

COURTLANDS INDEPENDENT SPECIAL SCHOOL

COURTLANDS SEN SCHOOL, WORTHING

SCHOOL TRAVEL PLAN

**REPORT REF.
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Head Office: Third Floor, The Hallmark Building, 52-56 Leadenhall Street, London EC3M 5JE | 020 7680 4088
Suffolk: Suffolk Enterprise Centre, Felaw Maltings, 44 Felaw Street, Ipswich IP2 8SJ | 01473 407321
Essex: 1-2 Crescent Court, High Street, Billericay CM12 9AQ | 01277 657677
Nottingham: Office 3, The Garage Studios, 41-43 St Mary's Gate, The Lace Market, Nottingham NG1 1PU | 0115 697 0940
Kent: Maidstone Studios, Vinters Park, New Cut Road, Maidstone, Kent ME14 5NZ | 0207 680 4088
Bristol: Temple Studios, Temple Gate, Bristol BS1 6QA | 0117 456 4994
Edinburgh: 4-5 Lochside Way, Edinburgh EH12 9DT | 0131 516 8111
Manchester: Chancery Place, 50 Brown Street, Manchester M2 2JG | 020 7680 4088
Glasgow: 22 Montrose Street, Glasgow G1 1RE | 0141 648 7670
Sheffield: Office 406, Block 2, 1 Tenter Street, Sheffield S1 4BY | 020 7680 4088

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1. Introduction

1.1. Ardent Consulting Engineers (ACE) has been appointed by Courtlands Independent Special School, Worthing to prepare a Travel Plan (TP) to accompany a planning application at Courtlands SEN School, 37 Parklands Avenue, Worthing.

1.2. The site is located within the local planning authority of Worthing Borough Council, with West Sussex County Council acting as the Highways Authority.

1.3. The development description for the application comprises the following:

"Change of use of the site to a Special Educational Needs (SEN) School (Class F1) for up to 80 pupils, including retention of two replacement outbuildings (sheds), erection of 2no. lodge-style classroom buildings, installation of a Multi-Use Games Area (MUGA), polytunnel and associated external works including 3.34m high gate piers (with in-built CCTV camera) and automated metal entrance gates to the drive and galvanised steel security perimeter fencing."

1.4. This remainder of this TP is structured as follows:

- **Section 2.0** – A review of the accessibility of the site by relevant modes of travel;
- **Section 3.0** – A description of the aims, objectives and targets for the travel plan;
- **Section 4.0** – The sustainable travel measures to be implemented to achieve the targets of the travel plan;
- **Section 5.0** – A description of how the travel plan will be managed and implemented;
- **Section 6.0** – Details of the monitoring strategy for the travel plan; and
- **Section 7.0** – The action plan for the implementation of the travel plan.

2. Site Accessibility

- 2.1. Courtlands is located in a sustainable location, surrounded by a large residential catchment area. The A259 is located a short distance to the north with numerous bus stops linking the site with Worthing to the east and Littlehampton to the west. Worthing Town Centre is less than 3 km to the east.
- 2.2. **Figure 2.1** below identifies the location of the site.

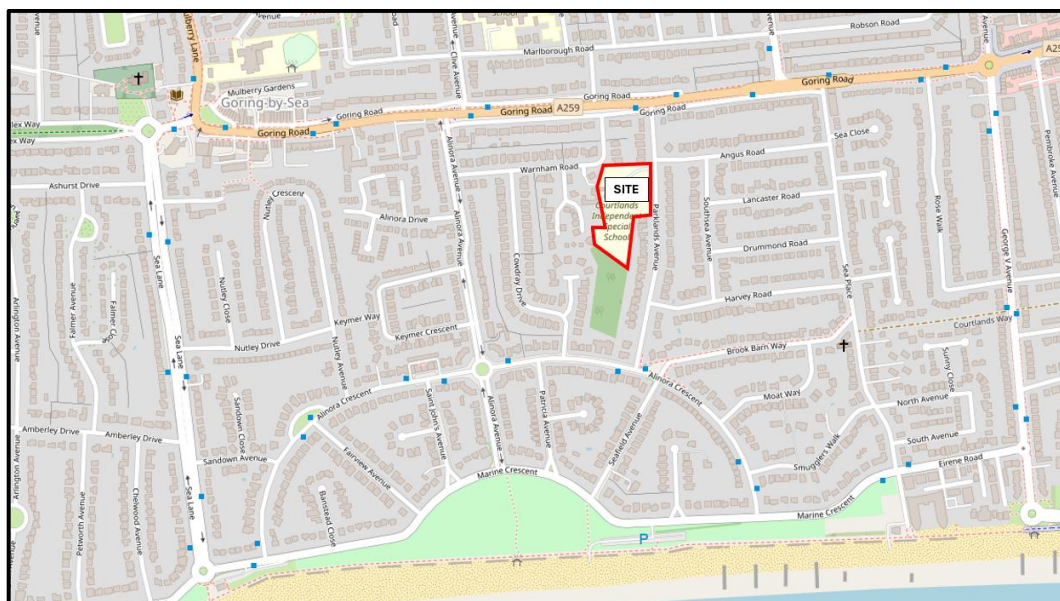


Figure 2.1: Location Plan (www.openstreetmap.com)

- 2.3. The site benefits from a planning consent for use as a care/school facility with overnight accommodation (use Class C2) granted in September 2022 (Ref: AWDM/2234/21) and is currently operational as an SEN school.

Local Highway Network

- 2.4. Parklands Avenue is part of a network of local access roads on the south side of A259 Goring Road. Along with Angus Road, Warnham Road, Harvey Road and Alinora Crescent provides access to an established area which has a mixed character of residential and commercial uses. The local network joins the A259 via Parklands Avenue.
- 2.5. Parklands Avenue runs south from the A259, which joins as the minor arm of a priority T junction. The avenue is fronted by residential properties and comprises a 7.0m carriageway formed of two running lanes. It is lightly trafficked with low speeds, being used only by vehicles accessing the dwellings along its length.

Pedestrian facilities

- 2.6. Parklands Avenue is a residential street that runs predominantly in an east – west alignment. It is lit and is subject to 30mph speed limit and has approximately 2m footways on both sides of the carriageway, as well as 2.0m grass verge fronting onto the carriageway.
- 2.7. The site's location on the eastern edge of Goring by Sea town centre means that it lies within the Department for Education's stipulated 4.8km walking distance for children aged 8. **Figure 2.2** shows the areas accessible within a 1km, 2km, 3km and 4.8km walking distance.

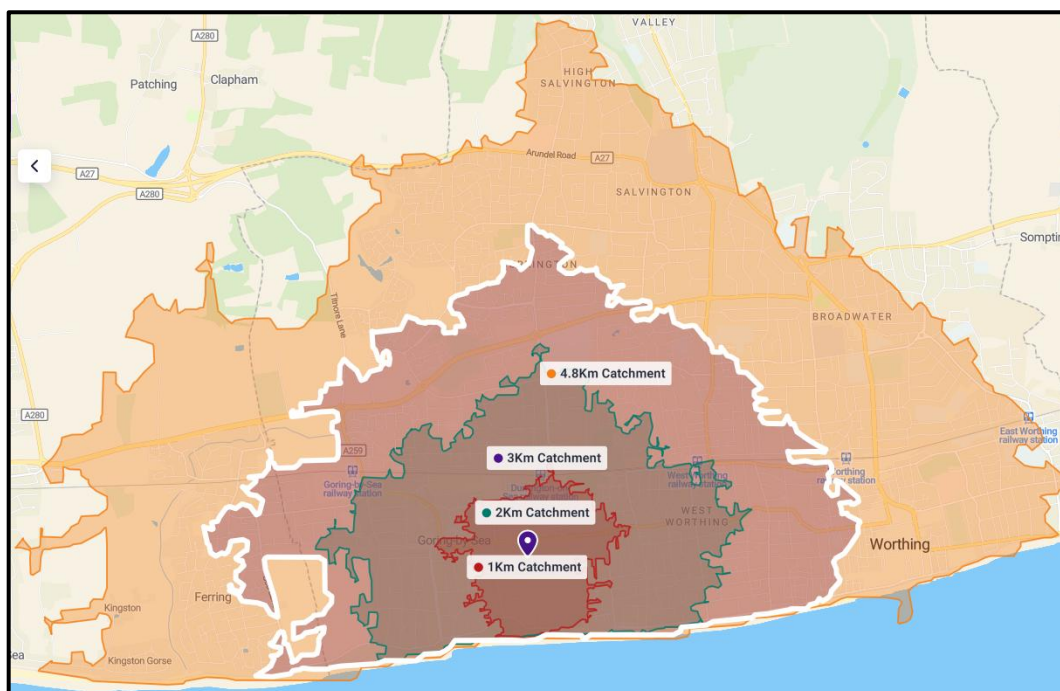


Figure 2.2: Walking Isochrones (Source: www.smappen.co.uk)

Cycle Routes

- 2.8. There is an extensive wider cycling network that supports cycling to and from the site with routes in the vicinity shown in **Figure 2.3**.

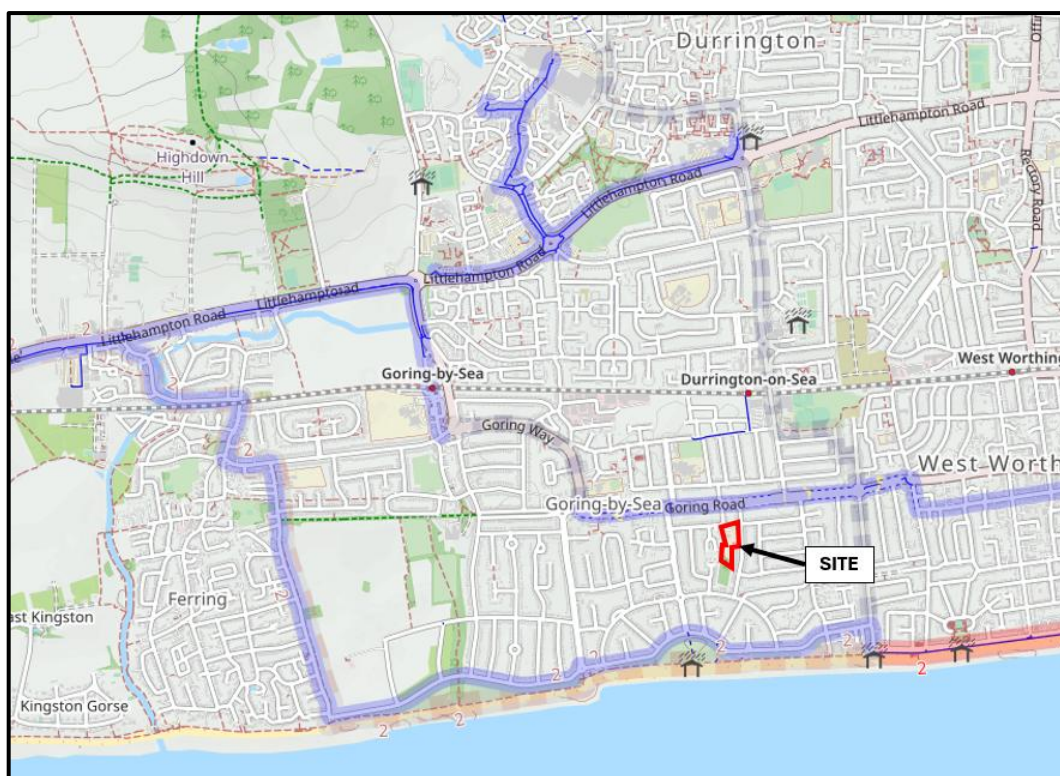


Figure 2.3: Goring by Sea Cycle Routes (Source: OpenCycleMap.org)

2.9. Goring by Sea benefits from both off-road and on-road cycleways and as such there is ample opportunity for travel by bike by utilising the routes in the immediate vicinity of the site.

2.10. It is considered that the existing pedestrian / cycle facilities in the area encourage walking or cycling as a main mode of travel to and from the school for those who live within a reasonable travel distance by foot or by bicycle.

Public Transport

2.11. There are bus stops (Parklands Avenue) located on Goring Road, within 120m (a 2-minute) walk, which are served by the 11 and 701 bus routes. Additional bus stops are located 400m to the south of the site at Seafeld Avenue which are served by the 8 and 8A buses.

2.12. These routes serve destinations as follows:

- 11 – Worthing – Goring on Sea – Ferring – East Preston – Rustlington – Littlehampton (half hourly)
- 701 – Lancing – Sompting – Worthing – Goring by Sea – Rustington – Littlehampton (every 15 minutes)
- 8 – Worthing – Goring by Sea – Ferring – Angmering (hourly)

2.13. Durrington-on-Sea railway station is located an 850m (12-minute) walk from the site. The following services are provided at this station:

- 2 Trains per Hour (tph) to London Victoria via Gatwick Airport
- 2 tph to Brighton
- 2 tph to Littlehampton
- 1 tph to Chichester via Littlehampton
- 1 tph to Portsmouth and Southsea

Conclusion

2.14. The site is located in a highly sustainable location on the edge of the town centre, in close proximity to bus stops served by a number of routes providing links to other towns in the area, as well as Durrington-on-Sea railway station.

2.15. Parklands Avenue and most of the other residential streets south of Goring Road all have footways on both sides and are all lightly trafficked and subject to low speeds.

3. Aims, Objectives and Targets

Aims and Objectives

3.1. The TP aims and objectives are set out below: -

- To understand the likely travel patterns for pupils and staff at the site;
- To encourage liaison between staff and parents to explore opportunities for pupils to travel to the school by sustainable transport;
- To maintain a high level of sustainable transport use in preference to the use of the private car, including active modes (walking and cycling);
- To promote and improve awareness of the TP process;
- To protect and enhance the environment in and around the site;
- To promote a lifestyle to parents, pupils and staff, which includes healthy, sustainable living;
- To help promote safe travel practices for parents, pupils and staff;
- To continually develop, implement, monitor, evaluate and review the progress of the TP.

Targets

3.2. TPs should have measurable outputs or targets against which the progress of the plan can be monitored against. A suitable indicator of the success of the TP is therefore the mode-split of pupils' and staff travel to and from school.

3.3. The targets set will accord with an acronym endorsed by WSCC which states that modal share targets shall be "**SMART**", namely: -

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**imebound

Modal Split

3.4. The school accommodates an average daily attendance of 55 pupils and 36 staff members. Separate modal splits have been obtained from school travel data with the results for pupils shown in **Table 3.1** and the results for staff shown in **Table 3.2**.

Pupils

Mode	Number of Pupils	Modal Split
Shared Taxi Transport	20	36.4%
Single Occupancy Taxi	1	1.8%
Community Transport Bus	5	9.1%
Courtlands Minibus	5	9.1%
Parent/ Family Transport (Car/ Van)	21	38.2%
Bicycle	2	3.6%
Train	1	1.8%
Total	55	100%

Table 3.1: Pupil Modal Split

Staff

Mode	Number of Staff	Modal Split
Walking	3	8.3%
Car Share	2	5.6%
Single Occupancy Vehicle	31	86.1%
Total	36	100%

Table 3.2: Staff Modal Split

- 3.5. The travel survey data demonstrates that approximately 62% of pupils arrive via shared or sustainable transport arrangements, including shared taxis, community transport, the school minibus service, cycling and rail travel.
- 3.6. The nature of the development as a SEN school and the age of pupils will mean that some pupils will need to travel via private car, due to their specific needs, potentially with parents dropping off and collecting their children as part of linked trips – to/from work, shopping etc.
- 3.7. The pupil target of this TP is therefore to maintain the high level of sustainable transport travel already achieved by the school (62%) across the TP monitoring period.
- 3.8. The travel survey data also highlights that approximately 86% of staff use a single occupancy vehicle to get to and from the school. In accordance with WSCC guidance for workplaces, the target for staff is a 15% reduction in single occupancy vehicle trips for staff members' daily commute, over the 5-year lifetime of this TP.

4. Sustainable Travel Measures

Travel Plan Measures

- 4.1. The measures proposed in this TP are primarily intended to encourage pupils / staff and parents to use non-car modes of transport for trips to and from the school.
- 4.2. It should be noted that, due to the nature of the school and its' operation to support special needs students, active and shared travel modes may not be the most appropriate for some student's needs. It is therefore expected that a certain number of private vehicle trips may be required for pupils accessing and leaving the school.
- 4.3. This TP has therefore identified measures to encourage such active modes of travel and achieve the targets set out in this report. These measures are set out in **Table 4.1** below.

School TP Measures	
Travel Audit	Determine existing travel patterns and sustainable travel facilities, and any gaps in provision
Recruitment	Look to recruit staff from the local the area to encourage travel to the site via active modes
Travel Information	Noticeboards and newsletters to pupils and guardians
Promotion of sustainable travel modes to pupils	Encourage pupils to participate in sustainable travel initiatives at the school and facilitate public transport opportunities
Car share	Staff will be encouraged to sign up to lift sharing with schemes such as the West Sussex Car Sharing Scheme.
Car club membership	The TPC will support the promotion of Worthing's existing car club network.

Table 4.1: School Travel Plan measures

Travel Audit

- 4.4. An initial Travel Audit will be conducted to determine:
- How guardians and staff currently travel to and from the site;
 - Staff shift patterns;
 - Guardian and staff postcodes (to determine the potential for car sharing);
 - Existing sustainable travel facilities (showers, cycle parking etc); and
 - Potential gaps in facilities to encourage sustainable travel.
- 4.5. Details of the travel audit will be included within the Year 1 monitoring report.

Recruitment

- 4.6. When hiring, where appropriate and fair, the school body will seek to recruit staff members who live within a local catchment area, to promote opportunities to travel to and from the school by active travel modes.

Travel Information

- 4.7. Travel information will be distributed to pupils, guardians and staff. This will be in the form of notice boards, newsletters, meetings, competitions, etc. Details of walking and cycling routes / paths, walking and cycling schemes such as Bike Week, public transport timetables and car club schemes will be provided to all users.

Promotion of Sustainable Transport Modes to Pupils

- 4.8. The school conducts many schemes designed to assist in encouraging pupils to travel by sustainable transport modes to and from the school, including:
- A school minibus that picks up pupils, with a second minibus expected from September 2026.
 - Travel Training, to provide pupils with the confidence to travel on public transport, potentially to school as a sustainable travel mode.
 - Cycle proficiency training, to teach pupils how to cycle, again potentially facilitating journeys to and from school by bike.

Car Sharing / Car Clubs

- 4.9. Staff will be encouraged to sign up to the West Sussex Liftshare scheme (www.westsussexliftshare.com), which is a website designed to enable people to car share in and around West Sussex. Furthermore, discussions will be facilitated at the school, particularly between staff, to explore car sharing options where applicable.
- 4.10. Within the travel information provided to guardians and staff, the following will be promoted:
- The benefits of car sharing;
 - Details of any local car share initiatives, for example town centre car share parking spaces; and
 - Community coffee morning to promote car sharing amongst staff and parents.

5. Travel Plan Management

- 5.1. The implementation and ongoing management of the TP will be done in consultation with WSCC and communications will be maintained throughout the lifetime of the TP.
- 5.2. The school staff will be fully briefed on the aims and objectives of the TP. They will be fully aware of the sustainable travel options available to children and parents, and these will be marketed as an extra “selling point” of the school.

Travel Plan Co-ordinator

- 5.3. A member of staff at the school will be appointed to act as Travel Plan Co-ordinator (TPC) and will be responsible for the day-to-day management and implementation of the TP. The name and contact details of the TPC will be provided to staff and parents and WSCC as soon as an appointment has been made. If the TPC changes, WSCC will be informed as soon as possible.
- 5.4. The individual appointed should be interested in sustainable travel issues. They will be keen to promote sustainable travel issues and raise awareness over time, thus encouraging the uptake of these modes thereby facilitating the required modal shift.
- 5.5. The TPC will provide a link between the school and WSCC. The TPC will ensure that all the latest updates are communicated to staff and parents, highlighting a positive and proactive approach with regard to the use of sustainable modes for travel to/from the school.
- 5.6. The duties of the TPC will consist of the following: -
- Be a contact point and ‘face’ of the TP;
 - Ensure their contact details are within newsletters and correspondence with staff and parents;
 - Establish good communications/relations between themselves and the relevant contact at WSCC upon their appointment;
 - Ensure they are fully aware of all the sustainable travel options to and from the school;
 - Ensure that they are fully up to date with the current sustainable travel initiatives provided by WSCC so that these can be further promoted to staff and parents.
 - Keep up to date on nationwide sustainable travel events so that these events can be promoted throughout the school; and
 - Organise the TP monitoring surveys (as set out in the following chapter).

6. Monitoring and Review

- 6.1. As outlined in **Section 3.0**, the school is currently operational and routinely collects full travel information on all staff and pupils. As such, a suitable travel monitoring system is already in place and will continue to be used to monitor modeshare for consistency of data collection and ease of comparison when reviewing the efficacy of the TP.
- 6.2. The monitoring period will comprise 5 years, with travel data provided to WSCC within six months of permission being granted (Year 1 of monitoring) and subsequent travel data then provided in monitoring updates in years three and five in accordance with WSCC TP Guidance.
- 6.3. If the TP is meeting or exceeding its targets no further reports will be required. In the event that targets are not being met, then the TP will continue for the full 5 year monitoring period.
- 6.4. The monitoring report must include the following information: -
- Organisation name and site address;
 - Recap of the site's TP objectives and agreed targets;
 - Monitoring methodology (how and when the data was gathered etc);
 - Summary of results, presented in relation to agreed targets;
 - Progress against agreed initiatives;
 - Corrective measures to get the TP back on track if the targets have not been met; and
 - Proposals to develop the TP in the future, if necessary.

7. Action Plan

7.1. A series of actions have been identified as necessary to achieve the targeted reduction in car usage. These actions will be completed over time and will ensure the effective implementation and management of the TP.

7.2. **Table 7.1** below sets out what actions need to be implemented and by when, and by whom.

Travel Plan Action Target	Responsibility	Target Date
Ensuring that all Travel Initiatives are planned for delivery with intended targets/ timeline for provision	School	Within 6 months of grant of permission
Appointment of member of staff to act as TPC	School	Within 6 months of grant of permission, to be employed in perpetuity while the school remains on site
Establish timeline for implementation	School	Within 3 months of grant of permission
Formal launch of TP	TPC	Within 6 months of grant of permission
Provision of Travel Information (Walk / Cycle, Public Transport, Car Sharing) to Pupils, Guardians and Staff	TPC	Within 6 months of grant of permission
Initial (Baseline) survey of site travel habits (pupils and staff)	TPC	Within 6 months of grant of permission
Submission of Year 1 Monitoring Report to WSCC	TPC	Within 2 months of receipt of results
Review of Baseline survey findings with WSCC and setting of modal share targets	TPC/BC	Within 2 months of WSCC receiving monitoring report
Repeat travel surveys	TPC	In Years 3 and 5 of TP
Submission of further monitoring reports and discussion with WSCC on progress	TPC/WBC	Within 2 month of receipt of results

Table 7.1: Action Plan