



Lindley Moor Road, Lindley Moor

Travel Plan Framework

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1.0 Introduction

- 1.1.1 Paragon Highways have been appointed to prepare this Travel Plan Framework in relation to a mixed-use commercial development located off the A643 Lindley Moor Road, Lindley in the district of Kirklees. Appendix A shows the site location in relation to the local and regional highway network.
- 1.1.2 The proposals are to construct a mixed-use commercial development consisting of 16,996sqm of overall floor area. The main uses will be warehousing, offices and restaurant type development. The site access road, parking and turning spaces within the site are proposed to allow all vehicles to enter and exit onto the Lindley Moor Road in a forward gear.
- 1.1.3 A separate Transport Assessment has considered the traffic impact and transport sustainability provision associated with the proposed development. The Assessment demonstrates that the proposals should be acceptable for planning approval purposes.
- 1.1.4 Central Government and Local Authorities are placing greater emphasis on the need to reduce the number and length of motorised journeys and, in doing so, encourage greater use of alternative means of travel which have less environmental impact than the car. The principle aim of this Travel Plan is to encourage a reduction in car usage, particularly single occupancy journeys, and to increase the use of public transport, walking and cycling.
- 1.1.5 The location of the site close to the areas of Lindley, Ainley Top and Salendine Nook and public transport infrastructure provides the opportunity to formulate a robust Travel Plan Framework to increase sustainable travel choices and provide a development accessible to all.

2.0 Objectives

2.1.1 This Travel Plan has been produced in accordance with both Central and Local Government guidance relating to Travel Plans. The Travel Plan is focussed on the occupiers of the future development and travel plan measures will be targeted at staff and visitors. The specific measures will help to provide a focussed and effective Travel Plan to encourage users to vary or change from their reliance on private car travel.

2.1.2 There are several objectives both at local and national level which the implementation of the Travel Plan is intended to help fulfil. These include:

- To influence travel behaviour of staff.
- Reduce the number of single occupancy car trips.
- Reduce the need for unnecessary journeys by employees.
- Reduce travel distances.
- Help improve the health of staff.
- Accommodate those journeys that need to be made by car.

3.0 Development Proposals

3.1.1 Project Description

- 3.1.2 The proposals are for the erection of a multi-disciplinary development consisting of warehousing, offices, general industry a small supermarket and restaurant / café type uses.
- 3.1.3 The application will be a detailed application for part of the site only namely Unit P located to the south east of the development site. Unit P will have part warehousing (910 sqm), part office (1019 sqm), and part general industry (2840 sqm) giving a total floor area of 4769 sqm.
- 3.1.4 An application for the remainder of the site would be outline only. The proposed site layout can be found at Appendix C.
- 3.1.5 The site will be accessed via new priority junction onto the A643. The carriageway along the full site frontage will be widened to allow for the inclusion of a right turn facility for drivers accessing the development from the west.
- 3.1.6 Turning facilities will be provided within each plot to allow all vehicles likely to enter those particular units to enter the spine road and subsequently the A643 in a forward gear.
- 3.1.7 The development also proposes the provision of a new footway along the site frontage and also provides footpath links to the existing footway network on Crosland Road and on Weatherhill Road.
- 3.1.8 The site proposes suitable parking provision for Unit P, with 68 spaces proposed.
- 3.1.9 Secure cycle facilities will be provided within the site; the type and location of cycle parking for the whole site is to be agreed with the LPA, although national guidance within LTN 1/20 would indicate 1 short stay and 2 long stay spaces for Unit P.
- 3.1.10 The servicing requirements for the proposed development can also be adequately catered for.

4.0 Travel Plans

4.1.1 Introduction to Travel Plans

4.1.2 A Travel Plan (TP) is typically a package of practical measures to encourage staff to choose an alternative to single occupancy car use, and to reduce the need to travel in connection with their regular work or visits.

4.1.3 The TP should be tailored to a site and include a range of measures which will make a positive impact at that site, e.g., setting up a car sharing scheme, providing cycle facilities, restraining car parking or setting up video conferencing facilities to reduce business travel. The purpose is to make the more sustainable transport modes safe and practical and therefore attractive to staff and visitors.

4.1.4 The Benefits of a Travel Plan

4.1.5 The effects of travel choices on our environment, our health and our quality of life are well documented. Sources describe how increases in road traffic have produced unsustainable levels of congestion or pollution. The effects can be felt at a local level through poor air quality, noise and busier roads, and at a global level through climate change. Journeys by road are becoming slower and more unreliable, causing problems for businesses and stress to drivers.

4.1.6 It is necessary to look at the way staff and visitors travel to the site and consider ways of reducing the impact on the surrounding highway network. This means using sustainable alternatives such as walking, cycling or public transport in preference to single occupancy car use. The TP should encourage staff to reconsider how they make regular journeys.

4.1.7 An effective TP can benefit the site, the local community and the overall environment. It can significantly reduce the costs of car park provision and maintenance by potentially reducing the demand for parking spaces.

4.1.8 Table 1 below summarises some of the benefits of implementing a TP at the new development and indicates who will benefit.

Benefit	Occupiers	Visitor/Staff	Community/Environment
Cost savings	✓	✓	
Healthier workforce	✓	✓	
Reduced absenteeism	✓	✓	
Reduced congestion	✓	✓	✓
Reduced accidents	✓	✓	✓
Improved staff morale	✓	✓	
Time savings	✓	✓	✓
Improved quality of life	✓	✓	✓
Reduced stress	✓	✓	
Improved local air quality	✓	✓	✓
Reduced noise		✓	✓

Table 1: The Benefits of the Travel Plan

4.1.9 TPs can produce indirect but significant benefits, such as improving the punctuality of employees and promoting a healthier lifestyle for staff and visitors who cycle or walk to and from the development. By having a TP, the occupiers will demonstrate a more responsible and caring attitude to staff and the local community.

4.1.10 Transport Policy

4.1.11 When considering transport policy compliance for planning applications, the main thrust of local, regional and national policy is that new developments should be conveniently accessible by a range of sustainable transport modes including public transport, cycling and walking. This policy therefore sets out the framework for this Travel Plan and the project's compliance with the policy objectives. Further details of the relevant policy documents are set out below.

4.1.12 National Planning Policy Framework – Promoting Sustainable Transport

4.1.13 The revised National Planning Policy Framework was published in February 2019 and was updated most recently in July 2021. It sets out the Government’s planning policies for England and how these are expected to be applied. It recommends that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. Within this context, applications for development with regards to Transport should:

Considerations	Proposals
Consider the potential impacts of the development on the transport network	This matter will be dealt with as part of the Transport Assessment
Provide opportunities to promote cycling, walking and public transport use are identified	The layout of the site will allow access for all potential users. Cycle parking will be provided
Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places	On-site parking will be provided as part of the development proposals to current Local Authority requirements
Allow for the efficient delivery of goods, and access by service and emergency vehicles	The site access and internal circulation area will allow for safe access within the site, and suitable access and egress onto the major road
Include within the design for the charging of plug-in and other ultra-low emission vehicles in safe and convenient locations	Charging points for plug-in vehicles will be provided as part of the overall parking scheme

4.1.14 Local Transport Plan

4.1.15 The third West Yorkshire Local Transport Plan ‘My Journey’ runs from 2011 to 2026 and has three main objectives:

- To improve connectivity to support economic activity and growth in West Yorkshire and the Leeds city region.
- To make substantial progress towards a low carbon, sustainable transport system for West Yorkshire, while recognising transport’s contribution to national carbon reduction plans.

- To enhance the quality of life of people living, working or visiting in West Yorkshire.

4.1.16 The Plan also sets out to tackle congestion and a lack of transport investment which are key contributory factors to lower than average economic performance in West Yorkshire. It also aims to prepare for the predicted post-recession growth in employment, population and housing, and their impact on the reliability of the transport network. To help ensure it achieves its aims:

- Transport assets focusing on the existing components of the transport network, such as roads, bus stations and bus stops.
- Travel choices, enabling the public to make the most sustainable choices about when and how they travel.
- Connectivity, ensuring people can make integrated and safe journeys using transport networks on which they can rely.
- Enhancements to improve the overall network to make it more fit for journeys in the future.

4.1.17 Kirklees Local Plan

4.1.18 Local transport policy is set out in the Kirklees Local Plan. Chapter 10: Transport specifically relates to transport and new developments. Relevant policy includes:

4.1.19 Policy LP19 – The Council is committed to ensuring that all developments have safe and convenient access to the West Yorkshire Key Route Network.

4.1.20 Policy LP20 – Relates to sustainable travel and ensures that the proposals for new development shall be designed to encourage sustainable modes of travel and demonstrate how links have been utilised to encourage connectivity. Coordinating land use change with transport provision so as to minimise the need to travel and locating new development where it can be best served by public transport and where it minimises the need for expansion of the highway network.

4.1.21 Policies T16 and T17 identify the need to consider public transport, pedestrian and cycling access to new developments.

- 4.1.22 The proposed development will generally comply with Local Transport Guidance and the expectations within the NPPF.

5.0 Accessibility

5.1.1 Introduction

5.1.2 The following paragraphs provide a summary of the site's current accessibility in terms of walking, cycling and public transport. A location plan is included at Appendix A.

5.1.3 The developer is highly committed to providing a development that is accessible to all staff and visitors. One of the key elements of the proposals is to reduce the reliance on private cars by delivering several 'hard' and 'soft' initiatives to promote sustainable travel choices. Details of the potential impacts are provided in the following paragraphs.

5.1.4 Site Location / Local Facilities

5.1.5 The site is located adjacent to Lindley, Salendine Nook and Ainley Top areas to the northwest of Huddersfield some 3.8km from the town centre. The site is within easy reach of adjacent medium density residential and commercial areas along with nearby public transport services.

5.1.6 The site has good access to public transport links with local fare stages available on Weatherhill Road. The site also benefits from being within cycling distance of the railway station at Huddersfield located approximately 4.07km to the southeast.

5.1.7 Pedestrians

5.1.8 The former guidance in PPG 13: Transport stated that, Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km. As can be seen from the pedestrian catchment plan at Appendix B, the catchment includes Elland to the north; Birchencliffe, Lindley and Prince Royd to the east; Oakes to the south; and Salendine Nook, Mount and Jagger Green to the west.

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- 5.1.9 The site is well placed in relation to the public footpath and footway network. There are public footpaths to the south HUD/410/10 and HUD/408/20 to the northeast HUD/410/11 and to the west HUD/408/10 which provide staff and potentially visitors with the opportunity to access the development site and local amenities in the surrounding area on foot such as casual food outlets selling hot and cold food, a convenience stores with ATM facilities and a large supermarket. There is also a local childminder and primary school located nearby which may be utilised by staff. Additionally, the proposed development site is situated closely to various residential pockets, thus providing a wealth of employment opportunities for local residents.
- 5.1.10 The former guidance within PPG 13: Transport is still useful as a reference for walking and cycling distances and the relevant policies within the Council's Local Plan still apply.
- 5.1.11 The catchment areas for the preferred maximum walking distance of 2km are shown on the plan at Appendix B and include Southowram and Greetland to the north; Brackenhall, Birkby and Huddersfield town centre to the east; Golcar, Linthwaite and Nettleton Hill to the south; and Outlane, Sowood and Holywell Green to the west.
- 5.1.12 Cycling**
- 5.1.13 With regards to cycling, the former guidance within PPG 13: Transport states, "Cycling also has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport." The plan at Appendix B shows the cycle catchment area from the development site which includes the settlements of Ravensthorpe, Thornhill Lees, Thornhill, Overton, Flockton, Briestfield, Whitley Lower, Emley, Parkgate, Roydhouse, Shelley, Thornccliffe, Kirkburton, Fenay Bridge, Waterloo, Cowmes, Gawthorpe, Houses Hill and Kirkheaton, as well as parts of Mirfield, Middlestown and Moldgreen. These settlements comprise of significant residential areas, providing the potential for staff and visitors to cycle to and from the site.
- 5.1.14 Local roads such as Laund Road, Crosland Road, Lindley Moor Road (part), Blackley Road and Moor Hill Road are all shown on the West Yorkshire cycle map as advisory cycle routes. New Hey Road has on carriageway cycle lanes on part of its length, thereby providing good connectivity to local areas.

5.1.15 Public Transport

5.1.16 The site is well located in terms of access to public transport. There are local fare stages approximately 450 metres to the southeast of the proposed access on Weatherhill Road. The northwest facing bus stop has the benefit of a flagpole and timetable case and the southeast facing bus stop has the benefit of a passenger shelter. Further details regarding the services available from these local fare stages can be found in the table below.

Service No.	Stop Location	Route	Frequency Mon – Sat	Frequency Late evenings & Sundays
343	Birchencliffe Weatherhill Road / Weatherhill Crescent (southeast)	Halifax, Calderdale Royal Hospital, W Vale, Greetland, Elland, Blackley Road, Ainley Top, Birchencliffe, Huddersfield Royal Infirmary, Huddersfield Bus Station	60 mins	Last service at 18.13 N/A
	Birchcliffe Weatherhill Road / Weatherhill Crescent (northwest)	Huddersfield Bus Station, Huddersfield Royal Infirmary, Birchencliffe, Ainley Top, Blackley Road, Elland, W Vale, Greetland, W Vale, Calderdale Royal Hospital, Halifax	60 mins	Last service at 17.42 N/A
501	Birchencliffe Weatherhill Road / Weatherhill Crescent	Halifax, W Vale, Elland, Ainley Top, Birchencliffe, Lindley, Huddersfield Bus Station	3 x services per day between 19.09 and 22.07 3 x services per day between 19.09 and 21.07	6 x services per day between 16.39 and 22.07
	Birchcliffe Weatherhill Road / Weatherhill Crescent (northwest)	Huddersfield Bus Station, Lindley, Birchencliffe, Ainley Top, Elland, W Vale, Halifax	3 x services per day between 19.45 and 22.45 2 x services between 19.45 and 20.45	60 mins between 17.12 and 23.12

Table 2: Bus Services

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- 5.1.17 As can be identified from the above table, there are two services which provide access to local settlements and the town centres of Huddersfield and Halifax. Therefore, it is considered that these bus services will provide a reasonable alternative to the private car in line with current Government guidelines.
- 5.1.18 Huddersfield railway station is located 4.07km to the southeast and provides links to Leeds, Hull, Liverpool Lime Street, Manchester Piccadilly, Manchester Airport, Sheffield and Newcastle and many other more local stations. The station has the benefit of 54 compound wheel racks situated in the Cycle Hub storage facility on Platform 1 which is sheltered and covered by CCTV.
- 5.1.19 The above information identifies that the site is in a sustainable location with several alternatives to private car use for staff and visitors, as well as the opportunity for multi-modal transport to and from the development site.
- 5.1.20 Private Car**
- 5.1.21 The nature of the proposed use is such that it is inevitable that some staff and visitors will make their journey by private car. The site has the capacity to provide for those journeys by private car that are necessary and unavoidable. Parking is to be provided to cater for anticipated demands as justified within the Transport Assessment.

6.0 Transport Impact

6.1.1 Travel Questionnaire

6.1.2 To provide a focussed Travel Plan with effective measures to promote sustainable travel, an understanding of the transport impact of the development and its travel characteristics are required. A copy of the sample Travel Questionnaire is included at Appendix D.

6.1.3 Traffic Impact

6.1.4 The traffic impact of the development has been considered as part of the Transport Assessment. The Transport Assessment concluded that the impact would not be material or significant.

7.0 Travel Plan Initiatives

7.1.1 The following paragraphs will first detail the 'hard' measures (physical infrastructure measures) that will be implemented in this development proposal. Details of the 'soft' (management measures) that will be used are then provided. These measures will be used to reduce the reliance on the private car and promote more sustainable travel choices.

7.1.2 Infrastructure Improvements

7.1.3 Proposed Improvements to Increase Pedestrian Usage

7.1.4 The site layout will provide safe and convenient access for pedestrians to link to the footways adjacent to the public highway. Appropriate levels of lighting will be provided along pedestrian routes within the site.

7.1.5 A footway is proposed along the site frontage with Lindley Moor Road, footways are proposed on both sides of the main site access road.

7.1.6 Pedestrian links are also proposed to the existing footway network along Crosland Road and Weatherhill Road, with links also proposed from the new footway on Lindley Moor Road.

7.1.7 Proposed Improvements to Increase Cycle Usage

7.1.8 Safe and convenient access through the site for cyclists will be provided. On-site secure cycle parking facilities will be provided for use by staff and visitors to at least accord with LTN 1/20 and will be agreed with the LPA.

7.1.9 'Soft' Measures

7.1.10 'Soft' measures are also required to further encourage the use of sustainable transport modes. These generally include the promotion of travel choices through marketing initiatives such as personalised travel plans and accessible information.

7.1.11 Travel information and initiatives will be promoted to all staff and visitors via the Travel Information Welcome Pack and thereafter by posters, leaflets and newsletters. This activity will need to be coordinated properly by a nominated individual or company.

7.1.12 Travel Plan Coordinator (TPC)

7.1.13 To deliver the 'soft' measures it will be necessary for a Travel Plan Coordinator (TPC) to be appointed to implement the measures. This appointment will be made 3 months prior to the occupation of the development.

7.1.14 Generally, the role of the TPC is to ensure promotional material for sustainable travel is up to date and that they act as the main point of contact for all travel and access information.

7.1.15 The TPC will coordinate all initiatives for the development in liaison with the Council's Travel Plan Officer, including monitoring and reporting via the annual travel surveys. They will also act as the main point of contact for all organisations outside the development site.

7.1.16 A copy of the Travel Plan will be made available to staff, and a letter will be circulated to all staff following the commencement of the Travel Plan. The letter will announce the launch of the Travel Plan, the location of the Travel Plan and the name and contact details of the Travel Plan Coordinator. Details of the Travel Plan will also be included within subsequent literature, staff induction packs and waiting areas to inform visitors.

7.1.17 The TPC will then advise staff on how they might travel to the site and offer to provide a Personalised Travel Plan (PTP) which presents the sustainable travel options available for an individual employee, if requested. The TPC will also advise visitors, on a request basis, how they might travel to site.

7.1.18 The TPC for the site will promote each form of sustainable transport in the following ways.

7.1.19 Initiatives to Promote Walking

7.1.20 The health, environmental and financial benefits of walking will be promoted to staff. This applies particularly to staff who live within the maximum walking distance of 2km from the site.

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- 7.1.21 Personal security is perceived as a significant barrier to walking and it is important to address this as far as possible. The TPC will liaise with the local authority on behalf of staff members to relay any concerns about the local footpath network, accessibility and personal safety issues. The TPC will also promote walk buddying. The provision of free personal attack alarms will be provided for staff who are able to walk to and from work, if requested.
- 7.1.22 Information in respect of walking routes to the site will be made available to staff and visitors. This information will be included on maps to be produced and made available through the Travel Plan.
- 7.1.23 Consideration will be given to setting up a user group for walking, cycling and public transport use, should there be a demand for it. This would act as a forum to discuss issues related to these matters and develop measures to address them. These will also aid 'ownership' of the travel plan by staff.
- 7.1.24 A guaranteed lift home will be provided for those staff who walk to work, should an emergency arise.
- 7.1.25 Measures to Promote and Facilitate Cycling**
- 7.1.26 The TPC will promote cycling to work, particularly for those staff members living within a 5km radius of the development site. The health, environmental and other benefits of cycling will be promoted by the TPC to staff. Initiatives such as a bike buddy scheme will be promoted and the TPC will liaise with the Council's cycling officer about such schemes and other area wide initiatives. A spares and tools box will be permanently retained at the site.
- 7.1.27 Information on local cycle network routes will be made available to employees and visitors. This information will be included on maps to be produced and made available through the Travel Plan. Details of the Department for Transport and Kirklees Council cycling promotion and assistance initiatives will also be disseminated via these methods.

7.1.28 The employers will be encouraged to consider the introduction of financial incentives for cycle use, such as mileage allowance for work use and tax-free bicycles through the Cycle to Work initiative. Further details of the scheme are provided at www.cyclescheme.co.uk.

7.1.29 A guaranteed lift home will be provided for staff who cycle to work, should an emergency arise.

7.1.30 Further information regarding starting to cycle and information on cycle routes can be found at www.sustrans.org.uk/change-your-travel/get-cycling.

7.1.31 Measures to Promote Public Transport

7.1.32 The TPC will liaise with Metro and local bus operators to provide up to date details of bus services, including route information and service frequencies. The TPC will be responsible for the dissemination of this information and to promote the use of these services. The information will be permanently displayed for the benefit of staff and visitors.

7.1.33 The TPC will plan to demonstrate to staff and visitors, if requested, how to access online real-time bus information via www.bustimes.org, as well as how to access the Metro Journey Planner and Your Next Bus services. Staff will be made aware of all relevant websites administered to by public transport operators, and will include the following:

- www.wymetro.com
- www.northernrailway.co.uk
- www.traveline.info
- www.nationalrail.co.uk

7.1.34 A guaranteed lift home will be provided for staff who use public transport to travel to and from work, should an emergency arise.

7.1.35 Measures to Reduce Car Usage

- 7.1.36 Car sharing is a good means of reducing single occupancy car use, especially for staff. It represents a relatively convenient alternative form of travel and significant potential exists to reduce the total private mileage of employees by implementing and publicising a formal scheme. This can be established by setting up a database for users, available over the internet, WhatsApp or within communal staff areas.
- 7.1.37 For some journeys, a taxi may be appropriate. This will reduce the need for parking spaces and will reduce the number of overall miles driven.
- 7.1.38 Dedicated parking space or spaces will be considered for on-site for car sharers.

8.0 Targets

- 8.1.1 Targets measure the outcome of what the Travel Plan has achieved. They quantify the difference a Travel Plan has made to travel habits and should be SMART – Specific, Measurable, Achievable, Realistic and Timed.
- 8.1.2 A commitment to specific targets is difficult to achieve at this stage. However, indicative targets have been identified to monitor the effects of the Travel Plan.
- 8.1.3 It is not considered possible to identify a true base level of travel behaviour until the development is 40% occupied and the travel questionnaire survey has been undertaken. However, an initial targets have been provided in Table 3 below.

Objective	Target	Base Year	Year 1	Year 2	Year 3	End Target
Private Car Use	Single occupancy car trips	68%	-3%	-2%	-0%	63%
	Car sharers	6%	+1%	+1%	0%	8%
	Taxi	1%	-1%	0%	0%	0%
Accessibility	Public transport users	16%	+1%	+1%	0%	18%
Health and wellbeing	Cycling	3%	+1%	0%	0%	4%
	Walking	6%	+1%	0%	0%	7%

Table 3: Indicative Targets

9.0 Responsibility / Ownership

- 9.1.1 The developer will be responsible for implementing the initial infrastructure measures detailed above in liaison with the Local Planning and Highways Authority. The developer will appoint a TPC and the Travel Plan will be maintained whilst the site is being developed and for a minimum of 3 years after full occupation.
- 9.1.2 The Travel Plan will be implemented under the control of the TPC, who will work in conjunction with the Council's Travel Plan Officer, the local community and other interested parties for the continued progression of the Travel Plan.
- 9.1.3 Once the development commences and specific dates for occupation are set, the TPC will inform the Council's Travel Plan Officer and set out preliminary dates for the delivery and monitoring of this Travel Plan. The TPC will liaise with the Travel Plan Officer on a regular basis to ensure up to date area wide initiatives are being delivered and the monitoring procedure is to the approval of the local authority.
- 9.1.4 The TPC will be provided with an adequate budget to fund the provision of travel information, marketing and promotional activities, etc. The TPC will be responsible for the annual monitoring of the Travel Plan, including carrying out travel questionnaires, presenting the results and discussing targets with the local authority and relaying this information to all staff involved, and visitors to the site, if appropriate. The TPC will agree at the onset with the Council how the outcomes will be reviewed.

10.0 Implementation

- 10.1.1 The TPC will be appointed, and their contact details will be forwarded to Kirklees Council's Travel Plan Officer. The TPC will carry out an initial survey of staff travel patterns in order to form a true base level of how they travel to site.
- 10.1.2 Whilst the primary reason for the survey is to gather data on travel behaviour, it will also be used to inform staff of the aims and objectives regarding the Travel Plan and the sustainable travel initiatives. The survey work will provide an opportunity to reinforce the role of the TPC, provide contact details and raise awareness of the Travel Plan and its initiatives amongst staff. The TPC will then advise staff on how they might travel to the site and offer to provide a Personalised Travel Plan (PTP) which presents the sustainable travel options available, if requested. The TPC will also advise visitors to the site on how they might travel using sustainable transport options, if requested.
- 10.1.3 Within 6 months of the proposed development site becoming operational, the TPC will carry out further staff surveys at the site to ascertain travel patterns. Results of the surveys will be presented in promotional material to advise on the success, or otherwise, of the Travel Plan.
- 10.1.4 In order to be able to determine the potential travel arrangements of new staff, personnel will be asked to complete the staff travel questionnaire as part of their induction. In this way, the travel patterns of new staff can be considered in the same light as those for existing staff.
- 10.1.5 The Travel Plan will be continually marketed through the provision and updating of travel information, newsletters, leaflets and the dedicated website. This will be the responsibility of the TPC.
- 10.1.6 As part of the marketing and communication campaign, the TPC will consider activities which coincide with national events such as Bike Week, TravelWise Week, National Lift Share Day, In Town Without My Car and World Health Day, etc.
- 10.1.7 A suggested framework for the actions is provided in the table below and will be monitored and updated as the Travel Plan progresses.

Action	Delivery Period
Initial travel plan	At planning application stage
Infrastructure provision	Post-planning permission, prior to first occupation
Appointment of TPC	At least 3 months before occupation
Travel questionnaire	40% occupation
'Soft' measures / promotional material	Prior to first occupation
Monitor and review	Annually

Table 4: Action Plan Framework

11.0 Monitoring and Review

11.1.1 Monitoring

11.1.2 An objective of this Travel Plan is for there to be an ongoing improvement process including periodic monitoring where necessary. The whole Travel Plan will then be reviewed in consultation with the Council's Travel Plan Officer.

11.1.3 The TPC will form a point of contact for communication with the Local Authority. Findings from authority discussions and reviews will be communicated to staff via newsletters and staff meetings. The TPC will liaise with the Travel Plan Officer to agree the surveys to be undertaken and the monitoring and reporting procedure.

11.1.4 Following the initial staff surveys, repeat surveys will be undertaken annually. The survey will be based upon the sample questionnaire contained within Appendix D. A written analysis of the results of the survey will be provided to the Local Authority within one month of completion. The results of the monitoring will be fed back to the Council's Travel Plan Officer via the annual report on the anniversary of the proposed development becoming operational.

11.1.5 An updated Travel Plan shall be submitted if deemed necessary after the initial staff survey has been carried out.

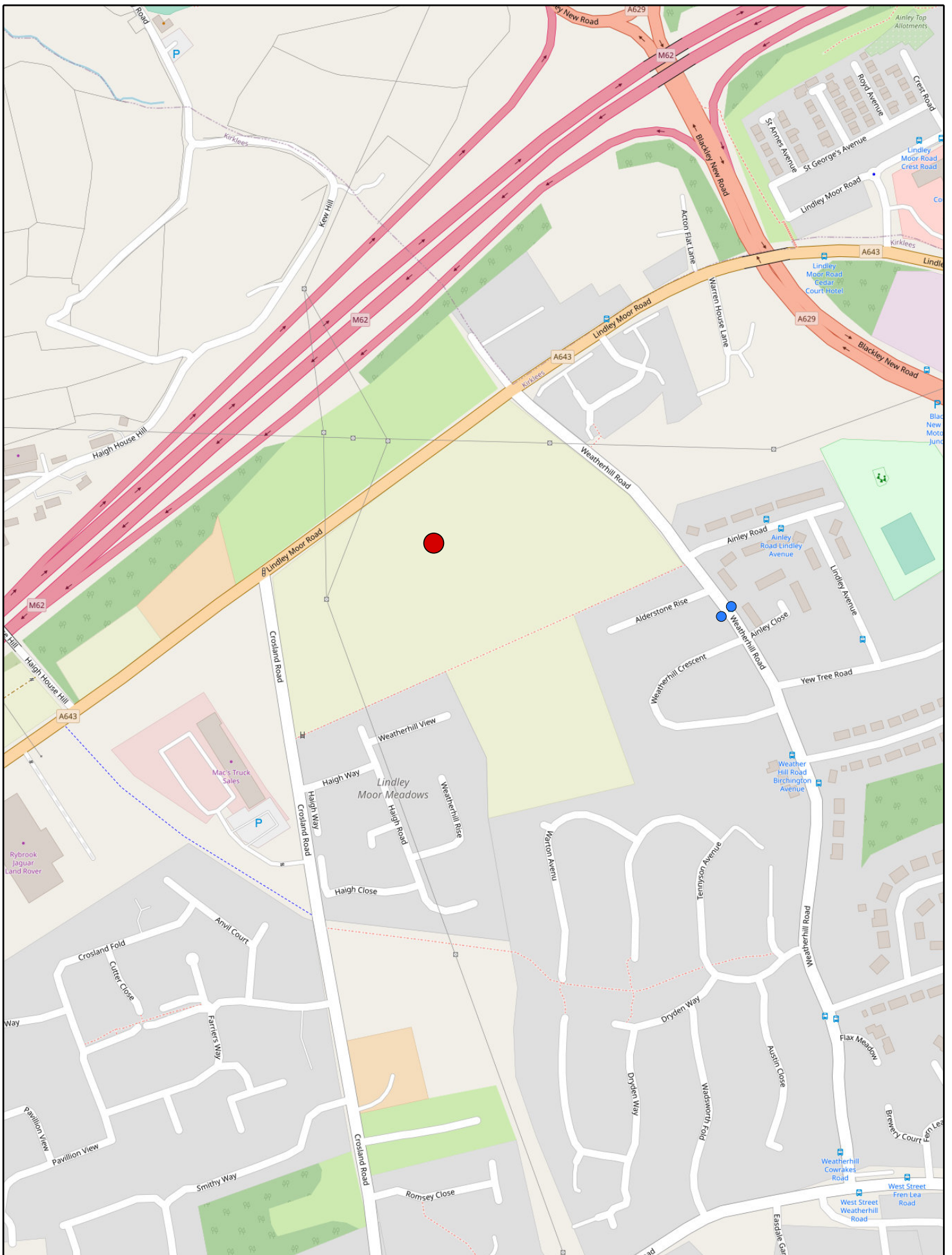
11.1.6 Review

11.1.7 The TPC will identify any necessary changes to the Travel Plan, should specific issues be raised or targets not met. The review will be completed in liaison with the Travel Plan Officer and will identify the measures to improve targets.

11.1.8 At this stage it is difficult to identify what measures might be considered, as these would be dependent upon the degree that the targets have not been met. However, as a minimum, it is proposed that the role of the TPC will be extended by one year for every year the targets have not been met. Other measures might include promotion of specific initiatives, such as competitions and events, incentives and peaks for sustainable travellers and parking management / allocation for car sharers, etc.

Appendix A

Site Location Plan

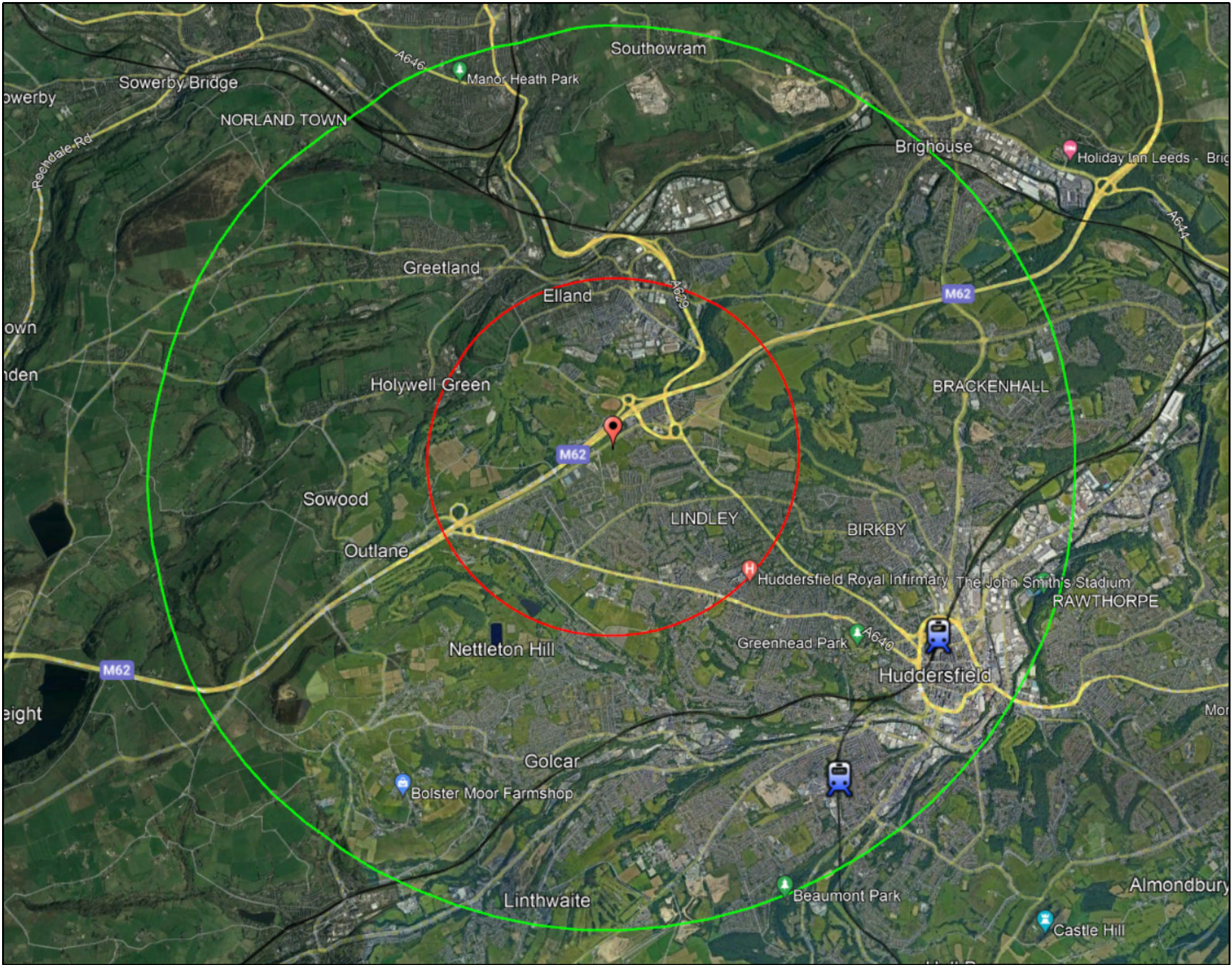


Legend:

- Site Location
- Bus Stops

Appendix B

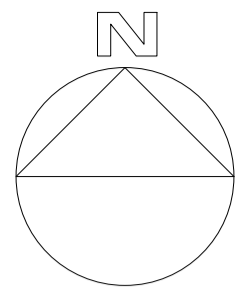
Cycle and Pedestrian Catchment Plan



- Legend:**
- 2km Catchment
 - 5km Catchment

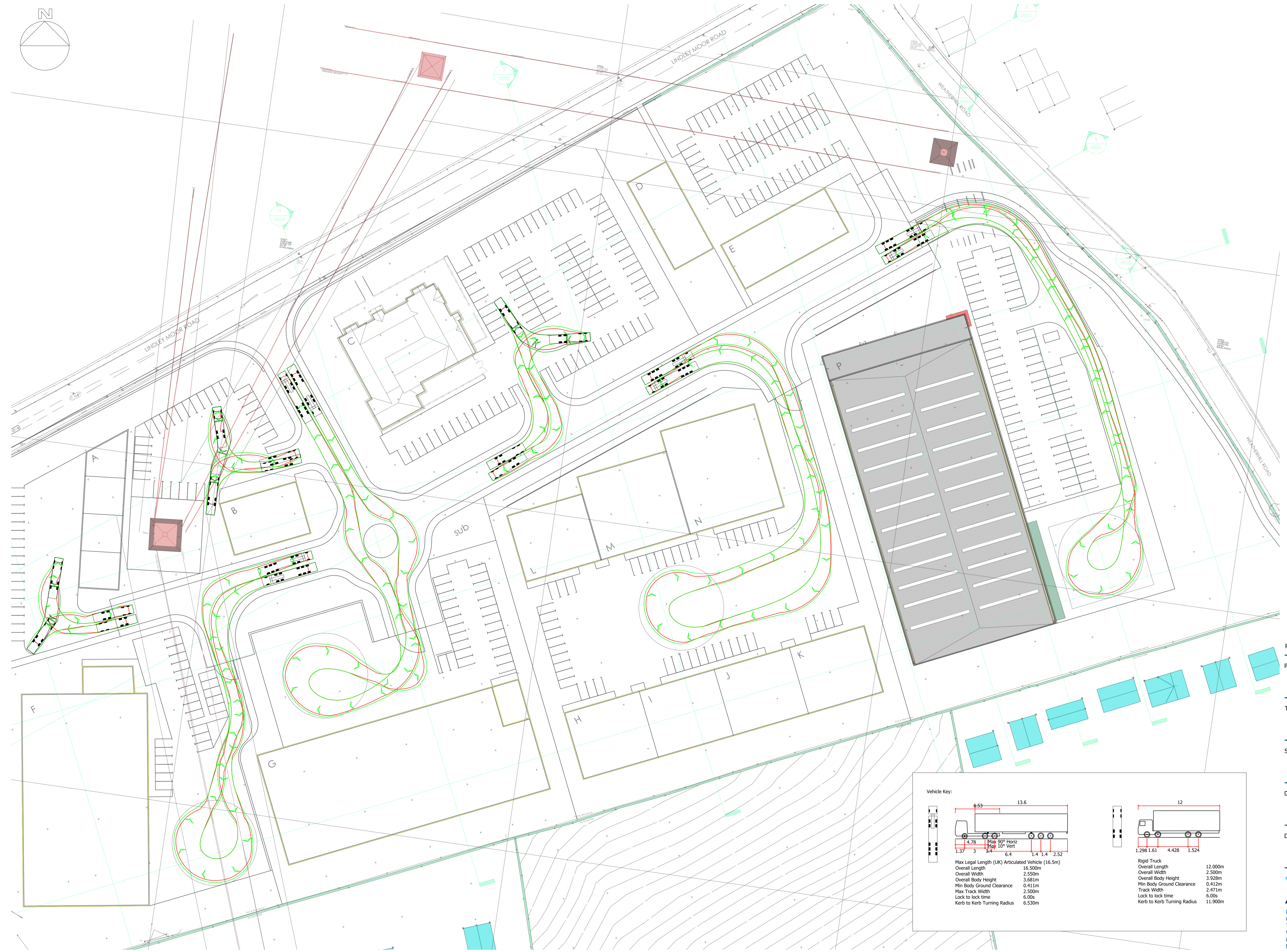
Appendix C

Site Layout

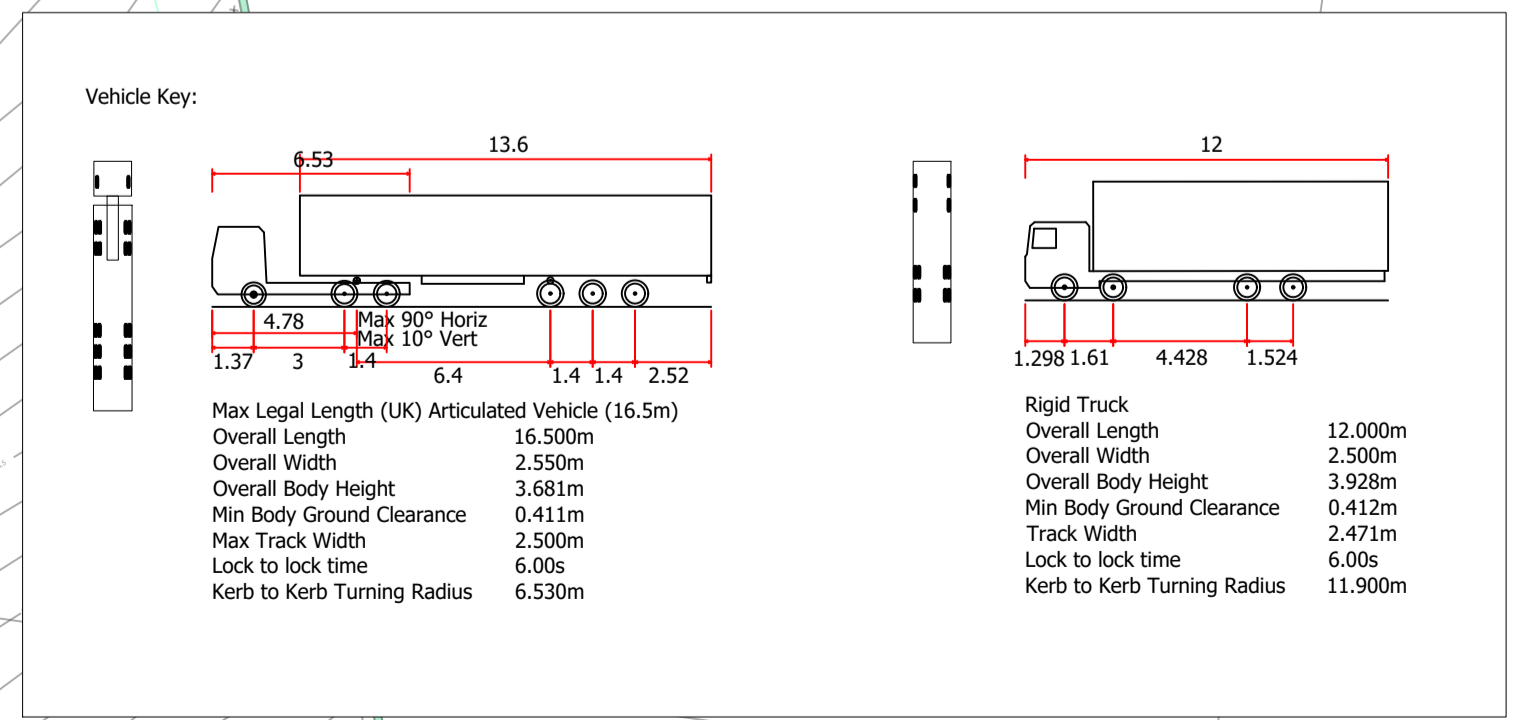


GENERAL NOTES
 This drawing shows the provisional design only and is subject to Local Authority approval. This drawing should not be scaled for setting out purposes unless specified.

This drawing is based on a topographical/ordnance survey provided by others.



REV	DATE	DESCRIPTION
PROJECT		LINDLEY MOOR ROAD LINDLEY MOOR
TITLE		PROPOSED INTERNAL VEHICLE TRACKING
SCALE		1:500 @ A1
DRAWING		2061-102
DATE		25.04.2022



Appendix D

Sample Travel Questionnaire

TRAVEL TO WORK SURVEY

Could you please spare a few minutes to complete this survey.

This survey has been carried out to assist with the Travel Plan. The Travel Plan will be designed to promote sustainable travel by providing measures and incentives for staff to use public transport, walk or cycle to work. The results of this survey will help us to establish a focused Travel Plan by understanding current staff travel patterns and needs.

1 What is your home postcode? _____ (optional)

2 What are your regular shifts (e.g. 9am - 5pm)? _____

3 What shift are you working today? _____

4 Do you travel by other modes when working different shifts? If so, which modes do you use? _____

5 On average, how many days a week do you work? _____

Everyday	<input type="checkbox"/>	Two days	<input type="checkbox"/>
Four days	<input type="checkbox"/>	One day	<input type="checkbox"/>
Three days	<input type="checkbox"/>	Other	<input type="checkbox"/>

6 How did you travel to work today? _____

Car (alone)	<input type="checkbox"/>
Car (with others)	<input type="checkbox"/>
Bus	<input type="checkbox"/>
Train	<input type="checkbox"/>
Cycle	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>
Walk	<input type="checkbox"/>

7 If you travelled by car, what are your main reasons for using a car to get to work/home? (tick up to three boxes)

Time savings	<input type="checkbox"/>	Personal safety	<input type="checkbox"/>
Cost savings	<input type="checkbox"/>	Health reasons	<input type="checkbox"/>
Car needed during day	<input type="checkbox"/>	Convenience/flexibility	<input type="checkbox"/>
Public transport not available	<input type="checkbox"/>	No alternative	<input type="checkbox"/>
Other uses to/from work	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		_____
