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Vincent House, Horsham

Travel Plan

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Contents

1 INTRODUCTION 1

Travel Plan Aim 2
Travel Plan Guidance and Good Practice 2
Scope 3

2 EXISTING CONDITIONS AND SITE ACCESSIBILITY 4

The Site and Surrounding Area 4
Local Highway Network 4
Site Accessibility 5
Public Transport Access 7
The Aurora Group School 8

3 OBJECTIVES AND TARGETS 10

Objectives 10
Targets 10
Parking Provision 14
Staff Travel 15
Pupil Pick up/Drop off 15
School Marshals 15
Other Initiatives 15

5 MONITORING AND REVIEW 18

Monitoring 18
Review 18
Funding 18

6 ACTION PLAN 19

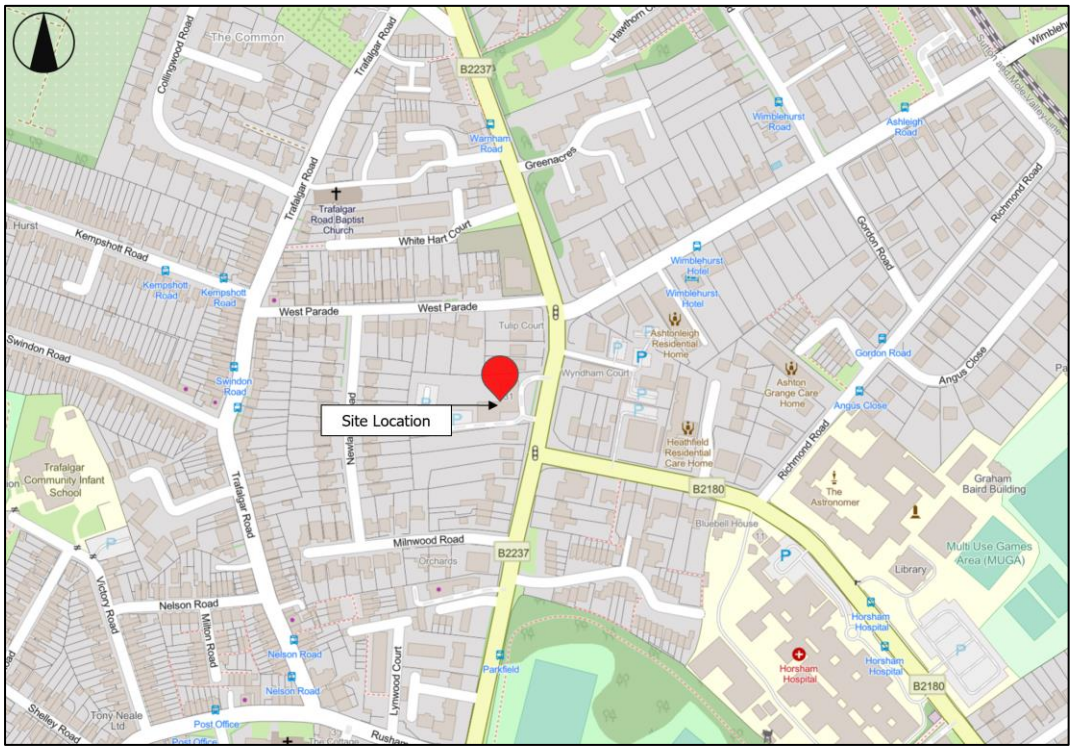
Appendices

Appendix A - Travel Survey Template

1 INTRODUCTION

1.1 This Travel Plan has been prepared for the Special Educational Needs Disability school (Class F1) at Vincent House, 31 North Parade in Horsham District Council. The site is located on the west side of North Parade in close proximity to Horsham Town Centre as shown on Figure 1.1.

Figure 1.1 – Site Location Plan



1.2 This Travel Plan will discharge Planning Condition 07:

7. Pre-Occupation Condition: 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.

1.3 The Special Educational Need and Disability (SEND) school has capacity for 60 pupils with 52 staff members including teaching staff plus support and administration staff. There are no proposed external changes to the building. The retained car park will provide 21 spaces. A new turning area at the front of the building will be used by delivery vehicles. The children will have special educational needs and will all need to be brought to school by car/taxis or minibus.

1.4 The school is due to open at the end of June 2025.

Travel Plan Aim

1.5 The main aim of this Travel Plan is to put in place the management tools deemed necessary to enable staff, visitors, parents and pupils to make more informed decisions about their travel and to minimise the adverse impacts of their travel on the environment. This is achieved by setting out a strategy for reducing the number of car journeys and eliminating the barriers keeping people from travelling by non-car modes.

Travel Plan Guidance and Good Practice

Department for Transport

1.6 The DfT describes Travel Plans as long-term management strategies for integrating proposals for sustainable travel into the planning process.

National Planning Policy Framework

1.7 At paragraph 118, the NPPF (December 2024) states that, *"All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed."*

West Sussex Guidance

1.8 The West Sussex Guidance on Parking at New Developments document was adopted in September 2020. The document set out that the Council's overall ambition for parking at new developments is to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable mode of transport. In particular, Principle C: Sustainable Transport describes that as part of a drive to exploit the potential for sustainable transport, lowering parking provision should be promoted alongside implementing travel plan measures such as car clubs.

Horsham District Planning Framework

1.9 The Horsham District Planning Framework was adopted in November 2015 and is the overarching planning document for Horsham district. Policy 40 Sustainable Transport describes that development will be supported if it is accompanied by an agreed Green Travel Plan.

Scope

1.10 The remainder of this document is structured as follows:

- Section 2 discusses the site's accessibility;
- Section 3 sets out the objectives and targets of the Travel Plan;
- Section 4 sets out the measures that will be implemented;
- Section 5 outlines the monitoring and review programme; and
- Section 6 provides an action plan.

2 EXISTING CONDITIONS AND SITE ACCESSIBILITY

The Site and Surrounding Area

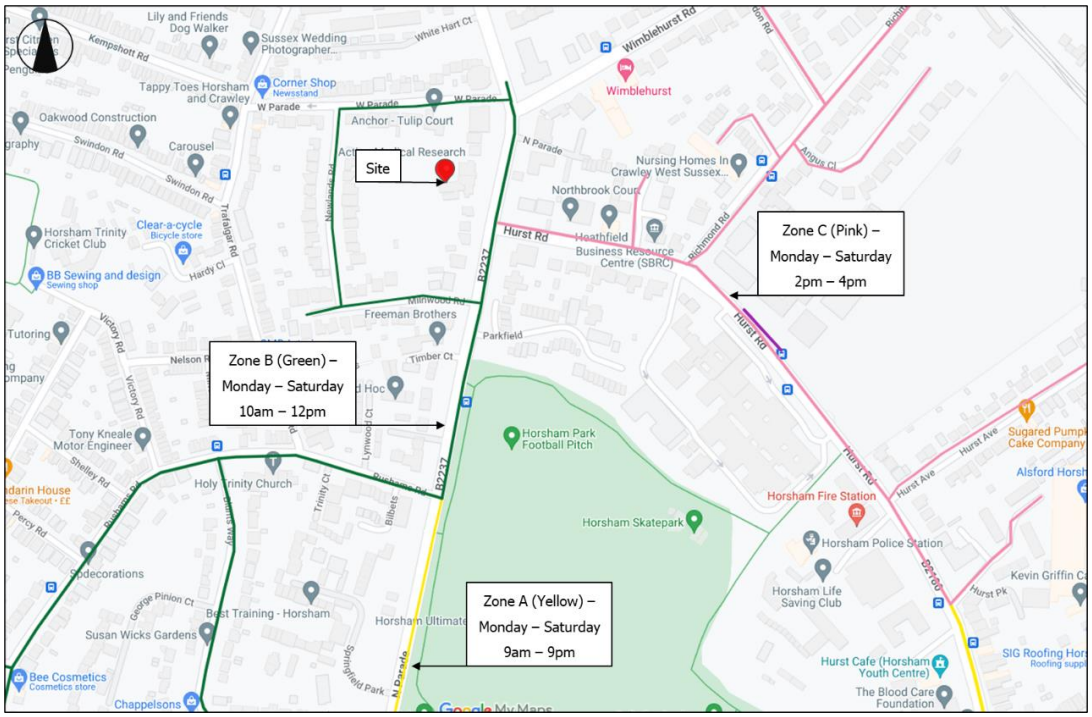
2.1 The site is located on the west side of North Parade (the B2237) less than 1km to the north of Horsham Town Centre and approximately 920m northwest of Horsham Station. There are bus stops on North Parade within walking distance. The neighbouring area is predominantly residential in nature, with associated local amenities nearby. The College of Richard Collyer and Horsham Park are in close proximity.

Local Highway Network

2.2 The site fronts onto North Parade (the B2237) which lies in a broadly north – south orientation connecting to the Robin Hood Roundabout (A24) to the north and to the Hop Oast Roundabout (A24) through Horsham Town Centre to the south.

2.3 North Parade and the roads immediately surrounding the site form part of Horsham's Controlled Parking Zone. An extract of the Horsham Controlled Parking Zones map showing parking restrictions in the vicinity of the site is provided at Figure 2.1. Roads to the north and east of the site do not have permit controls and are unrestricted.

Figure 2.1 – Horsham Controlled Parking Zones

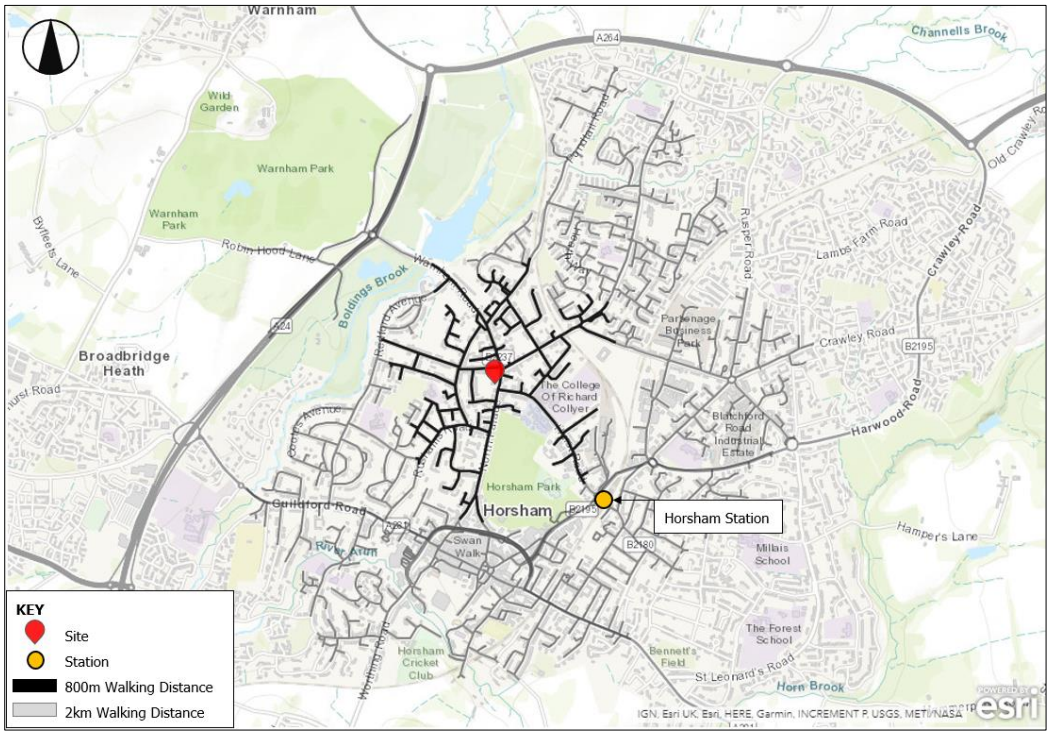


Site Accessibility

Walking and Cycling

2.4 With regards to the walking network surrounding the site, there are a number of features that reinforce the site's sustainable location. Footways are provided on both sides of nearby streets and there are several crossing opportunities. In particular there is a traffic signal crossing on North Parade circa 35m to the south of the site which has push button facilities and just to the north of the junction with Wimblehurst Road there is another crossing point on North Parade. Both crossings have dropped kerbs and provide tactile paving. Figure 2.2 shows an 800m and 2km walking catchment from the site demonstrating that Horsham Town Centre and Horsham Station are within walking distance.

Figure 2.2 – Walking Isochrone Map



2.5 It is generally accepted that cycling is a sustainable mode of travel for journeys up to 8km in length. Figure 2.3 shows a 5km and 8km cycling catchment from the site. The map shows that all of Horsham, Broadbridge Heath and Warnham are within a 5km cycle, whilst Sinfold, Mannings Heath, and Southwater are within an 8km cycle. An extract from the Horsham cycle map is included at Figure 2.4. There are a number of cycle routes around Horsham that can be accessed within a short cycle of the site. North Parade is a designated cycle route with cycle lanes provided along both sides of the road to the south of the site which provides a connection to Horsham Town Centre.

Figure 2.3 – Cycling Isochrone Map

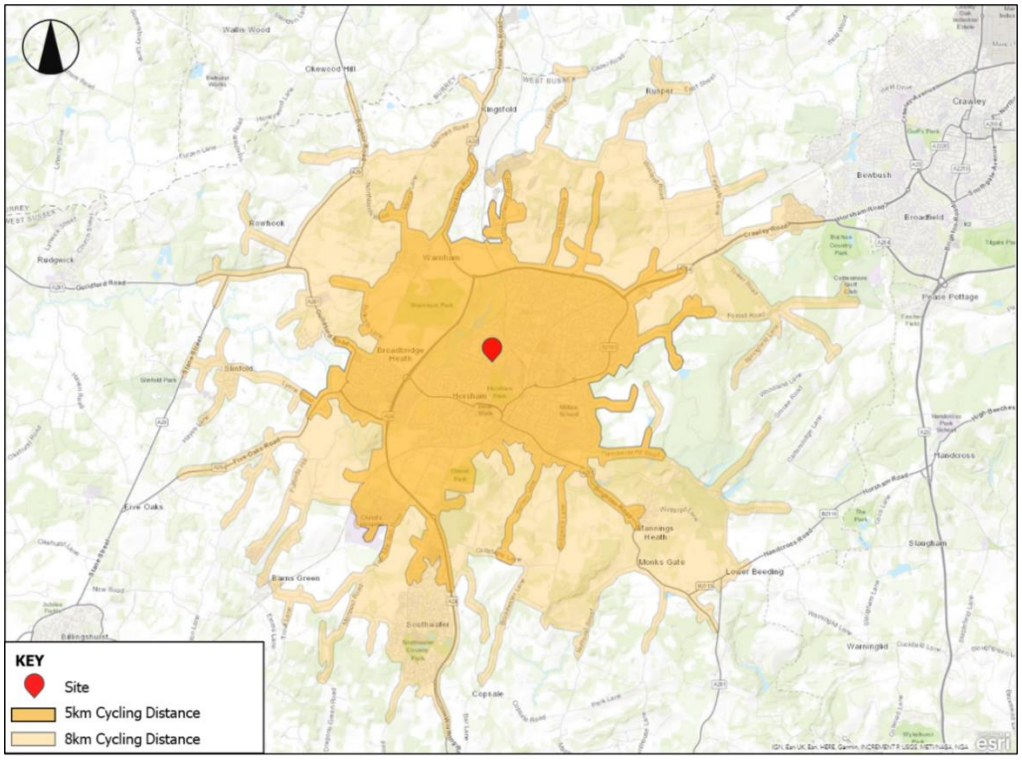


Figure 2.4 – Horsham Cycle Map

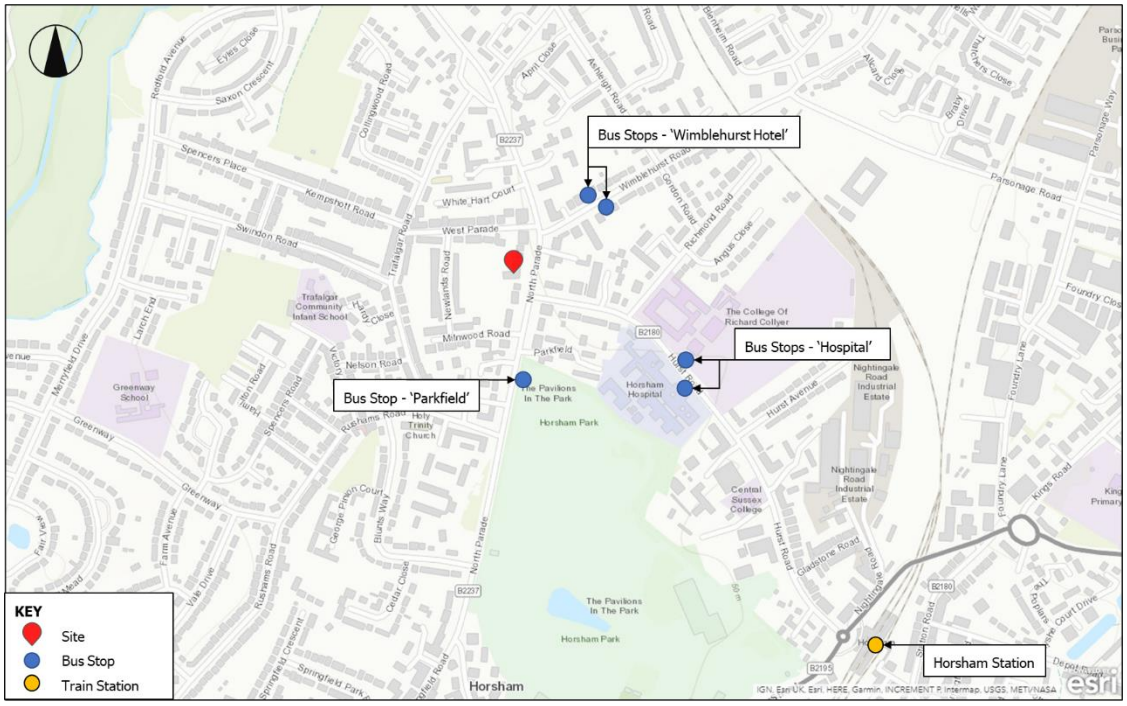


Public Transport Access

Bus Services

2.6 The closest bus stops are located on Wimblehurst Road approximately 160m (2-minute) walk to the northeast of the site. The stops provide access to one bus route (51) that runs between Horsham Bus Station and the Coot, with services running every 2 hours. Additional bus stops are located on North Parade approximately 220m to the south and on Hurst Road approximately 370m to the east. The stops provide access to an additional 7 routes (17, 51, 61, 68, 74A, 100 and 200) which serve destinations including Gatwick Airport, Wickhurst Green, Pulborough, and Horsham town centre. The bus stop locations are shown on Figure 2.5.

Figure 2.5 – Public Transport Opportunities



Rail Services

2.7 Horsham Station is located approximately 920m southeast of the site, the station provides access to Southern and Thameslink rail services. Southern services run between London Victoria and Bognor Regis/ Portsmouth and Southsea/ Southampton Central with services running every 30 minutes to Bognor Regis and Portsmouth and Southsea and once an hour to Southampton Central. Thameslink services run to Peterborough and operate every 30 minutes.

The Aurora Group School

2.8 Due to the special educational needs of the students it is unlikely that walking, scooting and cycling will be a realistic option for many.

2.9 Pupil transport will be organised between the prospective operator and West Sussex Transport Department. Key information about the school is set out in Table 2.1.

Table 2.1 – Key information	
Staff Numbers	52
Pupil Numbers	60
Parking spaces for staff Parking spaces for taxis, parents/carers Minibus bays Total Spaces	14 3 2 19
Breakfast club times Breakfast club capacity Staff for breakfast club	08:15 – 09:15 12 pupils 4 staff
Normal School times	09:15 – 15:15
After school club	No
School site closed	18:00

Car Park

2.10 The provision of 19 marked parking spaces is now made, as follows:

- 2 x minibus spaces.
- 17 x bays including 1 disabled bay.

2.11 Of the 17 bays:

- 14 will be for staff use.
- 3 will be for taxi / parent drop offs.

2.12 There will be electric vehicle charge facilities including 5 x EV points which each serve 2 spaces.

Staff Travel Patterns

2.13 A total of 52 staff will be employed at the school. The submitted Transport Statement demonstrated that 50% of staff are expected to drive given the accessibility of the site by non-car modes. Of the total, 26 staff are expected to travel by car and 26 by non-car modes.

2.14 With 14 parking spaces for staff, there will be 14 staff arrivals in the morning and 14 departures in the afternoon. Staff parking spaces will be allocated. Car sharers will be prioritised. Those with electric vehicles will be given priority to use the electric vehicle charge bays.

2.15 The remaining 12 staff that will drive will park on-street, with the parking survey demonstrating there is sufficient capacity for this to take place without any undue impact. Given the accessible nature of the location, other staff will arrive by non-car modes like walking, cycling and public transport.

2.16 The school has committed to run a breakfast club from 08.15 - 09.15. There will be capacity for 12 pupils that will be supported by 4 members of staff.

2.17 The main school hours will be 09:15 – 15:15.

2.18 Staff will leave the school in the two hour period following the school closing.

Pupil Travel Patterns

2.19 Pupil transport will be organised between the prospective operator and West Sussex Transport Department. It will allow for 6 minibus trips which reduces the requirement for single occupancy and taxi trips, such that there will be 6 parent car trips and 9 taxi trips. There will be a total of 21 pupil vehicles as set out in Table 2.2.

Table 2.2 – Aurora Pupil Transport

Vehicle Type	Proportion	Occupancy (number of pupils per vehicle)	Total vehicles	Total Pupils
Cars (parent / carers)	10%	1	6	6
Taxis	30%	2	9	18
Minivan / minibus	60%	6	6	36
			21	60

2.20 The Aurora Group has confirmed that up to 20% of the student population would access the breakfast club. There will be 12 pupils attending breakfast club. Pupil arrivals are therefore expected to be spread from 08:00 – 09:15. There will be no after school club.

3 OBJECTIVES AND TARGETS

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on the monitoring and review of the Travel Plan can be found in Section 5.

3.2 Objectives are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.

3.3 Targets are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the School will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.4 The Travel Plan's overriding objective is:

To engage with and encourage pupils, parents and staff to use sustainable ways of travelling to / from the School from the outset through effective promotion of sustainable modes. This will minimise the impact of the development on the surrounding highway network.

3.5 The sub-objectives are:

- Sub-objective 1: To provide visitor, staff, parent and pupil awareness of the advantages and availability of sustainable / active modes of transport from the outset;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all users;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate staff and pupil travel by sustainable modes; and
- Sub-objective 4: To reduce unnecessary use of the car for the journey to and from the school.

Targets

3.6 Targets are measurable goals by which the progress of the Travel Plan will be assessed, and are essential for monitoring progress and success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

3.7 Targets come in two forms; Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

3.8 The key action targets are set out below:

- Appoint Travel Plan Co-ordinator in role;
- Promote walking / cycling;
- Provide cycle parking where demand arises;
- Promote events to encourage walking / cycling and promote public transport accessibility over car use;
- Reduce overall mode share of car trips;
- Provide travel information for users of the site at reception and in the staff room; and implement monitoring surveys.

Aim Targets

3.9 It is worth noting that the share to each mode is currently based on provisional data. Provisional aim targets are therefore set out in Table 3.2. Once actual survey data is collected when the school is operating, the targets will be updated accordingly. Given the pupils needs and requirements to travel by motor vehicle, the targets focus only on staff travel.

3.10 The school is due to open at the end of June 2025. The first travel survey will take place at the end of the first term. A travel survey template is included in Appendix A. The Travel Plan will be updated by the Travel Plan Coordinator once the results are back. They will use the results to set new targets to reduce reliance on car use and tailor the measures and initiatives that will be implemented.

Table 3.2 – Travel Plan AIM Targets

Target	Mode Split				
	2025 (Baseline Year 1)	2026	2027	2028	2029
Staff					
Achieve 30% mode share for public transport by Year 5	20%	22%	26%	28%	30%
Achieve a 31% mode share for active modes	21%	23%	25%	28%	31%
Achieve a reduction in car driver trips to 30% by Year 5	50%	46%	39%	35%	30%

4 MEASURES AND INITIATIVES

4.1 This section of the Travel Plan outlines the management measures that the school will implement as a part of the travel plan. The implementation and success of the Travel Plan will be the responsibility of the school and the Travel Plan Coordinator.

4.2 Due to the special educational needs of the students it is unlikely that walking, scooting and cycling will be a realistic option for many.

Travel Plan Coordinator

4.3 The School will ensure the Travel Plan Coordinator commits as much time to the Travel Plan as necessary so that it can achieve its Objectives.

4.4 The Travel Plan Coordinator will be responsible for overseeing the management, implementation and review of this Travel Plan, which will be fully funded by the School. Feedback will be sought to identify barriers preventing the use of sustainable travel modes. The TPC will promote sustainable travel for general travel as part of a healthier way of life not only for travel to and from school.

4.5 The duties of the Travel Plan Coordinator will include:

- Implementing measures as set out in the Travel Plan;
- Promoting the objectives and benefits of the Travel Plan to pupils and staff;
- Undertaking of consultations with staff and parents to promote the concept of the Travel Plan;
- Encourage sustainable travel modes, namely active travel, but public transport where active travel is not possible;
- Identify local walking and cycling routes;
- Promote the use of live travel apps;
- Reviewing the potential for local walking and cycling improvements;
- To ensure the travel information available is up to date; and
- Act as the point of contact for information and for exchanging ideas and best practice with staff and parents.

Promotion of Travel Information

4.6 The sharing of information is vital in order to raise awareness of the various travel options and benefits of travelling in a sustainable manner. A number of channels will be used to provide pupils, parents and staff with information including, newsletters, leaflets and emails. Feedback will be sought to identify barriers preventing the use of sustainable travel modes. The TPC will promote sustainable travel for general travel as part of a healthier way of life not only for travel to and from school.

4.7 Advice will include:

- Public transport information, including routes to the school from local public transport access points;
- Information on cycling and cycle training; and
- Walking routes to / from local residential neighbourhoods.

4.8 The TPC will ensure that staff and pupils are aware of the existence of the Travel Plan. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained to all staff and discussed with candidates during job interviews.

Travel Information

4.9 The TPC will provide travel information at the school reception and in the staff room. This will be used to display a variety of information including the following:

4.10 Maps showing walking and cycling routes to local destinations:

- Local bus timetables;
- The health and wellbeing benefits of active travel;
- New initiative and Travel Plan Measures;
- Travel Plan successes;
- Promotion of events such as Bike Week.

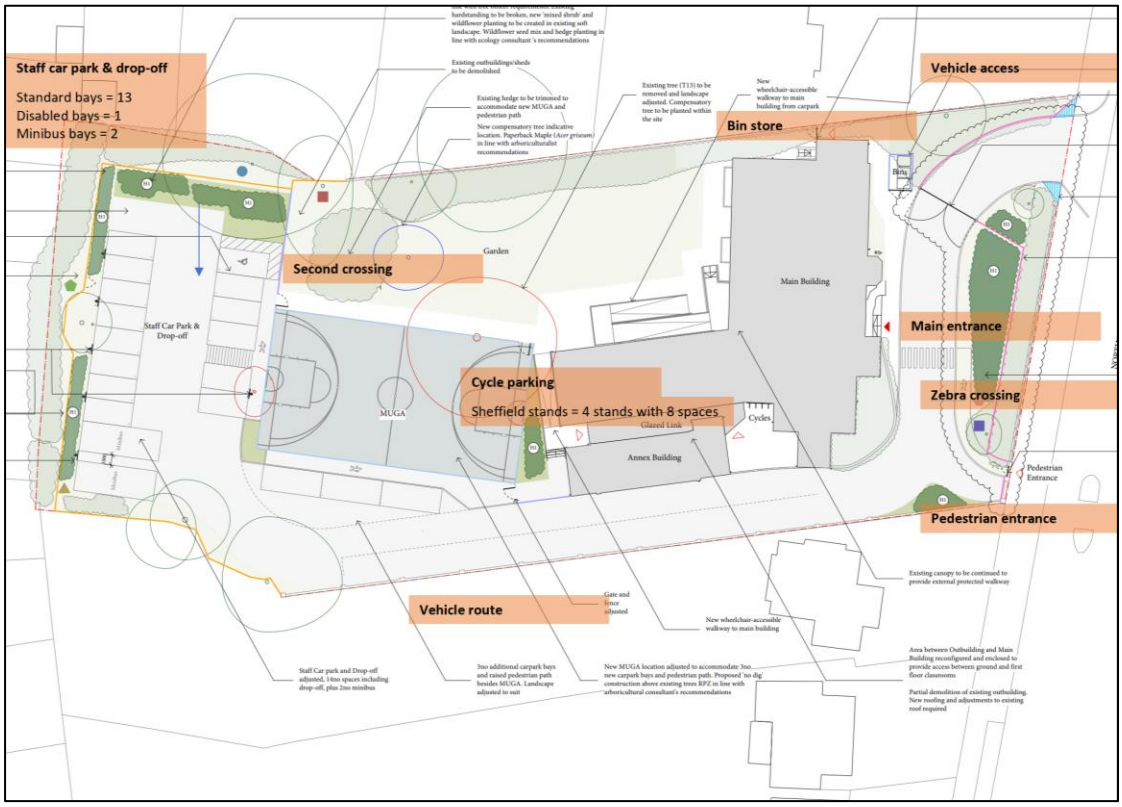
Sustainable transport at the school

4.11 The plan in Figure 4.1 shows the sustainable transport features at the School including disabled parking, minibus parking for drop-offs, cycle parking and the provision of a zebra crossing. There will be:

- One disabled bay.
- Two minibus drop off bays.
- Zebra crossing.

- Separate pedestrian entrance.
- Eight cycle parking spaces.

Figure 4.1 – Site Layout Plan



Parking Provision

4.12 The provision of 19 marked parking spaces is now made, as follows:

- 2 x minibus spaces.
- 17 x bays including 1 disabled bay.

4.13 Of the 17 bays:

- 14 will be for staff use.
- 3 will be for taxi / parent drop offs.

4.14 50% of the parking spaces (10 bays through 5 charge points) plus the minibus bays will have active electric vehicle charge and the remainder will have passive provision to enable connection when demand arises. This will future-proof the car park.

4.15 Staff parking spaces will be allocated to ensure that only those allowed to park will enter the car park. Other staff that drive will be encouraged to park and ride which is a viable alternative where staff park their cars away from the school and walk the final distance.

4.16 Those staff car sharing will be prioritised.

4.17 Those with electric vehicles will have priority use of the electric vehicle charge bays.

Staff Travel

4.18 Those using the car park will be given permission to do so, other staff will not be allowed access.

4.19 Staff will arrive first and will park within the bays farthest from the entrance with 18 spaces proposed to serve this purpose. The site is in an accessible location with travel by bus or train being real options for staff to use. There is cycle infrastructure in Horsham and cycle parking will be provided for eight bicycles. The measures and initiatives in this section will be implemented to encourage staff to travel by sustainable modes and reduce their reliance on private car use. This will reduce any theoretical reliance on parking off-site.

Pupil Pick up/Drop off

4.20 The Aurora group has confirmed that the local authority will work in partnership with the school to provide grouped transport on minibuses, therefore minimising the number of vehicles, and associated cost, congestion and environmental impact.

4.21 It is expected that initially 10% of pupils will be brought by their parents, 30% will travel by taxi and 60% will travel by minibus. The TPC will work with the Council to increase the number of journeys made by minibus in order to reduce the number of vehicle trips to the school.

School Marshals

4.22 School Marshals will be on duty every day escorting pupils between the car park and the school when the day starts and again when it finishes.

Other Initiatives

Cycling to Work Initiatives

Cycle Parking

4.23 A cycle store will be provided for staff which will have eight spaces. It will be located adjacent to the main building. The mode share targets demonstrate that should the Year 5 target be met with 15% of the 52 members of staff cycling to work this would be a need for eight bicycle spaces. The TPC will monitor use of the cycle parking spaces periodically and will work with the school management team to identify a suitable location to provide additional spaces should demand arise.

Bike Schemes

4.24 The TPC will investigate whether tax incentive schemes such as the Bike to Work Scheme, or lending/hiring cycles and equipment are appropriate for staff at the school. Further information can be found at: https://www.cyclinguk.org/article/campaigns-guide/tax-incentives

Bike Week

4.25 Bike Week is the biggest nationwide cycling event in the UK which usually takes place in June each year. The TPC will actively encourage cycling in Bike Week to staff. Further information can be found at: www.bikeweek.org.uk

Bikeability

4.26 If the TPC considers it appropriate they will investigate promoting Bikeability to pupils at the school which is offered through the Council. Up-to-date details of bus services, including route information and service frequencies, will be made available to staff. Use of Journey Planner websites will also be promoted through all relevant means.

Walking to School Initiatives

4.27 Walking is a truly sustainable method of travel which offers pupils independence, predictable journey times and a range of physical and psychological benefits. However it is acknowledged that for children at the school this will generally not be a feasible mode for day-to-day travel. Notwithstanding this, the benefits of walking will still be taught to pupils as part of other journeys they may take.

4.28 There are a number of 'walking' initiatives and events which the TPC will consider involving the school in such as Walk to School Week where both staff, and, if appropriate, pupils, will be encouraged to walk to school during the week. More information can be found at: https://www.livingstreets.org.uk/what-we-do/projects/walk-to-school-week

Using Public Transport

4.29 Increased use of public transport is a fundamental aspect of the Government's sustainable transport strategy. There is a large amount of bus route and train routes in close proximity to the site. It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits.

Sustainable Education

4.30 The school will take the opportunity to teach pupils about sustainable transport and the effect of vehicle emissions on the environment as part of the curriculum.

Registering at Modeshift Stars

4.31 Modeshift STARS is the Centre of Excellence for the delivery of Effective Travel Plans in Education, Business and Community settings. The scheme recognises schools, businesses and other organisations that have shown excellence in supporting cycling, walking and other forms of sustainable and active travel. The TPC will set the school up with Stars through this website: https://modeshiftstars.org/ Resources available from Stars for encouraging sustainable travel will be utilised by the TPC.

Safety Initiatives

4.32 The West Sussex Council website provides a mechanism for individuals to request road safety improvements near schools. School Travel Plans can provide comprehensive evidence to support any improvement request. For example a request could be made for the introduction of a School Safety Zone. A School Safety Zone (SSZ) is an area close to the school gate which aims to improve safety in the area while attempting to improve traffic conditions. When approaching SSZs, drivers see the combination of signs and lines and should immediately recognise their meaning and react accordingly.

4.33 The TPC would be responsible for working with the school and the Council to provide this should it be considered necessary. More information can be found here:

https://www.westsussex.gov.uk/roads-and-travel/road-safety/school-travel-safety/request-road-safety-improvements-near-schools/

Rail Strike Options

4.34 Alternative modes of transport on rail strike days could include travelling by bus, car sharing with colleagues, or use of electric hire car or Uber. Park and stride is also a viable alternative where staff park their cars away from the school and walk the final distance.

5 MONITORING AND REVIEW

Monitoring

5.1 The Travel Plan is part of a continuous process for improvement, requiring monitoring review and revision to ensure it remains relevant. The Travel Plan is expected to be monitored on a yearly cycle with surveys undertaken on regular occasions for a five-year period. Once the travel survey has been completed and results are back, the Travel Plan Coordinator will update the Travel Plan and issue to the Council.

5.2 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:

- Pick-up/drop-off activity around the school.
- Hands up survey results.
- Staff cycle parking utilisation.

5.3 If vehicle activity outside the school is considered to create disruption, further consideration will be given as to how this can be managed.

Review

5.4 The Travel Plan will be reviewed on an ongoing basis and updated as and when necessary.

Funding

5.5 Funding of the Travel Plan and measures and initiatives shall be the responsibility of the School. This includes all monitoring, reporting and staff time as part of the Travel Plan Coordinator position. Funding for the Travel Plan will be agreed annually, so that it can reflect measures and promotional requirements identified during the year. If the Travel Plan identifies the need for off-site measures, the TPC will engage with Travel Plan officers initially to discuss their merit and the feasibility of any improvements.

6 ACTION PLAN

6.1 Table 6.1 sets out the Action Plan.

Table 6.1: Action Plan

Measures	Notes	Status / Target Date	Method of Monitoring	Responsibility
Personalised Travel Planning Sessions for staff	The TPC will offer planning services at induction sessions for staff	When necessary upon recruitment	The TPC will keep a record of which staff have utilised the service as well as the nature of the service (group, one on one).	TPC
Staff discount on cycles and safety equipment (if possible)	Bike Schemes (tax incentives)	When possible	Uptake of offer monitored by TPC	TPC
Encourage cycling through awareness events such as National Bike Week	Events to be promoted by email and notices in prominent location(s).	Annual event – June each year	TPC to monitor participation levels and interest	TPC
Staff and pupils to be provided with information related to safe walking routes.	As part of Sustainable transport education for pupils	On-going through lessons	NA	TPC
Baseline Travel Survey (Year 0)		At the end of the first term in 2025.	Completed surveys	TPC
Interim Monitoring and Full Review at end of Year 5		Annually on the anniversary of the first Travel Survey. Last survey in 2029.	Completed surveys	TPC

Appendix A

Travel Survey Template

Staff Travel Questionnaire

(One form to be filled out by each member of staff)

Survey Date	

The purpose of this survey is to understand how staff currently travel to the building and to understand whether there are any barriers to sustainable travel.

1 Enter your home postcode (first part of postcode)	

For the following questions, please tick the box that most applies to you or provide additional information as required.

2 How do you travel to work? (longest part of your journey)	
Walk	
Cycle	
Train	
Bus	
Car Driver	
Car Passenger	
Scooter	
Motorcycle	
Other (please state)	

3 If you drive/ride, what type of motor vehicle do you use?	
Electric	
Hybrid	
Petrol/diesel	

4 If you drive/ride, where do you park?

5 How many times per week do you travel to work?	
Five days per week	
Four days per week	
Three days per week	
Twice per week	
Once per week	

6 What is your typical journey time from home to work?	
Less than 15 minutes	
15-30 minutes	
30-45 minutes	
45-60 minutes	
60 minutes+	

7 Approximately how far away do you live?	
0-2 miles	
2-5 miles	
5-10 miles	
10-20 miles	
20-30 miles	
30 miles +	

8 Which mode of transport would you rather use and what prevents you from using it?