# Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

ADUR DISTRICT C
PLANNING DI
PLAN No. Ad0182/08
RECEIVED 09 APR 2008

## Application for Planning Permission: Town and Country Planning Act 1990

**Publication of planning applications on council websites**

**Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.**

**If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.**

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

### 1. Applicant Name and Address

| | |
|---|---|
| Title: | |
| First name: | |
| Last name: | |
| Company (optional): | SUNSHINE DAY CARE LIMITED |
| Unit: | |
| House number: | 33 |
| House suffix: | |
| House name: | |
| Address 1: | GORDON ROAD |
| Address 2: | |
| Address 3: | |
| Town: | SHOREHAM-BY-SEA |
| County: | WEST SUSSEX |
| Country: | UK - ENGLAND |
| Postcode: | BN43 6WF |

### 2. Agent Name and Address

| | |
|---|---|
| Title: | MR |
| First name: | DEREK |
| Last name: | WADE |
| Company (optional): | D W PLANNING |
| Unit: | |
| House number: | 59 |
| House suffix: | |
| House name: | |
| Address 1: | SADLERS WAY |
| Address 2: | RINGMER |
| Address 3: | |
| Town: | LEWES |
| County: | EAST SUSSEX |
| Country: | UK - ENGLAND |
| Postcode: | BN 8 5HG |

### 3. Description of the Proposal

Please describe the proposed development, including any change of use:

CHANGE OF USE TO CLASS D1 FOR USE AS A CHILDRENS' FULL DAY CARE NURSERY.

Has the building, work or change of use already started? ☐ Yes ☑ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY): _____ (date must be pre-application submission)

Has the building, work or change of use been completed? ☐ Yes ☑ No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY): _____ (date must be pre-application submission)

## 4. Site Address Details

Please provide the full postal address of the application site.

Unit: | House number: 27 | House suffix:

House name:

Address 1: ROSSLYN ROAD

Address 2:

Address 3:

Town: SHOREHAM-BY-SEA

County: WEST SUSSEX

Postcode (optional): BN43 6WL

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: | Northing:

Description:

## 5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☑ Yes ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name: DAVID REYNOLDS

Reference: NOT KNOWN

Date (DD/MM/YYYY): OCTOBER 2007
(must be pre-application submission)

Details of pre-application advice received?

AFTER CONSIDERING SOME 20 PROPERTIES WITHIN SHOREHAM AREA, SHORT-LIST OF 3 AGREED, OF WHICH 27, ROSSLYN ROAD APPEARED TO BE THE MOST SUITABLE.

## 6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☑ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☑ No

Are there any new public roads to be provided within the site? ☐ Yes ☑ No

Are there any new public rights of way to be provided within or adjacent to the site? ☐ Yes ☑ No

Do the proposals require any diversions /extinguishments and/or creation of rights of way? ☐ Yes ☑ No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

## 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☑ Yes ☐ No

If Yes, please provide details:

WHEELIE BINS TO REAR OF GARAGE.

Have arrangements been made for the separate storage and collection of recyclable waste? ☑ Yes ☐ No

If Yes, please provide details:

SPECIFIC RECEPTACLES TO REAR OF GARAGE.

## 8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☑ Yes ☐ No

If Yes, please provide details:

SEE LETTER DATED 12.12.2007 IN RESPECT OF FIRST APPLICATION. (ADC/0761/07)

## 9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

| | Existing (where applicable) | Proposed | Not applicable | Don't Know | Drawing references if applicable |
|---|---|---|---|---|---|
| Walls | | | ☐ | ☐ | |
| Roof | | | ☐ | ☐ | |
| Windows | | | ☐ | ☐ | |
| Doors | | | ☐ | ☐ | |
| Boundary treatments (e.g. fences, walls) | | | ☐ | ☐ | |
| Vehicle access and hard-standing | | | ☐ | ☐ | |
| Lighting | | | ☐ | ☐ | |
| Others (please specify) | | | ☐ | ☐ | |

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☐ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

## 11. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

| Type of Vehicle | Total Existing | Total proposed (including spaces retained) | Difference in spaces |
|---|---|---|---|
| Cars | 4 | 3 | -1 |
| Light goods vehicles/ public carrier vehicles | 0 | 0 | 0 |
| Motorcycles | 0 | 0 | 0 |
| Disability spaces | 0 | 0 | 0 |
| Cycle spaces | 3 | 10 | +7 |
| Other (e.g. Bus) | 0 | 0 | 0 |
| Other (e.g. Bus) | 0 | 0 | 0 |

## 12. Foul Sewage

Please state how foul sewage is to be disposed of:

- [x] Mains sewer
- [ ] Cess pit
- [ ] Septic tank
- [ ] Other
- [ ] Package treatment plant

Are you proposing to connect to the existing drainage system? [ ] Yes [x] No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

## 13. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the **Environment Agency's Flood Map showing flood zones 2 and 3** and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.) [ ] Yes [x] No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? [ ] Yes [ ] No

Will the proposal increase the flood risk elsewhere? [ ] Yes [ ] No

How will surface water be disposed of?

- [ ] Sustainable drainage system
- [ ] Existing watercourse
- [ ] Soakaway
- [ ] Pond/lake
- [x] Main sewer

## 14. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

b) Designated sites, important habitats or other biodiversity features:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

c) Features of geological conservation importance:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

## 15. Existing Use

*Please describe the current use of the site:*

RESIDENTIAL

Is the site currently vacant? [ ] Yes [x] No

If Yes, please describe the last use of the site:

When did this use end (if known)? DD/MM/YYYY (date where known may be approximate)

Does the proposal involve any of the following:

Land which is known to be contaminated? [ ] Yes [x] No

Land where contamination is suspected for all or part of the site? [ ] Yes [x] No

A proposed use that would be particularly vulnerable to the presence of contamination? [ ] Yes [x] No

If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

## 16. Trees and Hedges

Are there trees or hedges on the proposed development site? [ ] Yes [x] No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? [ ] Yes [x] No

If Yes to either or both of the above, you will need to provide a full Tree Survey, with accompanying plan before your application can be determined. Your Local Planning Authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to construction - Recommendations'.

## 17. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? [ ] Yes [x] No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

## 18. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? ☑ Yes ☐ No
If Yes, please complete details of the changes in the tables below:

### Proposed Housing

| Market Housing | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | 0 | | 0 |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | 0 |

| Social Rented | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

| Intermediate | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

| Key worker | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

**Total proposed residential units** $(A+B+C+D)=$ 0

### Existing Housing

| Market Housing | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | ✓ | | 1 |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | 1 |

| Social Rented | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

| Intermediate | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

| Key worker | Not known | Number of Bedrooms 1 | 2 | 3 | 4+ | Unknown | Total |
|---|---|---|---|---|---|---|---|
| Houses | ☐ | | | | | | |
| Flats and maisonettes | ☐ | | | | | | |
| Live-work units | ☐ | | | | | | |
| Cluster flats | ☐ | | | | | | |
| Sheltered housing | ☐ | | | | | | |
| Bedsit/studios | ☐ | | | | | | |
| Unknown type | ☐ | | | | | | |
| **Totals** $(a+b+c+d+e+f+g)=$ | | | | | | | |

**Total existing residential units** $(E+F+G+H)=$ 1

**TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):** −1 x 5bed

## 19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☑ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

| Use class/type of use | | Not applicable | Existing gross internal floorspace (square metres) | Gross internal floorspace to be lost by change of use or demolition (square metres) | Total gross internal floorspace proposed (including change of use)(square metres) | Net additional gross internal floorspace following development (square metres) |
|---|---|---|---|---|---|---|
| A1 | Shops | ☐ | | | | |
| | Net tradable area: | ☐ | | | | |
| A2 | Financial and professional services | ☐ | | | | |
| A3 | Restaurants and cafes | ☐ | | | | |
| A4 | Drinking establishments | ☐ | | | | |
| A5 | Hot food takeaways | ☐ | | | | |
| B1 (a) | Office (other than A2) | ☐ | | | | |
| B1 (b) | Research and development | ☐ | | | | |
| B1 (c) | Light industrial | ☐ | | | | |
| B2 | General industrial | ☐ | | | | |
| B8 | Storage or distribution | ☐ | | | | |
| C1 | Hotels and halls of residence | ☐ | | | | |
| C2 | Residential institutions | ☐ | | | | |
| D1 | Non-residential institutions | ☐ | | | 193.6 | 193.6 |
| D2 | Assembly and leisure | ☐ | | | | |
| OTHER | Please specify | ☐ | | | | |
| | | ☐ | | | | |
| | Total | | | | 193.6 | 193.6 |

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

| Use class | Type of use | Not applicable | *Existing rooms to be lost by change of use or demolition* | *Total rooms proposed (including changes of use)* | Net additional rooms |
|---|---|---|---|---|---|
| C1 | Hotels | ☐ | | | |
| C2 | Residential Institutions | ☐ | | | |
| Other | Hostels | ☐ | | | |

## 20. Employment

Please complete the following information regarding employees:

| | Full-time | Part-time | Total full-time equivalent | Not known |
|---|---|---|---|---|
| Existing employees | 0 | 0 | 0 | |
| Proposed employees | 11 | 0 | 11 | |

## 21. Hours of Opening

Please state the hours of opening for each non-residential use proposed:

| Use | Monday to Friday | Saturday | Sunday and Bank Holidays | Not known |
|---|---|---|---|---|
| DAY CARE NURSERY | 0730-1800 | 0 | 0 | |
| | | | | |
| | | | | |

## 22. Site Area

Please state the site area in hectares (ha) 0.034

## 23. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? ☐ Yes ☑ No

If the answer is Yes, please complete the following table:

| | Not applicable | The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or *tonnes if solid waste or litres if liquid waste*) | Maximum annual operational throughput in tonnes (or litres if liquid waste) |
|---|---|---|---|
| Inert landfill | ☐ | | |
| Non-hazardous landfill | ☐ | | |
| Hazardous landfill | ☐ | | |
| Energy from waste incineration | ☐ | | |
| Other incineration | ☐ | | |
| Landfill gas generation plant | ☐ | | |
| Pyrolysis/gasification | ☐ | | |
| Metal recycling site | ☐ | | |
| Transfer stations | ☐ | | |
| Material recovery/recycling facilities (MRFs) | ☐ | | |
| Household civic amenity sites | ☐ | | |
| Open windrow composting | ☐ | | |
| In-vessel composting | ☐ | | |
| Anaerobic digestion | ☐ | | |
| Any combined mechanical, biological and/or thermal treatment (MBT) | ☐ | | |
| Sewage treatment works | ☐ | | |
| Other treatment | ☐ | | |
| Recycling facilities construction, demolition and excavation waste | ☐ | | |
| Storage of waste | ☐ | | |
| Other waste management | ☐ | | |
| Other developments | ☐ | | |

Please provide the maximum annual operational throughput of the following waste streams:

| | |
|---|---|
| Municipal | |
| Construction, demolition and excavation | |
| Commercial and industrial | |
| Hazardous | |

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

## 24. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☑ No ☐ Not applicable

*If Yes, please provide the amount of each substance that is involved:*

| | | |
|---|---|---|
| Acrylonitrile (tonnes) | Ethylene oxide (tonnes) | Phosgene (tonnes) |
| Ammonia (tonnes) | Hydrogen cyanide (tonnes) | Sulphur dioxide (tonnes) |
| Bromine (tonnes) | Liquid oxygen (tonnes) | Flour (tonnes) |
| Chlorine (tonnes) | Liquid petroleum gas (tonnes) | Refined white sugar (tonnes) |

Other: Other:

Amount (tonnes): Amount (tonnes):

## 25. Certificates

**One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form**

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

| Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): |
|---|---|---|
| | | |

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I certify/ ~~The applicant certifies~~ that I have/~~the applicant has~~ given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

| Name of Owner | Address | Date Notice Served |
|---|---|---|
| MR + MRS. L. LEWIS | 27, ROSSLYN ROAD, SHOREHAM-BY-SEA, BN43 6WL | 2/4/08 |
| | | |
| | | |
| | | |
| | | |

| Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): |
|---|---|---|
| | [redacted] | 02/04/2008 |

**CERTIFICATE OF OWNERSHIP - CERTIFICATE C**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I certify/ The applicant certifies that:

§ Neither Certificate A or B can be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run )*of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

| Name of Owner | Address | Date Notice Served |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

| Notice of the application has been published in the following newspaper *(circulating in the area where the land is situated):* | On the following date (which must not be earlier *than 21 days before the date of the application):* |
|---|---|
| | |

| Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): |
|---|---|---|
| | | |

## Certificates (continued)

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I certify/ The applicant certifies that:

§ Certificate A cannot be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run )* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**AGRICULTURAL HOLDINGS CERTIFICATE**

**Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7**

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 5/4/08

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

| Name of Tenant | Address | Date Notice Served |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 26. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form: ☑

3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

The correct fee: ☐

3 copies of a design and access statement: ☑

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☐

3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable): ☑

## 27. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 02/04/2008 (date cannot be pre-application)

## 28. Applicant Contact Details

Telephone numbers

| Country code: | National number: | Extension number: |
|---|---|---|
| | | |

| Country code: | Mobile number (optional): |
|---|---|
| | |

| Country code: | Fax number (optional): |
|---|---|
| | |

Email address (optional):

## 29. Agent Contact Details

Telephone numbers

| Country code: | National number: | Extension number: |
|---|---|---|
| | 01273 814200 | |

| Country code: | Mobile number (optional): |
|---|---|
| | 07966 516336 |

| Country code: | Fax number (optional): |
|---|---|
| | 01273 814200 |

Email address (optional):

Dereck.Wade@tesco.net

## 30. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☑ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:

# Adur District Council :
# Planning application checklist

ADUR
DISTRICT COUNCIL

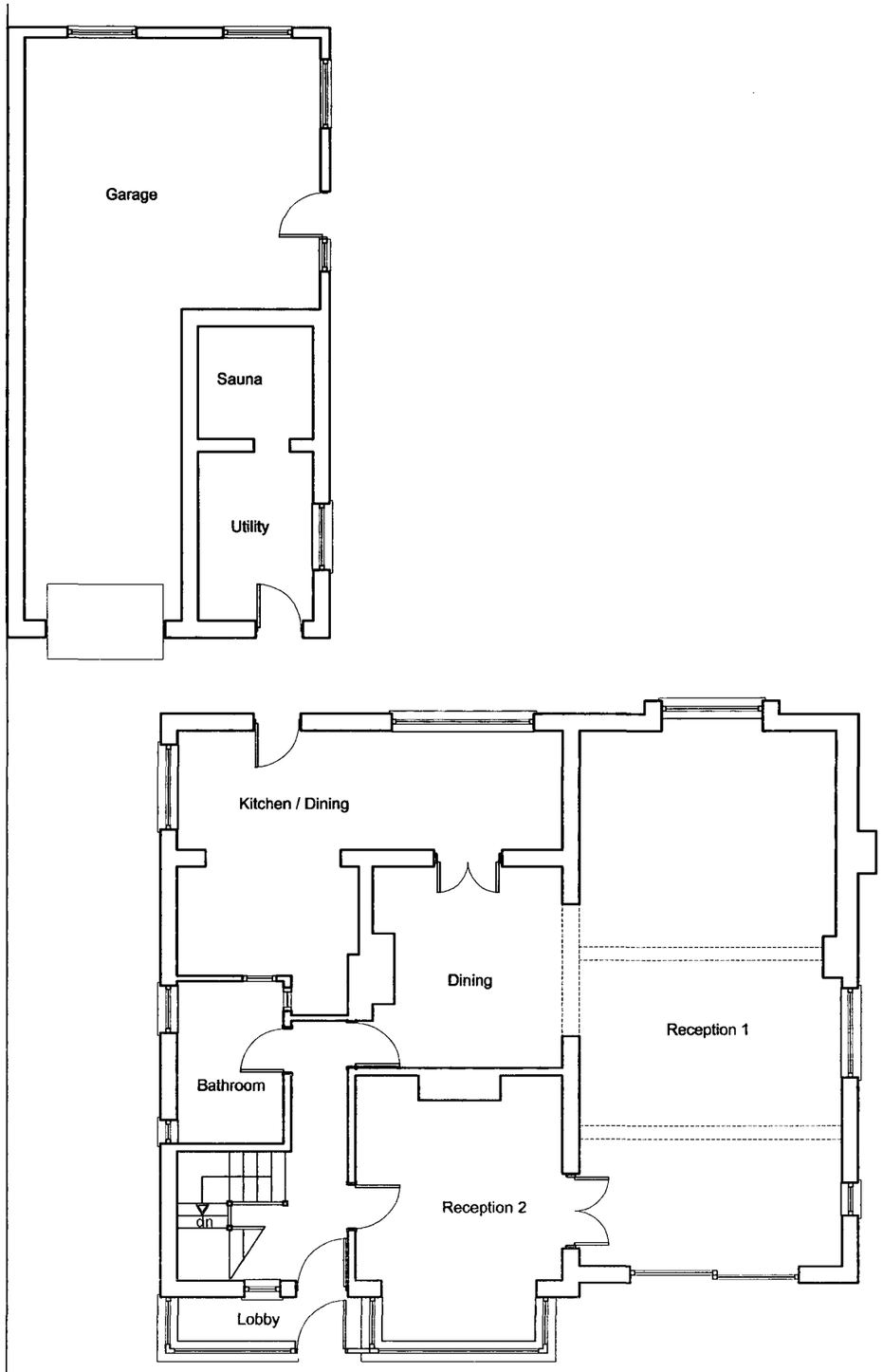


Please complete the checklist below.

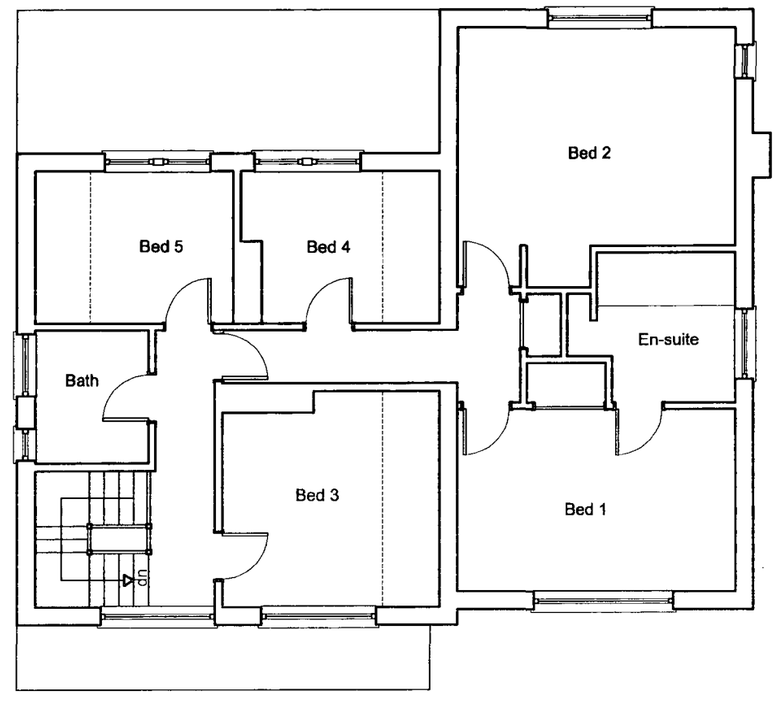
If you are unsure about any aspect of your application please phone Planning Services on (01273) 263222.

| | | |
|---|---|---|
| **1** | Have you completed all questions on the application form, including a full description of your proposal and marked any questions not applicable with 'not applicable'? | ☑ |
| **2** | Have you signed and dated your application form? | ☑ |
| **3** | Have you completed and signed one of the ownership certificates? | ☑ |
| **4** | If ownership certificate B is applicable, have you sent an Article 6 Notice (Notice No.1) to the named owner(s)? | ☑ |
| **5** | Have you provided an Ordnance Survey extract at the scale of 1:1250 with the site outlined in red and any other land in the applicants control outlined in blue? | ☑ |
| **6** | Have you provided an Ordnance Survey extract or other block plan at a minimum scale of 1:500 with the siting of the proposed development shown on it? | ☑ |
| **7** | Have you included at least three sets of all plans and drawings (identified with a reference number) at a minimum scale of 1:50 for floor plans and 1:100 for elevations? | ☑ |
| **8** | Have you included a Design and Access Statement if required? (please see guidance notes) | ☑ |
| **9** | Have you included a Flood Risk Assessment if necessary? (see Environment Agency website) | ☐ |
| **10** | Have you included the correct fee? | ☐ |
| **11** | Have you signed and dated your cheque? | ☐ |

**We require three sets of all documents** and it would be helpful if you could also send copies you have electronically on CD-rom.




Ground Floor Plan




First Floor Plan

PLAN No. A0d018268
DATE 09 APR 2008

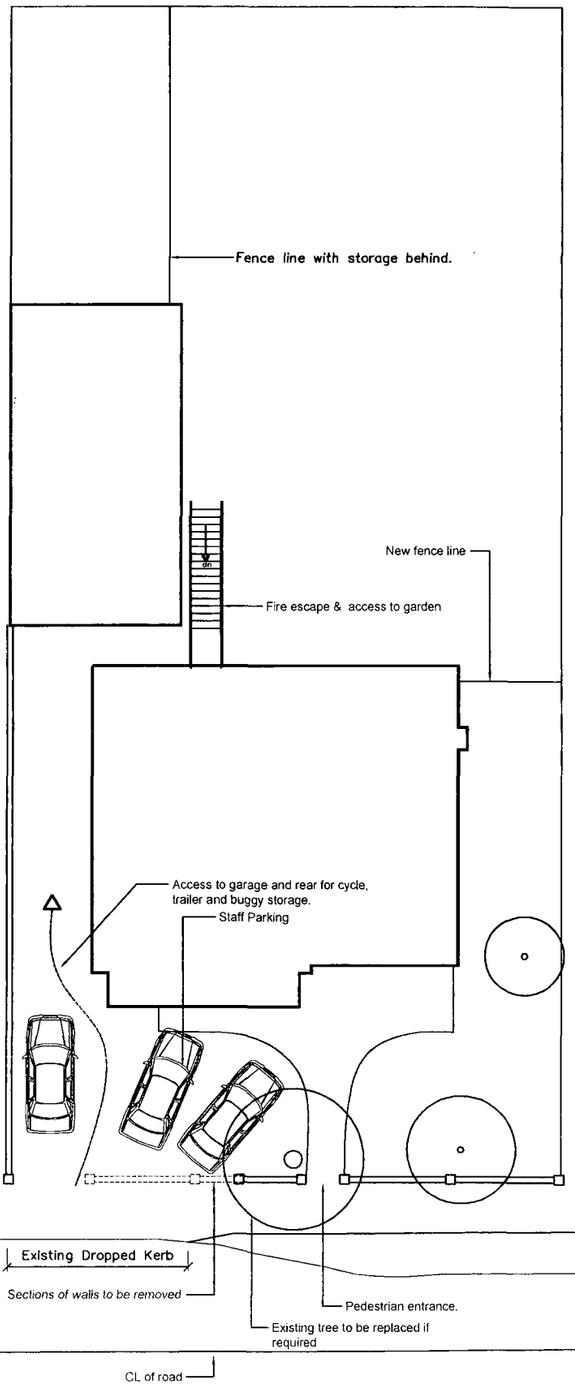
Note:
Do not scale this drawing.
All levels and dimensions are to be checked on site.
This drawing is to be read in conjunction with all relevant consultants' requirements, drawings and specifications.
Any discrepancies between consultants' drawings to be reported to the Contract Administrator before any relevant work commences.

Notes

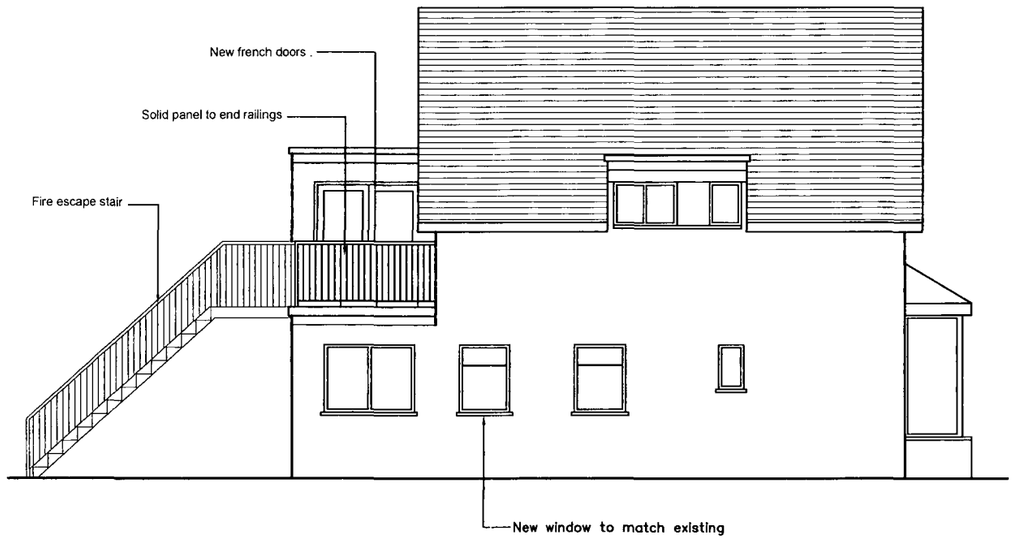
27 Rosslyn Road Shoreham-by-sea
Proposed Sunshine Day Nursery

Existing Floor Plans

| Scale | Job | Dwg | Rev |
|---|---|---|---|
| 1:100@A3 | - | 03 | - |



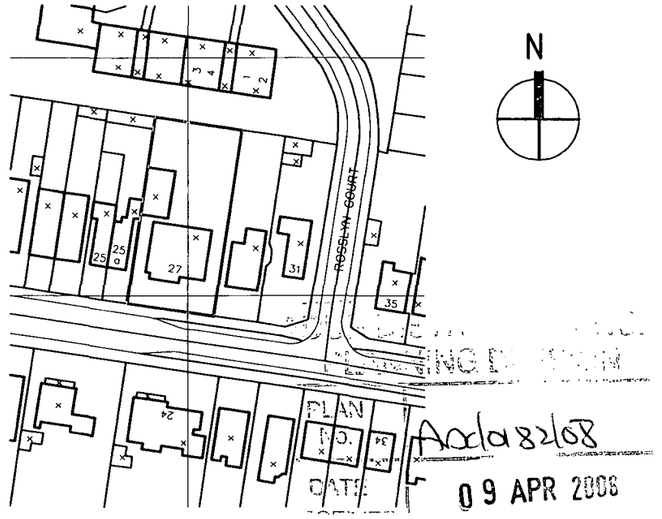

Site Plan 1:200




Alterations to Side (Western) Elevation




Alterations to Rear (Northern) Elevation




Location Plan 1:1250




Block Plan 1:500

Note:
Do not scale this drawing.
All levels and dimensions are to be checked on site.
This drawing is to be read in conjunction with all relevant consultants' requirements, drawings and specifications.
Any discrepancies between consultants' drawings, to be reported to the Contract Administrator before any relevant work commences.

Copyright: 2007 Miller Bourne ©

Notes

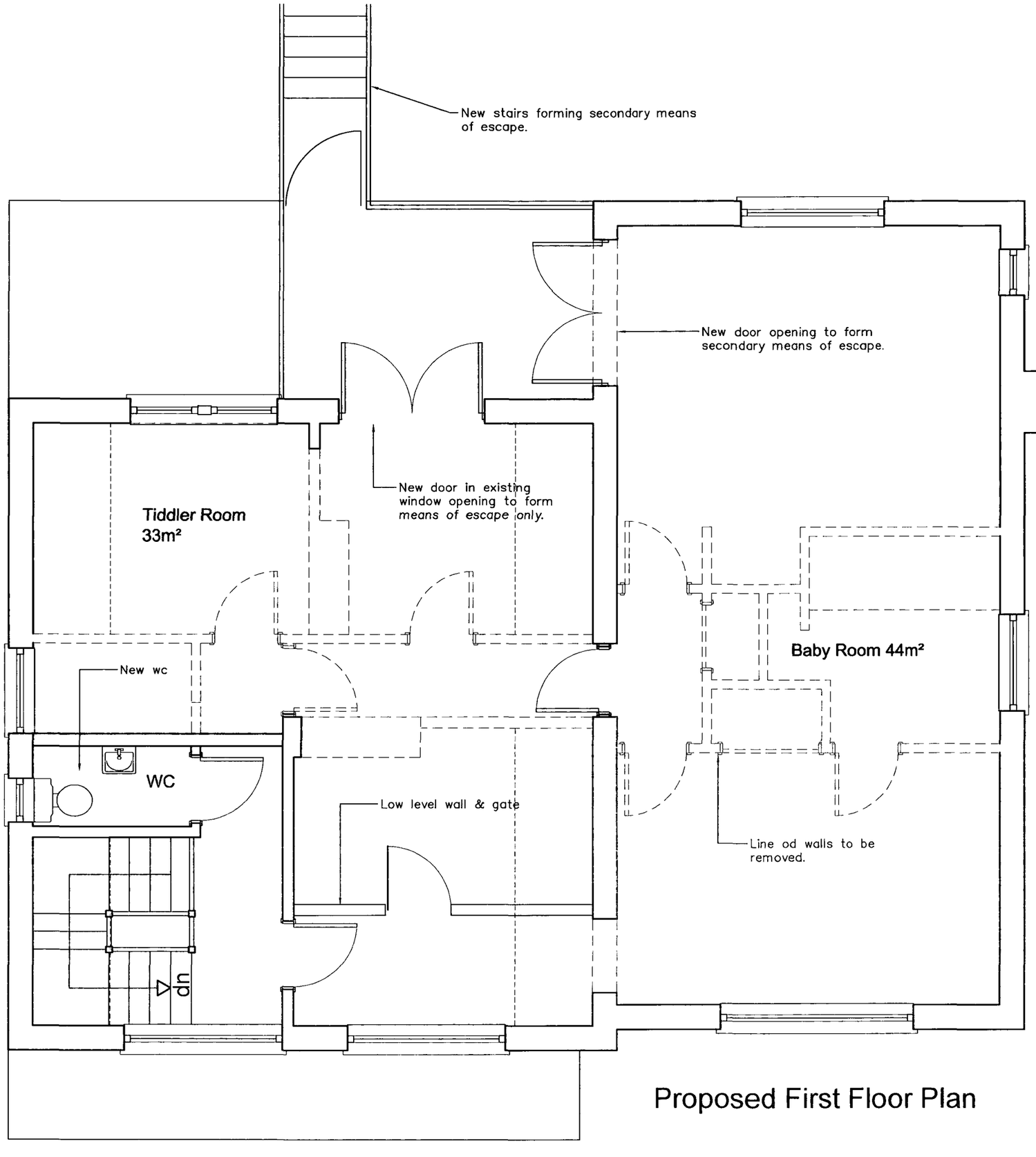
27 Rosslyn Road Shoreham-by-sea
Proposed Sunshine Day Nursery

Site, Location & Block Plans, Elevations

| Scale | Job | Dwg | Rev |
|---|---|---|---|
| 1:200@A3 | - | 02 | A |

Rev A - Car parking to side omitted to allow clear access to garage. Elevations revised.

Note:
Do not scale this drawing.
All levels and dimensions are to be checked on site.
This drawing is to be read in conjunction with all relevant consultants' requirements drawings and specifications.
Any discrepancies between consultants' drawings to be reported to the Contract Administrator before any relevant work commences.



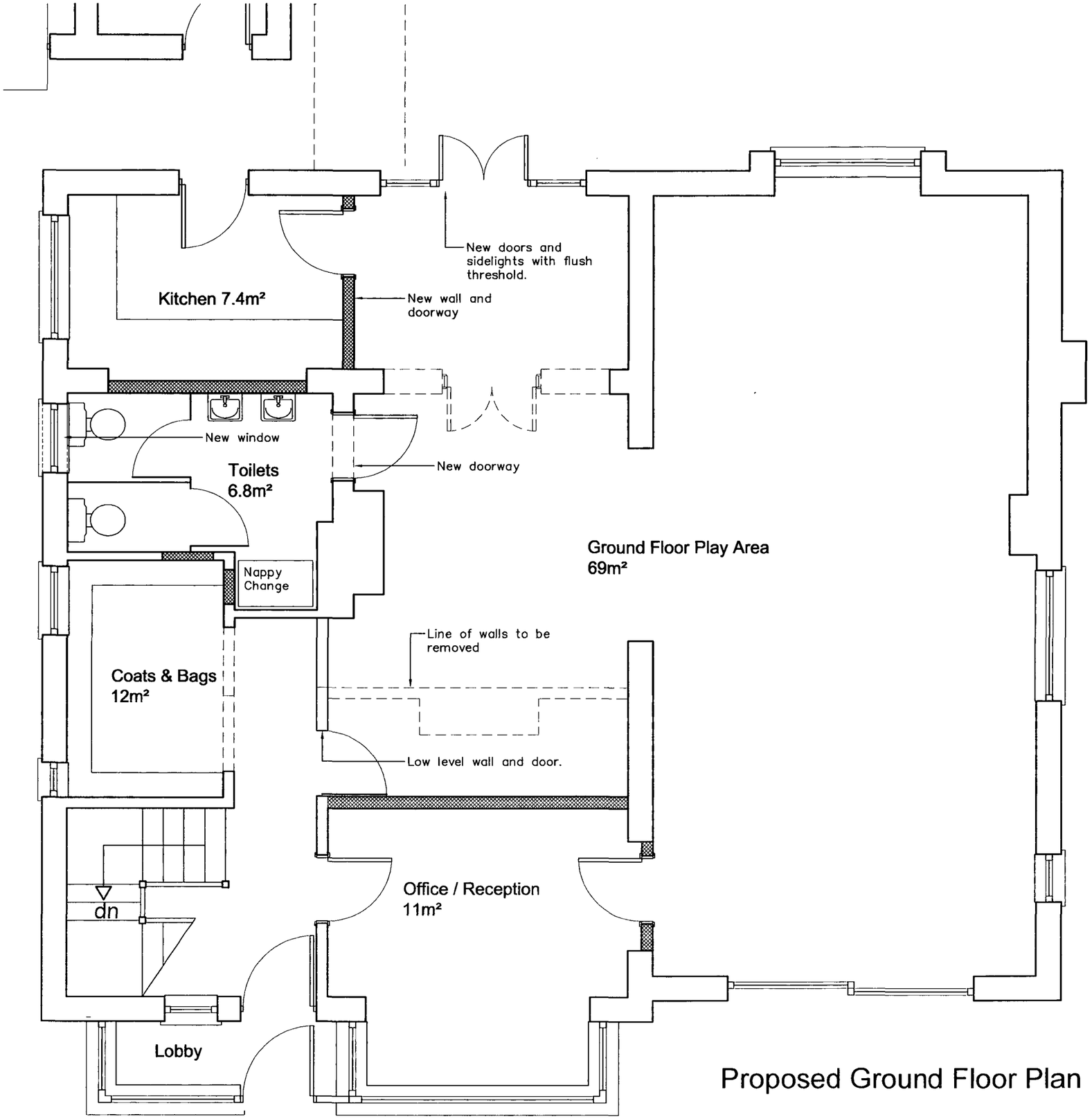


PLANNING DIVISION
PLAN No. A0061826B
DATE 09 APR 2008

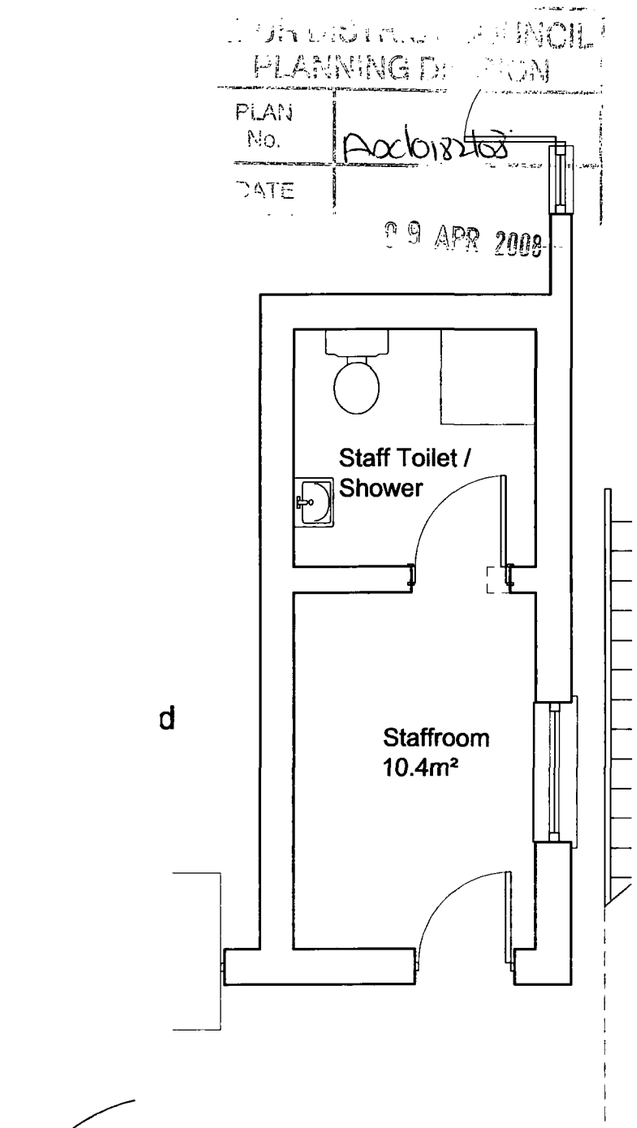

# Proposed First Floor Plan

| | | | |
|---|---|---|---|
| 27 Rosslyn Road Shoreham-by-sea<br>Proposed Sunshine Day Nursery<br><br>Proposed First Floor Plan | | | Rev A - Rear balcony omitted and doors noted for means of escape only. |
| Scale 1:50@A3 | Job - | Dwg 04 | Rev A |

Note:
Do not scale this drawing.
All levels and dimensions are to be checked on site.
This drawing is to be read in conjunction with all relevant consultants' requirements, drawings and specifications.
Any discrepancies between consultants' drawings to be reported to the Contract Administrator before any relevant work commences




Proposed Ground Floor Plan




Proposed Ground Floor Plan

27 Rosslyn Road Shoreham-by-sea
Proposed Sunshine Day Nursery

Proposed Ground Floor Plan

| Scale | Job | Dwg | Rev |
|---|---|---|---|
| 1:50@A3 | - | 05 | - |

CIRCULAR NO. 01/2006

# DESIGN AND ACCESS STATEMENT

## SITE LOCATION:

27, ROSSLYN ROAD, SHOREHAM-BY-SEA, WEST SUSSEX, BN43 6WL

## PROPOSAL:

CHANGE OF USE TO CLASS D1 USE FOR USE AS A CHILDRENS` FULL DAY CARE NURSERY

PLANNING DIVISION
PLAN No. ADC/0182/08
DATE 09 APR 2008



DW PLANNING 59 SADLERS WAY RINGMER EAST SUSSEX BN8 5HG

# Shoreham Children's Full Day Care Nursery

## INTRODUCTION

This Statement follows the guidance in Circular 01/2006, and also the CABE booklet "Design and Access Statements – How to write, read and use them".

It is based upon the recommended "assessment-involvement-evaluation-design" process, and explains and justifies the proposals as set out in the planning application itself.

## ASSESSMENT

Physical: context is residential, built-up area, with detached houses to west, south and east, and blocks of flats to north (rear).

Social: additional, much-needed childrens` nursery within built-up area; minimal impact upon adjoining properties.

Economic benefits: to local residents in terms of employment opportunities; local facility, in a very sustainable location, which will reduce unsustainable travel to more distant facilities.

Planning Policy: site lies within defined "Planning Boundary" for Shoreham-by-Sea as shown on adopted Local Plan. Although the change of use would appear to conflict with Policy AH6 of the Local Plan in relation to the loss of existing dwellings, this has to be balanced against Policies ASC1 and NE11 which seek to provide for appropriate new community facilities within the built-up area, especially new educational facilities. There is no doubt that there is a short supply of such facilities in the Shoreham area (see "Report of Evidence of Need" document attached to planning application). It should also be pointed out here that there were a considerable number of letters of support to the original application in this respect.

As to Policies AG1 and AH6 relating to the impact of such development on the urban area and the amenities of local residents, the Applicant is aware that there were numerous objections to his original proposals.

However, the revised application addresses these concerns, for example the removal of any overlooking by the deletion of the rear balcony (now restricted to a fire-escape only); the reduction of staff car parking spaces to afford access to the existing garage/cycle store; and further information as to actual use and activity levels – see confirmation of numbers of children (36) and the "Daily Schedule" attached at **Annex 1**.

(it should be noted here that this Schedule elates to activities for over-twos only – under twos go outside less).

As to the remaining concerns re: noise and impact upon residential amenities, the Applicant – while understanding these concerns – nevertheless strongly believes that they are based upon the "fear of the unknown" and a worst-case scenario. In response, it is clear that many such uses sit happily with their neighbours and do not, in practice, generate the fears expressed. For example, the Applicant already operates such a facility in Eastern Road, Brighton – see plan attached at **Annex 2**. This caters for 41 children in a semi-detached house in close proximity to adjoining private houses. The fact that it operates as a "good neighbour" is evidenced by the 2 letters from nearby residents, attached at **Annex 3**.

Finally, the Council themselves have already granted planning permission for similar nurseries within the built-up area – see, for example, that at 9, The Burrells for 15 children, granted under reference SU/207/02/TP.

## INVOLVEMENT

Pre-application discussions took place with a Council Officer, as a result of which an initial long-list of suitable properties within the Shoreham area was reduced to a short-list of 3, of which that at 27, Rosslyn Road was felt to be the most suitable, hence the subsequent planning application for that site.
In addition, the Applicant circulated a letter to local residents at the time of the original application – see letter attached at **Annex 4.**

## USE

### Introduction

This document relates to the change of use of a residential property to Class D1 for use as a children's full day care nursery. The proposed development is of a five-bedroom house with outdoor amenity areas in Rosslyn Road in central Shoreham. Rosslyn Road is unrestricted and provides a centrally accessible location near to the railway station. The building is detached with reasonable separation from the next buildings. The rear garden is of a good size enabling outside activities without pushing too close to the boundaries with play equipment.

This application is restricted to 36 children following pre-application comments from Highways.

The application has been developed with the West Sussex Early Childhood Services who have been consulted throughout the development of this application.

A pre-application survey has been conducted to demonstrate the need and demand for full day care childcare in the area, as requested by the West Sussex Early Childhood Services. A report of these findings has been submitted to West Sussex Early Childhood Services for comment.

The pre-application survey was also used to provide data on nursery location and travel methods. This data has been used to inform a supporting Travel Plan .

It is proposed that the nursery will be a significant asset to the community both as a local employer and a provider of high quality childcare, and that these benefits outweigh the loss of a single residential dwelling.

This application has been prepared with regard to the Children's Act 2006 and Ofsted Regulations on Full Day Care.

### Need and Demand

The development is required to deliver parental choice and to meet local demand for flexible and affordable high quality full day childcare, particularly for babies and under twos and those requiring full day car for 3 and 4 year olds . There are two other established private full day care providers

in Shoreham, Young Sussex and The Beach House. Neither of these settings provides care for under-ones and both are full with very long (one year) waiting lists. The only local full day care for babies used to be available for NHS staff only at the Southlands Hospital Nursery but this closed earlier in the year leaving no full day care availability for any children of NHS staff. The pre-application survey of need and demand in the area has identified a clear requirement for choice for parents looking to return to work with provision of full day care a priority.

Provision of out of school wrap-around care will be a key consideration for schools in the area going forward, and the nursery will be well placed to assist in this area in the future. It is located centrally, and within walking distance, to three local schools and has ample space available for further expansion and development of services.

There is a need for additional quality childcare spaces to satisfy parental choice as required by the Children's Act 2006, and to meet the significant growth in Shoreham since the Census of 2001. This has been evidenced though a broad range of indicators in addition to the pre-application survey of need presented to the Local Authority's Early Years team:

- 175% growth in housing developments over last three years compared to previous three years (see Figure 1)
- Over subscription at local schools (source West Sussex Schools Admission Office)
- Local estate agent commentary on market growth
- School governors request for nursery provision (St Nicholas and St Mary)
- Feedback from local health care professionals
- Future planned developments for the area

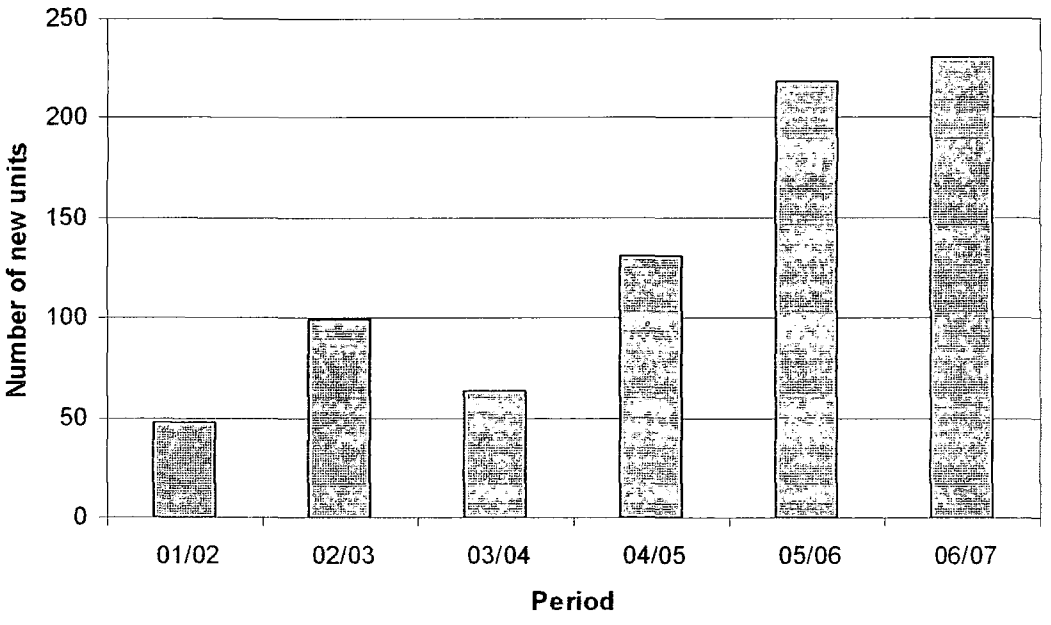



**Figure 1 Graph showing growth in housing developments in Adur since 2001**. The majority of the increases in Adur housing over the last three years have been due to developments in Shoreham at the Sussex Wharf and Ropetackle sites. Further developments are planned for Shoreham with increases at Ropetackle and a further 78 units at the Parcel Force site (source Adur District Council, Housing Need and Environmental Health).

The location of central Shoreham, close to the railway station is ideally suited to a typically local catchment area and the proposed development would readily serve the areas of North and Central Shoreham, the Beach and Widewater.

**The Nursery**

The nursery would be registered with Ofsted for 36 children from three months to five years providing year round full day care.

The nursery will fully comply with the National Standards for Full Day Care (to become EYFS Welfare Requirements from September 2008) and would be inspected and registered by Ofsted prior to start of operations.

The nursery will be operated by Sunshine Day Care Ltd, an established provider of high quality care and education for children at an existing 41 place nursery in Brighton. Sunshine Day Nursery operates in a Sure-Start area in Kemptown where it serves a culturally, ethnically and socially diverse local client base from areas of both deprivation and wealth. Sunshine Day Nursery was rated "Good" in all aspects of care and education by Ofsted in February 07, improving from "Satisfactory" under previous ownership.

Sunshine Day Nursery works closely with all early year's professionals and agencies, local employers and support groups to provide highest quality care and best practice in all aspects of its operations. We support several children speaking English as an additional language and work closely with the City Council to provide specialist services as required to anyone accessing our setting.

The nursery employs a qualified teacher to lead the Nursery education and is in receipt of full Transformation Funding for her EYPS training. The Nursery provides language (French and Spanish) and dance lessons for the Foundation Stage children at no additional cost to parents.

We have worked with the local Environment Agency to develop new training for other settings in the City and was recently the only setting in Brighton and Hove to be awarded a 5 star Food Safety rating from the Food Standards Agency.

In 2006 Sunshine Day Nursery was the first children's day nursery to participate in the Brighton Festival Children's Parade. This provided an excellent opportunity for children, parents, carers and nursery staff to work in partnership with a local community arts group, Same Sky, on this milestone event at the heart of Brighton's arts and community culture.

The Company takes seriously its role as provider of early years experiences and outcomes into the local communities it serves. Inclusive participation in all aspects of local life and culture is actively encouraged and promoted. This ranges from visits to the Nursery by community nurses, policemen and zoos, to visits to the fire station and even just to the local shops to post letters and buy healthy snacks. Children at the Nursery get an opportunity to experience celebrations and festivals from a diverse range of religions and cultures and enjoy regular exposure to new experiences.

The Company has a strong commitment to serving the local community and delivers high quality affordable flexible care inclusively to all those accessing its services. Flexibility and affordability

are key aspects to providing inclusive access and the current operational policies would be maintained in the Shoreham setting:

- No minimum session requirements
- Ad hoc sessions and flexible care provided
- Early starts and late finishes available for working parents
- Special arrangements for term time only care
- Supporting parents returning to education through close working with City College, Care to Learn, University or Brighton etc
- Allow reduced deposits for those in need
- Flexible payment schedules for those receiving assistance
- Accept childcare vouchers from many (currently 10) providers
- Liaise with HMRC for parents receiving Child Care Element of Tax Credits
- Concessions for local employers

The Company operates a set of Policies and Procedures which have been developed and tested to deliver best practice, and have been implemented at the existing setting in Brighton. These policies and procedures, allied with effective management and processes, ensure consistent delivery of high quality childcare and education, in a healthy and safe environment.

Site security and access will be controlled by a number of measures designed to ensure children's safety. Main entry access through the front door will be controlled manually and directly by nursery staff. A glazed porch provides good visibility to the front door area prior to opening. Parents are discouraged from opening the door for each other through signs, welcome pack information, newsletter, staff instruction. All external doors will be fitted with automatic door closers to minimise door-open times. A password system is used for collection as defined in the Collection of Children Policy. The external play area will have a robust and secure boundary fences and gates with anti-intruder measures.

The health and safety of children will be ensured through completion of a comprehensive risk assessment covering all aspects of the nursery operation. It is planned that the following actions will be required as a minimum:

- Installation of radiator guards to remove burn risks
- Installation of thermostatically controlled mixer valves to child accessible hot taps to remove scalding risk
- Use of anti-slip flooring materials in art and messy play areas
- Provision of safe areas for preparation of hot food and drinks
- Toys, equipment and resources will be suitable and safe

Fire safety will be addressed through completion of a site specific Fire Risk Assessment. It is planned that the following actions will be required as a minimum:

- Creation and/or specification of escape routes
- Installation of an external fire escape from the first floor
- Installation of fire information signage (Fire Exits, Fire Actions, Fire Extinguishers)
- Installation of a linked fire alarm system to BS 5839: Pt.6
- Provision of means of fighting fire
- Installation of internal and external non-maintained emergency lighting
- Control of sources of ignition and fuel

- Identification of an off-site evacuation and muster point
- Development and implementation of a Fire Safety Policy and Procedures

Electrical and gas fixed installations and portable appliances safety checks will be carried out as required by the Fire Risk Assessment to ensure safety of operations.

**Noise**

- There will be no noise at weekends or out of business hours
- The garden is large enough that sufficient space is available without pushing too close to the boundaries with play equipment
- Sufficient separation exists between the house and neighbours that propagation of any internal noise will be minimal
- A provision will be made for installation of acoustic double glazing to any identified 'problem' areas.

**Waste Management**

Three types of waste will be generated:

1. Recyclable waste - paper and card, plastics, glass
2. Standard domestic (black bag) waste – collected 1-2 times a week
3. Clinical nappy waste - collected once a week
   (Specialist private contractors to be used)

**AMOUNT**

The development is limited to existing buildings.

**LAYOUT**

The proposed nursery layout is structured to provide a safe environment suitable for implementation of best practice care and education. The nursery space is to be laid out as shown in the Nursery Floor Plans [3] and will include provision for the following:

- Children's areas suitable for general play and messy play
- Children's toilet facilities
- Storage areas
- Cloakroom areas
- Staff and parent/carer rest room,
- WCs for adult use
- Manager's Office
- Laundry
- Buggy storage for nursery and parent use
- Bicycle storage for staff and parent use
- Showering and changing facilities for walker and bicycle/motorcycle users

The detailed room plans for the child accessible areas will be developed jointly with the Local Authority Early Years Consultants prior to start of operations.

The table below shows the children's room areas, allocations and staff deployment strategy to be used.

| Area | Age range | Area available ($m^2$) | Max no. of children | Max no. of practitioners | Area allowance per child ($m^2$) | Staff ratio |
|---|---|---|---|---|---|---|
| Baby room | 0 – 18m | 44 | 9 | 3 | 3.7 | 3:1 |
| Tiddler room[1] | 18m – 30m | 33 | 9 | 3 | 3.0[1] | 3.5:1[1] |
| Toddler room | 30m – 5y | 60 | 18 | 3 | 2.5 | 6:1[3] |
| **Totals** | | **137** | **36** | **9** | | |

Notes:

1. The Tiddler room parameters assume a 50/50 split of children over 18 months and under 30 months. Staffing ratios and area allowances are based on a mix of the two requirements relating to these ages, ie 3:1 & 3.5$m^2$ for under 24 months, 4:1 & 2.5$m^2$ for 24-36 months. While area allowance will remain fixed over fluctuations in ages, staff will always be deployed to meet the required staff ratio and numbers of children will be limited to respect the area allowance.
2. A maximum of 12 children is required to maintain the optimum 3:1 child:staff ratio for occasions when the majority of the children are above two years old. If all children were older than two then up to 13 children would be allowed based solely on room area but a maximum limit of 12 would be implemented.
3. The minimum requirement for over twos is 8:1 (13:1 with EYPS) but an increased ratio will be used for additional safety and management of front door security.

The Early Years Foundation Stage (statutory from Sept 08) places an emphasis on access to outdoor space. The outside play area available to children will be over 300$m^2$. The children located on the ground floor will have direct free access to the garden. Children on the first floor will be walked to the outdoor areas as a regular part of their activities as practised and well established at many settings. Babies will have direct access to a raised roof terrace and would be carried downstairs as required for more extensive outdoor play. The raised roof terrace will be screened at its western end. The outside play area will be developed to provide:

- Sensory areas
- Wildlife and nature areas
- Physical play including opportunities for climbing
- 'Hard' rubber surfacing for wheeled and ride-on equipment

## SCALE

No physical changes to existing building envelope or boundaries

## LANDSCAPING

There are no major changes proposed to the landscaping of the site.

A tree in the front garden may need to be removed due to dangerous displacement of the front boundary wall as shown if Figure 2. The tree is of good standing but is not subject to a TPO. Specialist advice will be sought and if removal is required, it will be replaced with another tree of similar good standing in a safe position.



**Figure 2** showing tree to left of entrance gate which has significantly displaced the left hand brick pier and wall pane

## APPEARANCE

There will be no major changes to the appearance of the property. Any proposed changes will be within the scope and character of existing buildings and modifications in the area.

The chimney stack will be removed to allow safe re-modelling of internal structure.

The boundary wall adjoining the crossover will be remodelled, and the vegetation lowered to aid visibility of the pavement and safety of pedestrians. The remaining frontage wall and vegetation will be retained.



**Figure 3** showing crossover on western boundary, wall to be re-modelled and vegetation to be lowered

A modest Class 2(C) sign showing nursery name will be displayed at the front of the property.

## ACCESS

A comprehensive Travel Plan has been developed which has been used to detail strategies related to travel. This minimises the travel impact of the nursery and provides solutions for safe and sustainable travel.

The site is well served by the local road network being sited off a main access link road into central Shoreham. The location benefits from significant sustainable travel options, ample parking provision and is safely accessible to pedestrians.

On-site parking is provided for up to three cars which will provide sufficient parking for staff.

Parking for parent's cars at drop off and pick up is provided on-street. At a predicted maximum of 15 cars per hour, the operation of the nursery will not present a congestion risk or safety hazard.

Parents and carer drop-offs are typically staggered over a one hour period. A pre-application survey has been conducted which indicates that typically 40% (15) parents would drive to the nursery.

The number of car users has been predicted by combining the planned nursery utilisation with the travel survey usage data. The planned nursery utilisation and associated numbers of children are shown in Figure 4. The predicted % car usage and number of car users as the nursery develops, is shown in Figure 5. It is assumed that early monitoring of car use and subsequent implementation of usage reduction measures can reduce overall car usage by 5% over the first two years to 35%. This analysis shows that the number of cars users at the nursery would probably not exceed 15 at 75% utilisation with a slow ramp to this figure.

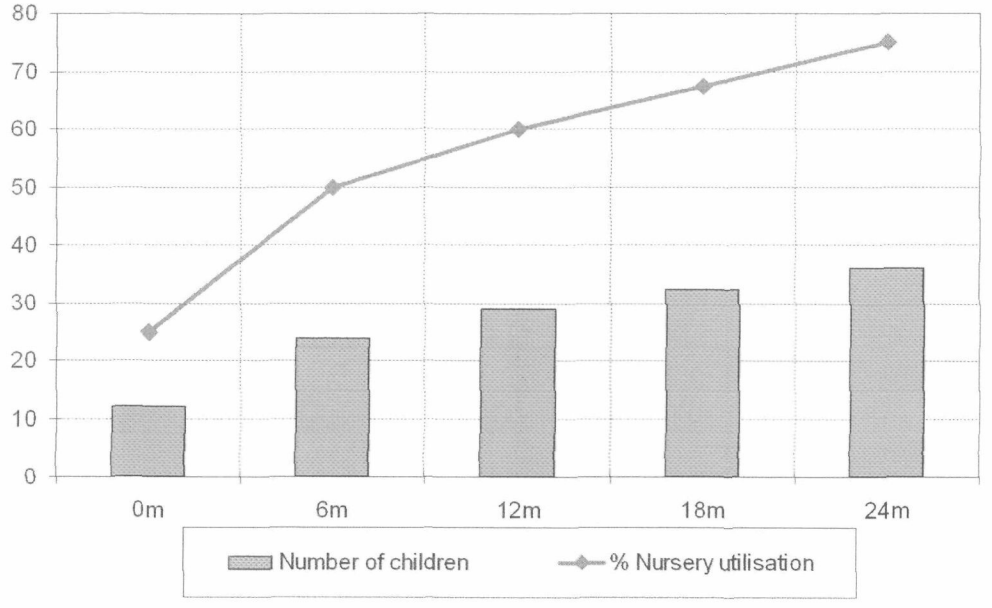



**Figure 4 Graph showing planned utilisation (%) and number of children against time in operation**

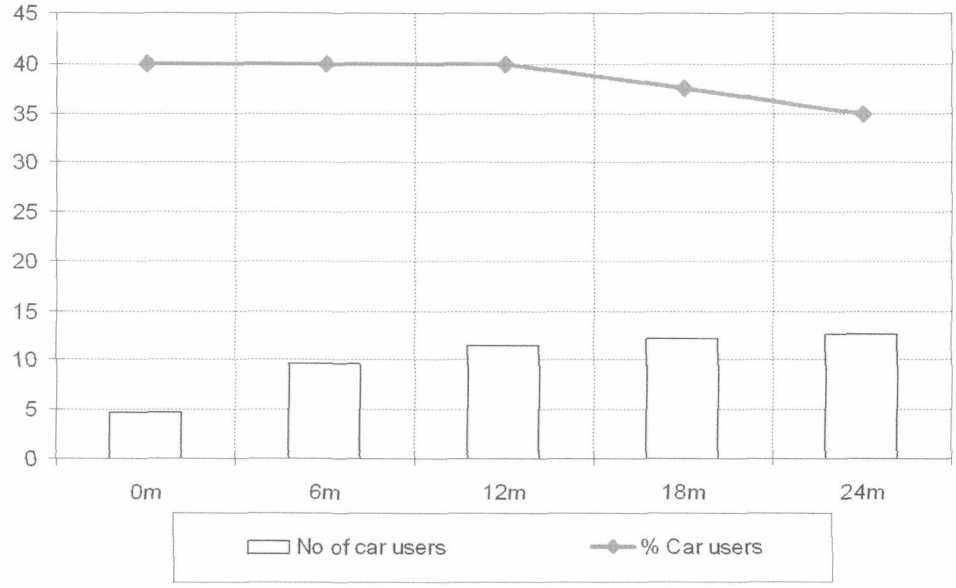



**Figure 5 Graph showing car usage (%) and number of cars against time in operation.**

## CONCLUSIONS

All in all, there appear to be no sound or clear-cut policy reasons to warrant rejection of this application – the proposals are consistent with development plan policies regarding efficient use of built-up area sites for such essential uses, commensurate with proposals to reduce any impacts upon nearby dwellings to an acceptable minimum – matters which can, in any event, be controlled via appropriate planning conditions.

Sunshine Day Nursery

# Daily Schedule

| | |
|---|---|
| 08:00 – 08:30 | Welcome and settle children |
| 08:30 – 09:15 | Breakfast |
| 09:15 – 10:30 | Free play (Art room, Play room, Garden) |
| 10:30 – 11:00 | Group time and Snacks |
| 11:00 – 11:30 | Group singing |
| 11:30 – 11:45 | Story time |
| 11:45 – 13:00 | Lunchtime |
| 13:00 – 14:30 | Free play (Art room, Play room, Garden) |
| 14:30 – 15:00 | Group time and Snacks |
| 15:00 – 15:45 | Free play (Art room, Play room, Garden) |
| 15:45 – 16:30 | Teatime |
| 16:30 – 17:30 | Indoor play, tidy up and home time |

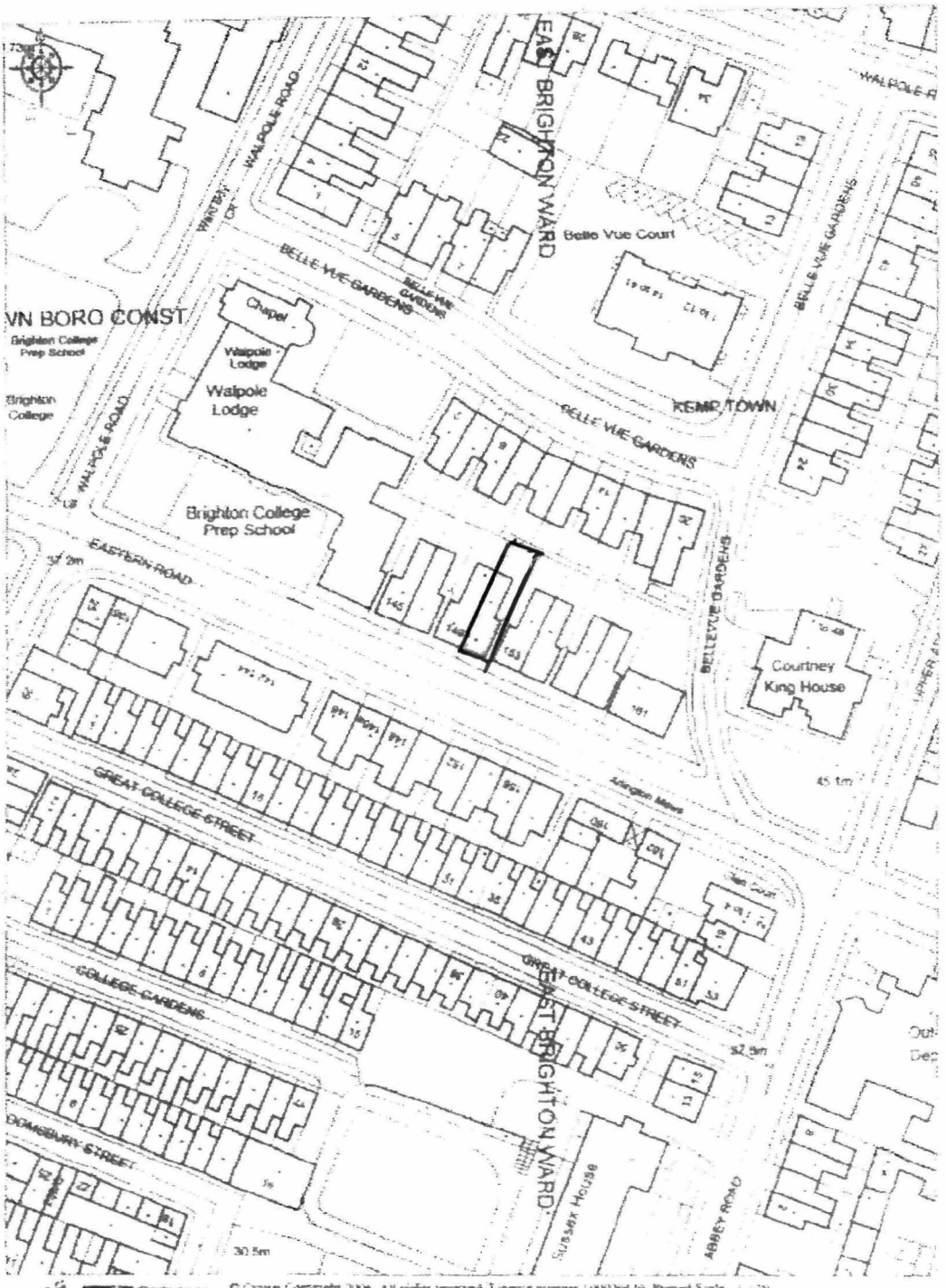
**Additional activities:**

10:45 - 11:45, Mon and Thur, French lessons for three and four year olds

14:30 – 15:30, Wed and Fri, Dance lessons for three and four year olds

Crickmay
CHARTERED SURVEYORS

**ANNEX 2**




Ordnance Survey © Crown Copyright 2006. All rights reserved. Licence number 100020449. Plotted Scale - 1:250

*This map was created with Promap*

**ANNEX 3**

10 Belle Vue Gardens
Brighton
East Sussex
BN2 0AA

3rd December 2007

Dear Sir / Madam

I have lived in Belle Vue Gardens for eight years and my house backs onto Sunshine Nursery.

During this time the nursery has not infringed upon our quality of living, with it closing at six during the week, and being closed at weekends. It is therefore pleasantly quiet to the back of the house when we are at home. Also, the nursery garden and play area is tidy and well presented at all times so it adds to the neighbourhood gardens.

Occasionally I work from home during the week, and have been known to sit out in my garden to work in the summer, and there is no noise from the nursery when the children are inside. When they are outside it is for limited times, with organised activities, and the noise level is absolutely acceptable.

To underline this, my next-door neighbours work from home and hold client meetings in their garden during the summer and have no complaints about the presence of the nursery and its activities either.

I therefore say that Sunshine Nursery is a welcome presence in our community.

Kind regards
Toni de Ville

Michael Osborne
149 Eastern Road
Brighton
BN2 0AG

December 5, 2007

To whom it may concern

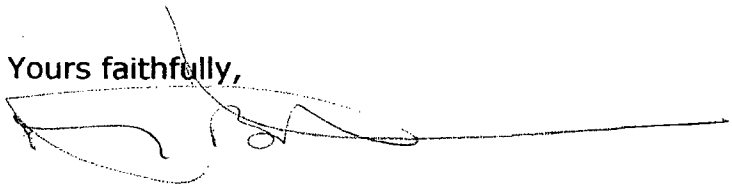
I Michael Osborne am the owner of 149 Eastern Road. I have lived with my family at this address for 7 years. This property is adjacent to Sunshine Nursery.

During our time here we have never had cause to complain about Sunshine Nursery. The staff have been very friendly and welcoming. The owners made us feel very comfortable about making a complaint if we had any; which I must say we never have.

I can assure anyone who has any dealings with Sunshine Nursery that the owners will show every consideration towards their needs.

I am happy to provide further information if required.

Yours faithfully,



Michael Osborne

ANNEX 4

Sun hine Day
Nur ery

12th December 2007

Dear Resident,

We are writing to let you know our intention to buy No. 27 Rosslyn Road for use as a children's day nursery.

We have lived in Shoreham for nine years and raised our own family here. Over this time we have, as I'm sure you have, seen the growth and development of Shoreham and an increase in number of young families. We currently run a children's nursery in Brighton and are now looking to set up a similar high quality nursery serving the community in Shoreham.

We have made a planning application and you will shortly be hearing from the Council who are writing to all households in the area to consult on the change of use. We were keen to give you advance notice and some background information before the Council letters arrived out of the blue.

We have been working hard with the Planning Department and Highways Agency over the past three months to develop this application to ensure minimal impact from the usual concerns with this type of change of use: traffic and noise.

We have completed a survey of potential nursery users and established that over half (55%) of parents would walk to the Nursery. A few would cycle and up to 38% would drive. Drop off and pick up times will be staggered over an hour. The nursery will be registered for up to 36 children and babies from 3 months to 4 years.

Working with the Highways Agency, a Travel Plan has been developed which minimises the impact of cars and we have a range of measures which will be used to reduce car use. These include:

- Discounts for non-car users
- New parents will be made aware of sustainable travel options and given bus and train timetables, details of off-street parking etc
- Storage will be provided for parent's buggies, bicycles and trailers

We will be monitoring nursery travel closely over the first year to ensure smooth and safe operation.

The nursery will only be open weekdays from 8am to 6pm. Out of working hours and at the weekend the nursery will be a very quiet neighbour indeed! During the day some of the children will be playing outside but No. 27 is fortunate to have a very large rear garden enabling outside activities without pushing too close to the boundaries with play equipment.

We have attached comments from two of our existing neighbours at our Brighton nursery who have known us for many years.

If you have any queries or comments regarding the Nursery do not hesitate to contact us.

Best regards

Kate and Steve Cox
33 Gordon Road
Telephone: 454032
Email: steven.cox@sunshine-nursery.com
www.sunshine-nursery.com

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Adc/0182/08
DATE 09 APR 2008

# Report on Evidence of Need and Demand for a Full Day Care Nursery in Shoreham-by-Sea

## Executive Summary

This report has been produced in support of a change of use planning application for a children's full day care nursery in Shoreham-by-Sea.

The report provides evidence on need and demand in the area, and comments on the two key issues relating to additional full day care in Shoreham:

- Parental choice and current availability
- Evidence of need and demand for a full day care nursery

Evidence of need is provided through a review of existing data which show significant development and demographic shift in the Shoreham area since the Census of 2001. Evidence of demand was obtained directly by a survey of parents in Shoreham.

The survey was delivered through a number of methods and resulted in 118 responses. The surveys were targeted at local parents of pre-school children in Shoreham. A standard questionnaire was used and comments invited.

The survey results are summarised as:

- 86% of people surveyed were parents intending to return to work

- 65% of parents who had attempted to arrange child care had experienced problems finding suitable child care arrangements

- 74% of all parents thought there was a need for a full day care nursery in Shoreham

- 96% of parents who had actually attempted to arrange child care thought there was a need for a full day care nursery in Shoreham

As part of the questionnaire and survey process, comments were gathered relating to parent's experiences of childcare in the Shoreham area. Parental concerns were many and varied and indicated a broad range of issues with availability and choice.

Several respondents commented that they would have returned to work if suitable child care could be found. A common theme among respondents had been a requirement to modify their working patterns to suit child care availability. Of 28 day nursery users surveyed, 16 travel outside of Shoreham for care. 24 parents expressed concern at the lack of choice available for young babies. Several wanted to return to work before their child reached the age of one but lack of childcare has limited their choice. 20 parents have registered with us for childcare in Shoreham.

There are few opportunities for working parents requiring full day care to access their Free Entitlement. The data and comments show a clear positive view for a full day care nursery as a key enabler for parents wishing to return to work.

Parental choice is compromised with the current mix of care in the area and the addition of a full day care nursery would provide a much needed option.

# Contents

**Executive Summary**

**Introduction and Background** ..... 3

**Overview of Current Provisions and Parental Choice** ..... 4

**Methodology** ..... 5

**Results** ..... 5

***Conclusions and Recommendations*** ..... 8

**Appendix 1 Comments from child care questions** ..... 9

**Appendix 2 Detail and comments from location and travel questions** ..... 13

# Report on Evidence of Need and Demand for a Full Day Care Nursery in Shoreham-by-Sea

## Introduction and Background

This report has been produced in support of a change of use planning application for a children's full day care nursery in Shoreham-by-Sea. The report reviews and provides evidence relating to the two key issues for additional day care in Shoreham:

- Parental choice for child care arrangements
- Need and demand for a full day care nursery

The report supplements other data showing significant growth in Shoreham since the Census of 2001. This has been evidenced though a broad range of indicators in addition to the report presented here:

- 175% growth in housing developments over last three years compared to previous three years (see Figure 1)
- Demographic shift as shown through over subscription at local schools (source West Sussex Schools Admission Office)
- Local estate agent commentary on market growth
- School governors request for nursery provision (St Nicholas and St Mary)
- Feedback from local health care professionals
- Future planned developments for the area

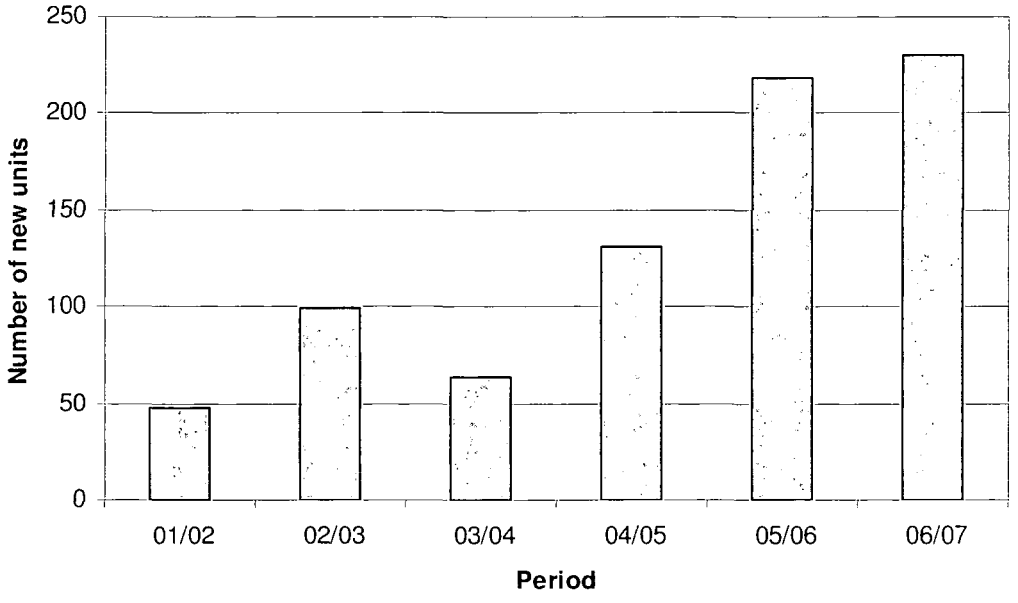



**Figure 1 Graph showing growth in housing developments in Adur since 2001**

The majority of the increase in Adur housing over the last three years have been due to developments in Shoreham at the Sussex Wharf and Ropetackle sites. Further developments are planned for Shoreham with increases at Ropetackle and a further 78 units at the Parcel Force site (source Adur District Council, Housing Need and Environmental Health).

## Overview of Current Provisions and Parental Choice

This section provides an overview of child care available to satisfy the parental choice requirements of the Children's Act 2006.

Playgroups

- Sessional care only (usually around 3 hours in morning only)
- Term time only (38 weeks per year)
- Limited age ranges catered for, no babies
- Free Entitlement available
- Limited availability of places reported
- Seven available in Shoreham

Childminders

- Restricted to caring for a single child under the age of one
- Single carer setting – issues with periods of sickness and holiday
- Limited socialisation opportunities for children under the age of one
- Limited availability in the area
- Many provide part time care only
- Limited access to Foundation Stage and Free Entitlement
- Eighteen available in Shoreham

School Nurseries

- Open term time only (38 weeks per year)
- Limited opening hours (close at 17:00)
- Limited ages accepted
- Free Entitlement available
- Four available in Shoreham

Full Day Care Nurseries

- Two in area since closure of Acorns at Southlands
  - Beach House, Shoreham Beach, places for15 children over the age of two
  - Young Sussex, Buckingham Park, places for 33 children over the age of one
- No provision for children under the age of one
- Open full days, all year
- Free Entitlement available
- Waiting list of over one year for places
- Two available in Shoreham

## Methodology

The surveys were conducted on a standard questionnaire delivered through a variety of methods:

- Direct contact with parents at toddler groups, public library, health centre
- Link on existing nursery website, www.sunshine-nursery.com
- Email delivery to registered members of *shorehambysea.com* website
- Telephone responses to flyer insert in local free paper delivered to 9000 homes in BN43 5&6

The questionnaire was designed to be brief and easily understood to ensure a good return rate, whilst providing direct information on parent's arrangements and experiences of childcare in the area. The survey was also used to gather views on location for a nursery, and travel methods. This data will be used for travel planning and is presented here in summary for completeness.

The survey asked the following questions:

1. Are you a working parent or planning to return to work in the next year? **Y / N**

2. What arrangements do you have for childcare (childminder, playgroup etc)?

3. Have you experienced difficulty finding a suitable space for your child? **Y / N**
   Details if applicable: .....

4. Do you feel Shoreham has a need for a Full Day Care nursery? **Y / N / Don't know**

5. Contact details (optional)

6. How would you travel to a nursery (car, bike, walk, bus etc)?

7. Any other comments?

## Results

The number of responses from the various methods is shown in Table 1.

| Survey delivery method | Number of responses |
|---|---|
| Direct contact at toddler groups, public library, health centre | 60 |
| Link on existing nursery website | 17 |
| Email delivery to registered members of *shorehambysea.com* | 10 |
| Enquiries from flyer | 31 |
| **Total** | **118** |

**Table 1 Number of responses received from various delivery methods**

The detailed responses to each question are given in Table 2. All comments received relating to individual questions are shown in Appendix 1.

| No | Question | Responses received |
|---|---|---|
| Q1 | Are you a working parent or planning to return to work in the next year? | Yes: 101<br>No: 17 |
| Q2 | What arrangements do you have for childcare? | Playgroup 6<br>Childminder 11<br>Day Nursery 23<br>Relations / friends 20<br>No arrangements made yet 47<br>Other (please specify):<br>Au pair 1<br><br>Comments: see Appendix 1 |
| Q3 | Have you experienced difficulty finding a suitable space for your child? | Yes 64<br>No 30<br>na 24<br><br>Comments: see Appendix 1 |
| Q4 | Do you feel Shoreham has a need for a Full Day Care nursery? | Yes: 89<br>No: 3<br>Don't know: 24<br>Na: 2 |
| Q5 | Preferred location for nursery (if any)? | Details – see Appendix 2 |
| Q6 | How would you travel to a nursery? | Walk 28<br>Bicycle 4<br>Bus/train 0<br>Car 20<br>Other 0<br><br>Comments – see Appendix 2 |
| Q7 | Any other comments: | See Appendix 1 |

**Table 2 Summary of Results**

## Analysis of Results

This section reviews the numerical data provided from the surveys and provides an overview of comments made.

- 85% of people surveyed were parents intending to return to work
- 67% of parents who had attempted to arrange child care had experienced problems finding suitable child care arrangements
- 75%[1] of all parents thought there was a need for a full day care nursery in Shoreham
- 97% of parents who had attempted to arrange child care thought there was a need for a full day care nursery in Shoreham
- 77% of those who expressed a preference, suggested central Shoreham for a location
- Of users who expressed an opinion, 54% would walk to a nursery, 38% would drive.

Note:1 The majority of those who did not know if Shoreham needed a day care nursery (Q.4), had also not yet made any arrangements for child care (Q.2)

Childminders

A number of parents commented that they would not choose a childminder as they felt unhappy about leaving their child in the care of just one adult (child protection concerns) and would prefer day nursery.

A number expressed concern about lack of social interaction with children of the same age, particularly for under one's as childminders can only care for a single child under the age of one.

One respondent looking for full time care was unable to find a child minder willing to work five days per week. One respondent said she had to contact 40 childminders to find a space. Two respondents said that they had to contacts lots of childminders before they could find one who had suitable space for a child under one.

Parents of children ages three and four, who use childminders are unable to access their Free Entitlement

Of the 11 parents interviewed who are currently using a childminder, three expressed dis-satisfaction with their current arrangements. The issues highlighted were:
- Problems when the childminder or her children were sick
- Problems when the childminder took holidays
- Problems during school holidays when child minder also had her own children to care for
- Problems with days and hours childminders are prepared to work

Day Nursery

Of the 23 respondents currently using a day nursery, 11 have to travel to areas outside Shoreham (Lancing, Portslade, Hove, Steyning). These parents felt strongly that they wanted their children to be cared for in social environment but were unable to find a suitable space in Shoreham at their preferred option of a full day care nursery. Three respondents currently using day nursery care in Shoreham were unhappy with the setting but had no other options available for year round full day care.

Lack of suitable care for children under the ago of one

29 parents expressed concern at the lack of choice available for young babies. Several wanted to return to work before their child reached the age of one but lack of childcare has limited their choice.

## Conclusions and Recommendations

The survey was successful and useful in collecting data relating to need and demand for additional childcare provision in the area.

Parental Choice

Parental choice is compromised with the current mix of provision in the area.

The child care arrangements available in the Shoreham area suffer from:
- limited spaces available at existing full day care nurseries
- lack of full day and full year care for under ones
- lack of opportunity for socialisation of under ones
- lack of provision of year round full day care

Parents are frequently having to negotiate hours/days of work with their employer to fit around the limited childcare available.

There are limited opportunities for working parents requiring full day care to access their Free Entitlement.

Need and demand for a full day care nursery

Several respondents commented that they would have returned to work if suitable child care could be found. A common theme among respondents had been a requirement to modify their working patterns to suit child care availability.

Eighteen parents have chosen to register with us for childcare in 2008.

The data and comments show a clear positive view for a full day care nursery as a key enabler for parents wishing to return to work.

Location and Travel

The proposed location in central Shoreham provides an optimum location for catchment area, parental preference and accessibility.

The likely means of travel to the nursery would be a mix of walking and car use with likely seasonal variations.

## Appendix 1 Comments from child care questions

| Question | Comments received |
|---|---|
| **Q2. What arrangements do you have for childcare?** | We use Young Sussex and my parents help whenever they can<br><br>Day nursery – on waiting list for Aug 08 but this is in Lancing<br><br>Day nursery – but more local would have been nice if we had the option<br>Playgroup for 4 yr old. (Thurs am / Fri am) Started with playgroup when she was 3, Autumn 2006, because couldn't get day Nursery place (took from Jan 2006 to Sept 2007 to get Day nursery place that fitted in with my working hours). Can only take her to a playgroup when I am not working (Thurs/Fri) as the hours are thoroughly incompatible with working Childminder for 2 yr old (Mon -Weds) Day Nursery - for 4 year old (Mon -Weds)<br><br>Day nursery in Hove<br><br>No arrangements made yet as lack of choice in Shoreham. Was considering a nanny, but would rather my child have the opportunity to interact with other children his own age.<br><br>The only care available is from a childminder who can only provide Mon to Thur but I need full time care. I've only recently found out that people book up nursery place when they are pregnant due to waiting lists.<br><br>Not enough childminders, problems with after school care – only need an hour!<br><br>Need care to free up my partner to work! |
| **Q3. Have you experienced difficulty finding a suitable space for your child?** | Difficulty arranging flexible times and days due to lack of spaces available.<br><br>I run my own business and can only confirm my work schedule and childcare needs on a monthly basis – I find it difficult to find a childcare provider who can work on these terms<br><br>No difficulty but no real local choice<br><br>On a waiting list but no confirmed space yet<br><br>Daughter was at Acorns but that closed down. Went to Young Sussex but limited days available. With second child had to move both children to Little Foxes (Steyning) as Young Sussex don't take under ones.<br><br>Long waiting times (see above plus >12months to get into playgroup) also when spaces did become available (playgroup or nursery) often did not match with days I could support so limited my choice of provider. In order to guarantee a place for my 4 yr old in Sept 2007, I ended up placing her there for 1 afternoon a week |

| | |
|---|---|
| | just to get her at the top of the list. This necessitated spending every Tuesday lunchtime for 8 months driving between the childminder and the nursery. I was lucky I worked closely enough to be able to do this.<br><br>No nurseries in area<br><br>Only one nursery in Shoreham isn't there?<br><br>Unable to get a nanny share, childminder or suitable nursery place.<br><br>Our son would be in childcare for a few 1-2 days a week if we could find space<br><br>Affordable childcare is hard to find so at the moment my partner doesn't work as he looks after the children whilst I work<br><br>We have had problems finding days which suit family members and our nursery has been unable to accommodate us so far<br><br>Times could be much better – would be willing to move for better times<br><br>We want to find a nursery in Shoreham so that pick up and drop offs are easier, and would allow grandparents to become involved if required.<br><br>More local choice would have been better if we had the option<br><br>In terms of quality we are happy, but in terms of convenience not ideal . I want my eldest to experience nursery as a good warm-up to school next year and also to take advantage of the childcare vouchers but it currently takes me about a 50mins round trip in the car to the childminder then to nursery (beach) before I can even think about going to work (5 mins walk from my house...). More choice in childcare would have certainly reduced that burden.<br><br>Too expensive and hours not ideal<br><br>Difficulty with finding care for younger than one year<br><br>*Have friends who are unhappy with the nursery their child attends*<br><br>Shoreham needs another nursery knowing the waiting list at Beach House is so long!<br><br>Waited 18months for a nursery place<br><br>Could not find child care in Shoreham – waiting list up to one year<br><br>Nearest nursery was Boundstone with long waiting list – I have twins. I use pre-school Pebbles but 3hrs only per morning (but very cheap!) |

| | |
|---|---|
| | I am currently sending my son to a day nursery in Hove. I am happy with the nursery but unhappy with the amount of travelling as it is not on my way to work. A day nursery in Central Shoreham would be ideal for me<br><br>My childminder is returning to work!<br><br>I was on a waiting list but no-one ever got back to me<br><br>My current nursery is now full with a long waiting list |
| **Q7.**<br>**Any other comments** | I would be very interested in core care of a few days a week plus flexible cover as required.<br><br>The Government is very keen to get us all back to work. That's fine and I won't go into the finances here but several things are immediately apparent. I work part-time (3 full days), if I want to extend my hours I can't unless the kids are old enough to go back to school because it could take me 2 years to get another day of childcare. Also, when they do go to school what the heck am I supposed to do with them at 3pm? Had any thoughts about after school clubs? It is also completely unrealistic for anyone to assume a working parent can make use of playgroup facilities that only operate for 2.5 hours at a stretch which immediately removes a significant proportion of all pre-school care. I view playgroup as a good opportunity for kids to learn, it is not a childcare facility that supports a working parent.<br>Regards finance, childcare costs money, with two kids it costs a lot of money. I therefore need to earn a lot of money to justify my bothering to go to work. In order to earn lots of money I need to make a commitment to my employer in terms of when I arrive, when I leave, how many hours I work. I have ended up using the flexibility of my working hours to accommodate my childcare, it should be the other way around.<br><br>My views are simple:<br>• too few in Shoreham<br>• too expensive – competition ought to be good<br>• Schedules/hours offered not ideal<br><br>I would love to see a reasonably priced full day care nursery in Shoreham or the surrounding area<br><br>We need a decent all age nursery in Shoreham which gives great childcare to all ages<br><br>I would be really interested in a new nursery in Shoreham. I am hoping to start work again next year so will need a placement for my daughter - most nurseries don't cater for under 2.5 in Shoreham so I would struggle for the initial period as she is not 2.5 until Christmas next year.<br><br>If your nursery is going to offer places for younger than 1 year olds |

| | |
|---|---|
| | I would like to book a place from 2008.<br><br>Shoreham really needs another nursery for the working parents. As there are few nurseries in Shoreham there is a lack of choice for parents. I worry that I will have to send my son to a nursery that I am not 100% happy with because there is nowhere else for him to go. Early starts and late finishing times would be good.<br><br>My daughter (aged 3) attended Acorns NHS nursery until it closed. We were only given 8 weeks notice of it's closure and myself and many other parents found it very difficult (not to mention stressful) to find alternative child care in Shoreham. Young Sussex were full and have a long waiting list, although I liked Footsteps in Portslade, I was unhappy about the amount of travelling that would be involved as I work in the other direction.<br>In the end I used a childminder and local playgroup but this has been far from ideal as my daughter has a physical disability and the playgroup is up stairs (this was the only playgroup with spaces) which she finds difficult without support, and the childminder always has other children with her.<br>I am now on maternity leave with my second child so no longer use the child minder but I would still much prefer my daughter to attend a local day nursery three days per week, as I feel she was doing well at Acorns and that a full day care environment suits her best.<br>I feel strongly that Shoreham needs another day nursery, especially now that Acorns has closed.<br><br>We need good after school care/clubs<br><br>It would be useful if nursery could take children from 07:30 and provide after school care<br><br>Planning on having more children soon. Would love a nursery closer to my job in Shoreham. Would love to use you for next child as my daughter is not very settled where she is. At last a nursery in Shoreham!<br><br>I want my toddler to get socialisation opportunities<br><br>When my next child is 2 – 2½ I would very much like the option of mornings or afternoons, an outside play area and child led learning and play<br><br>Lots more people living here with young kids |

## Appendix 2 Detail and comments from location and travel questions

| | |
|---|---|
| **Q5. Preferred location for nursery (if any)?** | Shoreham town centre<br>Around the allotment area<br>Central<br>Central but reasonably close to parks etc<br>Close to town centre as possible for buses etc<br>Shoreham-by-Sea<br>Town centre<br>The airport<br>Near Buckingham Park<br>Central Shoreham<br>Shoreham<br>Shoreham town centre or beach<br>Shoreham town centre<br>Close to station<br>NOT Shoreham Beach<br>Central to Shoreham<br>A day nursery in Central Shoreham would be ideal for me<br>Railway station<br>Upper Shoreham Road near to Southlands<br>Close to Rope Tackle |
| **Q6. How would you travel to a nursery?** | Walk, then catch train to work<br><br>Car or walk depending on distance<br><br>Car usually but potentially walk and use bike if close<br><br>Bus, walk maybe if nice and drive<br><br>Walk and car<br><br>Walk! Do you offer discounts for non-car use?<br><br>Car (then off to work)<br><br>Walk or car<br><br>Walk – it's just round the corner<br><br>Car, bike, walk – depending on how far it is |

ADC DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. ADC/01 82/08
DATE
09 APR 2008

Sunshine Day Nursery

# Shoreham Day Nursery Travel Plan

## December 2007

# CONTENTS

**1 Introduction and Objectives ..... 3**

**2 Location ..... 4**

**3 Nursery Users and Visitors ..... 6**
3.1 Staff travel
3.2 Parent and carer travel
**3.3** Suppliers, Contractors and Visitors

**4 Predicted Traffic Flows ..... 8**
4.1 Staff
4.2 Parents and Carers

**5 Travel Management Plan ..... 11**
5.1 Policy
5.2 Sustainable travel
5.3 Staff car use
5.4 Train and bus use
5.5 Walking and Cycling
5.6 Staff travel within work
5.7 Supplies
5.8 Training
5.9 Suppliers, contractors and visitors
5.10 Parents, Carers and Children
5.11 Car parking

**6 Targets ..... 14**

**7 Recommendation and Actions ..... 15**

**References**

**Appendix 1: The Sunshine Nursery Travel Policy**

**Appendix 2: Details of bus routes serving Shoreham**

**Appendix 3: Details of train services**

# Shoreham Day Nursery Travel Plan

| Issue Number | Reason for Issue | Issued by | Date |
|---|---|---|---|
| 1 | Supporting Planning Application for Change of Use of premises. | S Cox | 2.4.08 |
| | | | |

**Summary of changes since last issue**

- Confirmation of numbers of children

## 1 Introduction and Objectives

This Travel Plan relates to the operation of a children's full day care nursery in central Shoreham-by-Sea. This first issue has been produced in support of a Change of Use Planning Application for the proposed nursery premises.

The objective of the Travel Plan is to identify and suggest solutions for travel issues related to the operation of the nursery. Future updates of the Travel Plan will report on any development actions, e.g. parent and staff travel surveys, and will be used to inform and update the Travel Policy. The ongoing objective of the Plan will be to identify further opportunities to reduce travel impact, with particular reference to the private car, and to define actions and targets to meet this goal.

The proposed premises for the nursery is a detached residential property located at 27 Rosslyn Road, Shoreham-by-Sea. The location is shown in the figures below. The nursery is located on an unrestricted road, off a main signed access road (Buckingham Road) into Shoreham town centre. The location benefits from significant sustainable travel options, ample parking provision and is safely accessible to pedestrians.

Planning permission is sought for 36 children only, commensurate with advice from West Sussex County Council as Highways Authority, and as a compromise between the undoubted need for such a facility in Shoreham on the one hand, and the need to respect the amenities of surrounding residential properties on the other.

Evidence of local need [1] has been obtained and presented to the County Council Early Childhood Services team who have also been consulted on the development. It is expected the nursery will serve a predominantly local client base as required by the demographics of the area. The nursery will be open from 07:30 to 18:00 providing sessions from 08:00 to 17:30.

The nursery will provide a source of employment allowing people to work more locally and thus reducing the overall level of out-commuting and subsequent travel overheads.

The Travel Plan reviews the results of a pre-application survey of travel choices for users of the nursery and provides predictions of travel type and volume. Particular focus is given to the use of private cars and arrangements for parking relating to the change of use application.

Future measures for discouraging the use of the private car are presented and the supporting nursery policy reviewed. Targets are set for reduction in travel impact and monitoring methods proposed. The Travel Plan will be reviewed annually by the nursery senior management and submitted to the County Highways Office for approval.

The Travel Plan co-ordinator is Steven Cox, Director of Sunshine Day Care Limited. Tel: 01273 454032. Email: steven.cox@sunshine-nursery.com

## 2 Location

The proposed premises are at 27 Rosslyn Road. The road is un-restricted and runs east to west, north of the railway lines in Shoreham. The road consists mainly of residential housing but has a care home at the eastern end.

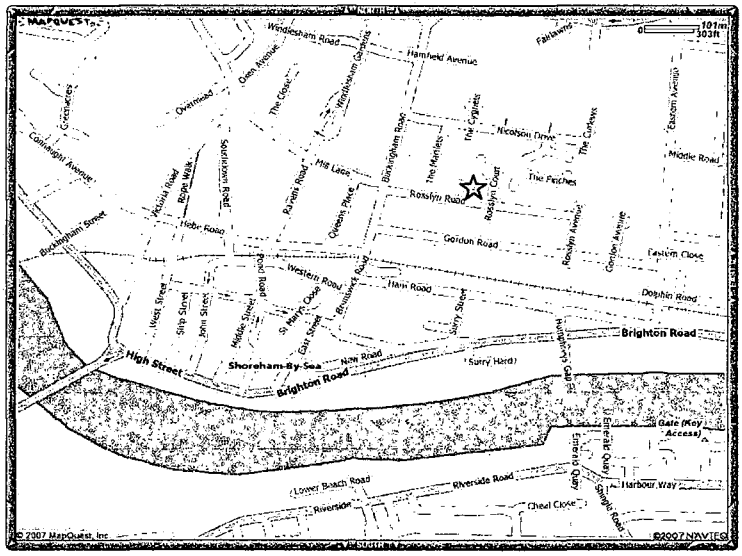



**Figure 1** Map showing location of site

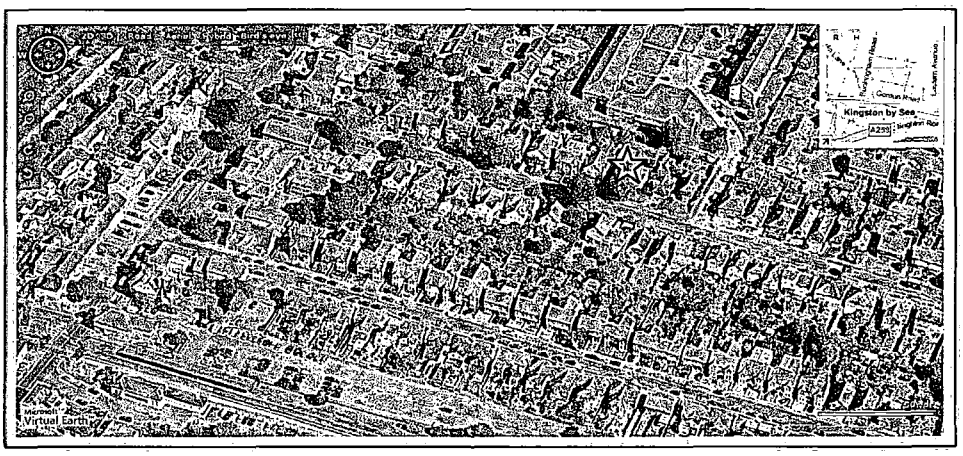


**Figure 2** Aerial view of site showing proximity to Railway Station

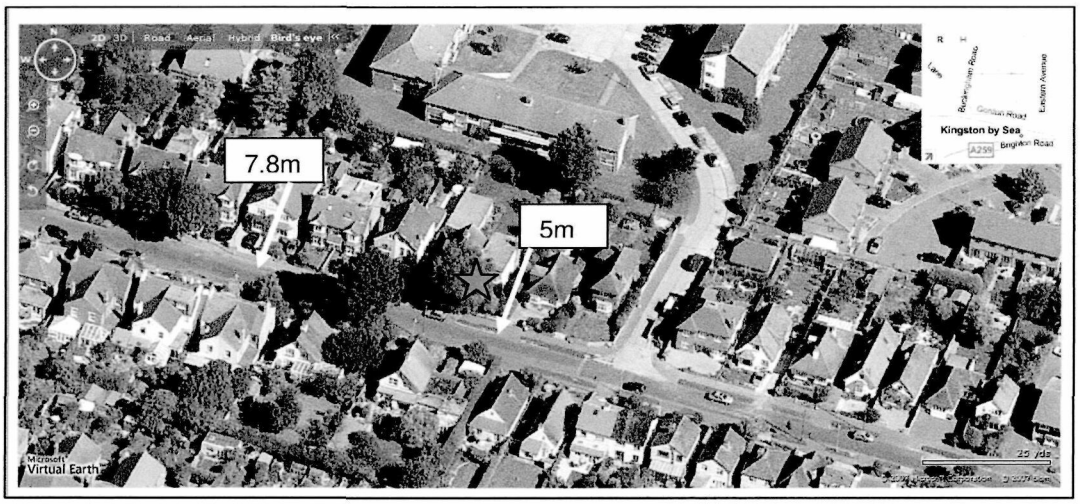



**Figure 3** Aerial view of site showing road width detail.
Change of width occurs at number 27 Rosslyn Road

# 3 Nursery Users and Visitors

There are three main contributors to travel to and from the nursery:

- Staff
- Parents and Carers
- Suppliers, contractors and visitors

## 3.1 Staff Travel

At full capacity there will be 11 full time equivalent staff at the nursery. Staff travel is typically not restricted to the local nursery catchment area and staff travel choices are largely driven by distance travelled to and from work and personal financial considerations. The major consideration for staff travel is parking for car users and storage for bicycle users.

A survey of staff travel at a similar setting last year [2] indicated the travel usage pattern shown in Figure 4. Note that potential cycle usage is limited at the surveyed nursery due to limited storage and precipitous location. It is believed that a similar travel pattern will be found among staff at the Shoreham Nursery but with a higher instance of bicycle use due to storage provision and flat location.

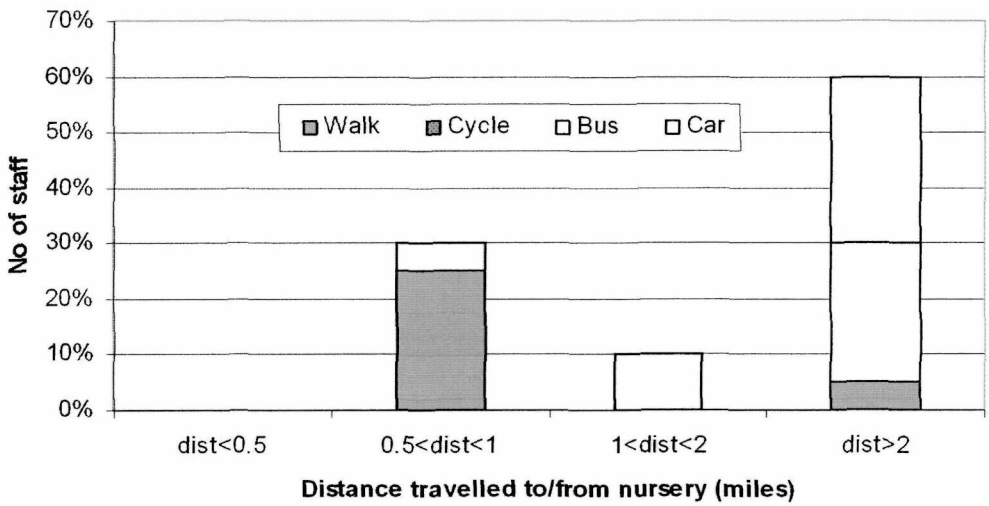



**Figure 4** Journey distances and travel type for nursery staff

## 3.2 Parent and carer travel

On a daily basis, 50% of the 36 will attend full days and 50% to attend half days. These figures are approximate but may be considered typical for the market and reflect the pattern seen at other similar settings. Most children are accompanied by one parent or carer during their travel to and from the nursery.

The proposed nursery session times are 08:00 to 17:30 with a midday session break at 12:45. The main Nursery traffic will be generated at these times and typically lasts up to an hour at each part of the day as parents and carers

arrival and departure times are naturally staggered. The midday session is quietest due to reduced number of children to collect and drop off.

Nurseries typically serve a very local client base and distances travelled are usually short or make up part of a longer journey to work as shown in Figure 5 from a previous survey [2]. Note that the data reflects only the mode of travel used and is not normalised to reflect the number of sessions attended and journeys made.

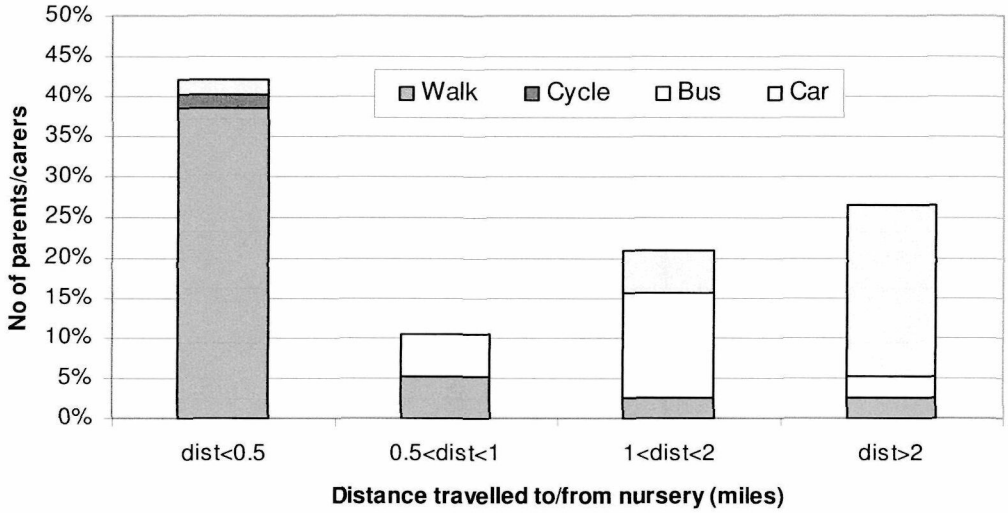



**Figure 5** Journey distances and travel type for parents and carers

| | Walk | Bus | Car | Bicycle |
|---|---|---|---|---|
| **Travel plan questionnaire** | 55% | 21% | 24% | 0% |
| **Detailed travel survey** | 49% | 15% | 34% | 2% |
| **Typical value** | 50% | 20% | 30% | 0 |

**Table 1** Previous Travel usage data derived from two sources

The client base responsible for this pattern of travel is typical for users of a day nursery and broadly agrees with the results of the pre-application survey completed in Shoreham.

### 3.3 Suppliers, Contractors and Visitors

A day nursery has a fairly small number of suppliers, which limits the overall impact of travel issues. When sourcing goods and services the nursery will attempt to source locally wherever possible to decrease the environmental impact from transportation and travel.

Contractors will be limited to occasional use of agency nursery staff and building services contractors employed for statutory checks and inspections.

Visitors are limited to potential or new clients, and members of various Local Authority support services. Parent visitors attend occasionally for show around or settling in sessions, and their number is naturally limited by nursery capacity. A variety of support services visitors may be expected but their number is limited and frequency is low.

The expected suppliers, contractors and visitors, and travel methods are detailed in Table 2.

| Service | Frequency | Travel details / Comment |
|---|---|---|
| Waste disposal (general and clinical) | Twice weekly | Waste collection truck. Local supplier |
| Window cleaning | Monthly | Light van, local service |
| Nursery cleaning | Daily | Walking, local operator |
| Mail | Daily | Walking |
| Snacks, drinks + nappies etc | Weekly | Vendor delivery (van) |
| Hot food | Daily | Light van |
| Fire safety | Annual | Car, local |
| Electrical engineer | Annual | Light van, local service |
| Gas engineer | Annual | Light van, local service |
| Food hygiene | Annual | Local Authority |
| Ofsted | Two – three years | Car. Local |
| Early Years Development Officer | Bi-monthly | Walk. Local |
| Early Years support services | Monthly | Walk or car. Local |

**Table 2** Non-parent/carer nursery visitors

## 4 Predicted Traffic Flows

Predictions for parent and carer traffic use are based on previous experience [2] and results of a pre-application survey [1]. In addition the business growth model is included to show the effect of the growing client base with time.

These traffic flow predictions focus on the use of the private car as this is the main concern for the change of use application.

The national average utilisation for established day nurseries is 75%. During the opening and early phase of the nursery it is expected that utilisation will be below this figure. The maximum utilisation for day nurseries offering half day care, is naturally limited to around 90% due to scheduling restrictions of mixed care requirements.

The key planned utilisation targets affecting travel are:
- Start up: 25%
- 6 months: 50%
- 12 months: 60%
- 24 months: 75%

These target utilisations and associated numbers of children are shown in Figure 6.

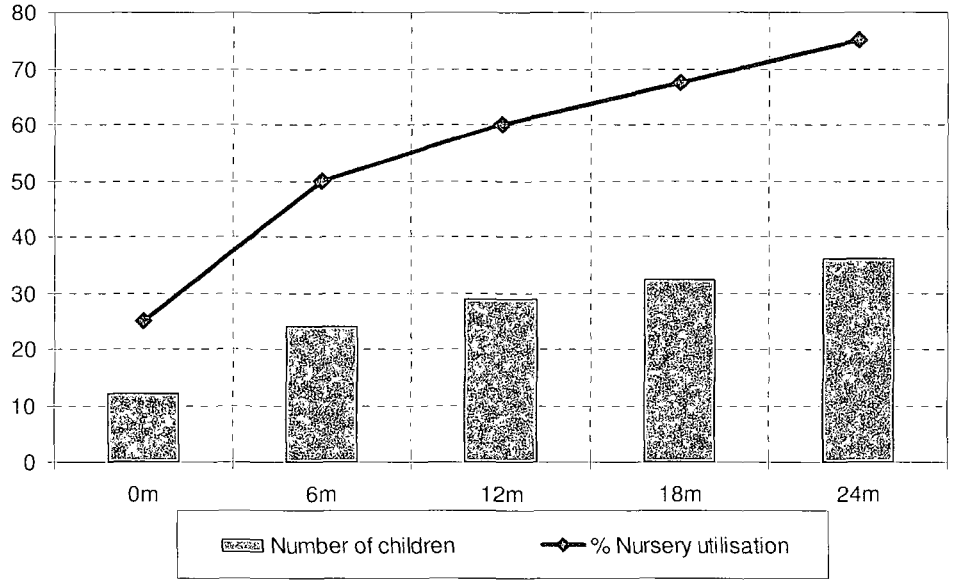



**Figure 6** Graph showing planned utilisation (%) and number of children against time in operation

## 4.1 Staff

At 75% utilisation (typical for day nurseries in UK), 11 FTE staff would be employed. Applying results of previous surveys the following travel usage pattern may be expected:

- Number of car users 3
- Number of bikes users 1
- Number of bus/train users 4
- Number walking 3
-

Staff providing short period lunch covers are typically employed locally and unlikely to contribute to additional car use.

The schedule for typical staff attendance based on planned 75% utilisation is shown in Table 3.

| | AM | | | | | PM | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **7-8** | **8-9** | **9-10** | **10-11** | **11-12** | **12-1** | **1-2** | **2-3** | **3-4** | **4-5** | **5-6** |
| Arrive | 6 | 4 | | | 3[1] | | | | | | |
| Lunch out[2] | | | | | 3 | 3 | 3 | | | | |
| Lunch in | | | | | | 3 | 3 | 3 | | | |
| Depart | | | | | | | | 3 | | | 10 |

Notes
1. Arrival of up to three lunchtime cover staff
2. A staff room will be provided and staff will not necessarily leave the nursery at lunchtime

**Table 3** showing predicted daily staff movements

The nursery will provide a source of employment allowing people to work more locally and thus reducing the overall level of out-commuting and subsequent travel overheads.

## 4.2 Parents and Carers

As part of a pre-application survey on need for a nursery in the Shoreham area [1], two questions were asked relating to nursery location and travel. The results of these questions are shown in Table 4.

| | | | |
|---|---|---|---|
| **Q5.** Preferred location for nursery (if any)? | - Shoreham town centre<br>- Around the allotment area<br>- Central<br>- Central but reasonably close to parks etc<br>- Close to town centre as possible for buses etc<br>- Shoreham-by-Sea<br>- Town centre<br>- The airport<br>- Near Buckingham Park<br>- Central Shoreham<br>- Shoreham<br>- Shoreham town centre or beach<br>- Shoreham town centre<br>- Close to station<br>- NOT Shoreham Beach<br>- Central to Shoreham<br>- A day nursery in Central Shoreham would be ideal for me<br>- Central | | |
| **Q6.** How would you travel to a nursery? | Walk | 28 | 54% |
| | Bicycle | 4 | 8% |
| | Bus/train | 0 | 0% |
| | Car | 20 | 38% |
| | Other | 0 | 0% |
| | Comments:<br>- Walk, then catch train to work<br>- Car or walk depending on distance<br>- Car usually but potentially walk and use bike if close<br>- Bus, walk maybe if nice and drive<br>- Walk and car<br>- Walk! Do you offer discounts for non-car use?<br>- Car (then off to work)<br>- Walk or car<br>- Walk – it's just round the corner<br>- Car, bike, walk – depending on how far it is | | |

**Table 4** Pre-application responses to location and travel questions

It is possible to predict the likely number of car users by combining the utilisation data with the travel usage data. The predicted % usage and number of car users as the nursery develops, is shown in Figure 7. It is assumed that early monitoring of car use and subsequent implementation of usage reduction measures, can reduce overall car usage by 5% over the first two years.

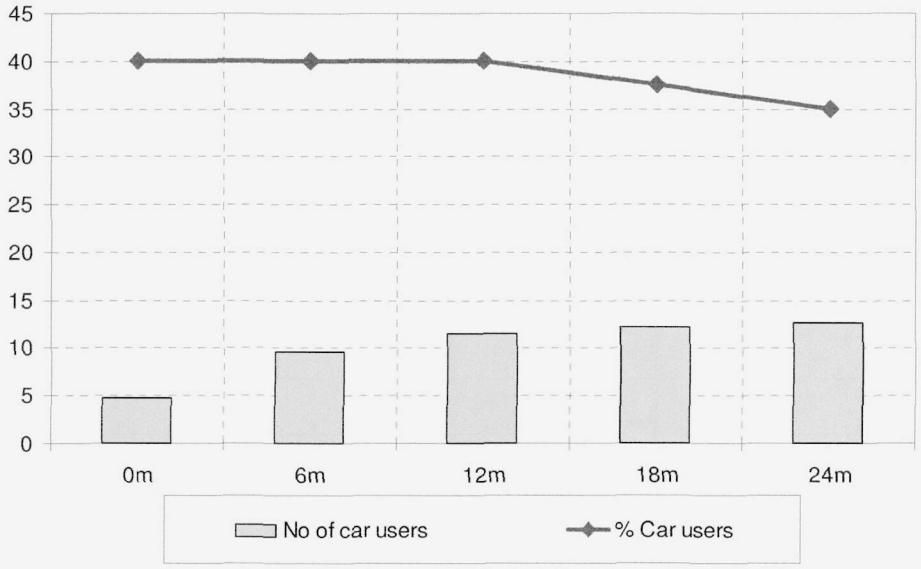



**Figure 7** Graph showing car usage (%) and number of cars against time on operation

Figure 7 shows that the number of cars users at the nursery would probably not exceed 15 at 75% utilisation with a slow ramp to this figure.

If car usage was found to be 50% and only 3% reduction could be delivered through management actions, it is unlikely that more than 20 car users would access the nursery.

Note that the traffic would be staggered over an hour or more, for three periods daily as shown below. It should be noted that traffic during the midday period would be less than the other sessions due to a number of children attending full days.

- Start of morning session, 08:00 – 09:30
- Start of afternoon session, 12:15 – 13:15
- End of session, 17:00 – 18:00

## 5 Travel Management Plan

This section describes the plans for safe operation of the nursery and by, and the future plans for discouraging the use of the private car by travellers to the Nursery.

Targets for reduced travel impact are described and the review and monitoring process laid out.

The objective of the plan is to provide safe operation and to minimise the use of the private car for travel to and from the nursery, and to discourage their use during the day.

### 5.1 Policy

The Sunshine Nursery Travel Policy will be operated. All staff are made aware and briefed on its content. The Policy is provided to parents during settling

sessions, given as part of their Welcome Pack and displayed within the nursery. The policy is shown in Appendix 1.

## 5.2 Sustainable Travel

Sustainable travel is supported at the nursery by a number of methods:

- providing buggy storage for those walking
- provision of train and bus timetables for those using public transport (supplied in Welcome Packs)
- bicycle storage is provided for staff and parent use
- parent monthly lottery to raise travel awareness
- low cost loans made available to staff for purchase of season tickets
- tax efficient bicycle purchase scheme available

## 5.3 Staff car use

Staff are not offered any incentives for use of their private car and company cars are not offered as an incentive or reward. There are no requirements for any staff to drive as part of their job description.

## 5.4 Train and bus use

The Nursery is situated near to bus routes as shown in Figure 8 and is well serviced by buses in the area. Shoreham railway station is within 150m. The nursery management encourages the use of public transport to staff through availability of low cost loans for season tickets.

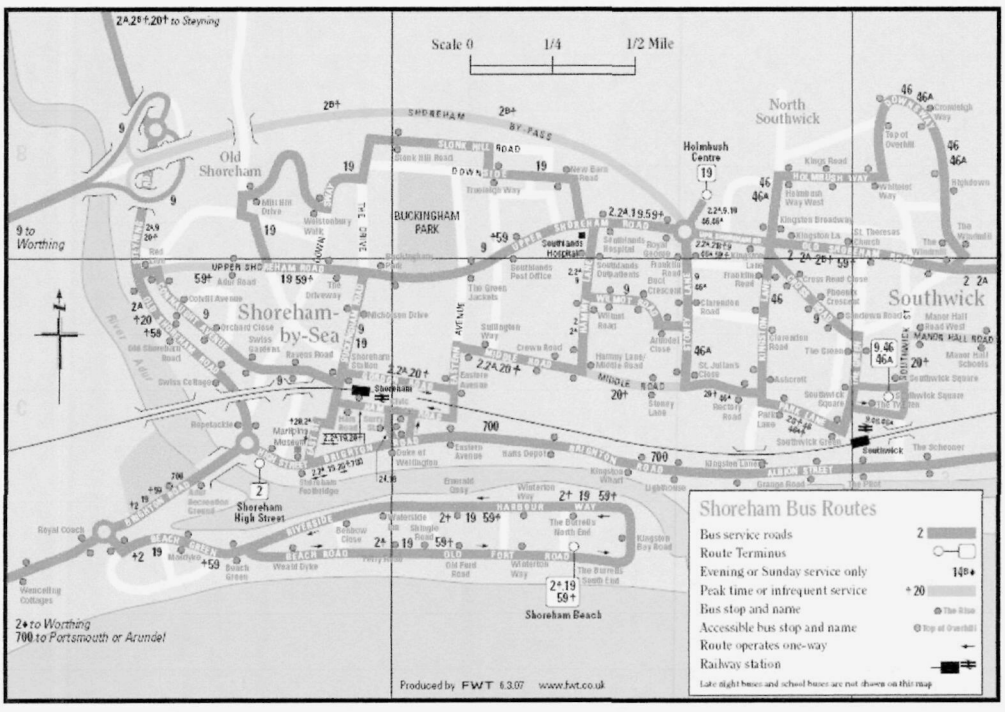



**Figure 8** showing bus routes available in the area

Frequent local bus services are provided by routes, 2, 2A, 19, 20, 59. The timetable details are supplied as an attachment and indicate a good

availability of buses at key times for the nursery operation. These services will provide ample opportunity for staff and parents to access the Nursery by bus.

Shoreham benefits from frequent trains travelling both east and west at key times of the day. This is shown below in Table 5 where the typical frequency of trains from Brighton and Worthing to Shoreham are shown for the morning and evening periods.

| Route | Depart | Arrive | Route | Depart | Arrive |
|---|---|---|---|---|---|
| Brighton to Shoreham-by-Sea | 07:13 | 07:22 | Shoreham-by-Sea to Brighton | 16:01 | 16:14 |
| | 07:24 | 07:39 | | 16:17 | 16:34 |
| | 07:39 | 07:51 | | 16:28 | 16:40 |
| | 07:42 | 07:57 | | 16:34 | 16:50 |
| | 07:50 | 08:00 | | 16:50 | 17:07 |
| | 07:54 | 08:09 | | 17:01 | 17:12 |
| | 08:05 | 08:20 | | 17:17 | 17:34 |
| | 08:20 | 08:35 | | 17:30 | 17:42 |
| | 08:30 | 08:41 | | 17:34 | 17:50 |
| | 08:40 | 08:55 | | 17:50 | 18:07 |
| | 08:57 | 09:07 | | 18:03 | 18:15 |
| Worthing to Shoreham-by-Sea | 07:19 | 07:25 | Shoreham-by-Sea to Worthing | 16:15 | 16:25 |
| | 07:24 | 07:32 | | 16:26 | 16:32 |
| | 07:28 | 07:37 | | 16:35 | 16:44 |
| | 07:39 | 07:49 | | 16:41 | 16:47 |
| | 07:53 | 08:01 | | 16:55 | 17:04 |
| | 08:00 | 08:06 | | 16:59 | 17:07 |
| | 08:04 | 08:13 | | 17:07 | 17:14 |
| | 08:16 | 08:24 | | 17:15 | 17:24 |
| | 08:22 | 08:32 | | 17:27 | 17:35 |
| | 08:38 | 08:46 | | 17:35 | 17:44 |
| | 08:48 | 08:58 | | 17:41 | 17:49 |
| | 09:05 | 09:11 | | 18:00 | 18:09 |

**Table 5** Showing high frequency of trains available from Shoreham-by-Sea at key times

Details of all travel options in Adur are available at:
www.adur.gov.uk/travel/index.htm

## 5.5 Walking and Cycling

The nursery management encourages walking as a means of travel for the inherent benefits of exercise and time saving.

The major walkway routes to and from the nursery are generally well maintained, lit and signed, and provide an easy and safe means of travel.

Storage, showering, changing facilities and lockers will be available for staff walking or using bicycles or motorcycles. The nursery benefits from a quadruple garage facility and has ample storage available for bicycles and buggies as required. The sauna currently occupying a portion of one garage unit will be converted to a shower and changing room. The nursery

management encourages the use of the bicycle and will encourage further and continued use by participating in tax efficient Cycle to Work schemes.

### 5.6 Staff travel within work

There is limited reason or scope for travel within work for the majority of the staff. The manager may occasionally attend meetings at local council offices and public transport will generally be used for this travel.

### 5.7 Supplies

Snacks, drinks and occasional resources and supplies are generally purchased weekly. Larger volumes or non-local supplies are generally ordered online and delivered by the vendor. The nursery is well served by local suppliers and most materials and supplies will be sourced locally.

### 5.8 Training

When the nursery is operating at full capacity it may be expected that at least one member of staff is attending offsite training for half a day a week. The nursery is flexible in allowing staff to optimise their travel and timing arrangements to minimise unnecessary journeys. Most non-car users would use public transport to attend training. When a car user and others are attending a course, then car sharing will be used to minimise personal travel overheads. Training is also delivered in-house by the nursery manager and visiting specialists during two inset days. The nursery management will continue to support considerate choices for travel arrangements associated with training.

### 5.9 Suppliers, contractors and visitors

Supplier travel is minimised by reducing the number of suppliers engaged, and sourcing from local suppliers wherever possible. Increasing the volumes of consumable stock ordered at each purchase has reduced the numbers of deliveries required and hence travel and parking loading.

The minimum frequency of contractor visits is usually annual or occasional only as required. Light vans are generally used due to equipment transport requirements. Local contractors are engaged wherever possible in order to minimise travel requirements.

Visitors are always informed of the limited parking opportunities and are usually directed to the pay and display parking on the north side of Eastern Road, west of the bingo hall. One of the main sources of visitors are staff from the various agencies associated with the Local Authority who are aware of travel issues through their own policies.

### 5.10 Parents, Carers and Children

In order to influence parent and carer travel in the future, a survey will be conducted to first understand the factors affecting their current choice of travel method. This data will be used to develop future schemes to encourage sustainable travel choices.

The survey will be conducted annually to establish the factors influencing ongoing travel choices and to monitor the success of nursery implemented travel schemes.

Awareness and education of travel issues will be included in the nursery curriculum and a special travel based topic will be provided for the Foundation Stage children.

A copy of the Nursery Travel Policy is included in the Welcome Pack for new starters along with details of local parking provision and timetables for local bus and train services.

Travel issues and initiatives will be covered in open evenings, newsletters, parent's notice board, website and visits.

Travel sharing opportunities will be suggested to car users using the nursery database.

The nursery benefits from a quadruple garage building providing ample space for bicycle and buggy storage for use by parents.

Ongoing travel awareness will be promoted through a number of initiatives:

- Monthly travel lottery where the prizes are themed to reflect travel awareness. e.g. vouchers for use in bike shops, shoe repair vouchers, walking accessories etc.
- A Sustainable Travellers Diary and/or Parent Travel Champion
- Introduce Travel section on nursery website

It is planned to positively incentivise non-car use by offering financial rewards based on sustainable travel methods. This will take the form of a discount offered to non car users.

The pre-application survey of need revealed that 11 of the 23 parents currently using day nurseries out-commute from Shoreham (to Portslade, Hove, Lancing, Steyning) to access care. An additional local day care nursery would provide the needed local resource and reduce overall car use in the local and surrounding areas.

## 5.11 Car Parking

Staff parking for up to 3 cars will be provided on site on the existing driveway flanking the western side of the building as shown in Figure 9. The boundary wall adjoining the crossover will be remodelled, and the vegetation lowered to increase visibility of the pavement and safety of pedestrians. The remaining frontage wall and vegetation will be retained.

On street parking is available for parent's cars at drop off and pick up. At a predicted maximum of 15 cars per hour the operation of the nursery would not present a congestion risk or safety hazard.




**Figure 9** showing existing crossover on western flank, boundary wall to be remodelled and vegetation to be removed

Short stay car parks (Schedule C) are available as shown in Figure 10:

- Tarmount Lane, Shoreham-by-Sea : Car park 11
- Pond Road (Community Centre) Shoreham-by-Sea : Car park 10
- Ship Street, Shoreham-by-Sea : Car park 6
- Middle Street, Shoreham-by-Sea : Car park 7

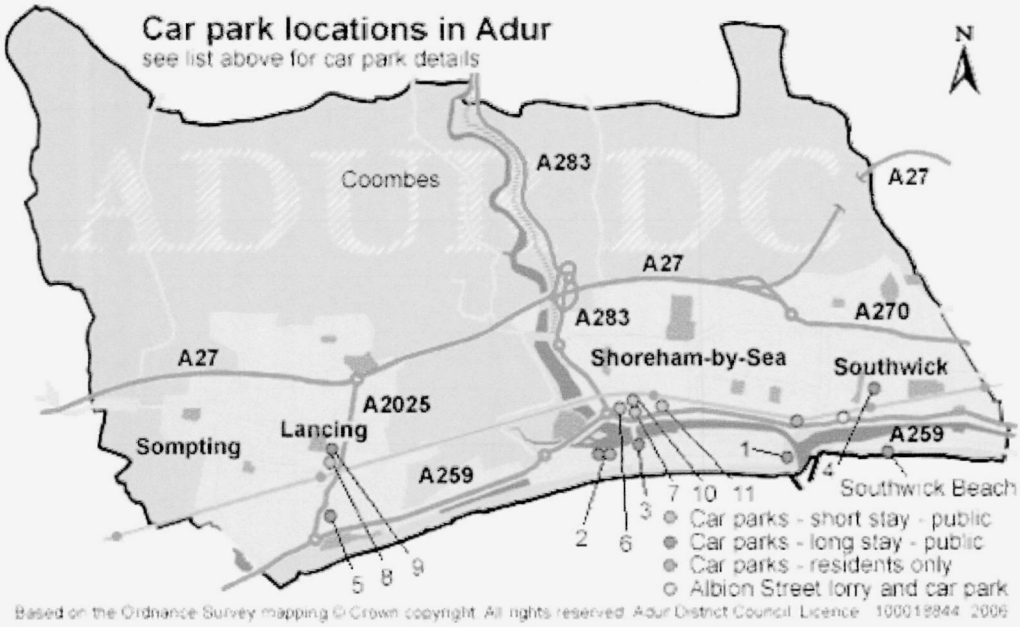



**Figure 10** Map showing location of short stay public car parks

The effect of staggered pick up and drop off times is shown in Figure 11 where it is assumed that only three spaces are available on-street, and that parents spend five minutes in the nursery at drop off or pick up.

While this scheme is obviously based on a linear interpolation, it still demonstrates some redundancy would be available allowing some non-linear flexibility. In reality many parents take considerably less than 5 minutes to drop off - this being especially true of car users who are generally on their way to work. Walkers with buggies tend to take longer as they have to de-camp and sort out coats and buggy storage etc.

It is seen that up to 20 parents could easily be accommodated within a one hour period with no excessive parking requirements.

| | | Time | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 |
| Numbers of parents | 1 | | | | | | | | | | | | | |
| | 2 | | | | | | | | | | | | | |
| | 3 | | | | | | | | | | | | | |
| | 4 | | | | | | | | | | | | | |
| | 5 | | | | | | | | | | | | | |
| | 6 | | | | | | | | | | | | | |
| | 7 | | | | | | | | | | | | | |
| | 8 | | | | | | | | | | | | | |
| | 9 | | | | | | | | | | | | | |
| | 10 | | | | | | | | | | | | | |
| | 11 | | | | | | | | | | | | | |
| | 12 | | | | | | | | | | | | | |
| | 13 | | | | | | | | | | | | | |
| | 14 | | | | | | | | | | | | | |
| | 15 | | | | | | | | | | | | | |
| | 16 | | | | | | | | | | | | | |
| | 17 | | | | | | | | | | | | | |
| | 18 | | | | | | | | | | | | | |
| | 19 | | | | | | | | | | | | | |
| | 20 | | | | | | | | | | | | | |
| | 21 | | | | | | | | | | | | | |

**Figure 11** showing the suitability of three parking bays for providing drop-off parking for up to 20 parents over a one hour period.

## 6 Targets

The travel plan will target a 3% annual reduction in the number of journeys made in private cars

Due to the fluctuating number and locations of clients at the nursery it is impractical to measure overall distance travelled and meaningfully monitor any reduction. Thus it is intended that the total *number of journeys* is targeted and reduced.

Reduction of this criteria will achieve the desired result of reducing private car use and provides a target which can reasonably be influenced by nursery policy and actions.

Future performance against targets will be monitored by:

- Parent and staff testimonials
- Observations
- Future surveys

## 7 Recommendations and actions

Implement the policies and processes related to travel at the proposed nursery as suggested in this document.

Financial incentives for sustainable travel options will provide the clearest route to reduced car use and will be implemented at start of operations.

Over the first six months of operation, conduct detailed survey of travel methods and issues to identify potential hazards and inform any modifications required to practice and policy.

| No | Description | Resp. | Target closure | Status |
|---|---|---|---|---|
| 1 | Travel survey | S Cox | Dec 2008 | Open |
| | | | | |
| | | | | |
| | | | | |

### References

1. Report on Evidence of Need and Demand for a Full Day Care Nursery in Shoreham-by-Sea, December 2007

2. Sunshine Nursery Travel Plan 2007, Sunshine Day Care Limited, 25 June 2007

## APPENDIX 1 TRAVEL POLICY

| Issue Number | Reason for Issue | Issued by | Date |
|---|---|---|---|
| 1 | New document required for Travel Plan actions. | S Cox | 12-6-06 |
| 2 | Update | S Cox | 25-8-06 |
| 3 | Annual review and update | S Cox | 30-9-07 |

### Summary of changes since last issue

Removal of site specific items to provide a Group travel policy

### Introduction

The Nursery aims to operate with minimum impact to the environment and the adoption of considerate travel plans and arrangements form part of this goal. The nursery has a Travel Plan, which provides status, identifies issues and defines actions for each Nursery site. These are reviewed annually with the appropriate body within the Local Authority.

This document provides an overview of travel issues and identifies Group policy where appropriate.

### Staff travel to and from work

Private cars

Staff are not offered any incentives for use of their private car and company cars are not offered as an incentive or reward.

There are no requirements for any staff to drive as part of their job description.

Trains and Buses

The nursery management encourages the use of public transport and will make available low cost loans for purchase of season tickets.

Walking and cycling

The nursery management encourages walking and cycling as a means of travel for the inherent benefits of exercise and time saving.

Changing and showering facilities will be made available where possible

Storage facilities will be made available where possible

*Tax efficient cycle to work schemes will be provided*

### Staff travel within work

There is limited reason or scope for travel within work for the majority of the staff other than for training.

The nursery is flexible in allowing staff to optimise their travel and timing arrangements to minimise unnecessary journeys when attending training.

When a car user and others are attending a course, then car sharing is to be used to minimise personal travel overheads.

The nursery management will continue to support considerate choices for travel arrangements associated with training.

**Purchase of supplies**

Where possible supplies are to be sourced locally and staff encouraged to select suppliers to minimise the quantity and duration of car journeys required.

**Suppliers, contractors and visitors**

Supplier travel is minimised by reducing the number of suppliers engaged, and sourcing from local suppliers wherever possible. Increasing the volumes of consumable stock ordered at each purchase reduces the numbers of deliveries required and hence travel and parking loading.

Visitors are always informed of sustainable travel opportunities and directed appropriately.

One of the main sources of visitors will be staff from the various agencies associated with the Local Authority who are aware of travel issues through their own policies.

**Parental Partnership and Education**

The Nursery will promote considerate travel by parents and carers through consultation, practice, information and education. These will be provided though open evenings, travel lottery, newsletters and Welcome Packs, parental surveys and other opportunities as appropriate.

Parent and carer Welcome Packs will contain timetables for bus and trains, location map for off-street parking, directions for parking, and any material useful in minimising travel impacts.

Children will made aware of travel issues through learning and play activities.

**Sustainable Travel**

The nursery will provide room for storage of buggies and bicycles to promote walking and cycling.

Information to promote sustainable travel will be made available to parents.

**Travel Management**

A Travel Plan relating to each setting will be produced to identify issues and solutions relevant to the specific location.

The ongoing objective of the Travel Plan will be to identify further opportunities to reduce travel impact, with particular reference to the private car, and to define actions and targets to meet this goal.

The Nursery will work closely with relevant Local Authority agencies to promote local travel policies and improve safety for all nursery users.

END