New Barn School

Travel Plan

Treehouse Educare

Project number: 60535693

September 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Sam Clezy Transport Consultant	Abby Bennett Senior Transport Planner	Ralph Stapleton Associate Director	Sean O'Connell Associate Director

Revision History

Revision	Revision date	Details	Authorized	Name	Position
0	November 2020	First Issue	SOC	Sean O'Connell	Principal Consultant
1	September 2024	Travel Plan Update	SOC	Sean O'Connell	Associate Director

Prepared for:

Treehouse Educare

Prepared by:

AECOM Limited
Midpoint, Alencon Link
Basingstoke
Hampshire RG21 7PP
United Kingdom

T: +44 (0)1256 310200
aecom.com

© 2024 AECOM Limited.

AECOM Limited ("AECOM") has prepared this **Report** for the sole use of **Treehouse Educare** ("Client") in accordance with the terms and conditions of appointment ("the Appointment").

AECOM shall have no duty, responsibility and/or liability to any party in connection with this Report arising other than that arising to the Client under the Appointment. Save as provided in the Appointment, no warranty, expressed or implied, is made as to the professional advice included in this Report or any other services provided by AECOM.

This Report should not be reproduced in whole or in part or disclosed to any third parties for any use whatsoever without the express written authority of AECOM. To the extent this Report is reproduced in whole or in part or disclosed to any third parties (whether by AECOM or another party) for any use whatsoever, and whether such disclosure occurs with or without the express written authority of AECOM, AECOM does not accept that the third party is entitled to rely upon this Report and does not accept any responsibility or liability to the third party. To the extent any liability does arise to a third party, such liability shall be subject to any limitations included within the Appointment, a copy of which is available on request to AECOM.

Where any conclusions and recommendations contained in this Report are based upon information provided by the Client and/or third parties, it has been assumed that all relevant information has been provided by the Client and/or third parties and that such information is accurate. Any such information obtained by AECOM has not been independently verified by AECOM, unless otherwise stated in this Report. AECOM accepts no liability for any inaccurate conclusions, assumptions or actions taken resulting from any inaccurate information supplied to AECOM from the Client and/or third parties.

Table of Contents

1. Introduction 1
1.1 General 1
1.2 Consented Development 1
1.3 What is a Travel Plan 3
1.4 Aims and Objectives 4
1.5 Travel Plan Structure 4
1.5.1 Following this introduction this report is structured as followed: 4
2. Policy Context 6
2.2 National Planning Policy 6
National Planning Policy Framework (2023) 6
Planning Practice Guidance (PPG) 6
2.3 Regional Policy and Guidance 7
West Sussex Transport Plan 2022-2036 (2022) 7
West Sussex Walking and Cycling Strategy 2016-2026 (WSWCS) 7
West Sussex County Council Electric Vehicle Strategy 2019-2030 7
2.4 Local Policy and Guidance 8
Horsham District Planning Framework (2015) 8
Draft Horsham District Local Plan 2019-2036 8
3. Site Context 9
3.1 Site Description 9
3.2 Existing Use of Site 10
3.3 Surrounding Highway Network 10
4. Summary of Staff and Student Travel Surveys 11
4.1 Introduction 11
4.2 Survey Results 11
Home Location 11
Staff 11
Students 11
Mode Share 12
Staff 12
Students 12
Arrival and Departure Times 12
Journey Time 12
5. Delivering the Plan 15
5.1 Travelling By Car 15
5.2 Public Transport 15
5.3 School Transport Services 15
5.4 Walking and Cycling 16
5.5 Travel Plan Website 16
5.6 New Members of Staff 16
5.7 On-going Promotion 16
6. Management and Implementation 18
6.1 Travel Plan Management 18
6.1.3 The TPCs responsibilities include: 18
6.2 Implementation and Maximisation of the Travel Plan 18
7. Targets, Monitoring and Review 19
7.1 Targets 19
7.2 Monitoring and Review 19
7.3 Travel Plan Funding 20

8. Remedial Actions 21
9. Action Plan 22
Appendix A – Travel Survey 23
Appendix B – Home Locations 24

Figures

Figure 1.1 Proposed Site Layout 2
Figure 1.2 Site Access Junction Improvements 3
Figure 3.1 Existing Site Layout 9
Figure 4.1 Student Mode Share 12
Figure 4.2 Staff Journey Time 13
Figure 4.3 What would encourage you to use the car less for work journeys 13
Figure 4.4 What measures would encourage you to car share 14

Tables

Table 3.1 School Staff 10
Table 7.1 Travel Plan Targets 19
Table 9.1 Travel Plan Action Plan 22

1. Introduction

1.1 General

1.1.1 This Travel Plan has been prepared on behalf of Treehouse Educare to discharge Planning Condition 12 of the consent (DC/21/2350) which was granted in October 2022 for the *'construction of new primary and secondary school buildings, landscaping, creation of new playing fields and additional car parking. School expansion from 60 to 120 pupils'* at New Barn School located off the A281 to the north west of Broadbridge Heath near Horsham.

1.1.2 Condition 12 states that:

'No part of the development hereby permitted shall be occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan once approved shall thereafter be implemented as specified within the approved document. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority.'

1.1.3 New Barn School is situated on the Rapkyns Estate and is located 2.5 miles to the west of Horsham town centre and 1 mile to the west of Broadbridge Heath. New Barn School is a special school that caters for children with autism and associated difficulties. The aim of the school is for pupils to progress academically and socially in order that they can develop high levels of independence and be able to participate and contribute to society as they make their journey into adulthood. This is achieved through an inspiring and engaging curriculum that enables learners to progress academically and develop independent living skills in a safe and caring environment.

1.1.4 A Travel Plan (TP) was prepared by AECOM in November 2020 to accompany the planning application for the development. This report represents an update to the school's Travel Plan in order to discharge Condition 12 of the consent and demonstrates the school's commitment to minimising the impact of travel on the environment by reducing the level of unnecessary travel and encouraging those that have to travel to do so in a more environmentally friendly way.

1.2 Consented Development

1.2.1 The consented development includes:

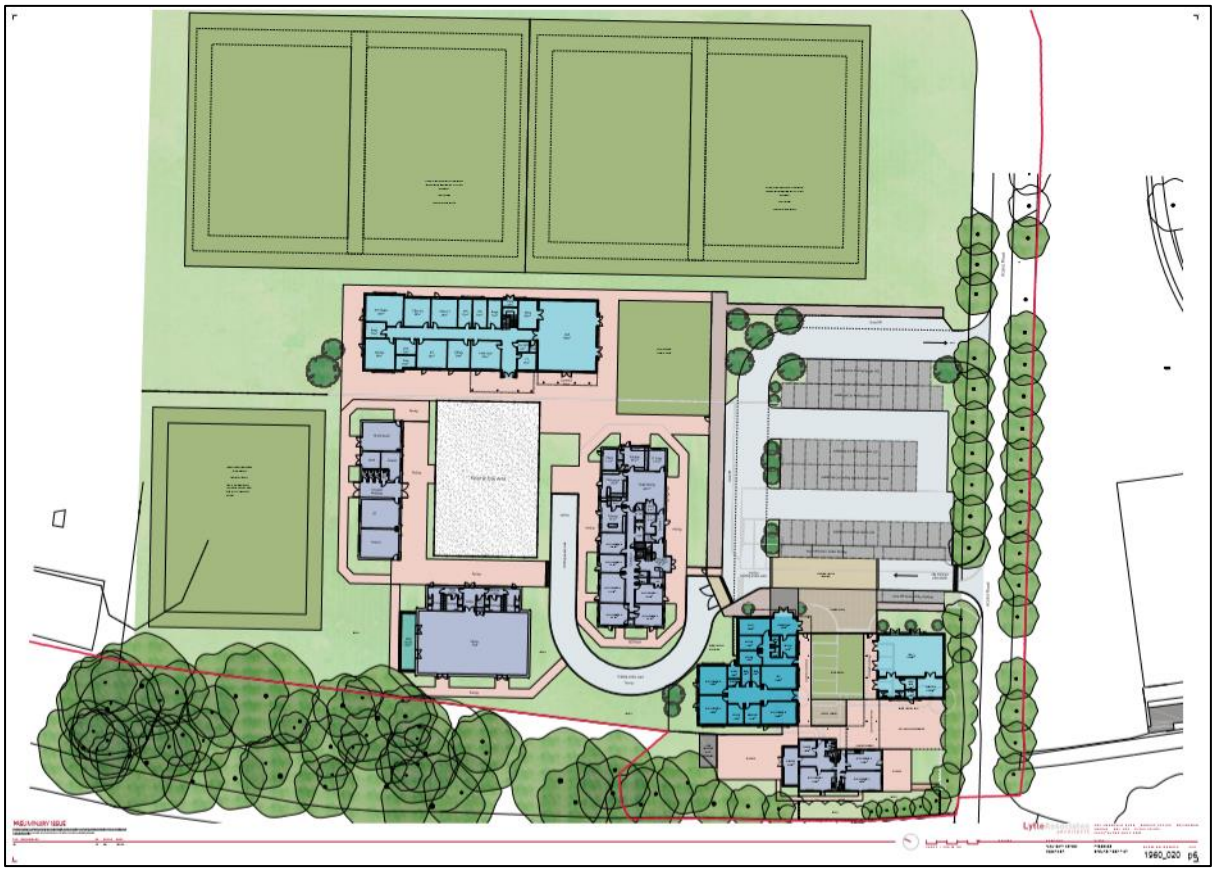
- Phase 1 which started on site in December 2023 with a target completion date of September 2024:
  - An 875m^2 secondary school building to the north of the site, providing three new classrooms with the capacity of five pupils per class.
  - Extension of the existing sports hall to provide a new sports store.
  - Additional outdoor play space including a new artificial 4G pitch and a natural grass 5v5 pitch.
  - New access, extended car park and play areas.
- Phase 2 which starts on site September 2024 with a target completion date of summer / autumn 2025:
  - a 320m^2 primary school building to the south of the site adjacent to the existing primary school building providing three new classrooms.
  - a new 151m^2 primary school hall building to the north-east of the existing primary school building.
  - A new play court and new covered walkways linking all three primary buildings creating a shared school courtyard.
  - New drop-off lanes, landscaping and small animal area.

1.2.2 The capacity of the school will increase from 60 pupils to 120. It is proposed that from the 2024/2025 school year the number of pupils attending will be 95, increasing to 108 the following year. The additional pupils are all anticipated to be day pupils.

1.2.3 The existing car park is to be expanded, providing 30 additional staff car parking spaces taking the total number of spaces to 59. The car park will be re-configured to operate a one-way system with three large drop-off laybys for pupils and visitors.

1.2.4 The proposed site layout is shown in **Figure 1.1**.

Figure 1.1 Proposed Site Layout



1.2.5 The consented development proposals also include improvements to the site access junction from the A281 Guildford Road to improve the operation of the junction. These improvements include a widening of the site access entry lane to provide additional space for vehicles to pass each other. The improvements are illustrated in **Figure 1.2**.

Figure 1.2 Site Access Junction Improvements



1.3 What is a Travel Plan

1.3.1 A Travel Plan is a package of measures designed to encourage a more sustainable approach to transport behaviour. These measures may be designed to reduce the overall need to travel, including the number and duration of trips, or encourage people to use public transport, walking or cycling as alternatives to car use. It will typically identify a range of potential initiatives, including “hard” infrastructural improvements or “soft” initiatives which may include marketing and the provision of information in addition to ways to reduce the need to travel or incentives to travel by non-car modes.

1.3.2 In addition to identifying measures and initiatives to encourage smarter travel choices, a Travel Plan will identify how this sustainable approach will be implemented to maximise its success and also set out achievable targets against which its success can be measured and the process by which it will be implemented, managed, monitored and reviewed.

1.3.3 A successfully implemented Travel Plan can have a range of significant benefits to a wide variety of groups, not necessarily just those directly using the site that the Travel Plan has been produced for. These benefits include:

- Improving the number and quality of the transport options available to all users whilst also increasing the accessibility to the site and subsequently its attractiveness;
- A healthier and more active community;
- Cost savings to individuals with reduced dependency on car ownership;
- Minimising unnecessary journeys and the costs associated with them;
- The lower car use results in a reduction in the likelihood of congestion around the site and the associated noise and air pollution. This is a benefit to not only the site's users but also local residents, service providers etc;
- A reduction in the need to provide developable land for car parking;
- Compliance with National, Regional and Local Policy; and
- Healthy Streets Benefits.

1.4 Aims and Objectives

1.4.1 The purpose of this Travel Plan is to demonstrate the commitment of Treehouse Educare to playing its part in minimising the impact of travel on the environment by reducing the level of unnecessary travel and encouraging those who have to travel, to do so in a more environmentally friendly way.

1.4.2 The overarching aim of the Travel Plan is to promote greener, cleaner travel choices, reducing reliance on the private car. The Travel Plan is primarily aimed at the journey to and from school for both staff and students and builds on the existing Travel Plan at Rapkyns Care Centre that is already successful in reducing the number of vehicles accessing the site at peak times.

1.4.3 The principal objective of this Travel Plan is to develop a safe, convenient, efficient and attractive transport infrastructure which encourages and facilitates the use of sustainable means of transport that minimise reliance on and discourage unnecessary use of private motorised vehicles.

1.4.4 In accordance with the above objective, this Travel Plan will seek to:

- Reduce the overall need to travel, particularly during peak periods;
- Promote awareness of transport issues and the impact of traffic on the local environment;
- Show a commitment to improving traffic conditions within the local area;
- Influence the level of private car journeys to and from the school in order to reduce air pollution and the consumption of fossil fuels;
- Reduce the number of single occupancy car trips to and from the school;
- Promote the use of the school transport service and undertake regular reviews to ensure that it is both meeting the needs of existing users and that opportunities to introduce new or extended services are fully explored;
- Investigate the potential for staff and pupils at the school to make use of the Rapkyns Care Home minibuses;
- Increase the proportion of journeys to and from the site by sustainable modes of transport such as cycling and car sharing;
- Promote cycling as a health benefit to staff; and
- Promote greater participation in transport related projects in the area.

1.4.5 Through changes in travel habits this Travel Plan will provide benefits for:

- I**ndividuals** - through improved health, reduced stress and potential cost savings;
- **The School** - through healthier and more motivated staff, reduced congestion and improved access to the school for staff, parents and pupils;
- **The Environment** - through improved air quality - with less noise, dirt and fumes, as well as by reducing the impact of other national and global environmental problems such as photochemical smog and global warming.

1.5 Travel Plan Structure

1.5.1 Following this introduction this report is structured as followed:

- Section 2 sets out the planning policy and guidance context of the Travel Plan;
- Section 3 considers access to the site and reviews the transport networks serving the site;
- Section 4 provides a summary of the staff and student travel surveys;
- Section 5 identifies a range of measures and initiatives that could be implemented to support the aims and objectives of the Travel Plan;
- Section 6 discusses the process for implementing and managing the Travel Plan;
- Section 7 discusses the processes for setting targets, monitoring and review; and

- Section 8 proposes remedial actions, with Section 9 presenting the Action Plan for the Travel Plan.

2. Policy Context

2.1.1 This section of the report reviews the national and local policy relating to transport in the context of the Proposed Development. The relevant planning documents that have been reviewed include:

- National Policy and Guidance
  - National Planning Policy Framework (2023)
  - Planning Practice Guidance
- Regional Policy and Guidance
  - West Sussex Transport Plan 2011-2026 (LTP3) (2011)
  - West Sussex Walking and Cycling Strategy 2016-2026
- Local Policy and Guidance
  - Horsham District Planning Framework (2015)
  - Draft Horsham District Local Plan 2019-2036

2.2 National Planning Policy

National Planning Policy Framework (2023)

2.2.1 The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, providing a framework within which local people and councils can encourage development which reflects the needs and priorities of their communities.

2.2.2 A key principle of the NPPF is the presumption in favour of sustainable development which contributes to the economic, social, and environmental aspects of a community. The use of sustainable transport modes for the movement of goods and people is widely encouraged.

2.2.3 Chapter 9 within the NPPF deals with Promoting Sustainable Transport (paragraph 102 to 107). This chapter explains the variety of ways in which transport should be considered as part of the planning process. This includes setting out that transport issues should be considered from the earliest stages of the plan-making and development proposals.

2.2.4 Policies on assessing the transport impact of development proposals are identified in paragraphs 114 to 116. These refer to highway safety as well as capacity and congestion to make clearer that pedestrian and cycle movements should be prioritised, followed by access to high quality public transport, to reflect the importance of creating well-designed places.

2.2.5 Paragraph 117 states that a development that generates a significant amount of movement should be supported by a Transport Statement or Transport Assessment and should be required to provide a Travel Plan.

Planning Practice Guidance (PPG)

2.2.6 In March 2014 the Department for Communities and Local Government (DCLG) launched a website containing national planning practice guidance. The website contains guidance on a range of planning topics such as design, Local Plans, Neighbourhood Plans and Travel Plans / Transport Assessments.

2.2.7 The section on 'Travel plans, Transport Assessments and Statements in decision-taking' provides advice on when Travel Plans, Transport Assessments and Transport Statements are required and what they should contain. Travel Plans are expected to identify specific required outcomes, targets and initiatives. They need to set out clear future monitoring, review and management arrangements and consider what additional measures may be required to mitigate impacts if targets are not met.

2.3 Regional Policy and Guidance

West Sussex Transport Plan 2022-2036 (2022)

2.3.1 At a regional level, transport policy and planned improvements to the transport network are outlined within the WSCC Local Transport Plan (2022-2026). The Plan's vision is for a transport network that works for the County by 'helping to address the spatial economic challenges' and 'provide access to employment and services countywide'. *'The transport network will be on a pathway to achieve net zero carbon emissions by 2050 through more local living, increased use of electric vehicles and reduced uses of fossil fuels. It will also be safer, more efficient and resilient overall with more walking, cycling and use of public or shared transport and less congestion on major routes'*.

West Sussex Walking and Cycling Strategy 2016-2026 (WSWCS)

2.3.2 The WSWCS sets out the County Council's aims and objectives for walking and cycling as well as their priorities for investment in infrastructure improvements.

2.3.3 The WSWCS objectives are to:

- *'Ensure cycling and walking are recognised as important travel modes and therefore part of the transport mix;*
- *Make cycling and walking the natural choice for shorter journeys (i.e. to school) or as part of longer journeys;*
- *Reduce the number of cyclists and pedestrians killed or seriously injured on the roads;*
- *Support the economic development by facilitating travel to work and services without a car;*
- *Reduce the congestion and pollution by encouraging and enabling people to travel without a car;*
- *Increase the levels of physical activity to help improve physical health;*
- *Help maintain good mental health and staying independent later in life;*
- *Increase the viability of communities by improving access by bicycle or on foot; and,*
- *Help people to access rural areas and enjoy walking and cycling.'*

2.3.4 Chapter 3.1 outlines the following design principles which apply to all developments, in line with the Department for Transport's Cycling and Walking Strategy;

- *'Cycling and walking are to be recognised as a key part of the transport mix;*
- *All new (development) and improvement / maintenance scheme will consider, and whereby possible prioritise the needs of cyclists and walkers;*
- *The different needs of user will be recognised in the design of routes and those needs will, whereby possible, be incorporated e.g. people with pushchairs, equestrians etc.*

West Sussex County Council Electric Vehicle Strategy 2019-2030

2.3.5 WSCC published the Electric Vehicle Strategy in December 2019 to support the overall transport vision of sustainable transport. The guidance aims to:

- Have at least 70% of all new cars in the county electric by 2030;
- Provide sufficient charging infrastructure to support the vehicles predicted to be reliant on public infrastructure to charge; and
- Ensure a renewable energy source for all charging points on County Council land or highway.

2.3.6 To achieve this, WSCC will encourage (through communications and incentives) and enable people to make the switch to electric vehicles as soon as possible. The Guidance on Parking at New

Developments suggests that developers consider likely demand for electric vehicle charging points and also asks that passive provision is also provided to allow facilities to be brought into use at a later stage.

2.4 Local Policy and Guidance

Horsham District Planning Framework (2015)

2.4.1 The most relevant policy to this application in terms of transport is Policy 40 'Sustainable Transport'. Policy 40 identifies that development will be supported if it matches 10 key criteria. Although the site does not meet all these primarily due to its rural location, it is considered that it does meet the following:

> *1. Is appropriate and in scale to the existing transport infrastructure, including public transport* – although there are no scheduled bus services serving the site, staff and students can make use of the New Barn School minibuses for a range of journey purposes.
>
> *4. Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions*, *5. Is located in areas where there are or will be a choice in the modes of transport available and 8. Develops innovative and adaptable approaches to public transport in the rural areas of the district* – as above New Barn School minibuses are especially relevant in this regard – also car/taxi sharing.
>
> *10. Is accompanied by an agreed Green Travel Plan where it is necessary to minimise a potentially significant impact of the development on the wider area or as a result of needing to address an existing local traffic problem* – This updated Travel Plan will be submitted to discharge Condition 12.

Draft Horsham District Local Plan 2019-2036

2.4.2 Horsham District Council published the Draft Local Plan in February 2020 for public consultation. It is currently forecast that the new Local Plan will be submitted in July 2024.

2.4.3 The most relevant policy to this application in terms of transport is Strategic Policy 42 – 'Sustainable Transport' which states that new developments will be supported if:

- It provides safe and suitable access for all including vehicles, cyclists, pedestrians and the delivery of goods.
- Minimises conflict between traffic, cyclists and pedestrians.
- Provides safe and accessible routes for pedestrians and cyclists.
- It is accompanied by a Green Travel Plan to minimise any significant impact of the development.

2.4.4 Policy 43 – 'Parking' states that new developments should provide adequate parking that meets the needs of the users and consideration should be given to other forms of parking such as cycle, motorcycle parking and vehicles for the mobility impaired.

3. Site Context

3.1 Site Description

3.1.1 New Barn School is located within The Rapkyns Care Centre. This forms part of the Rapkyns Estate and is located on the west side of the A281 at the end of a driveway approximately 650 metres in length.

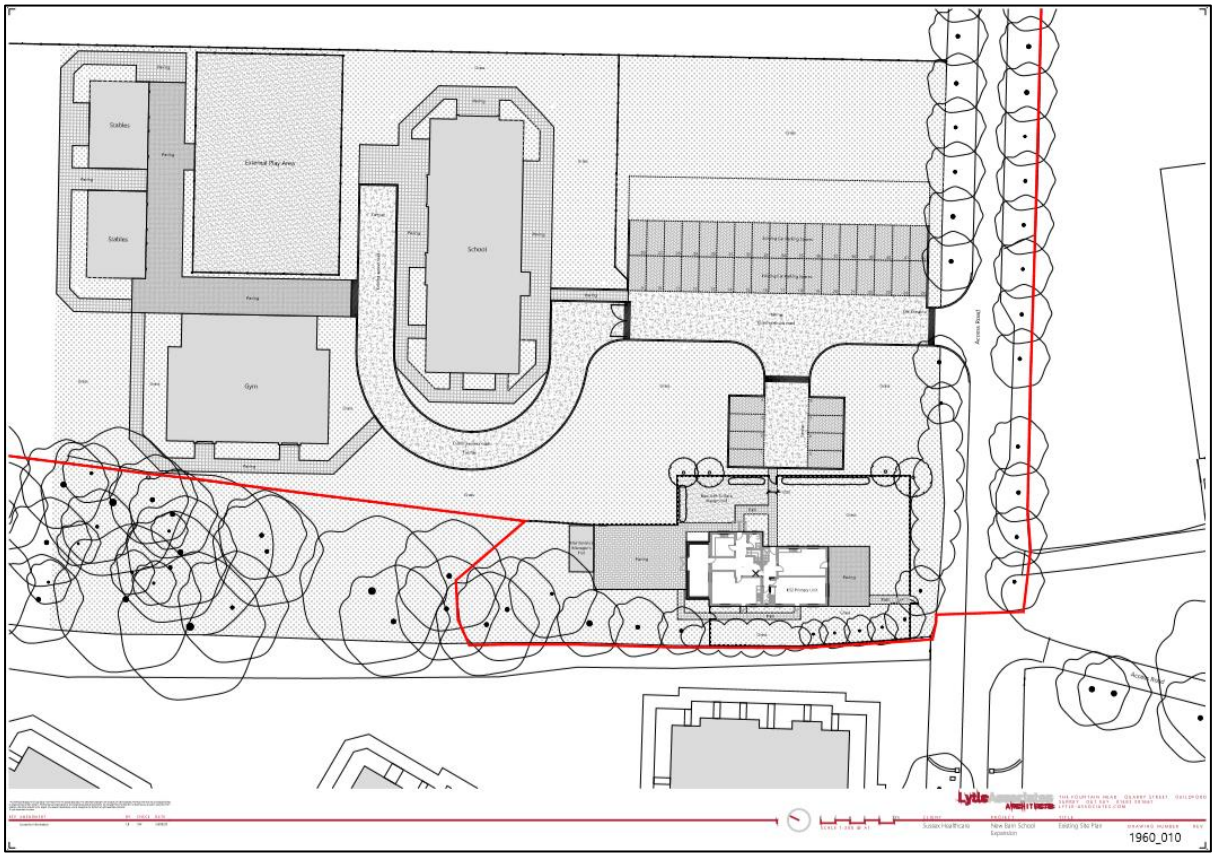
3.1.2 Over most of its length, the access road is between three and four metres wide and there is not sufficient width for two vehicles to pass. Passing bays have however been provided at regular intervals. The access road also benefits from traffic calming in the form of speed humps and is subject to an advisory 10mph speed restriction which appears to be well observed.

3.1.3 Where the site access road meets the A281 there is a single dwelling which is part of the Rapkyns estate and has in the past been used to provide accommodation for staff at the Care Centre. At the western end of the site access road there is a brick wall and security gates and these mark the entrance to the formal grounds of the Care Centre. Just beyond these security features the road splits with the left turn leading to Rapkyns Care Home that provides elderly care and the right turn to the three 41-bed special care units that provide care for young adults with profound disabilities.

3.1.4 Before the security gates are reached there are three other buildings, two to the north of the access road and one to the south. The one to the south comprises a number of residential properties that provide accommodation for staff and pupils of New Barn School. With the buildings to the north of the access road comprising Sycamore Lodge, a 10-bed residential led care unit and New Barn School.

3.1.5 **Figure 3.1** illustrates the existing layout of New Barn School.

Figure 3.1 Existing Site Layout



3.2 Existing Use of Site

3.2.1 New Barn School is a Special Educational Needs and Disabilities (SEND) school that caters for students with high functioning autism and associated difficulties including ADHD. The 2024/2025 school year will cater for 95 pupils, increasing to 108 the following year.

3.2.2 Currently there are 86 members of staff working at the school. **Table 3.1** identifies the full staff complement at the school.

Table 3.1 School Staff

Role	No. Staff
Head office	5
Senior Leadership Team	6
Teacher	27
Learning Support Assistant / Higher Level Teaching Assistant/ Pastoral Lead	37
Admin/Other	7
Therapy	4

3.2.3 New Barn School currently has 42 car parking spaces for school staff to the north of the existing primary school building. There is also a cycle shelter on site which is conveniently located close to the entrance to the school. The shelter has capacity for four bicycles and is covered and well-lit.

3.2.4 The official school day runs from 9am to 3pm although there is a breakfast club that starts at 8am.

3.3 Surrounding Highway Network

3.3.1 New Barn School and the Rapkyns estate is served by a single point of access in the form of a simple priority junction on the west side of the A281. Visibility to the south is restricted by the vertical alignment of the carriageway although the Highway Authority has previously advised that no significant issues are expected to arise from its continued and more intensive use.

3.3.2 Improvements to the access have been provided in accordance with the findings of a safety audit that was carried out as part of previous proposals for expansion of the site. These include visibility improvements to the right of the access through regrading of the verge and the removal of tree stumps and the provision of new kerb upstands where the site access road meets the A281. There are also advance warning signs on the A281 advising drivers of the access as they approach from both directions. To the south the sign is 350m in advance of the junction while to the north it is 450m in advance of the junction.

3.3.3 The A281 is a rural single carriageway and is subject to the national speed limit. The road is not lit and there are no footways. The A281 provides the main route into Broadbridge Heath and nearby Horsham from the northwest and also provides one of the main routes into Guildford from the south.

3.3.4 To the south of Rapkyns the A281 has an undulating and twisting alignment with double white lines over most of its length between the Care Centre and a roundabout which serves the Broadbridge Industrial Estate. From here the A281 continues in a southerly then easterly direction before crossing the A24 into Horsham.

4. Summary of Staff and Student Travel Surveys

4.1 Introduction

4.1.1 All existing staff were asked to complete a travel survey in June 2024. The purpose of the survey was to collect information regarding existing travel arrangements for journeys to and from school. The travel survey is included in **Appendix A**.

4.1.2 In terms of the students, the following information was provided by the school for each student:

- Number of students using each transport mode;
- General arrival and departure times; and
- Town/village or first half of post code travelling from.

4.1.3 A total of 30 responses were received from the members of staff and information was provided for a total of 87 students.

4.2 Survey Results

Home Location

Staff

4.2.1 As part of the survey, home postcodes for staff were provided and these have been plotted onto a map which is presented in **Appendix B**.

4.2.2 Referring to the postcode plot there are 15 members of staff that live in Horsham and its surrounding villages. Five live in the Horley / Redhill / Salfords area.

4.2.3 For the staff living in Horsham and the Horley / Redhill / Salfords area car sharing would appear to be a viable option and the Travel Plan Co-ordinator will make them aware of this opportunity. For staff living in Horsham there may also be an opportunity to cycle or make use of the Rapkyns minibuses, if these are available. The range of travel options will be explored by the Travel Plan Co-ordinator.

4.2.4 The remaining staff are dispersed, living in areas such as Chichester, Shoreham-by-Sea, Pulborough and East Grinstead. The remainder are spread over villages to the south. Such a geographical spread highlights the challenge facing the school in trying to encourage more staff to use sustainable modes of transport.

Students

4.2.5 The first part of the home post codes for students have also been plotted, as shown in **Appendix B**. There are 11 students that live in Horsham or the surrounding villages and 10 students that live in Crawley. Five live in Haywards Heath, five in Dorking, four in Burgess Hill and four in East Grinstead.

4.2.6 Car sharing could be a viable option for these students. The remainder of students are dispersed including Guildford, Brighton and Chichester.

4.2.7 New Barn School provides education for children with very specific needs and as a consequence draws families with a need for this type of education from a relatively wide catchment area. This highlights the challenge facing the school in trying to encourage more students to car share.

Mode Share

Staff

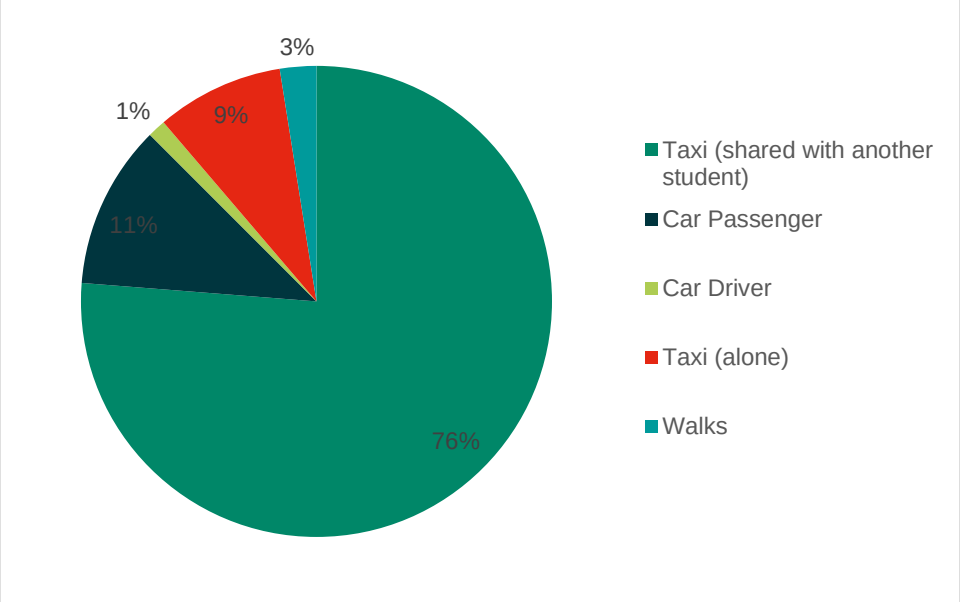
4.2.8 Staff were asked to state their normal travel mode for the journey to and from school. For staff the dominant mode is as a car driver accounting for 89% of the responses. The remaining 11% car share, with 7% travelling with colleagues and 4% where the car is travelling elsewhere.

4.2.9 Staff members were also asked why they chose this mode and of those that drive the most popular responses were convenience (43%), alternative not available (36%) and need to for work purposes (11%).

Students

4.2.10 **Figure 4.1** shows the normal travel mode for students for the journey to and from school.

Figure 4.1 Student Mode Share



4.2.11 As can be seen 76% of students travel by taxi shared with another student and 9% travel alone by taxi. Eleven percent travel in a car driven by their parent/guardian. Three percent of the students walk and 1% drive themselves.

Arrival and Departure Times

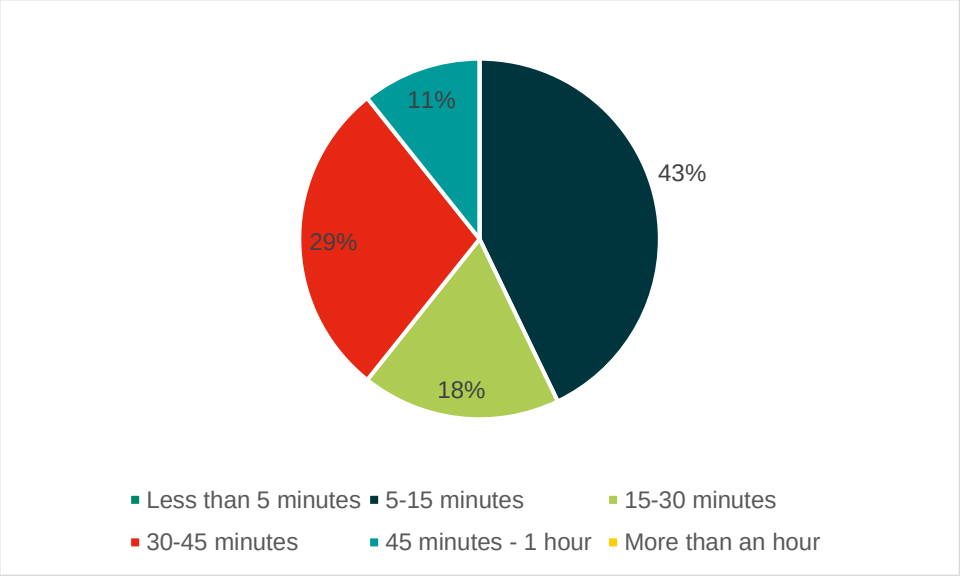
4.2.12 The usual arrival and departure times of staff and students were also captured by the survey. Most staff (80%) arrive between 7:30am and 8:30am. Thirteen percent arrive before 7am and 7% arrive after 9:00am. In terms of departure times the majority (73%) leave between 4:00pm and 5:00pm, 17% leave between 3:00pm and 4:00pm, 7% between 2:00pm and 3:00pm and 3% after 6:00pm.

4.2.13 Most of the students arrive for the start of school at 9:00am and leave at 3:00pm (95%), with the rest arriving at 8:30am and also leaving at 3:00pm.

Journey Time

4.2.14 The survey also established the journey time to and from school for staff. Most staff (43%) travel between 5-15 minutes to the school. 29% travel between 30-45 minutes, 18% between 15-30 minutes and 11% less than 5 minutes.

Figure 4.2 Staff Journey Time

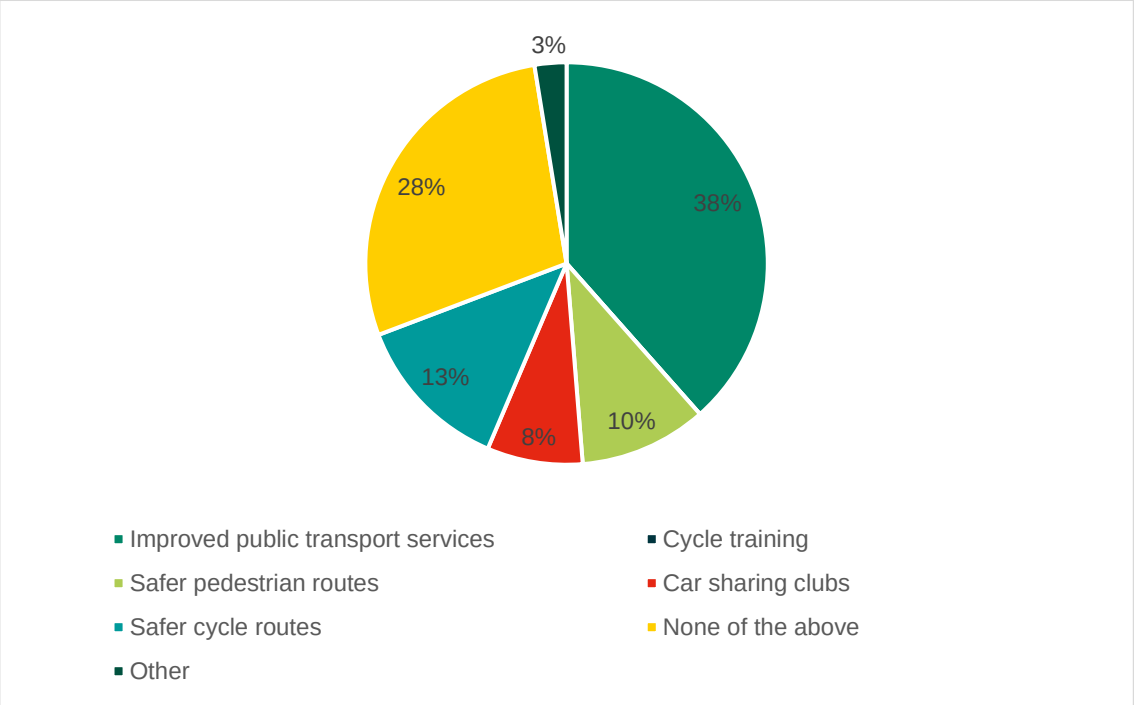


4.2.15 It is likely that the 43% of staff travelling 5-15 minutes are doing so by car from Horsham or surrounding areas (see staff home locations in **Appendix B**). There could be the opportunity to cycle for some, although this is not particularly desirable on a 60mph road. As such, there is significant scope for increased car sharing.

4.2.16 The home location plots in **Appendix B** also show that the distance many staff and students travel to and from school emphasises the challenge in choosing sustainable modes of transport and particularly where the distance exceeds five miles, car sharing is likely to be the only practicable measure to encourage a reduction in single car occupancy.

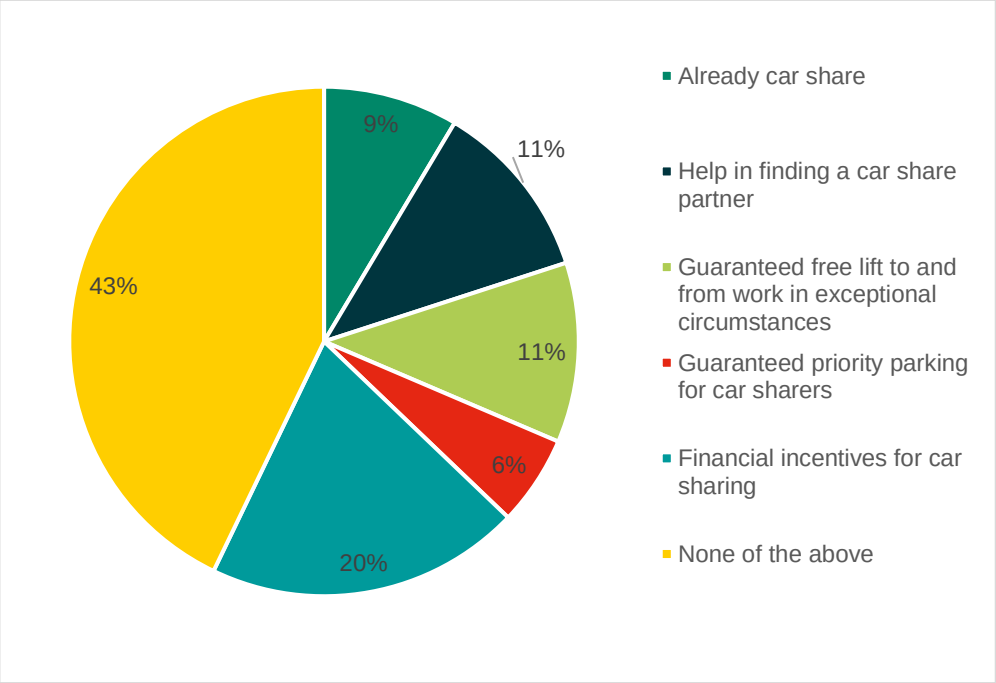
4.2.17 Staff were also asked to select from a list what measures might encourage them to use the car less for travel to work journeys (see **Figure 4.3**). The most popular answer was improved public transport services (38%), followed by none of the reasons would encourage them to use the car less. Safer cycle and pedestrian routes were also noted by the staff.

Figure 4.3 What would encourage you to use the car less for work journeys



4.2.18 The final question asked staff to select from a list what measures might encourage car sharing. The most popular answer (43%) was 'none of the above', suggesting none of the reasons given would encourage them to car share or they couldn't for another reason. 20% selected financial incentives would encourage them to car share.

Figure 4.4 What measures would encourage you to car share



5. Delivering the Plan

5.1 Travelling By Car

5.1.1 It is recognised that due to the school's rural location and the nature of some of the work undertaken by staff at the school, car travel is likely to be the only viable option for most employees. Particular attention is therefore being given to the encouragement of car sharing and all existing and new employees are encouraged to register their names for car sharing. The potential to expand the scheme to include employees at Rapkyns Care Centre will also be examined.

5.1.2 As part of the travel survey undertaken, staff members provided their home postcode, anonymously, which has been plotted on a map in aggregated form. This identifies opportunities for car sharing. At the time of the survey there were three members of staff who car shared.

5.1.3 The following measures are being undertaken to maximise the potential for car sharing at the school:

- Encourage staff to join the car share scheme, creating a database of staff who are / would be willing to car share;
- Undertake regular reviews of staff travel details to identify and make known any additional opportunities for car sharing;
- Examine the potential to expand the scheme to include employees at Rapkyns Care Home;
- Provide practical advice on car sharing;
- Promote the financial savings that employees would make by car sharing;
- Provide staff with the opportunity to contribute to the ongoing development of the scheme;
- Provide space on general notice boards for potential car sharers to communicate; and
- Agree clear and realistic targets for car sharing at the site.

5.1.4 In addition, the travel survey indicated that several members of staff would be more likely to car share if there were financial incentives for sharing or if a guaranteed lift home was provided in exceptional circumstances. This could be considered as a way of increasing car sharing amongst staff.

5.2 Public Transport

5.2.1 Timetable information will be provided for train services at Horsham railway station to make staff and visitors aware of the potential for using the train to access the site. Although given the rural location of the site and lack of bus service, onward travel from the station would be limited to taxi. It is understood that previously the adjacent Rapkyns Care Home has used its own minibuses to transport some staff and visitors between the site and the station. If this arrangement is still in place, there could be an opportunity to extend this to include staff and visitors at the school and this will be fully explored.

5.2.2 To encourage the use of train services at Horsham railway station, the Travel Plan Co-ordinator will:

- Publicise existing train services and travel information for staff;
- Provide details for internet access for public transport information and identify sites that have local information; and
- Provide an emergency 'get you home' service in the event of emergency/sickness for groups of staff travelling by public transport.

5.3 School Transport Services

5.3.1 The school currently has four minibuses and plan to add one more next year. The vehicles are mainly used to transport pupils to a range of educational/ leisure activities that take place off site. Educational activities mainly occur during the school day, Monday to Friday, while most leisure activities occur during the evenings and at weekends.

5.3.2 The opportunity to use these vehicles to transport staff to and from work will be fully explored. If there is a demand, it is envisaged that over time they will provide scheduled pick up and drop off points in Horsham including the railway station.

5.4 Walking and Cycling

5.4.1 Given the site's rural location together with a lack of footways along the A281, walking is not seen as a viable mode for employees at the site and consequently Treehouse Educare does not actively promote walking as a practicable travel mode.

5.4.2 Cycling is an efficient, healthy and very environmentally friendly mode of transport and the Travel Plan promotes cycling as a viable mode. The greatest potential for cycling is for trips to and from Broadbridge Heath and Horsham. Staff living within a reasonable cycling distance will be encouraged to consider the potential benefits that cycling can have.

5.4.3 A secure, covered and well-lit cycle parking area is provided at the School. This has capacity to park four bicycles. Showering and changing facilities are available for staff that choose to cycle to work.

5.4.4 Staff will be made aware of advice from both West Sussex and Horsham District Council(s) regarding cycling, which can be found at the following links:

https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/cycling-routes-and-maps/

https://www.horsham.gov.uk/sport-and-leisure/cycling

5.4.5 West Sussex Council provides a cycle journey planner service at the following location:

http://cyclejourneyplanner.westsussex.gov.uk/

5.5 Travel Plan Website

5.5.1 One of the most important aims of a Travel Plan is to provide information to staff and visitors of the alternatives to using the car on their own for travel to the school. In order to provide detailed information in an easy-to-use format, the Travel Plan will be published on the school website under the school policies section (www.newbarnschool.co.uk). The Travel Plan Co-ordinator is currently in the process of updating the website and a dedicated area will be provided on the website so that the details of the Travel Plan are more prominent and easier to find. The Travel Plan section of the website will include the following:

- Travel Plan news;
- Information on Travel initiatives;
- Details of safe cycling routes to the site;
- Details of the car sharing scheme;
- Details of the school transport services and minibuses operated by the Care Home; and
- Train timetable information.

5.6 New Members of Staff

5.6.1 All new members of staff will be issued with an induction pack on or before the first day of working at the school and will be encouraged to submit their names to the car sharing scheme.

5.7 On-going Promotion

5.7.1 It is recognised that to maintain the impetus of the Travel Plan, initiatives will be required to promote sustainable travel on an on-going basis. Measures to achieve this will include:

- A community noticeboard for travel information located in a prominent position in reception at the school – the noticeboard will be updated on a regular basis;

- Informal travel forums at which staff and pupils are invited to give feedback to the Travel Plan Co-ordinator about travel arrangements; and
- Regular informal meetings with staff and pupils to review the success of the travel arrangements.

6. Management and Implementation

6.1 Travel Plan Management

6.1.1 To help ensure the success of the Travel Plan, it is important that the organisation and management is in place to support the Travel Plan in achieving its core aims and targets. Therefore, the Travel Plan must have a suitable management structure in place form the start in order to maximise its effectiveness. The Travel Plan is more likely to succeed if it is supported by a strong management structure and is suitably coordinated.

6.1.2 It is recognised that a successful Travel Plan needs commitment from staff at all levels. The Travel Plan Co-ordinator (TPC) for New Barn School is Charlotte Adams, the Business Manager at Treehouse Educare. Her contact details are, New Barn School, Guildford Road, Broadbridge Heath, Horsham, West Susses, RH12 3PQ, email: charlotte.adams@treehouseeducare.co.uk.

6.1.3 The TPCs responsibilities include:

- Promoting the objectives and benefits of the Travel Plan;
- Administering the car sharing scheme;
- Ensuring that the travel plan section of the school website is kept up to date;
- Liaising with other parts of Rapkyns Care Centre to identify opportunities for joint travel initiatives;
- Assisting with the establishment of clear and realistic targets that are easily monitored for the use of sustainable modes of transport;
- Monitoring the success of the Travel Plan against the targets set on an annual basis;
- Providing feedback to management on the level of success of the plan to date; and
- Acting as a point of contact for all parties.

6.1.4 The Travel Plan Co-ordinator is responsible for the monitoring of the progress achieved. The nature of the monitoring process will be developed in consultation with West Sussex County Council.

6.2 Implementation and Maximisation of the Travel Plan

6.2.1 Once travel behaviour is established it is often more difficult to change, therefore it is anticipated that the Travel Plan will be implemented at the earliest opportunity. This will encourage all users to think about their travel choices and be able to make informed decisions.

6.2.2 It will be important that the Travel Plan is suitably marketed, and information is made easily available to all users. It will also be important to create a strong sense of involvement and ownership in the process to maximise the benefits of the Travel Plan. By encouraging feedback and discussions with the TPC, staff may feel more involved in the process and ultimately lead to people participating more enthusiastically and in greater numbers. This will also help the TPC to identify areas where the plan is working / can be improved and provides the opportunity for new ideas to be put forward. Interaction can also be developed through regular newsletters and communications.

6.2.3 The Travel Plan is considered a ‘live’ document and will need to be regularly updated and amended. The TPC will be responsible for this, with the support from the management team where necessary.

7. Targets, Monitoring and Review

7.1 Targets

7.1.1 One of the principle aims of a Travel Plan is to set clear and realistic targets. This will be achieved through Treehouse Educare undertaking regular travel surveys of all its employees and students. The results of each subsequent travel survey will allow the success of the Travel Plan to be monitored and if necessary corrective measures to be introduced. A summary of the main findings will be available within one month of completion of each survey. Travel surveys will be undertaken on an annual basis for a minimum of five years following completion of the consented school.

7.1.2 At this stage an initial target has been set to ensure that there is a commitment from Treehouse Educare to achieve a reduction in single occupancy car trips to/from the school. In setting the targets a balance will need to be struck between local circumstances, including likely employee residence locations, public transport accessibility and the achievability of each target. The initial target for the Travel Plan is:

- Achieve a 20% reduction in the number of single occupant car drivers identified by the baseline survey over the first five years from completion of the consented school

7.1.3 The target will be reviewed following the results of the next travel survey. **Table 7.1** presents the target, suggesting an aim to decrease single occupant car drivers by 10% by Year 1, 15% by Year 3 and 20% by Year 5.

Table 7.1 Travel Plan Targets

Mode	Baseline Survey (actual)	Year 1	Year 3	Year 5
Car Driver	89%	80%	76%	71%

7.1.4 This target will be reviewed once the results of the next travel survey are known and thereafter on an annual basis following completion and analysis of the annual survey. The next travel survey will be undertaken 12 months following completion of the consented school expansion or when the school reaches capacity whichever comes first.

7.1.5 A target will not be set for students because the specialist nature of the school means that students tend to travel from a wide catchment and have a very specific travel need that usually requires travel by taxi. The school will however encourage as many students as practicable to share taxis for the journey to and from school and the Travel Plan Co-ordinator will actively seek to maximise the sharing of taxis particularly amongst groups of students who live in close proximity of each other.

7.2 Monitoring and Review

7.2.1 It is important that the Travel Plan is monitored on a regular basis to ensure that the key objectives are being met and that the Plan evolves to adapt to changing circumstances. At this stage unrealistic targets can be replaced with ones that are more realistic and that encourage rather than discourage those responsible for trying to achieve the targets. The success of the actions contained within the Travel Plan can also be reviewed and modified as necessary.

7.2.2 The travel surveys will be repeated annually to measure the success of the Travel Plan and progress towards achieving targets. The results of the staff travel survey can then be used to modify the targets and actions contained within the Travel Plan to ensure that the Travel Plan is an on-going process. Continually reviewing the Plan will help to develop and improve it and ensure that the measures introduced are both relevant and consistent with the requirements of Treehouse Educare. Travel surveys will continue for a minimum of five years, with the first travel survey undertaken 12 months after the completion of the consented development.

7.2.3 Student travel surveys will also be undertaken on an annual basis although these will not be related to the setting of targets. Instead, they will be used by the Travel Plan Co-ordinator to review existing travel patterns and to investigate how these could be improved by for example encouraging more students to share taxis.

7.2.4 The funding and organisation of the travel surveys will be the responsibility of Treehouse Educare and if appropriate the need for any corrective action will be discussed with West Sussex County Council. Results of the travel survey will be circulated to all staff and displayed in communal areas for the interest of employees, students and visitors to the school.

7.2.5 After the results of the survey have been published the Travel Plan Co-ordinator will meet with the relevant Travel Plan Officer at West Sussex County Council. The meeting will ideally take place on site and will include a comprehensive review of all measures that are in place to encourage sustainable transport.

7.3 Travel Plan Funding

7.3.1 Funding of the Travel Plan will form part of the school budget and will be provided by Treehouse Educare. Initial set up costs for the measures identified in the Travel Plan include IT design and development for updating the New Barn School website to include details of the Travel Plan. As student numbers increase the intention is to purchase an additional minibus that would be used to transport students to and from off-site activities during the school day.

7.3.2 There will also be a need for a certain amount of management time particularly to cover the activities of the Travel Plan Co-ordinator including organising and reviewing the annual travel surveys, administrating the car share scheme and dealing with any other transport related issues that arise during the lifecycle of the Travel Plan.

8. Remedial Actions

8.1.1 If as the result of monitoring, additional measures are required to achieve the targets set out in the Travel Plan, Treehouse Educare recognises that it will be required to meet or contribute towards the cost of additional measures. The exact details of these measures will become apparent from the results of subsequent travel surveys but may include:

- Investigation of the viability to expand the school transport services through the provision of new routes and additional services before and after school; and
- The provision of incentives and/or emergency 'get back home' provision to encourage staff to register to the car sharing scheme.

9. Action Plan

9.1.1 An outline timetable for the production and on-going monitoring and review of the Travel Plan has been produced in an Action Plan, which details the key elements of the process and the approximate timescales.

Table 9.1 Travel Plan Action Plan

Actions	Timescales	Responsibility/Funding
Appoint Travel Plan Co-ordinator (TPC)	Nominated staff member	Treehouse Educare
Provision of cycle parking	Already provided	Treehouse Educare
Update school website to include dedicated section on Travel Plan	In progress	TPC/ Treehouse Educare
Ensure sustainable travel noticeboards are set up	In progress	TPC/ Treehouse Educare
Preparation of induction pack for all new employees	To be provided to everyone on or before first day of employment	TPC/ Treehouse Educare
Implement car sharing scheme	In progress and updated on a regular basis	TPC/ Treehouse Educare
Undertake second travel survey	12 months after the completion of the consented development and then annually for a minimum of 5 years	TPC/ Treehouse Educare
Provide summary of travel survey	Within 1 month of annual travel surveys	TPC/ Treehouse Educare
Follow up travel surveys	Annually	TPC/ Treehouse Educare
Develop Travel Plan in consultation with the Council	Ongoing	TPC/ Treehouse Educare
Monitor success of Travel Plan measures and progress towards targets. Amend Travel Plan if required and consider corrective measures if necessary	Ongoing following results of first and subsequent travel surveys	TPC/ Treehouse Educare

9.1.2 As with all elements of the Travel Plan process, the Action Plan is not prescriptive, but should be modified according to circumstances to ensure that the Travel Plan benefits the school, its employees, students and visitors and remains relevant throughout.

Appendix A – Travel Survey

New Barn School, Rapkyns - Travel Survey

Staff Questionnaire

The purpose of this survey is to find out information about your journey to and from work. By answering this questionnaire, you will tell us how and why you currently travel to work the way you do. Any information you provide is confidential. Thank you for helping us by answering the questions below.

Section 1- About You

1. What is your primary role at New Barn School? (Cross one box)

- ☐ School Principal/Management
- ☐ Teacher
- ☐ Teaching Assistant
- ☐ Finance / Administration
- ☐ Domestic Duties e.g. Kitchen/ Cleaning
- ☐ Other (please specify)

……..

2. Are you employed full or part time? (Cross one box)

- ☐ Full-time
- ☐ Part-time

3. Where do you live? (Town / village and postcode):

Town / Village: ……..……..

Post Code: | | | | | | | |

4. What time did you arrive at work today?

……

5. What time will you leave work today?

……



Section 2- Your Journey between Home and Work

6. What is your usual main type of transport to work? (Cross one box)

a. To work?

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Site Minibus
- ☐ Train
- ☐ Car Driver
- ☐ Car Passenger (car going to school)
- ☐ Car Passenger (car going elsewhere)
- ☐ Taxi
- ☐ Other (Please Specify):

……...

b. From work?

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Site Minibus
- ☐ Train
- ☐ Car Driver
- ☐ Car Passenger (car leaving school)
- ☐ Car Passenger (car coming from elsewhere)
- ☐ Taxi
- ☐ Other (Please Specify):

……...

7. Why do you choose to travel in this way? (Cross all that apply)

- ☐ Convenience
- ☐ Cost
- ☐ Health reasons
- ☐ Alternative not available
- ☐ Need to for work purposes
- ☐ Safety
- ☐ Other (please specify):

……..

8. How long does your journey between home and work normally take? (Cross one box)

- ☐ Less than 5 minutes
- ☐ 5-15 minutes
- ☐ 15-30 minutes
- ☐ 30-45 minutes
- ☐ 45 minutes – 1 hour
- ☐ More than 1 hour



Section 3- Car Travel

Please only complete this section if you travel to work by car.

9. What would encourage you to use the car less for work journeys? (Cross all relevant boxes)

- ☐ Improved public transport services
- ☐ Cycle training
- ☐ Car sharing clubs
- ☐ Other (Please Specify):
- ☐ Safer pedestrian routes
- ☐ Safer cycle routes
- ☐ None of the above

……

10. Which of the following might encourage you to car share? (Cross no more than 2 boxes)

- ☐ Already car share
- ☐ Help in finding car share partner
- ☐ Guaranteed free lift to and from work in exceptional circumstances
- ☐ Guaranteed priority parking for car sharers
- ☐ Financial incentives for car sharing
- ☐ None of the above
- ☐ Other (Please Specify):

……

Section 4- Further Comments

11. If you have any other comments about your journey to / from work, please write them in the space below.

……

……

……

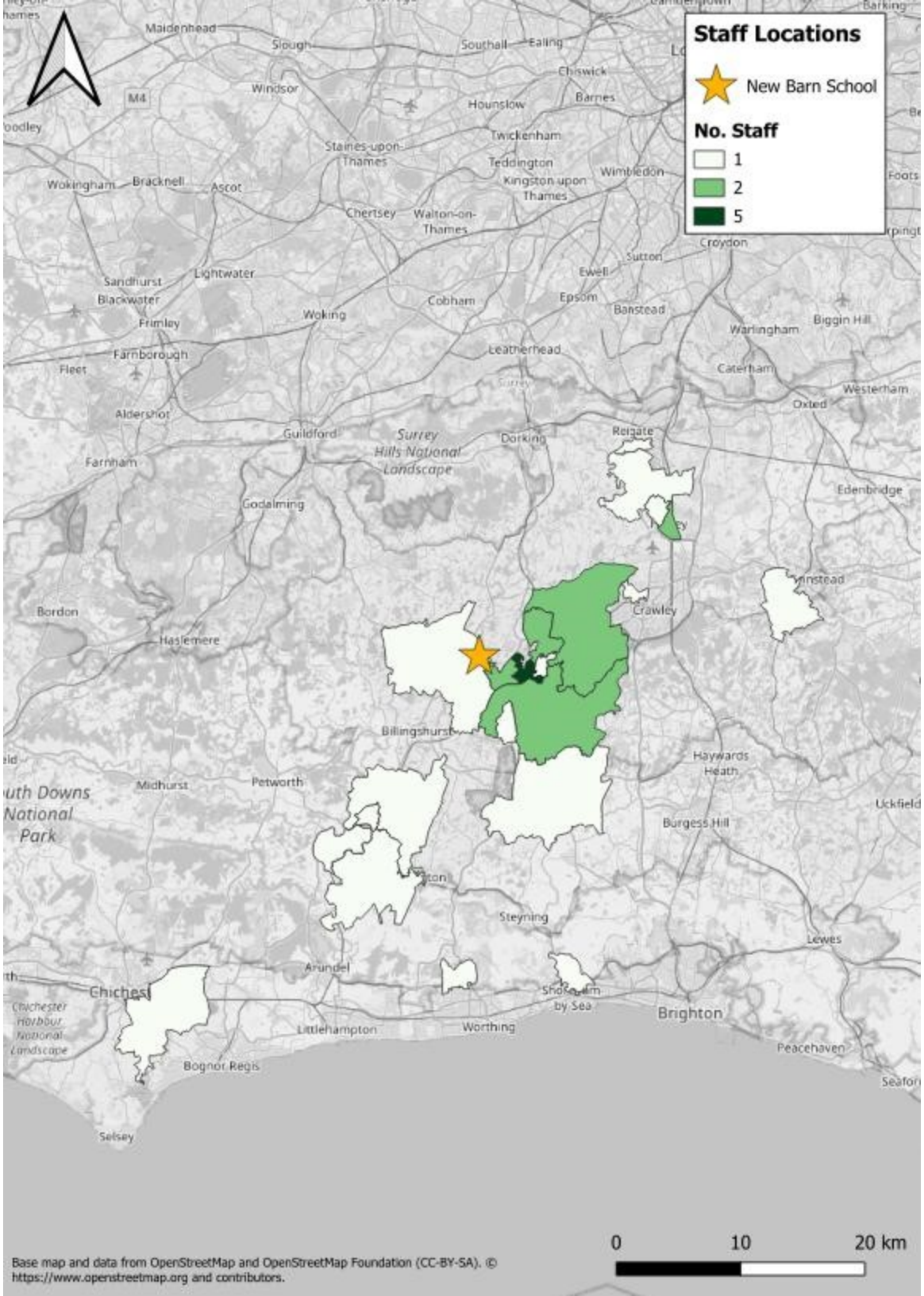
……

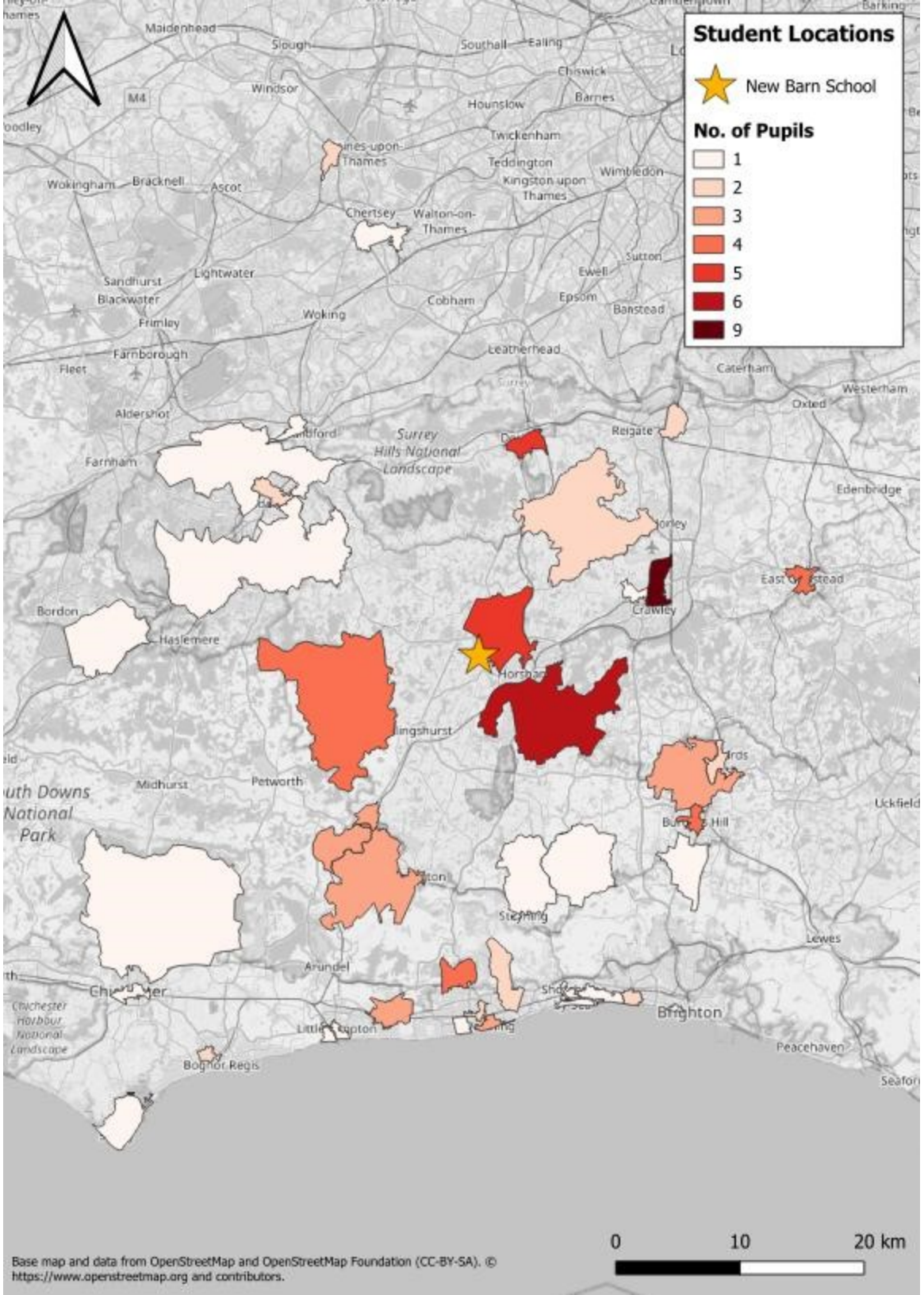
……

……

Thank you very much for your help and cooperation

Appendix B – Home Locations


Staff Locations
New Barn School
No. Staff
1
2
5
Maidenhead
Slough
Southall
Ealing
Chiswick
Windsor
M4
Hounslow
Barnes
Twickenham
Staines-upon-Thames
Teddington
Kingston upon Thames
Wimbledon
Wokingham
Bracknell
Ascot
Chertsey
Walton-on-Thames
Croydon
Sutton
Ewell
Epsom
Banstead
Cobham
Woking
Sandhurst
Blackwater
Lightwater
Frimley
Farnborough
Fleet
Aldershot
Leatherhead
Warlingham
Biggin Hill
Caterham
Westerham
Oxted
Guildford
Surrey Hills National Landscape
Dorking
Reigate
Farnham
Godalming
Edenbridge
Crawley
Bordon
Haslemere
Billingshurst
Haywards Heath
Midhurst
Petworth
Burgess Hill
Steyning
Lewes
Arundel
Chichester
Chichester Harbour National Landscape
Littlehampton
Worthing
Brighton
Peacehaven
Bognor Regis
Selsey
0
10
20 km
Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © https://www.openstreetmap.org and contributors.


Student Locations
New Barn School
No. of Pupils
1
2
3
4
5
6
9
Maidenhead
Slough
Southall
Ealing
Chiswick
Windsor
M4
Hounslow
Barnes
Twickenham
Teddington
Kingston upon Thames
Wimbledon
Wokingham
Bracknell
Ascot
Chertsey
Walton-on-Thames
Sutton
Ewell
Epsom
Banstead
Sandhurst
Blackwater
Lightwater
Frimley
Woking
Cobham
Farnborough
Fleet
Leatherhead
Caterham
Westerham
Oxted
Aldershot
Surrey Hills National Landscape
Reigate
Farnham
Edenbridge
Crawley
East Grinstead
Bordon
Haslemere
Horsham
Midhurst
Petworth
South Downs National Park
Uckfield
Lewes
Arundel
Brighton
Peacehaven
Bognor Regis
Chichester Harbour National Landscape
0
10
20 km
Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © https://www.openstreetmap.org and contributors.