



# Travel Plan

**Unit 2, Railway Station Centre, Dewsbury**

**AEW UK REIT plc**

Prepared by:

**SLR (trading as Vectos (North) Limited)**

7 Park Row, Leeds, LS1 5HD

SLR Project No.: VN232850

7 December 2023

Revision: 02

## Revision Record

Revision	Date	Prepared By	Checked By	Authorised By
02	7 December 2023	David Rodriguez Martin	Tom Reader	Tom Reader

## Basis of Report

This document has been prepared by SLR (trading as Vectos (North) Limited) with reasonable skill, care and diligence, and taking account of the timescales and resources devoted to it by agreement with AEW UK REIT plc (the Client) as part or all of the services it has been appointed by the Client to carry out. It is subject to the terms and conditions of that appointment.

SLR shall not be liable for the use of or reliance on any information, advice, recommendations and opinions in this document for any purpose by any person other than the Client. Reliance may be granted to a third party only in the event that SLR and the third party have executed a reliance agreement or collateral warranty.

Information reported herein may be based on the interpretation of public domain data collected by SLR, and/or information supplied by the Client and/or its other advisors and associates. These data have been accepted in good faith as being accurate and valid.

The copyright and intellectual property in all drawings, reports, specifications, bills of quantities, calculations and other information set out in this report remain vested in SLR unless the terms of appointment state otherwise.

This document may contain information of a specialised and/or highly technical nature and the Client is advised to seek clarification on any elements which may be unclear to it.

Information, advice, recommendations and opinions in this document should only be relied upon in the context of the whole document and any documents referenced explicitly herein and should then only be used within the context of the appointment.



## Table of Contents

<b>1.0 Introduction .....</b>	<b>1</b>
<b>2.0 Travel Plan Benefits.....</b>	<b>3</b>
<b>3.0 Baseline Conditions.....</b>	<b>7</b>
<b>4.0 Development Proposals .....</b>	<b>16</b>
<b>5.0 Travel Plan Initiatives .....</b>	<b>18</b>
<b>6.0 Travel Plan Management and Communication .....</b>	<b>25</b>
<b>7.0 Monitoring and Review.....</b>	<b>27</b>
<b>8.0 Action Plan and Budget.....</b>	<b>30</b>

## Tables in Text

Table A: Bus Services from Local Stops .....	13
Table B: Initiatives to Encourage Walking.....	19
Table C: Initiatives to Encourage Cycling.....	19
Table D: Initiatives to Encourage Public Transport Use.....	21
Table E: Initiatives to Encourage Car Sharing and Electric Vehicles .....	22
Table F: Initiatives to Encourage Sustainable Travel in General and to Reduce the Need to Travel .....	23
Table G: Indicative Modal Split Targets .....	29
Table H: Action Plan .....	30
Table I: Budget, Funding and Timescales.....	31

## Figures in Text

Figure A: Site Location.....	7
Figure B: Pedestrian Access Points .....	8
Figure C: Southern Vehicular Access Points.....	8
Figure D: Western Vehicular Access Points .....	8
Figure E: Site Car Park .....	9
Figure F: Crossing Points on Railway Street .....	10
Figure G: Crossing Points under and on Rishworth Road – Vicarage Road .....	10
Figure H: West Yorkshire Cycle Map Extract .....	12
Figure I: Cycle Route Signs around the Site.....	12
Figure J: Bus Stops on Railway Street (left) and Longcauseway (right).....	13



## Appendices

- Appendix A**     **Red Line Boundary Plan**
- Appendix B**     **Site Accessibility Plans**
- Appendix C**     **Proposed Site Plan**
- Appendix D**     **Suggested Staff Travel Questionnaire**



## 1.0 Introduction

### Background

- 1.1 SLR has been appointed by AEW UK REIT plc to provide traffic and transportation advice as part of a full planning application for a change of use of the former Bingo Hall (Sui Generis) to a Tenpin Bowling Alley (Use Class E (d)) and ancillary uses at the Railway Station Centre Unit 2, to the west of Railway Street in Dewsbury.
- 1.2 The area includes surrounding retail and leisure uses such as JYSK Dewsbury, KFC and Sports Direct. The bingo hall, operated by Mecca Bingo, has now ceased operating and is vacant.
- 1.3 The site lies within the jurisdiction of the Kirklees Council (KC) as Local Planning and Highway Authority.
- 1.4 A pre-application enquiry was submitted earlier in 2023, with KC Highways Officers stating that a Travel Plan should be provided.

### Purpose of the Report

- 1.5 A Travel Plan has been prepared to demonstrate a commitment to sustainable travel initiatives.
- 1.6 Local Authorities endorse the need for Travel Plans in order to reduce the impact of transport on the local environment, to improve accessibility and to encourage 'active travel' which improves peoples' health. This Travel Plan document has been written to encourage active travel, in line with the following core national guidance documents:
  - a) Department for Communities and Local Government, "Guidance on Travel Plans, Transport Statements and Statements", (2014);
  - b) Department for Transport, "Good Practice Guidelines: Delivering Travel Plans through the Planning Process", (2009); and
  - c) Ministry of Housing, Communities and Local Government, "National Planning Policy Framework, (2021).
- 1.7 SLR has also prepared a Transport Statement that has submitted alongside the same planning application under separate cover. This TP should be read alongside the TS.

### What is a Travel Plan?

- 1.8 A Travel Plan is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:

*"A long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed."*



**Sources: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT, 2009; and National Planning Policy Framework, DCLG, 2012.**

- 1.9 In essence, a Travel Plan is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

## Structure of this Report

- 1.10 Following this introductory chapter, this report provides the following information:
- **Section 2: Travel Plan Benefits** – explores and outlines the wide range of benefits and positive effects that a TP can have on employees and the wider environment.
  - **Section 3: Site Audit** – discusses the existing site and the local highway network (including pictures and measurements obtained in a site visit) and reviews the available accident data in the vicinity of the site;
  - **Section 4: Accessibility by Sustainable Modes of Transport** – assessment of the accessibility of the site by the aforementioned means of transport;
  - **Section 5: Development Proposals** – sets out the development proposals, access and servicing strategy, and parking proposals;
  - **Section 6: Travel Plan Initiatives** – provides a clear description of the measures which could be implemented to encourage sustainable travel to and from the site;
  - **Section 7: Travel Plan Management and Communications** – sets out the strategy for implementing the TP, discusses the roles and responsibilities of the TPC and identifies a strategy for communicating the TP to all.
  - **Section 8: Monitoring and Review** – details the methodology for monitoring and reviewing the TP, including how often the monitoring will take place and who will be involved in the process; and
  - **Section 9: Action Plan and Budget** - outlines the implementation programme including roles and responsibilities and an indication of budget requirements.



## 2.0 Travel Plan Benefits

### Introduction

- 2.1 The benefits from a TP can be loosely categorised under four main headings:
- a) Health Benefits;
  - b) Environmental Benefits;
  - c) Financial Benefits; and
  - d) Mutual Benefits.
- 2.2 This section explores just some of the improvements which can be made to an organisation during a successful Travel Planning process.

### Health Benefits

- 2.3 There are well documented health benefits associated with active travel, such as walking and cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.

*“26% of adults classified as obese in 2018, up from 15% in 1993.”*

*“Physical activity levels are low in the UK: 33% of men and 42% of women do not meet the minimum recommendations for physical activity in adults.”*

**Source: HSCIC, ‘Statistics on Obesity, Physical Activity and Diet, Health and Social Care Information Centre’, 2018.**

- 2.4 Regular moderate physical activity (including walking and cycling) can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

### Environmental Benefits

- 2.5 Climate change is a global issue that affects all nations. The British Government has pledged to play its part in reducing emissions which are harmful to the earth by setting carbon reduction targets:

*“It is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline.”*

**Source: Climate Change Act 2008, Chapter 27, Part 1, 2008.**

- 2.6 Additionally, in November 2020 the British Government announced a 10-point plan for a “Green Revolution” supported on significant investments on alternative greener ways of travel including cycling, walking, and buses, as well as electric vehicles. These measures, along the promotion of alternative energy sources, carbon capture initiatives, or the construction of greener buildings, will allow the UK to eradicate its contribution to climate change by 2050.



- 2.7 A reduction in the potential number of polluting vehicles on the roads surrounding the site will contribute to better air quality throughout the area.
- “Air pollution causes a considerable burden of death and disability annually and costs the UK economy £20bn every year.”*
- Source: Royal College of Physicians, ‘Every Breath We Take: The Lifelong Impact of Air Pollution’, 2016**
- 2.8 The Department for Transport (DfT) of the UK Government has published two ‘vision’ documents whose aims are achieving a radical travel modal shift (Gear Change A bold vision for cycling and walking, 2020) and a zero carbon society (Decarbonising Transport A Better, Greener Britain, 2021). These documents set a list of benefits (for the environment, but also for the population’s health and economy) for achieving these targets as well as the consequences for failing to meet them.
- 2.9 The UK government aims to double cycling and increase walking in the coming year, which *“would lead to savings of £567 million annually from air quality alone and prevent 8,300 premature deaths each year and provide opportunities to improve green spaces and biodiversity.”*
- 2.10 Additionally, Kirklees Council declared the Climate Emergency in 2019. This is the defining issue for the Kirklees local government, which provides Kirklees *“with focus on both mitigation and adaptation to climate change”*. KC states that carbon emissions need to be reduced to zero and Kirklees should take actions to adjust to the actual and expected climate and reduce the impacts of the climate changes.
- 2.11 KC has prepared a Climate Change Action Plan, where a number of energy saving or low carbon measures will be included. They will be related to all fields, including transport (improve air quality or promote reductions in the use of cars and greater safety on the Kirklees streets).
- 2.12 KC is working with the West Yorkshire Combined Authority (WYCA), which is also committed to beat the Government goal of 2050 and to aspire to achieve net carbon neutrality for the region by 2038. The West Yorkshire Climate and Environment Plan 2021 – 2024 is key for this, aiming to improve the regional public transport network, expand the electric vehicle charging network and promote active travel.
- 2.13 Furthermore, the WYCA Transport Strategy 2040 was adopted in August 2017, where some mid-term targets for the first 10 years of the strategy were identified, including growing the number of journeys made by using sustainable transport (25% more trips made by bus, 75% more trips made by rail, and 300% more trips made by bicycle by 2027).
- 2.14 Supporting employees and customers in walking, cycling or using public transport to travel would encourage them to make smarter choices in the way they travel can reduce the congestion, carbon emissions, pollution and noise that developments across Kirklees and West Yorkshire to make on the environment, helping WYCA and KC to achieve their environmental targets.



## Financial Benefits

- 2.15 Although secondary to health and environmental benefits, there are also financial benefits to be gained from increasing active travel rates:

*“The cost of physical inactivity in England – including direct costs of treatment for the major lifestyle-related diseases, and the indirect costs caused through sickness absence – has been estimated at £8.2 billion a year.”*

**Source: At Least Five a Week: Evidence on the Impact of Physical Activity, DoH, 2004.**

- 2.16 Individuals (specifically staff and customers) can also benefit financially from travelling to and from a site with a TP in place, due to the improved range of transport options available, some of which may be more cost-effective than car travel.
- 2.17 An effective TP can help encourage staff and customers to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.

## Mutual Benefits

- 2.18 As demonstrated, there are multiple reasons as to why TPs are important to modern society. The initiatives in this TP will have a positive effect on the staff and customers of the new development and the surrounding community.
- 2.19 The benefits of this TP must be communicated correctly:

*“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment.”*

**Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.**

## Travel Plan Aims

- 2.20 This TP aims to achieve the following benefits:
- e) A clearer understanding of any transport issues associated with the development site;
  - f) To encourage the use of alternatives to the private car by the site users;
  - g) To increase the awareness of the advantages and potential for travel by more environmentally friendly modes;
  - h) To improve the health and well-being of the development staff and customers through the promotion of travel by walking and cycling; and
  - i) A reduction in financial wastage for all staff, customers when travelling to site; and
  - j) Increased accessibility to the site for all end users.



2.21 The measures contained in this TP are intended to meet the above objectives.



## 3.0 Baseline Conditions

### Site Location, Existing and Former Use

- 3.1 The development site is located to the west of Railway Street within the Railway Station Centre, which includes surrounding retail and leisure uses such as JYSK Dewsbury, KFC and Sports Direct, as well as the Dewsbury Library. It is understood that the bingo hall has now ceased operating and is vacant.
- 3.2 The former Mecca Bingo had 1,084 seats (including 9 disabled seats) and 50 E-Bingo terminals. A bar and a café were also available. The site has 165 car parking spaces, including 16 spaces for disabled users and 7 spaces for staff members. Access and toilets for disabled users were also available.
- 3.3 The red line boundary plan attached as **Appendix A** shows the location of the site in a local context, while **Figure A** below shows an aerial image of the site and the surrounding highway and transport network.

**Figure A: Site Location**



- 3.4 There are currently two pedestrian access points to the building. One of them is to the north, adjacent to the Dewsbury Library access and off the public realm area around the Rishworth Road / Railway Street junction (see **Figure B – left**). It is likely that those walking or cycling from the town centre will use this access point.



- 3.1 The second access is to the south of the building on site, off the car parking area (see **Figure B – right**). Therefore, those walking and cycling from other units within the Railway Centre Retail Park as well as those driving to site will use the latter. Fire exits are also off the aforementioned car park and a drop-off bay is also observable in this area.



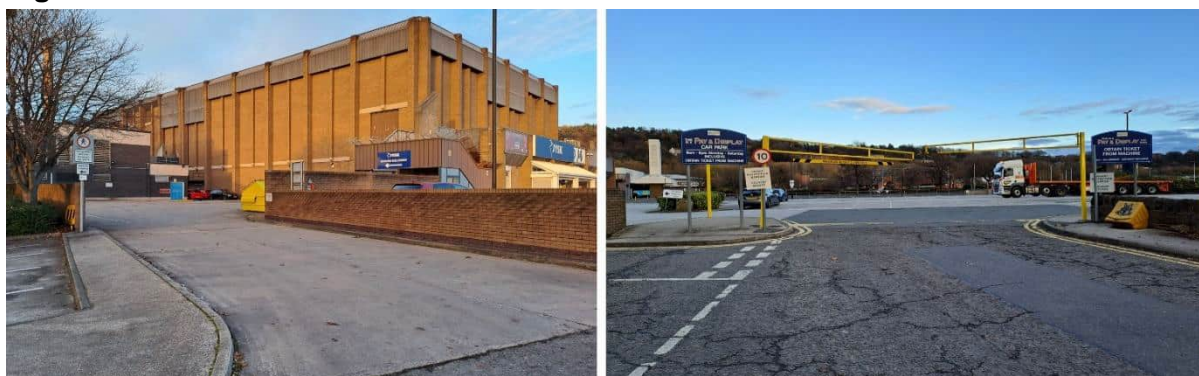
**Figure B: Pedestrian Access Points**

- 3.2 The access to the car park associated with the site is taken from two different points. One of them is off the Railway Street / Goods Lane mini-roundabout, where a 7.5m-wide road with 2m-wide footways on both sides lead to a second mini-roundabout, where vehicles can turn right to the site car park in front of the site or left to the Kirklees Council-managed car park (see **Figure C**). The other one is off the Links Lane / Longcauseway (S) crossroads, where another 7m-wide road with 2m-wide footways on both sides lead to the Kirklees Council-managed car park (from where vehicles can drive to the private car park in front of the site) and to the shared JYSK / former Mecca Bingo service yard (see **Figure D**).

**Figure C: Southern Vehicular Access Points**



**Figure D: Western Vehicular Access Points**



**Figure E: Site Car Park**



- 3.3 A key element of national and local policy is to ensure that developments are located in areas where alternative modes of travel are available. It is important to ensure that developments are not isolated but located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.

### **Pedestrian Accessibility**

- 3.4 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, topography and other local facilities.
- 3.5 The Chartered Institution for Highways and Transportation (CIHT) document entitled 'Providing for Journeys on Foot' suggests that distances of 500 metres, 1,000 metres and 2,000 metres, are identified as 'Desirable', 'Acceptable' and the 'Preferred Maximum' distances for pedestrian trips. To assist in summarising the accessibility of the site by foot, an indicative pedestrian catchment plan has been produced (**Plan 001** in **Appendix B**), showing the aforementioned catchments, which have been measured from the existing access to the site.
- 3.6 The 500-metre catchment incorporates the surrounding area to the site, including part of Dewsbury town centre to the north, the rest of the units on the Railway Centre to the east, south and west. The catchment incorporates the closest bus stops to site and Dewsbury bus station.
- 3.7 Meanwhile the 1-kilometre walking catchment encompasses Eastborough to the north, the area around the Savile Road / Mill Street East / Mill Street View to the south west and the rest of the town centre and Eightlands to the north west. Dewsbury rail station is located within this catchment.
- 3.8 Finally, the 2-kilometre catchment includes part of Hanging Heaton to the north, Manorcroft to the north east, Earlsheaton to the south east, Savile Town to the south, Westtown to the west, Westborough, Flatts and part of Barley Carr to the north west. Additional residential areas can therefore be found in this area.
- 3.9 The local infrastructure is considered good for pedestrians as described in detail in **Section 3**, with the following facilities being provided:



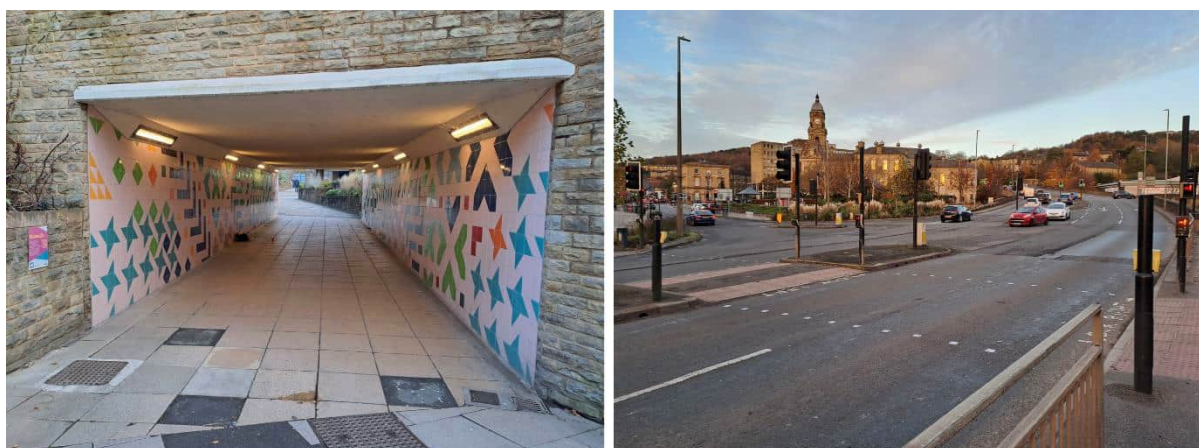
- Railway Street and Longcauseway (S) have 2m footways on both sides and an additional 3m-wide footway along the eastern side of the development site. As shown in **Figure F**, zebra crossing can be found close to the development site southern entrance and a signal-controlled crossing ell as traffic-calming features as raised tables, which are also pedestrian crossings. There are plans to provide additional dropped kerbs and tactile paving at junctions leading to commercial units and new raised tables and zebra crossings;
- Rishworth Road, Vicarage Road and Aldams Road have signal-controlled crossings with tactile paving and dropped kerbs at key junctions and there is also an underpass connecting the public realm around the northern entrance of the site with Longcauseway (N) as shown in **Figure G**;
- Longcauseway (N) offers a high-quality pedestrian route connection between the site and the town centre;
- Wilton Road and Link Road have continuous and wide footways on both sides and signal-controlled and raised table crossing points, again provided with dropped kerbs and tactile paving; and
- Comprehensive street lighting is also provided on the surrounding highway network to assist with pedestrian connectivity during hours of darkness.

3.10 The site is therefore concluded to be highly accessible on foot, with convenient access to a wide range of services, amenities and residential areas.

**Figure F: Crossing Points on Railway Street**



**Figure G: Crossing Points under and on Rishworth Road – Vicarage Road**

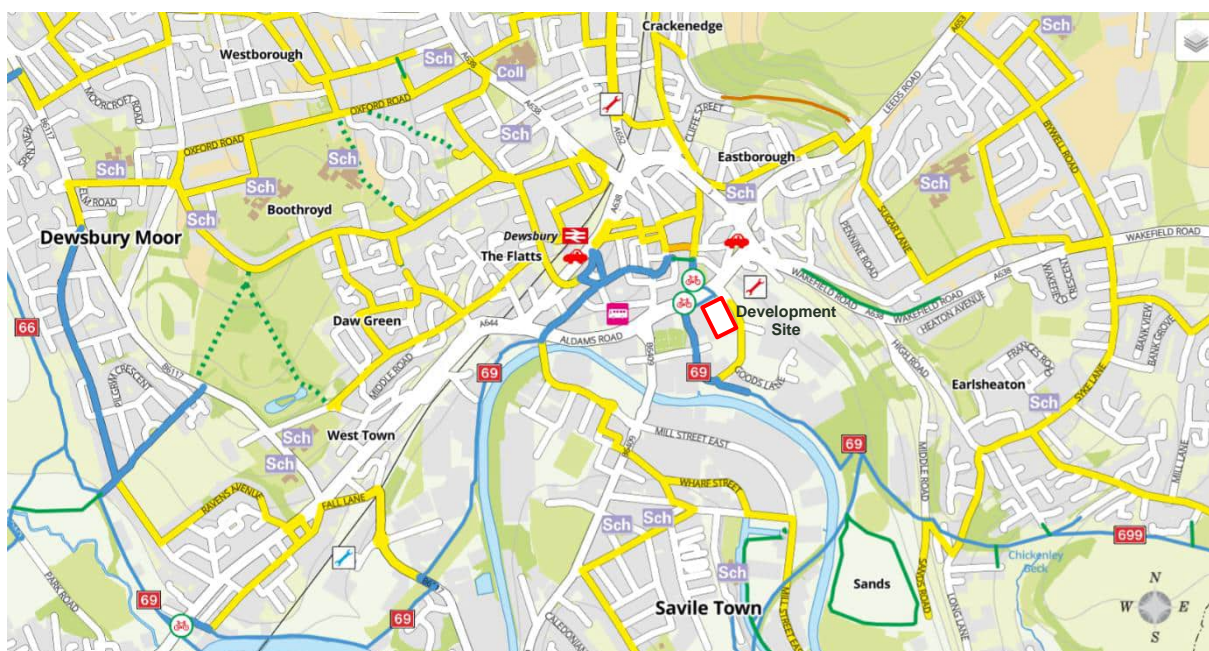


## Cycle Accessibility

- 3.11 Cycling is a popular mode of transport and is an effective mode for short trips.
- 3.12 The DfT's Local Transport Note 1/20 states that many utility cycle journeys are under 3 miles (approximately 5 kilometres) although for commuters a trip distance of over 5 miles is not uncommon. Consequently, cycling has the potential to replace short car journeys, particularly those under 5 kilometres. At a leisurely cycle speed of 10 miles per hour this would equate to a journey of around 25 minutes.
- 3.13 A 5-kilometre cycle catchment from the site is shown in **Plan 002** in **Appendix B**. This demonstrates that the 5-kilometre catchment reaches Batley and Soothill to the north, Hanging Heaton to the north east, Gawthorpe to the east, Ossett to the south east, Thornhill to the south, Ravensthorpe to the south west and Heckmondwike and Healey to the north west. Access to residential areas, other commercial units and Dewsbury town centre is therefore possible within the 5km cycle zone.
- 3.14 Cyclists travelling to / from site can use multiple cycle routes, including:
- To the north west, cyclists can use Railway Street when egressing the site, then access a short pedestrian link where they should walk their bicycles, and then reach the off-traffic paths suitable for cyclists, an available underpass and the other at-level signal-controlled crossing points around the Rishworth Road / Railway Street and the Rishworth Road / Longcauseway (S) / Vicarage Road / Longcauseway (N) junctions;
  - From the aforementioned junction, cyclists can use a number of roads classified as advisory cycle routes within Dewsbury town centre or the National Cycle Route 69, which runs along Westage, Daisy Hill and Old Westage and then with an off-traffic cycleway along the river Calder. NCR 69 eventually links with NCR 66, which continues to Cleckheaton, Heckmondwike and Bradford to the north and to Mirfield and Huddersfield to the west;
  - There is a link between Daisy Hill and Dewsbury rail station which is also signed as a cycle route. Additionally, along NCR 69 other roads classified as advisory cycle routes can also be found;
  - To the south east of the site, Railway Street is classified as an advisory cycle route as previously discussed, leading to Longcauseway (S) (which can also be accessed via the off-traffic path suitable for cyclists along Rishworth Road), which is part of NCR 69. The northern footway of Link Road is also suitable for cyclists; and
  - To the south east of Longcauseway – Sands Lane, NCR69 continue along a high-quality tarmacked off-traffic path linking with another off-traffic path to Savile Town. From this point, the cycle route becomes the NCR699 and continues to the south of Chickenley and Ossett.
- 3.15 An extract from the West Yorkshire Cycle Map is illustrated in **Figure H**. Extensive signage can be observed in the area as shown in **Figure I**.
- 3.16 Cycling has therefore a clear potential to substitute for short car trips, particularly those under 5km and to form part of a longer journey by public transport.



**Figure H: West Yorkshire Cycle Map Extract**



**Figure I: Cycle Route Signs around the Site**



## Accessibility by Bus

- 3.17 Guidance from the Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Planning for Public Transport in Development' indicates that ideally, a bus stop should be located within 400 metres from a new development. This equates to a 5-minute walk.
- 3.18 The site benefits from access to ten bus stops within this catchment area, although four of them are not likely to be used by site staff and customers as the services stopping at them also do it at closer stops to site.



3.19 Therefore the six closest stops to site likely to be used to access the site (measured from the centre of the site) are as follows:

- Railway Street / Rishworth Road stop (southbound), which is 100m to the north east of the site and is provided with an indicative flagpole and an information board (see **Figure J – left**). The ‘freetownbus’ service stops here;
- Longcauseway L1 and L2 stops (northbound), which are 220m and 240m to the north of the site respectively, which are provided with an indicative flagpole, a shelter with seating facilities and an information board, a bin, raised kerbs for an easier boarding and alighting process and a lay-by to allow buses stopping without interrupting the through traffic (see **Figure J – right**). Routes 183, 205, 212, 213, 268, 281, 283 and 283A stop here;
- Church Street / Tithe Barn Street stop (southbound) is 290m to the northwest of the site and is provided with an indicative flagpole and an information board. The ML2 and ‘freetownbus’ services stops here; and
- Wilton Street / Link Road stops (northbound and southbound), which are both approximately 350m to the west of the site and are provided with an indicative flagpole and an information board. Services 230, 230A, 280 and ‘freetownbus’ stop here.

**Figure J: Bus Stops on Railway Street (left) and Longcauseway (right)**



3.20 A summary of the bus services and their frequencies from these stops is outlined in **Table A**.

**Table A: Bus Services from Local Stops**

Route	Destination	Frequency per Hour					
		Monday – Friday				Sat	Sun
		AM Peak	Daytime	PM Peak	Evening		
free town bus	Dewsbury Bus Station > Northgate Market Place > Railway Street >	No service	20 minutes	No service	No service	20 minutes	No service



	Dewsbury Bus Station Circular						
205	Dewsbury > Morley > Pudsey Owlcotes Centre	Hourly	Hourly	Hourly	No service	Hourly	No service
212	Dewsbury > Woodkirk > Kirkhamgate > Wakefield	Hourly	Hourly	Hourly	Hourly	Hourly	Every 2 hours
213	Dewsbury > Batley > Morley	No service	Hourly	Hourly	No service	No service	No service
230 / 230A	Dewsbury > Thornhill > Grange Moor	Hourly	Hourly	Hourly	No service	Hourly	No service
268	Wakefield > Dewsbury > Heckmondwike > Cleckheaton > Bradford	15 to 20 min	15 min	15 min	30 min to 1 h	15 min	30 min
280	Dewsbury > Thornhill	15 to 20 min	15 min	15 min	30 min to 1 h	15 min	30 min
281	Birstall > Batley > Dewsbury	30 min	30 min	30 min	No service	30 min	Hourly
283 / 283A	Bradford > Birstall > Batley > Dewsbury	30 min	30 min	30 min	Hourly	30 min	Hourly
ML2	Dewsbury Moor > Dewsbury > Shaw Cross	No service	Hourly	No service	No service	Hourly	No service

- 3.21 **Table A** demonstrates that three bus services stop close to the site which provide connections every 15 minutes to Batley, Birstall, Heckmondwike, Cleckheaton, Bradford or Thornhill and every hour to Grange Moor, Wakefield, Pudsey or Morley.
- 3.22 In addition, Dewsbury bus station is 420m away to the north east of the site, which equates to a 6-minute trip on foot or a 2-minute trip by bicycle. At the bus station, future site users of the development will be able to reach further local and regional destinations as Leeds, Wakefield, Huddersfield, Bradford, Thornhill, Birstall or Heckmondwike through services 126, 202, 203, 205, 212, 213, 230, 230A, 250, 263, 268, 280, 281, 283, 283A. National Express Route 564 offers two or three services to Halifax, Sheffield, Milton Keynes and London Victoria.
- 3.23 It is therefore concluded that the bus accessibility of the site is good.

### Accessibility by Rail

- 3.24 The site is 650m to the south east of Dewsbury rail station, with journey times of 4-5 minutes by bicycle and 10-11 minutes on foot.
- 3.25 Dewsbury station is on the main line between Leeds, Huddersfield and Manchester and is managed by TransPennine Express.



- 3.26 Dewsbury station is under DfT Category D respectively ('medium staffed'). It has various facilities including a ticket office, ticket machines, waiting and seating areas, 70 cycle parking spaces, 80 car parking spaces including 8 for disabled users, toilets, refreshments facilities, and step-free access to all platforms.
- 3.27 TransPennine Express operates three services per hour in both directions. Towards the east, all services stop at Leeds, with two of them continuing to York, Northallerton and Darlington and then one of them going to Middlesbrough and Redcar Central and the other one to Durham and Newcastle. To the west, all services stop at Huddersfield and then two of them reach Manchester Victoria, Oxford Road, Piccadilly and Manchester Airport.
- 3.28 There is an additional Northern service per hour in both directions, accessing Leeds to the east and Hebden Bridge, Manchester Victoria, Salford Central and Wigan Wallgate to the west. This service does not operate on Sundays.
- 3.29 It is therefore possible to travel to site from local, regional and national destinations as part of a multi-modal trip.

### **Access for Disabled Users**

- 3.30 For blind, disabled and elderly users, there is considerable help available both in the physical transport infrastructure as described previously, but also financially with a pass for free travel in West Yorkshire and in the rest of England under the English National Concessionary Travel Scheme.
- 3.31 The Disabled and Senior Passes enable eligible users to travel for free on all West Yorkshire buses from 09:30 to midnight from Monday to Friday and all day at weekend and bank holidays (only up to 23:00) in the rest of England, and for half-fares on off-peak train services within West Yorkshire (Monday to Friday after 09:30 until 16:00, then after 18:30). Blind Person's Pass holders are entitled to free bus and train travel at all times in West Yorkshire, and on buses in the rest of England as per the other passes.
- 3.32 As previously discussed, the highway network around the site includes facilities for disabled users, including visually impaired users, as signal-controlled crossing points, dropped kerbs and tactile paving.



## 4.0 Development Proposals

### Summary of the Proposals

- 4.1 The proposals for the development include of a full planning application for a change of use of the former Mecca Bingo Hall at the Railway Station Centre, Dewsbury, from its current consented use of bingo hall (sui generis land use) to a ten-pin bowling alley (use class E(d)).
- 4.2 The proposals include the required internal redevelopment to provide the required facilities for a bowling alley. The floorspace of the unit will remain unaltered at 2,592m<sup>2</sup>.
- 4.3 The operational hours of the new bowling alley will be Monday to Sunday from 09:00 to 02:00.
- 4.4 Access, servicing and parking arrangements will remain unchanged.
- 4.5 The proposed site layout is attached as **Appendix C** at the rear of this report.

### Access and Servicing

#### Access and Internal Road Layout

- 4.6 As previously discussed, there are currently two pedestrian access points to site. These access points will not be altered.
- 4.7 In relation to the vehicular access points to the car park and service yard associated with the site, no changes are proposed either.
- 4.8 Step-free access for disabled users is available, which will be retained, whilst toilets for disabled users will also be provided.

#### Servicing

- 4.9 No changes to the servicing arrangements will take place if compared to the former bingo hall on site. There is a service yard to the west of the JYSK unit, where vehicles servicing that unit, but also the bowling alley whenever in operation, do the loading and unloading operations. There is a service corridor linking the service yard and the proposed bowling alley unit.
- 4.10 The operator has informed SLR that JYSK & Mecca never had any issues with servicing with this arrangement, and as the number of deliveries to the new bowling alley will be low, no further issues are expected. Parking is prohibited in the service yard as indicated by signage, although some vehicles associated with the surrounding facilities (Library, Job Centre) were observed parking there.
- 4.11 From a property management perspective, the service yard and corridor are included within the SC services, which keeps them clean and clear. The yard is included in the gritting regime when temperatures drop past a certain level.
- 4.12 Fire exits can be found off the car park and a drop-off bay is also observable in this area.



- 4.13 The operator informed SLR that the type, number and frequency of vehicles servicing the new bowling alley will be as follows:
- A rigid axle brewery lorry on a weekly basis;
  - Large vans for small scale food and drink deliveries twice per week; and
  - Maintenance contractors visit in small transit style vans or smaller vehicles in order to carry out minor repairs, pest control, or facilities management.
- 4.14 Times of delivery / servicing will range from 06:30 to 19:00 from Monday to Saturday. No deliveries / servicing trips will take place on Sundays.

### **Proposed Parking Provision**

- 4.15 In relation to parking, KC Highways Officer stated through correspondence that “*Kirklees do not have set parking standards. Instead the parking requirement needs to be assessed as part of the TA/TS. Parking is likely to be a key consideration for the development, and the TA/TS must confirm the parking that will be available for this use (in perpetuity) and any implications with its shared use with other adjacent development*”.
- 4.16 It appears from an initial review of the car parking provision that there is a large supply of car parking within the pay and display car park to the south of the building, which would be available for use by those accessing the bowling alley.

### **Car Parking**

- 4.17 The car park to the south of the development unit is reserved by site users only, which will remain unchanged. The car park area to the west, around the JYSK, KFC and Sports Direct units, is under the Kirklees Council management (pay-and-display) and could be used by site users too in the unlikely case it is needed.
- 4.18 The number of available spaces in the car park to the south of the building is 165, with 16 of them being marked for disabled users and another 7 for staff members. No changes to the car parking area associated to the site are proposed.



## 5.0 Travel Plan Initiatives

### Introduction

- 5.1 This section draws together the proposed Travel Plan measures for encouraging more sustainable travel. The initiatives have been organised into the following headings and discussed in the subsequent paragraphs:
- a) Induction Pack;
  - b) Encouraging walking;
  - c) Encouraging cycling;
  - d) Encouraging public transport use;
  - e) Encouraging car sharing; and
  - f) Encouraging sustainable travel in general.
- 5.2 A package of measures have been proposed to meet the TP objectives and minimise car-based travel patterns. The list of proposed measures may be modified within the lifespan of the TP.

### Induction Pack

- 5.3 Induction Packs can be critical in influencing travel patterns and therefore one of the most effective initiatives of any TP is likely to be the distribution of a digital copy of the Induction Pack to staff when starting their employment. The contents of the packs should include:
- a) An introduction to the TP concept detailing objectives and aspirations;
  - b) Literature on the health benefits of walking, cycling and environmental benefits of sustainable modes of transport;
  - c) Personal travel initiatives;
  - d) Different maps showing local walking / cycling routes and places of interest;
  - e) Details of public transport services, including timetables and routes; and
  - f) Details of the Travel Plan Co-ordinator (TPC).

### Encouraging Walking

- 5.4 An increase in staff and customers walking to the development site can contribute towards a healthier population. **Table B** summarises the proposed initiatives designed to encourage walking:



**Table B: Initiatives to Encourage Walking**

Initiative	Description
Security Provision	Provide personal safety alarms and torches to enhance safety for employees.
Walking Buddy Scheme	Implement a buddy scheme where walkers can meet up and arrange to walk to and from site together.

### Security Provision

- 5.5 Low levels, or perceived low levels, of security can be a major influence on the attractiveness of walking in an area. Providing the option of personal alarms and torches to employees who express concerns or indicate that they will walk to / from site, especially after the end of their working day during the winter, will help reduce any uncomfortable feelings and encourage more to commute on foot.

### Walking Buddy Scheme

- 5.6 A walking buddy scheme should be open to all employees. They could put their names forward for the scheme, and they would be matched against others with a similar journey. Otherwise, this could simply be encouraged on an informal basis by advertising promotional material.

### Encouraging Cycling

- 5.7 It is envisaged that some of the vehicular trips made to the site by staff members and customers could be made by cycle instead. **Table C** below summarises the potential cycling initiatives that could be implemented.

**Table C: Initiatives to Encourage Cycling**

Initiative	Description
Cycle to Work	Enroll in the 'Cycle to Work' scheme and organise regular campaigns to increase the uptake of the scheme.
Liaison with Local Shops	Find out if local cycle shops can offer discounts to employees.
Reflective Clothing	Provide free high visibility clothing to those wishing to cycle to/from the site.
Bike User Group (BUG) and Cycle Buddy Scheme	Establish a staff group focused on issues related to cycling.
Bikeability and Cycle North Training	Cycle training schemes to promote cycle usage and help cycle users to improve their skills.
Cycle Planning Tools	Provide links to the Cycle Streets Route Planning Tool and West Yorkshire Cycle Map tools.

### Cycle to Work

- 5.8 The 'Cycle to Work' government initiative helps to reduce the financial burden of purchasing bicycles by reducing the amount of tax consumers pay on bicycles whilst spreading the cost over 12 months. This would encourage more employees to cycle to site.



- 5.9 The different businesses on site could get enrolled in the scheme and have regular campaigns to increase the uptake of this scheme. Additional information can be found at: <https://www.cyclescheme.co.uk/> and <https://www.cycle2work.info/>

### **Liaison with Local Cycle Shops**

- 5.10 Local cycle shops will be contacted in order to find out if they can make any kind of discounts for staff in case they decided to purchase a bicycle or other related products. The closest cycle shop to site is Halfords, located at 150m to the site southern entrance, on the opposite side of Railway Street.

### **Reflective Clothing**

- 5.11 High visibility clothing should be provided free of charge to staff members who state their wish to cycle to the site. This will encourage those who have safety concerns to use a sustainable mode of transport to commute, and will help reduce the chance of a cyclist being involved in an accident.

### **Bike User Group (BUG) and Cycle Buddy Scheme**

- 5.12 A Bike User Group (BUG) is a group often set up to raise and discuss cycling issues. A group should be initiated so that the interests of staff cyclists at the site are considered. BUG meetings should be set up on a quarterly basis to discuss issues, and eventually implement any ideas as future TP initiatives. This may be popular as the topography of the land is appropriate for cycling.
- 5.13 Additionally, a cycle buddy scheme should be open to all employees. They could put their names forward for the scheme, and they would be matched against others with a similar journey. This could be arranged during the BUG meetings, to encourage greater involvement.

### **Bikeability and Cycle North Training**

- 5.14 'Bikeability' is the national cycling proficiency scheme, designed to give new cycle users the skills and confidence to ride their bikes on roads. It has three levels and specific training for each one is offered by multiple providers. The list of providers is different at every county/borough, and links to their websites can be found at the official 'Bikeability' portal (<https://bikeability.org.uk/>).
- 5.15 Cycle North works with WYCA to provide free adult cycle training in the region. They also offer 'Cycling Activity' sessions, which are mostly paid for. Their website address is: <https://www.cyclenorth.co.uk/overview>

### **Cycle Streets Route Planning Tool and West Yorkshire Cycle Map**

- 5.16 Optimal cycle routes to the development site or other destinations can be calculated using the Cycle Streets tool, which provides the user an elevation profile of the route, the type of streets they will be using, their typical traffic levels and the availability of signalised crossing points. The tool can be launched from the following link: <https://www.cyclestreets.net/journey/>



- 5.17 Additionally, the Sustrans' West Yorkshire Cycle Map can be found at the following link, offering detailed information of the cycle facilities or signage on each road:  
<https://fourpointmapping.sustrans.org.uk/westyorkshirecyclemap/westyorkshire.html>

## Encouraging Public Transport Use

- 5.18 It is considered that using initiatives to encourage bus use could help replace some of the journeys made to the development site by private car. **Table D** summarises the proposed public transport use initiatives:

**Table D: Initiatives to Encourage Public Transport Use**

Initiative	Description
Liaison with Local Public Transport Providers	Public transport discounts for staff members can be agreed with local service providers.
Season Tickets and Loans	Promote the availability of season tickets and arrange loans for them to be made available for staff where a monthly deduction is made from their pay packet.
Public Transport Service Details	Provide the details of bus services included in the site audit section of this TP and promote the usage of the WY Metro journey planning service.
Promote PlusBus	Promote the existence of the PlusBus tickets for multi-modal travelers.

### Liaison with Local Public Transport Providers

- 5.19 Having access to fare discounts could encourage staff members to use public transport services. Therefore, offers and discounts for these services could be agreed with the providers to encourage their use.

### Season Tickets and Loans

- 5.20 In many instances public transport is cheaper when using a season ticket.
- 5.21 The wide range of tickets available in West Yorkshire, including all modes and operators can be found at this website: <https://ticketsandpasses.wymetro.com/>
- 5.22 However, there is often a financial strain on the bus users as they have to provide a relatively large up-front fee. The site management can pay the full annual ticket for bus or rail services for an employee and then this employee repays the value of the ticket via net deduction from their salary every month.

### Public Transport Services Details and Journey Planner

- 5.23 Public transport service included in **Section 4** should be made available to staff members. The initiative should make people more aware of the services available to them, and encourage public transport usage.
- 5.24 In addition to the public transport information, staff members (and customers through the business website) will be provided with a link to the West Yorkshire Metro Journey Planner, where live bus and rail arrivals can also be checked: <https://www.wymetro.com/plan-a-journey>



## PlusBus

- 5.25 PlusBus, the integrated rail and bus ticket that provides discounted bus travel at the start or end of a rail journey should be promoted as a way to save money for the multi-modal travellers. See their website on this link: <http://www.plusbus.info>

## Encouraging Car Sharing and the Use of Electric Vehicles

- 5.26 Car sharing would help to reduce the impact the development has on the environment, and potentially save staff members money. **Table E** below summarises the proposed car share initiatives:

**Table E: Initiatives to Encourage Car Sharing and Electric Vehicles**

Initiative	Description
Car Sharing Database and Promotion	Promote car sharing informally within the site users and raise awareness of car ownership costs and highlight the social and economic benefits of car sharing through advertising.
Liftshare	Promote Liftshare car travel sharing services
EV Promotion	Promote the availability of Electric Vehicle Charging Points in the city and encourage staff members shifting from petrol/diesel to electric vehicles.

### Car Sharing Database

- 5.27 In order to co-ordinate car sharing, it is suggested that staff willing to car share could put forward their name to the administrative staff at the development site facilities. People could then be matched with similar journeys on a more informal basis.
- 5.28 A car sharing coffee could be arranged to get to know other potential car sharers' travel patterns, timetables, etc. before committing to sharing a car journey with them.
- 5.29 It would also be appropriate to raise awareness of car ownership costs and highlight the social and economic benefits of car sharing through advertising around the site.

### Liftshare

- 5.30 LiftShare would allow staff members to search for the journeys to the development site they want to share, either as a driver or a passenger. When there is a match between two users, they can contact each other to arrange a lift. They would have to register themselves with the site, which then searches for and matches appropriate car sharers. This scheme could be promoted by the Travel Plan Coordinator (TPC).
- 5.31 Staff members would also be able to search for journeys to and from any part of the country, saving money and fuel, and helping to cut congestion and car emissions.
- 5.32 Employees can also calculate the money they can potentially save per day and per year by doing car share but also the CO2 not released to the atmosphere due to their new travel patterns.
- 5.33 Additional information can be found at: <https://liftshare.com/uk/community/derbyshire>



## Electric Vehicle Promotion

- 5.34 Staff members could be encouraged to switch to ‘zero emissions’ vehicles, which have a significant part to play in ensuring that car journeys are more sustainable.
- 5.35 A map showing the location of charging stations across the country should also be available to staff members. This resource can be found at the following link: <https://www.zap-map.com/live/>

## Encouraging Sustainable Travel in General and Reducing the Need to Travel

- 5.36 The following subsection discusses initiatives that are aimed at encouraging any form of sustainable travel. The proposed initiatives are summarised in **Table F** below:

**Table F: Initiatives to Encourage Sustainable Travel in General and to Reduce the Need to Travel**

Initiative	Description
Sustainable Transport Week	A week aimed at promoting cycling, walking, and public transport.
Other Sustainable Transport Campaigns	Weeks/days aimed to promote the use of specific means of transport.
Transport Newsletter	Newsletter detailing all the relevant transport information to staff members.
‘How to Get Here’ Section on the Business Website	The website of the business on site will have a ‘How to Get Here’ section which will show key active travel and public transport and electric vehicle parking information.

### Sustainable Transport Week

- 5.37 In order to raise awareness of sustainable modes of travel, it is suggested that the TPC organises a ‘Sustainable Transport Week’ aimed at promoting cycling, walking, and public transport. This could contain the following initiatives for all transport modes:
- Posters advertising the week;
  - Posters detailing the health and economic benefits associated with walking, cycling, using public transport services and car sharing in comparison to single-occupancy private car use; and
  - Posters detailing the threats of climate change, and transports’ contribution towards climate change.
- 5.38 It is beneficial to encourage more cyclists and pedestrians to travel to and from the site, but not at the cost of increased accidents. As part of the Sustainable Transport Week, the development site staff members could be offered a cycle/pedestrian safety training session (the TPC would need to contact Sustrans or KC in advance to arrange this).



- 5.39 In order to obtain maximum participants, the Sustainable Transport Week should be held at an appropriate time in the spring/summer when there is an increased possibility of good weather.
- 5.40 In addition, the new site management should promote the specific national and local sustainable travel campaigns which take place throughout the year:
- a) National Bike Week – <https://www.cyclinguk.org/bikeweek>, which takes place usually in June;
  - b) Catch the Bus Week – <https://bususers.org/england/catch-the-bus-week-1-7-july/>, which is a nationwide campaign;
  - c) European Mobility Week – [www.mobilityweek.eu](http://www.mobilityweek.eu), which runs annually in September;
  - d) Cycle to Work Day – [www.cycletoworkday.org](http://www.cycletoworkday.org), with aim of seeing a million regular cycle commuters in 5 years; and
  - e) Liftshare Week - <https://liftshare.com/uk/liftshare-week>, aiming to promote the benefits of car sharing.

### **Transport Newsletter**

- 5.41 In order to maintain engagement with the TP process, an online newsletter could be brought out every 12 months. The newsletter could include, but not necessarily be limited to;
- a) Infrastructure improvements- both recently completed and future;
  - b) TP monitoring updates;
  - c) Any relevant public transport information; and
  - d) Stories of staff members who travel sustainably to the development site published to inspire others.

### **'How to Get Here' Section on the Business Website**

- 5.42 The website of the business on site will have a 'How to Get Here' section which will show key active travel and public transport and electric vehicle parking information.
- 5.43 Therefore, a description of the facilities available on or adjacent to site for those using the aforementioned transport modes and links to the relevant apps, websites and journey planners listed throughout this section of the Travel Plan will be included.
- 5.44 This 'How to Get Here' section of the business website will be updated when relevant.



## 6.0 Travel Plan Management and Communication

### Management Strategy

- 6.1 DfT Good Practice Guidelines outline six key messages regarding implementation and management:
- a) *“Travel plans are living documents that need to be updated in the light of experience and sustained throughout the life of a development.*
  - b) *At all times a named individual needs to be responsible for leading the delivery of the travel plan.*
  - c) *The developer/occupier should take the lead in respect of delivering the site-specific elements of the travel plan.*
  - d) *Local authorities need to establish robust databases of all travel plans in their areas.*
  - e) *Post-implementation management arrangements must be identified and included in the travel plan.*
  - f) *Transport Management Associations may be an appropriate mechanism for assisting with the implementation and on-going management of travel plans within a wider area.”*

**Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process. DfT, 2009.**

- 6.2 It is clear from the above that a TP document should be considered as merely the starting point of the process. The implementation of a TP is an on-going requirement and will require support and leadership in achieving its objectives.

### Travel Plan Coordinator

- 6.3 The primary support and leadership for implementing any future Full Travel Plan should come from an individual appointed as the ‘Travel Plan Coordinator’ (TPC). The TPC for the development will be confirmed before the first occupation of the site.
- 6.4 The TPC will be responsible for the Travel Plan once the site is operating. The duties of the TPC include:
- a) Looking after the day-to-day operation of the plan;
  - b) Keeping all relevant databases, information, and administration up to date;
  - c) Liaising with appropriate partners;
  - d) Leading on the delivery of the TP;
  - e) Representing the human face of the TP;
  - f) Promoting the TP by explaining its purpose and opportunities;
  - g) Promoting individual measures in the TP;



- h) Monitoring the TP; and
- i) Reviewing the TP using regular surveys.

## Communications Strategy

6.5 The initiatives proposed in **Section 5** of this TP need to be communicated by a clear strategy to ensure maximum effectiveness and encourage large levels of uptake. The Communications Strategy is therefore considered to be a vital step in ensuring the success of any TP.

6.6 The benefits of this TP must be communicated correctly:

*“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment.”*

**Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.**

6.7 It is key to publicise the Travel Plan successes as People may be more likely to continue mode shift if commended as well as encouraging others.

## Promotion of the Travel Plan

6.8 Promotion of the TP around the site should take the following forms:

- a) Produce TP information leaflet;
- b) Produce regular TP newsletter every six months;
- c) Publicise the TP with posters in communal areas; and
- d) Provide information on the TP to staff members.

## Travel Plan Distribution

6.9 A version of this TP document and any subsequent TP review documents should be made readily accessible to the site staff members as previously discussed. In order to ensure this, the following an electronic copy should be made available to all employees.



## 7.0 Monitoring and Review

### Introduction

7.1 Monitoring and review is of central importance to the progression of the TP. Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009) state that:

*“Monitoring and review are essential to ensure Travel Plan objectives are being achieved.”*

7.2 However, too much monitoring and review of TPs is thought to be damaging to the overall effectiveness and impact of the document. It is important to find the right balance of monitoring.

7.3 As stated earlier in this TP, there is a clear commitment to liaise with KC and to use these links to monitor the effectiveness of the Travel Plan and their monitoring systems.

### Travel Surveys

7.4 The monitoring of travel behaviour is essential to measure progress towards the objectives and targets outlined on the next subsection.

7.5 In order to fully understand travel and transportation issues at the site, it is considered necessary to undertake Staff Travel Surveys. Staff members are not yet known and therefore the surveys will be completed within six months following first occupation of the site.

7.6 Therefore, the information obtained will be used to undertake travel performance indicator and modal split analysis.

7.7 As part of the ongoing development of the Travel Plan, there will be a commitment to undertake surveys annually.

### Survey Design and Distribution

7.8 The survey will be in line with current local and national TP guidance and questions will be designed to provide an indication of staff members' travel habits.

7.9 The surveys would extract the following key information:

- a) Location of their home postcode;
- b) Usual mode of travel and reason for modal choice;
- c) Journey time and length;
- d) Attractiveness of various sustainable modes;
- e) Any barriers to sustainable modes; and
- f) Initiatives that would encourage staff members to travel more sustainably.



- 7.10 An example of staff travel questionnaire is attached as **Appendix D** at the rear of this report.
- 7.11 After approval, the surveys will be distributed electronically to all employees working on site. Questions will be transferred to SurveyMonkey, which is an online survey service widely used by both private and public sector organisations for data collection. Paper copies can be available for those who may require it.

### Survey Analysis

- 7.12 The completion of the TP questionnaires will be pushed forward as a requirement for staff members with the aim of achieving a response rate above two thirds.
- 7.13 All data collected for the travel surveys in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the databases and be responsible for the release of information, with all data held being used solely for the purpose of the TP.

### Subsequent Surveys

- 7.14 Following on from the baseline travel survey, subsequent surveys will be undertaken on an annual basis for at least 5 years, in order to effectively monitor the evolution of the modal split figures and therefore the effectiveness of the initiatives within the TP. The surveys will also provide an appropriate evidence base for changes to those initiatives if it is felt that alternative measures may be more effective.

### Targets

- 7.15 A series of targets can be established in order to encourage sustainable travel in a way which is still practical and helpful to staff members. They should be '**SMART**' Targets – Specific, Measurable, Achievable, Realistic and Timed.
- 7.16 No definitive targets can be defined until the survey is completed across the site. As previously stated, there is a commitment to undertake surveys within six months following first occupation of the site. Instead, **Table G** contains indicative targets similar to those that will be derived following the completion of the full Travel Surveys for each business on site.
- 7.17 Three different timescales for the 'SMART' targets for staff members to be met included the short term (first year after adoption of the TP), the medium term (targets for Year 3) and the long term (Year 5).
- 7.18 There will be an overall aim to reduce the number of employees travelling to work in a vehicle as a single occupant, whilst increasing the proportion of employees on site who travel by more sustainable modes (car share, bus or train services, cycling and walking).
- 7.19 Remedial measures will be discussed by the site management and the TPC if the modal split targets are not met. These measures will be implemented afterwards.



**Table G: Indicative Modal Split Targets**

Travel Mode	Short Term Target Modal Shift Change	Cumulative Medium Term Target Modal Shift Change	Cumulative Long Term Target Modal Shift Change
Car Driver	-2%	-6%	-10%
Car Share	+1%	+2%	+2%
Public Transport	-	+2%	+3%
Cycling	+1%	+1%	+3%
Walking	-	+1%	+2%

## Annual Review

- 7.20 In order to record and communicate the progression of the Travel Plan, the TPC should produce an annual review report, which should, as a minimum, include the following:
- a) Reporting of progress against the targets set once the Travel Survey is completed;
  - b) Provision of information relating to new initiatives introduced;
  - c) Provision of information on proposed initiatives due for implementation; and
  - d) Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure).



## 8.0 Action Plan and Budget

### Action Plan Table

8.1 **Table H** summarises the key actions from the document by providing an Action Plan for the TP process:

**Table H: Action Plan**

Action	Indicator	Target Date	Responsibility
Appoint TPC	Production of the Travel Plan	Before first occupation of the site	Site Management
Produce Welcome / Induction Pack	TPC appointed	Before first occupation of the site	TPC
Undertake Initial Travel Surveys	First occupation of the site	After six months of first occupation of the site	TPC
Decide Final Targets and Agree Them with KC	Receipt of the initial Travel Surveys	Within one month of undertaking the initial surveys	TPC in conjunction with KC
Present Annual Monitoring Report	Within two months of agreeing modal splits with KC	Annually for at least five years following the agreement of targets with KC	TPC

### Budget, Funding and Timescales

#### Budget

8.2 The anticipated relative cost of each TP measure has also been set out on in the following pages in Table I. Those categorised as “No Cost” only involve small amounts of staff time for organisation and encouragement to staff members. “Low” costs primarily involve small costs in organising external meetings and liaison, and the cost of staff time. Low-cost initiatives are expected to cost up to £250.

8.3 Those costs categorised as “Medium” are small facilities improvements and larger events, which will take more time to organise and undertake and need more funding to implement. Medium-cost initiatives are anticipated to cost up to £1,000. Costs categorised as “High” are long term expensive costs. High-cost initiatives are expected to cost over £1,000.

#### Funding

8.4 Funding will be made available not only for the implementation of the measures proposed in the Full Travel Plans, but also for their management and communication. As identified throughout this document, the communication and management of a TP is best undertaken by a TPC.



- 8.5 Funding will continue to be made available for the provision of this role, whether this is an allowance of additional time for the TPC to complete elements of their responsibility, or allowance of additional funding.
- 8.6 An additional pot will be made available for running further additional measures in case mode shift targets are not met.

### Timescales

- 8.7 The following phases have been used in **Table I** below to give a general indication of timescales for each element of the action plan:
- a) Short Term – to be completed within one year;
  - b) Medium Term – to be completed within 1 – 2 years;
  - c) Long Term – to be completed within 2 – 5 years; and
  - d) On-going – an on-going element which spans the TP.
- 8.8 These timescales are intended as a guide only, and have been included in order to help the monitoring and review process.

**Table I: Budget, Funding and Timescales**

Initiative	Measure	Cost	Timescale
Induction Pack	Collect relevant information for the Induction Pack.	No Cost	Short Term
	Produce and distribute packs to any new employee.	Low	On-Going
Walking Buddy Scheme	Explore the possibility of a Walking Buddy Scheme.	No Cost	Short Term
	Establish a Walking Buddy Scheme and encourage employees to become members.	Low	Short Term
Cycle Purchase	Liaise with local cycle shops to find out if they can offer any discount for the staff members	No Cost	Medium Term
Bike User Group (BUG)	Explore the possibility and popularity of a BUG. Elect a staff leader.	No Cost	Short Term
	Establish a BUG and encourage staff members to become members.	Low	Short Term
	Encourage people to attend by arranging informal meetings (to co-inside with cycle buddy scheme).	Low	On-Going
Cycle Buddy Scheme	Explore the possibility of a Cycle Buddy Scheme.	No Cost	Short Term
	Establish a Cycle Buddy Scheme and encourage employees to become members.	Low	Short Term
	Encourage people to attend by arranging informal meetings (to co-inside with BUG meetings).	Low	On-Going



Initiative	Measure	Cost	Timescale
Reflective Clothing	Source and provide free high visibility clothing to those wishing to travel to the site by bicycle.	Low	On-Going
Cycling Training	Promote the available courses among staff members.	No Cost	On-Going
Cycle Planning Tool	Provide a link to the Cycle Street tool.	No Cost	Short Term
Liaison with Local Public Transport Providers	Explore the possibility of agreeing public transport discounts with local service providers for staff members.	Low to High	Medium Term
Season Ticket Loans	Arrange for season ticket loans to be made available for staff where a monthly deduction is made from their pay packet.	Low	Medium Term
Public Transport Service Details	Provide the details of bus and rail services included in the site audit section of this TP to all staff members, displaying the information in communal/high traffic areas. Promote the use of journey planner services and PlusBus.	No Cost	Short Term
Promote CarSharing Database	Brief relevant staff members on the benefits of Liftshare.	No Cost	Short Term
	Promote car sharing initiatives and the benefits of car sharing informally within staff members.	No Cost	Short Term
EV Promotion	Promote the availability of Electric Vehicle Charging Points in the city and encourage staff members shifting from petrol/diesel to electric vehicles.	No Cost	Short Term
Sustainable Transport Week	Set a date for a week aimed at encouraging cycling, walking, and public transport during spring/summer.	No Cost	Medium Term
	Produce posters and encourage all staff members to attend.	Low	Medium Term
	Arrange for cycle training and maintenance classes during the week (contact Sustrans or KC).	Low	Medium Term
	Hold 'Sustainable Transport Week' at a convenient and appropriate time in the spring/summer.	Medium	Medium Term
Other Sustainable Transport Campaigns	Promote other sustainable transport campaigns informally and also during the 'Sustainable Transport Week'	No Cost	On-Going
Transport Newsletter	Establish the newsletter/email update.	No Cost	Short Term
	Provide newsletter updates every year – electronic version.	Low	On-Going



Initiative	Measure	Cost	Timescale
<p>'How to Get Here' Section on the Business Website</p>	<p>The website of the business on site will have a 'How to Get Here' section which will show key active travel and public transport and electric vehicle parking information. This section will be updated when relevant.</p>	<p>Low</p>	<p>On-Going</p>





# Appendix A Red Line Boundary Plan

## Travel Plan

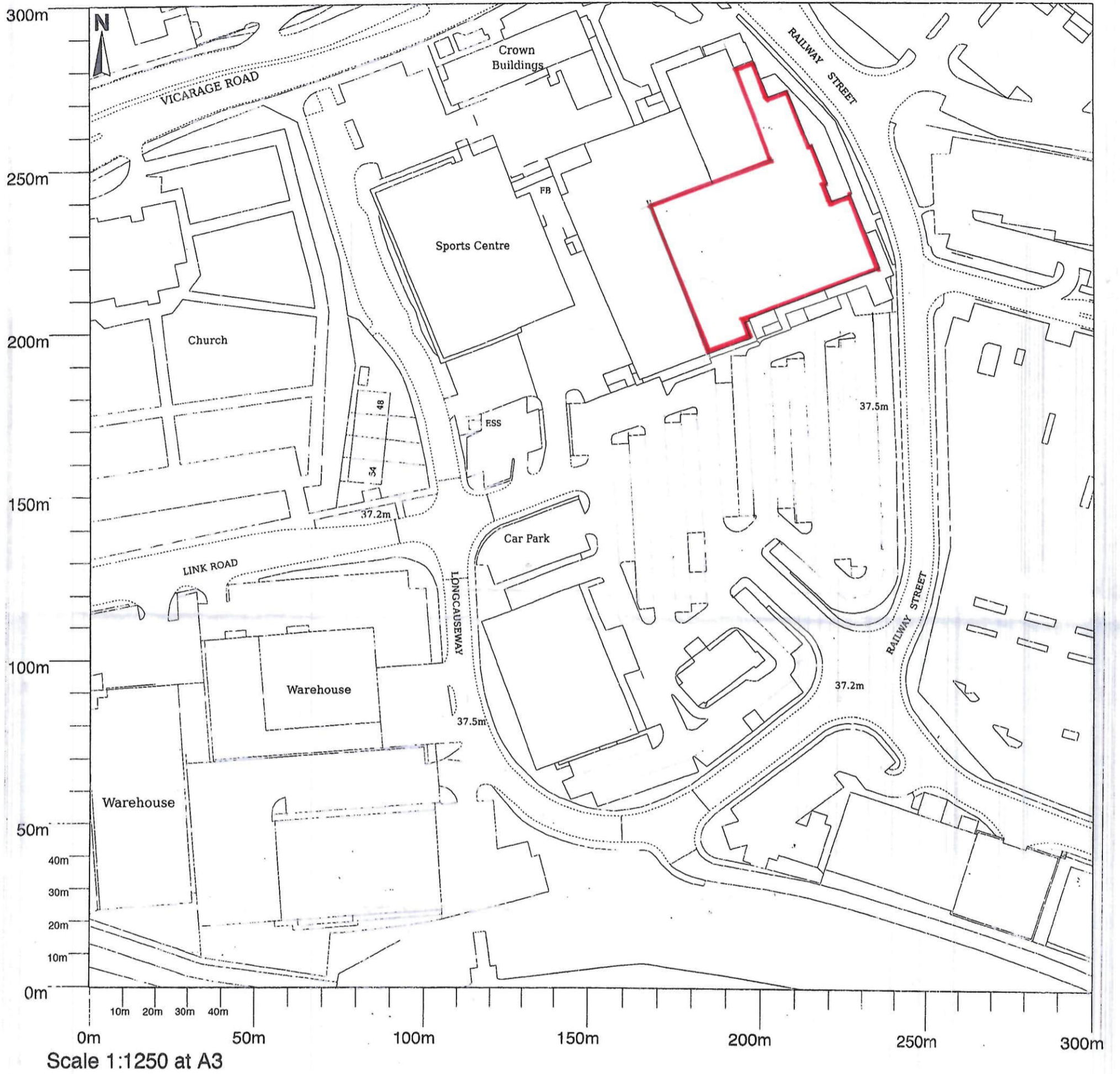
Unit 2, Railway Station Centre, Dewsbury

AEW UK REIT plc

SLR Project No.: VN232850

7 December 2023

# Long Causeway, Dewsbury





# Appendix B Site Accessibility Plans

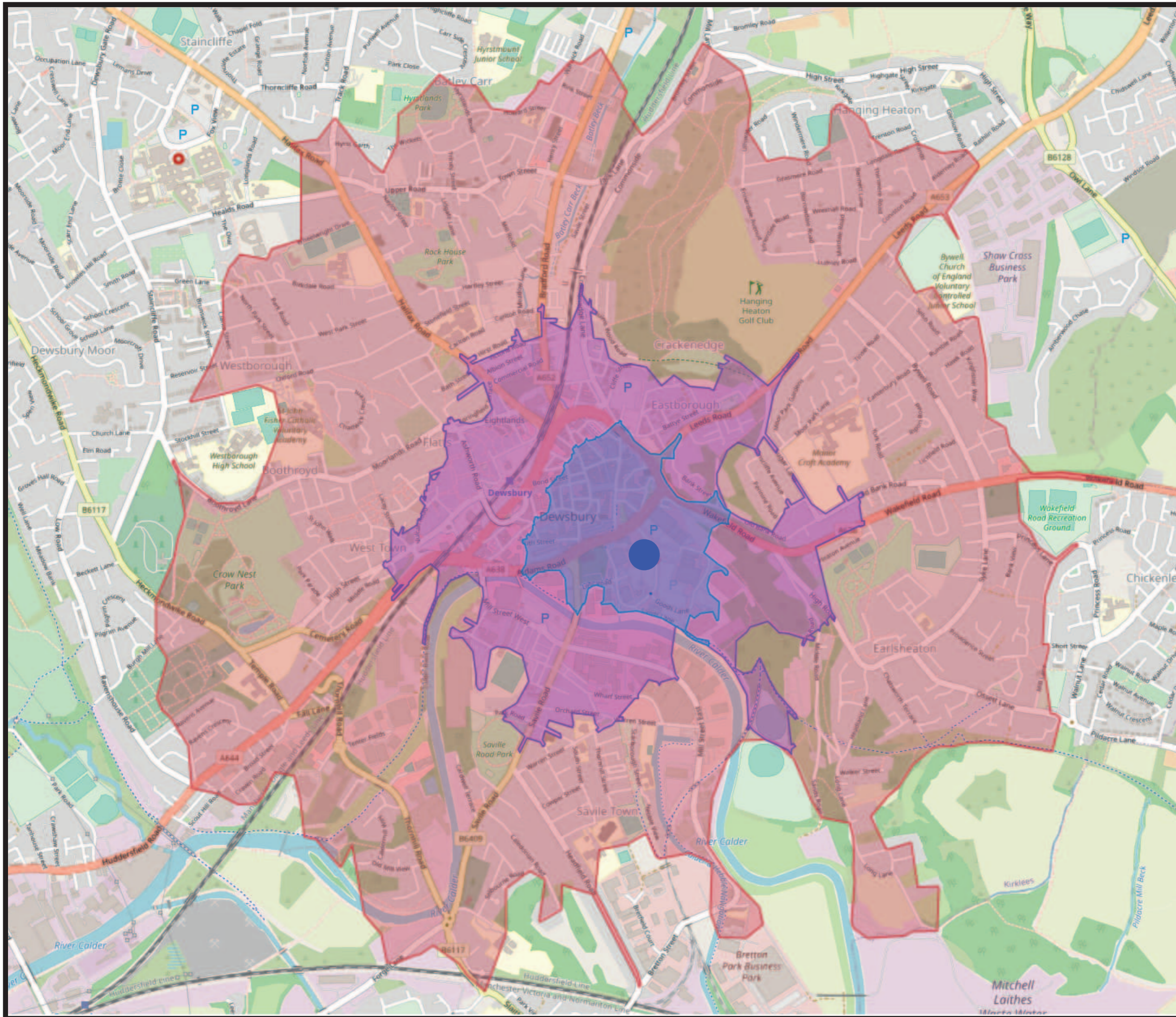
## Travel Plan

Unit 2, Railway Station Centre, Dewsbury

AEW UK REIT plc

SLR Project No.: VN232850

7 December 2023



- KEY:
- 500m Catchment Area
  - 1km Catchment Area
  - 2km Catchment Area
  - Site Location

Base Map Source:  
OpenStreetMap

PROJECT:

Unit 2,  
Railway Station Centre,  
Dewsbury

DRAWING TITLE:

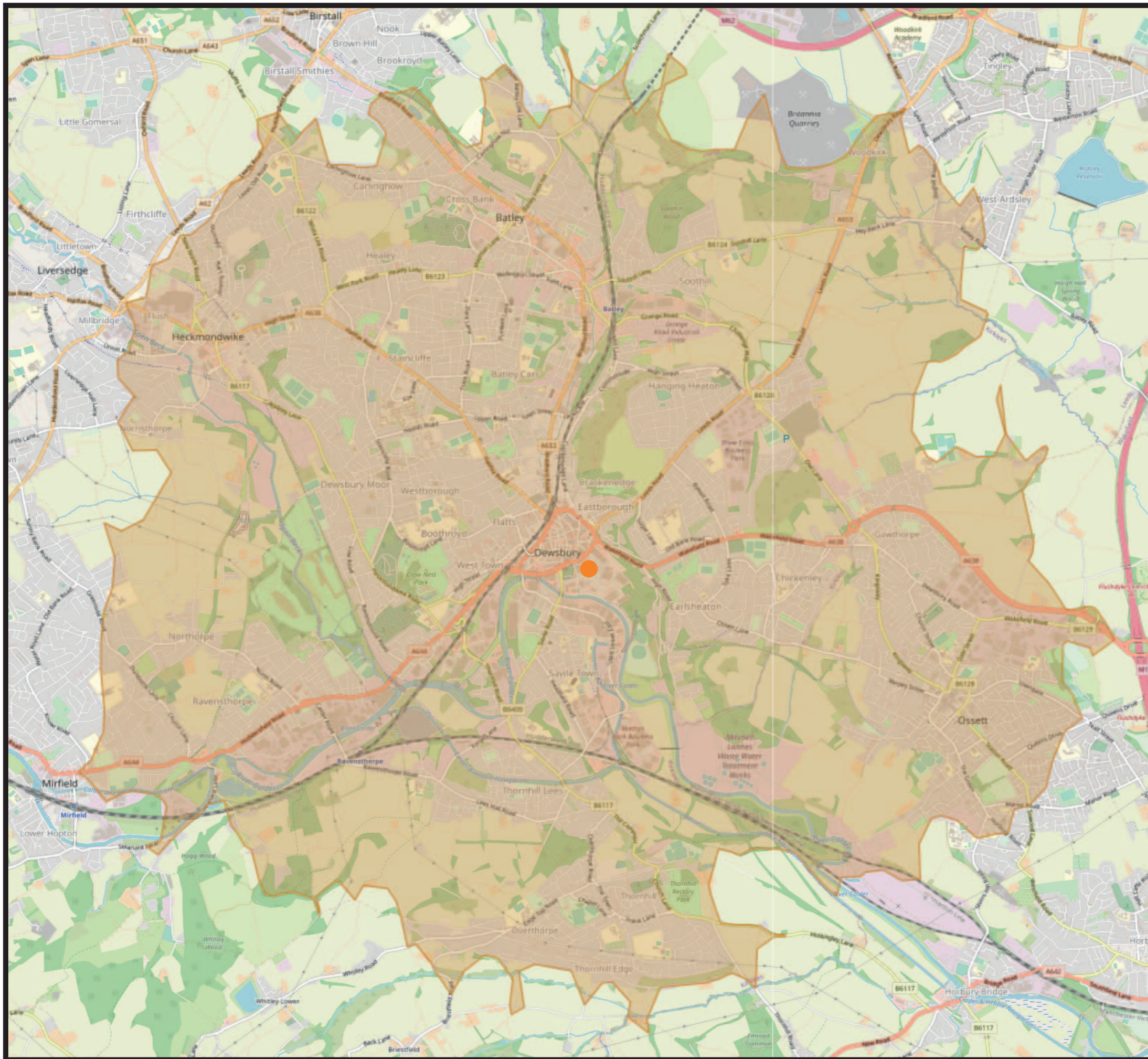
Pedestrian  
Catchment  
Plan



Trading as Vectos (North) Ltd  
4th Floor Oxford Place, 61 Oxford Street, Manchester, M1 6EQ  
t: 0161 228 1008

DRAWING NUMBER:

VN232850\_001



- KEY:
- 5km Catchment Area
  - Site Location

*Base Map Source:  
OpenStreetMap*

PROJECT:

Unit 2,  
Railway Station Centre,  
Dewsbury

DRAWING TITLE:

Cycle  
Catchment  
Plan



Trading as Vectos (North) Ltd  
4th Floor Oxford Place, 61 Oxford Street, Manchester, M1 6EQ  
t: 0161 228 1008

DRAWING NUMBER:

VN232850\_002



# Appendix C Proposed Site Plan

## Travel Plan

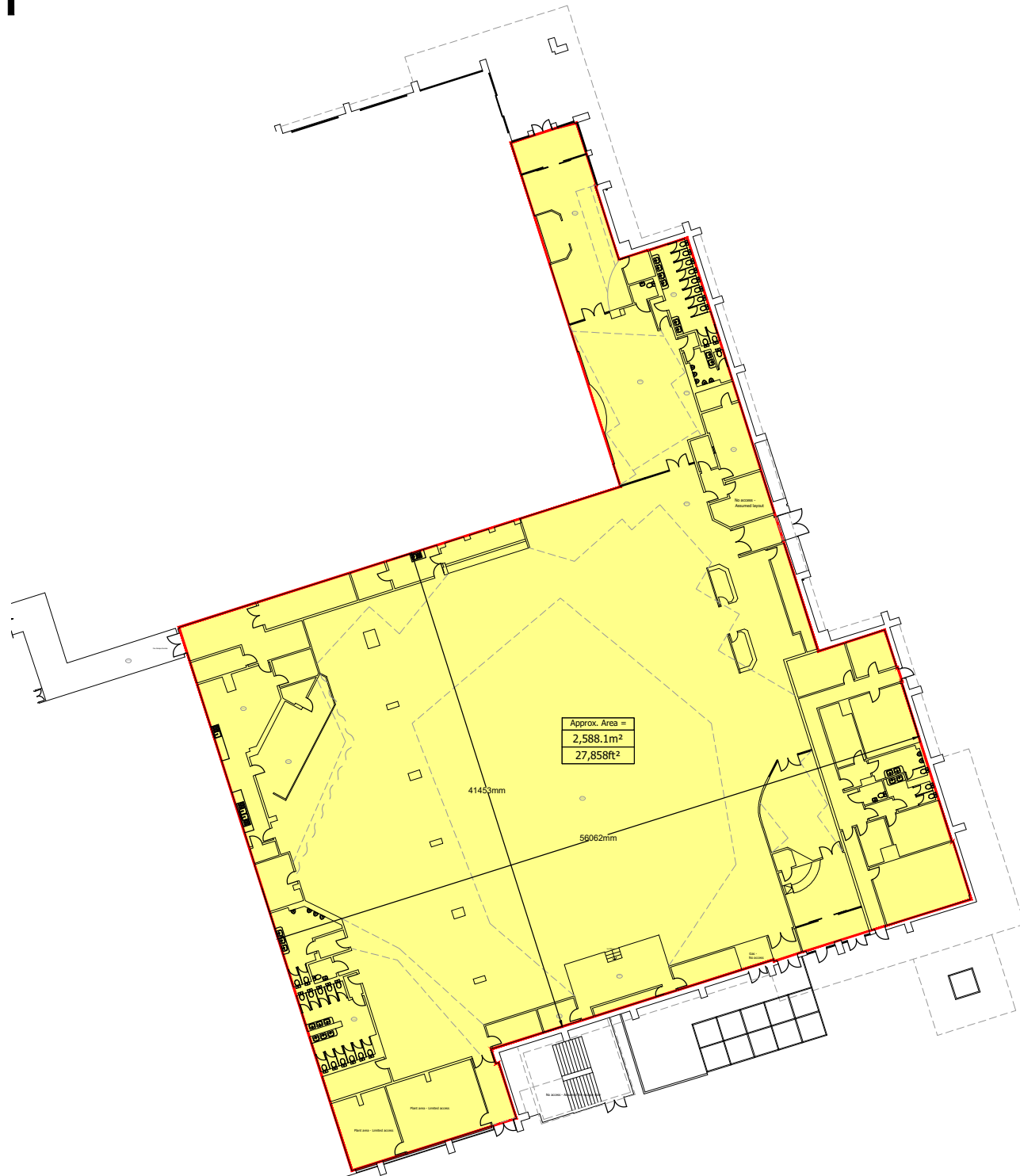
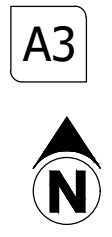
Unit 2, Railway Station Centre, Dewsbury

AEW UK REIT plc

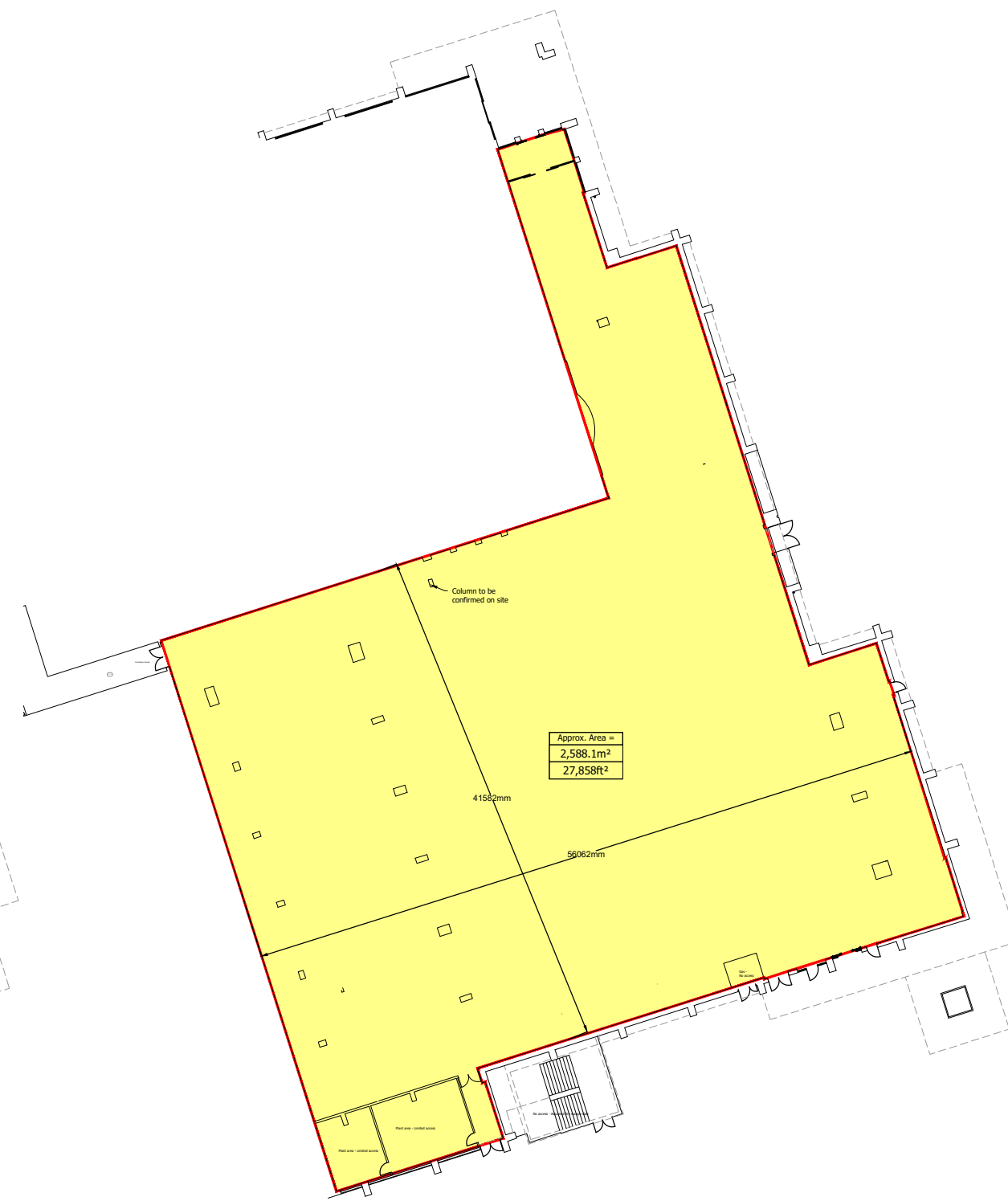
SLR Project No.: VN232850

7 December 2023

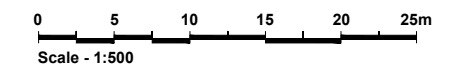
NB Responsibility is not accepted for errors made by others scaling from this drawing. All construction information should be taken from figured dimensions only



FLOOR LAYOUT PLAN - AS EXISTING



FLOOR LAYOUT PLAN - AS PROPOSED



**DRAFT**

Rev	Description	By	Date



Project  
UNIT 2, RAILWAY STATION CENTRE,  
DEWSBURY

Client  
AEW UK REIT PLC

Title  
FLOOR LAYOUT - EXISTING & PROPOSED  
OPTION 1

Drawn by GJS	Surveyor LTG	Date NOVEMBER 2023
-----------------	-----------------	-----------------------

Scale  
1:500 @ A3

Drawing Number <b>N230922-A02-03</b>	Revision
---	----------

Layouts shown are transcribed from Montgomery & Cunningham, ref MC220059-01, dated May 23 and are intended as initial indicative drawings only, subject to feasibility including detailed measured survey, Structural Engineers report, M&E Engineers report, Building Control approval, Fire Officer approval and all statutory applications.  
Layouts shown were supplied by a 3rd party; Workman LLP therefore take no responsibility for the accuracy or information taken from them.



# Appendix D Suggested Staff Travel Questionnaire

## Travel Plan

Unit 2, Railway Station Centre, Dewsbury

AEW UK REIT plc

SLR Project No.: VN232850

7 December 2023

This short travel survey aims to capture information on staff members' travel habits and preferences. Please answer all relevant questions - the survey should last less than 5 minutes. The information you provide will be treated as confidential and processed in accordance with Data Protection Act 1998.

**1. What is your home postcode?** (Full postcode required e.g. WF1 1AA)

\_\_\_\_\_

**2. How do you normally travel to work?**

- |  |                                |   |
|--|--------------------------------|---|
| <input type="checkbox"/> Car – as driver, single occupant  | <input type="checkbox"/> Taxi  | <input type="checkbox"/> Motorbike or powered two wheeler |
| <input type="checkbox"/> Car – as driver, with passenger/s | <input type="checkbox"/> Train | <input type="checkbox"/> Bicycle                          |
| <input type="checkbox"/> Car – as passenger                | <input type="checkbox"/> Bus   | <input type="checkbox"/> On foot                          |
| <input type="checkbox"/> Other (please specify): _____     |                                |   |

**3. If your normal mode of travel is unavailable, how would you travel to work?  
Please tick a different mode than the one chosen on Q2.**

- |  |   |
|--|---|
| <input type="checkbox"/> Car – as driver, single occupant  | <input type="checkbox"/> Train                            |
| <input type="checkbox"/> Car – as passenger                | <input type="checkbox"/> Taxi                             |
| <input type="checkbox"/> Car – as driver, with passenger/s | <input type="checkbox"/> On foot                          |
| <input type="checkbox"/> Bus                               | <input type="checkbox"/> Motorbike or powered two-wheeler |
| <input type="checkbox"/> Bicycle                           |   |
| <input type="checkbox"/> Other (please specify): _____     |   |

**4. How long does your journey to work take?**

- |  |   |
|--|---|
| <input type="checkbox"/> 0 – 15 minutes  | <input type="checkbox"/> 61 – 75 minutes      |
| <input type="checkbox"/> 16 – 30 minutes | <input type="checkbox"/> 76 – 90 minutes      |
| <input type="checkbox"/> 31 – 45 minutes | <input type="checkbox"/> More than 90 minutes |
| <input type="checkbox"/> 46 – 60 minutes |   |

**A) Questions only for Car Users** (if you use public transport services then go to section B; if you cycle or walk to work, go to section C).

**5A. In case you drive alone to work, would you be prepared to car share...** (if you already car share –drive with passenger(s) or driven by someone else–, please go to Question 12A):

- |   |  |
|---|--|
| <input type="checkbox"/> With a colleague?              | <input type="checkbox"/> Through a car sharing database? |
| <input type="checkbox"/> With a friend or family member | <input type="checkbox"/> I would not car share           |



**6A. In case you regularly car share, do you do it... (those driving alone please do not answer):**

- With a colleague?
- With a friend or family member?
- Through a car sharing database?

**7A. What are your top reasons for choosing to travel by car? (You can tick a maximum of 3 answers)**

- |  |  |
|--|--|
| <input type="checkbox"/> To save time                        | Work Commitments   |
| <input type="checkbox"/> To save money                       | <input type="checkbox"/> Security concerns                 |
| <input type="checkbox"/> Transporting equipment              | <input type="checkbox"/> Too far away from home            |
| <input type="checkbox"/> Bad weather                         | <input type="checkbox"/> Convenience                       |
| <input type="checkbox"/> Disability                          | <input type="checkbox"/> Lack of alternatives              |
| <input type="checkbox"/> Personal Commitments / Childcare    | <input type="checkbox"/> Inadequate public transport links |
| <input type="checkbox"/> Other (please specify your answer): | .....  |

**B) Questions only for Public Transport Users (if you drive, cycle or walk to work, please go to section C).**

**5B. Which services do you use to travel to work? Please write down the bus route number/rail service:**

.....

**C) Questions for All Users**

**5C. What would you encourage to start travelling by sustainable modes of transport? If you are already doing so, what are the reason behind it?**

.....  
.....

**6C. Please write below any other relevant comments about your current or future travel to work patterns**

.....  
.....

*Once the survey is complete, please return to the Travel Plan Coordinator.*



