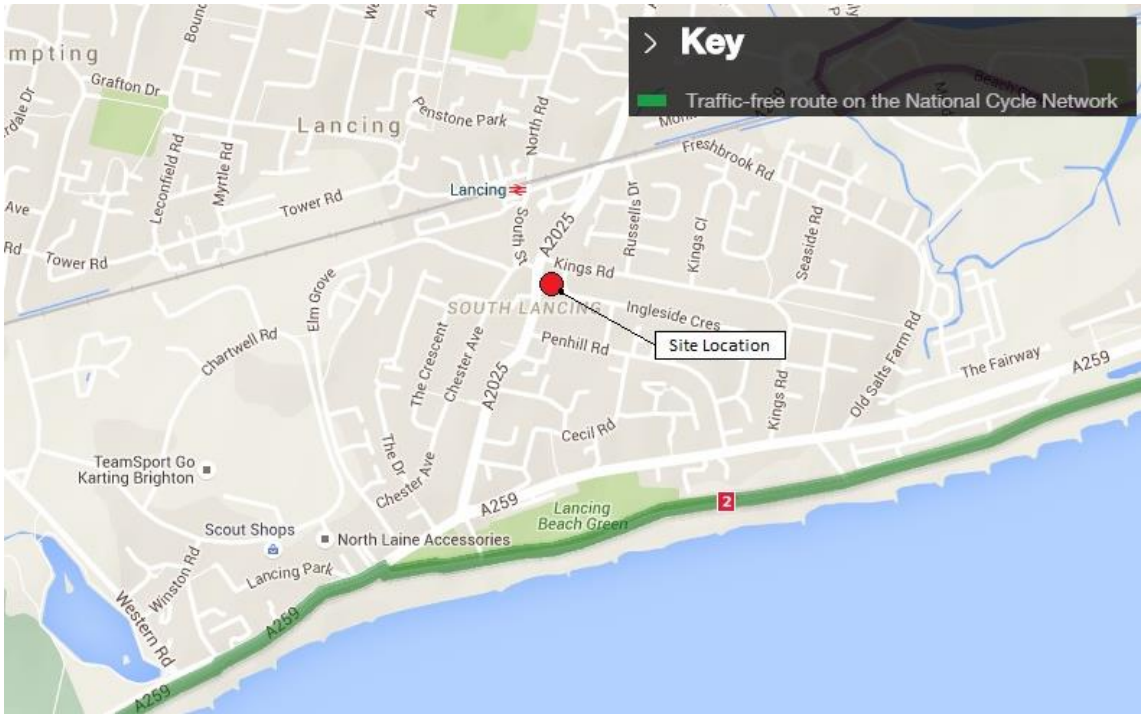
2.10 Given the distances to local residential areas, the application site is also considered to offer good access by bicycle. Traffic volumes and speeds within the village are also such that the local road network is conducive to cycling.

2.11 Cycling is generally considered to have the ability to replace car journeys of up to approximately 5 kilometres which is a distance that can be cycled by a reasonably fit person in approximately 15 to 20 minutes. Lancing village and many residential areas are within 5km catchment from New Pond Row Surgery so cycling would be a viable alternative to the private car for journeys to and from Lancing.

2.12 The topography of Lancing is conducive for cycling as it is reasonably flat throughout. This makes cycling a suitable and an attractive alternative to the private car. As part of the proposed development, 8 cycle parking spaces for staff and 10 cycle parking spaces for visitors will also be provided.

2.13 There is only one cycle route listed on the Sustrans website in the vicinity of Lancing, namely National Cycle Route 2 located 550m south from the site. The local cycling route in the vicinity of the site can be seen in **Plan 2**. Locally the route links Worthing, Shoreham-by-Sea, Brighton and Eastbourne and can be accessed via A259 Brighton Road and road along Perch on Lancing Beach.

Source: www.sustrans.org.uk



Plan 2: Local Cycling Routes

Public Transport

2.14 The nearest bus stops to the site are located on Kings Road directly adjacent to the site, on South Street close to the junction with Chester Avenue. These are all located within a 130m walk of the New Pond Row Surgery entrance.

2.15 The buses that serve these stops are numbers 7, 7A, 16, 19A, 106 and 740. These services provide access to reach destinations further afield such as Worthing, Shoreham-by-Sea, Steyning, Salvington and Henfiled.

2.16 Flag post and timetable information are provided at the westbound bus stop on King Road and northbound bus stop on South Street, while a seating and timetable information is provided at the southbound stop on South Street. The frequencies of the available services in the vicinity of the site are shown in **Table 2.1.**

Service	Route	Frequency	
		Mon – Fri	Sun & PH
King Street Bus Stop Services			
16	Lancing - Lyons Farm - East Worthing - Worthing - W. Tarring	60 mins	120 mins
19A	Lancing - Lyons Farm - East Worthing - Worthing - W. Tarring (School Bus)	1 per day	No service
South Street Bus Stops Services			
7	High Salvington - Durrington - Worthing - Broadwater - Sompting - Lancing Worthing - East Worthing - Broadwater - Sompting - Lancing	60 mins	No service
7A	High Salvington - Durrington - Worthing - Broadwater - Sompting - Lancing Worthing - East Worthing - Broadwater - Sompting - Lancing	No service	120 mins
106	Henfield - Upper Beeding - Steyning - Lancing - Worthing	1 per day on Tues, Wed and Thu	No service
740	Lancing - Sompting - Steyning	2 per day	No service
16	Lancing - Lyons Farm - East Worthing - Worthing - W. Tarring	60 mins	120 mins
19A	Lancing - Lyons Farm - East Worthing - Worthing - W. Tarring (School Bus)	1 per day	No service

Table 2.1: Local Bus Services

2.17 Table 2.1 demonstrates that existing bus services through Lancing offer good links to nearby towns and cities.

2.18 The locations of these stops, together with local bus services operating in the vicinity of the site are shown on **Plan 3** below.

Source: www.fwt.co.uk



Plan 3 – Local Bus Services

Rail Services

2.19 Lancing Railway Station is located 250m to the North West of the New Pond Row Surgery and can be accessible by less than 5 -minute walk. The station is managed by Southern Railway and benefits from:

- Quickfare Machines, which can be located within a shelter on platform 1 and at the front entrance to station
- Passenger Information is provided via departure/arrival screens
- A step-free access is located at the main entrance on platform 2 (towards Littlehampton/Bognor) via side gate and another step-free access on platform 1 (towards Brighton/London) via separate entrance. Level crossing between platforms
- Approximately 36-space car park with dedicated disabled person parking bays, drop-off points and 24 cycle parking

2.20 Destinations such as Brighton and London Victoria can be reached from Platform 1, while Worthing, Portsmouth Harbour and Southampton can be reached from Platform 2.

2.21 Typical off-peak service consists of 5 trains per hour in each direction. Below is a summary of the available services:

Eastbound

- 5 trains per hour to Brighton
- 1 train per hour to London Victoria

Westbound

- 1 train per hour to Southampton Central
- 1 train per hour to Portsmouth Harbour
- 1 train per hour to Littlehampton
- 2 trains per hour to West Worthing

2.22 This shows that there is a good level of access by train from New Pond Row Surgery to key city destinations across the country.

3 ACTION PLAN

3.1 This chapter summarises the specific Travel Plan measurements and initiatives proposed for the New Pond Row Surgery. The action plan is focused on staff as it is considered to be a more realistic and feasible to evaluate their travel patterns and successfully implement proposed initiatives as opposed to visitors to the Surgery due to their unpredictability and nature of visits.

3.2 The initiatives aimed for visitors will focus around increasing awareness of more sustainable transport options as opposed to private car use.

Travel Plan Co-ordinator

3.3 New Pond Row Surgery Travel Plan Statement will be implemented by a designated Travel Plan Co-ordinator. This position will be fulfilled by a member of staff and the details of the nominated person will be submitted to the Planning and Highway Authority.

3.4 A Travel Plan Co-ordinator (TPC) will be appointed to promote, implement and monitor the Travel Plan Statement. The role will include offering of Travel Plan information and advice to all employees and the promotion of Travel Plan Statement measures.

3.5 The *'interim"* Travel Plan Co-ordinator is Travel Plan Consultants Ltd. and will take full responsibility for this Travel Plan until a permanent role can be filled by a staff of the New Pond Row Surgery. The contact details of the interim person are given below:

Interim Travel Plan Co-ordinator Contact Details	
Name	Aga Szewczak
Telephone Number	020 3289 0091
Email Address	aga@travelplanconsultants.com

Table 1: Interim Travel Plan Co-ordinator Details

3.6 The Travel Plan Co-ordinator responsibilities are summarised below:

- Development and implementation of the Travel Plan;
- Raising awareness of sustainable travel to and from the Surgery;
- Promoting Sustainable Travel activities such as Walk to Work Week (May), Bike Week (June) and Lift share Week (October);
- Providing Personal Travel Planning advice for anyone requiring transport information;

- Monitoring Travel Plan effectiveness via Travel Surveys. TPC will be responsible for gathering information about mode of travel to the development site and report findings as required;
- Liaising with local authority, developer and employees in order to successfully implement Travel Plan Actions;
- Coordination and monitoring of programmes contained within the TPS.

Staff Travel Information Pack

3.7 If the message is to be conveyed that sustainable forms of transport are preferred to the private car, then it is essential that adequate transport information is available for each employee on the site.

3.8 An employee's Travel Information Pack will be provided for all existing staff working at the site. The Travel Information Pack will subsequently be provided to all new staff prior to them commencing work at the New Pond Row Surgery.

3.9 This Information Pack will include a detailed and site specific travel information leaflet. This will contain information such as the following:

- Walking and cycling maps showing local walking and cycling routes around the site and beyond will be made readily available. These will be supplemented by approximate walking times to certain areas;
- Site-specific public transport information identifying the locations of nearby bus stops and services offered by the service providers. This information will be further supplemented by detailing the frequency and hours of operation of each service;
- Appropriate contact details for the TPC, public transport enquiries and car share websites; and
- Leaflets explaining the health and financial benefits associated with reducing car use.

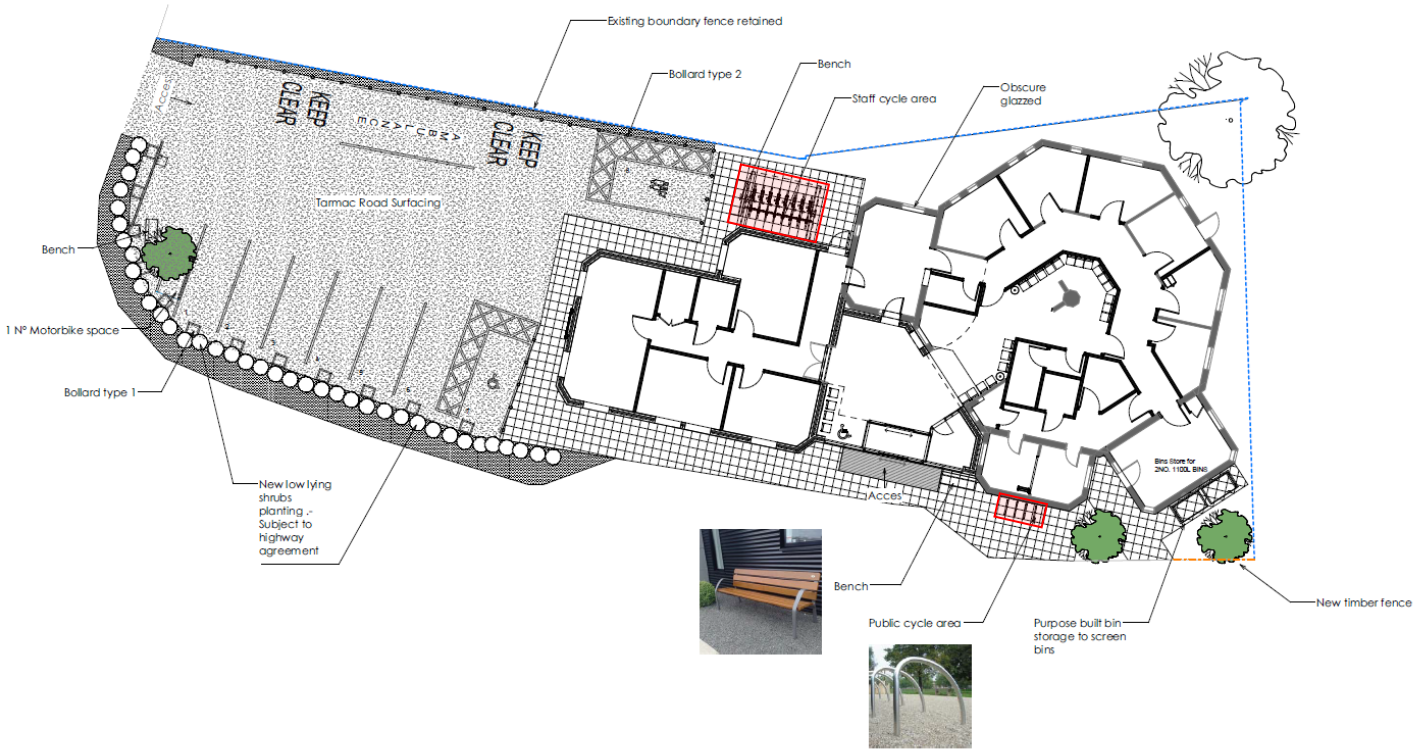
Noticeboards

3.10 Staff Noticeboard will be located in staff areas to provide up-to-date travel information (such as walking and cycling maps and bus timetable information), and information on useful websites to encourage sustainable travel. The noticeboards will also include contact details for the Travel Plan Co-ordinator and news on any sustainable travel initiatives which the surgery may be running.

3.11 Visitor Noticeboard will also be provided in reception area for visitors, providing information on suggested walking and cycling routes, the locations of local bus stops, health benefits of walking and cycling.

Cycle Measures

3.12 Eighteen cycle parking spaces will be provided as part of the development. The location of staff and visitors cycling parking is shown in **Plan 4** below.



3.13 Staff will be provided with information on suitable cycling routes in the area which will be included within the 'Travel Information Pack' and on staff noticeboards.

3.14 The health, financial and environmental benefits of cycling will be promoted within the "Travel Information Pack". Additionally, posters encouraging cycling and other sustainable travel will be obtained free of charge from the WSCC Travelwise Officer and displayed on noticeboards accordingly.

3.15 The Bike Week – national awareness event will be promoted by the Travel Plan Coordinated. Employees will be encouraged to register at http://bikeweek.org.uk/ and take part in the Bike Week Challenge.

3.16 In addition to the above, surgery staff will also be provided with information on the BikeBUDI scheme via the 'Travel Information Packs' and on noticeboard.

3.17 Information about WSCC website http://www.westsussex.gov.uk/cycling which contains cycle maps and guides will be included within the 'Travel Information Pack'.

Walking Measures

3.18 The health benefits of walking will be particularly promoted to Surgery staff.

3.19 The 'Travel Information Pack' will include information on suggested walking routes from the surgery to Lancing Train Station and surrounding residential areas.

3.20 Surgery staff will be provided with information on WalkBUDi scheme through information contained within the 'Travel Information Packs' and on noticeboard. Information on the scheme is available on the website www.walkbudi.com.

Public Transport Measures

3.21 Public transport timetable information will be provided on noticeboard located in staff and visitors' areas. Staff will also be provided with plans showing suggested walking routes to local bus stops. This information will also be provided in the staff 'Travel Information Pack'.

3.22 The WSCC multi-modal journey planning website will be promoted. This website provides route information for all land-based modes.

https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/plan-your-journey/

Car Sharing

3.23 In order to promote car sharing, information about WSCC car share scheme (https://westsussexcarshare.liftshare.com/) will be included within the Travel Information Pack.

3.24 A leaflet explaining how the scheme will be included in the 'Travel Information Pack'. The leaflet will be downloaded from WSCC website at:
http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/west_sussex_car_sharing_scheme.aspx

Promotion of Sustainable Travel Events

3.25 The TPC will actively encourage employees and visitors to participate in a minimum of one sustainable travel related event (such as Bike Week) each year that the Travel Plan Statement is in place.

4 MONITORING STRATEGY

4.1 It is proposed to undertake a baseline staff travel surveys 3 months after opening of the site. Following the baseline staff travel survey, a review of the Travel Plan Statement will be undertaken in order to include TP Targets. This will be than issued to WSCC for agreement.

4.2 The monitoring period will begin 3 months after site occupation and will end 5-years thereafter.

4.3 Regular monitoring will ensure that progress towards meeting the TP objectives and targets is measured and will help identify those areas of the TP that may not be working particularly well, and conversely, those aspects which are performing better than expected.

4.4 The Travel Survey Report will detail the results of the preceding staff travel surveys with regards to targets, general effectiveness and current initiatives.

4.5 The Travel Survey Report is to be submitted to the WSCC for approval no later than three months following the completion of the staff travel surveys.

4.6 As part of the on-going monitoring process the 'Travel Information Pack' and Noticeboard information will be reviewed and updated where required. Information regarding any changes to the bus services in the area will be passed to staff via leaflets or a company website.

Travel Plan Framework

4.7 Table 4.1 below provides a summary framework and guidance as to timescales for the effective fulfilment and implementation of the Travel Plan Statement. The measures outlined in this table will be the responsibility of the Travel Plan Co-ordinator.

Date	Action
3 – 0 months before commencement of operation	Appoint a Travel Plan Co-ordinator. Collate sustainable travel information and other information to be provided in 'Travel Information Pack'. Issue staff 'Travel Information Pack' (thereafter pack issued to all new starters). Cycle parking infrastructure introduced. Travel Information boards installed in staff and public areas of the surgery. Travel Plan Co-ordinator establishes contact with officers from Adur & Worthing Councils and WSCC.
0-3 Months after commencement of operation	Travel Plan Statement measures promoted throughout development via noticeboards, email and posters Formal Travel Plan Statement document to be submitted to and agreed with Adur & Worthing Council and WSCC. Baseline Travel Plan Surveys will be undertaken in order to establish Travel Plan Targets.
3-60 Months	Review, update and reissue of marketing, induction and new starter information (including public transport service information) as required (at 12 month intervals). Continuous monitoring of usage of sustainable travel modes and infrastructure. The Travel Plan Statement will be in place for the life of the development. Complete staff travel survey (annually for 5 years). Staff travel targets to be reviewed as required. Production of Review Report (after Travel Surveys) Review of Travel Plan in conjunction with Kirklees Council; a revised Travel Plan will be submitted to the local authority if required.

Table 4.1 – Travel Plan Framework Timescales

APPENDIX A

Site Layout Plan