

NetworkRail

Transpennine Route Upgrade

Flint Street Compound Hub

Travel Plan

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Network Rail

January 2025



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- 1.1.1 This Outline Travel Plan has been prepared by AtkinsRéalis on behalf of Network Rail. It is presented in support of the proposed new compound site on Flint Street (hereafter referred to as ‘the Proposed Scheme’), on a site owned by Kirklees Council.
- 1.1.2 Network Rail are currently upgrading the TransPennine line between Huddersfield and Westtown, referred to as section W3 as granted after a successful Transport and Works Act Order application from 2021.
- 1.1.3 Although compound sites along the route have been opened it has become necessary to seek the opening of a new compound site to provide additional staff parking and induction facilities for TRU staff at Flint Street, adjacent to and complementing the existing compound site at Hillhouse. This Flint Street site would be on land currently owned by Kirklees Council, to its north side and west of Alder Street.
- 1.1.4 The Proposed Scheme would be active to January 2029.
- 1.1.5 The site is located west of the existing Hillhouse compound, south of Huddersfield town centre, at Ordnance Survey National Grid Reference (OSNGR) SE 14686 18261. The site is currently owned by Kirklees Council and was previously used for car parking and office buildings. The site is currently providing temporary car parking provision for the TRU scheme. The site of the Proposed Scheme is bounded to the south by Flint Street and to the east by Alder Street. The site boundary is shown in Figure 1.



Figure 1 - Site Location

1.2.1 Building Research Establishment Environmental Assessment Method (BREEAM) standards are a world-leading assessment for sustainability in master planning, infrastructure, and buildings. This Outline Travel Plan has been produced in compliance with BREEAM New Construction 2018. The BREEAM travel plan requirements and how this Outline Travel Plan responds are as in Table 1.

Table 1: BREEAM Requirements

Requirement	Comments
1. A travel plan has been developed as part of the feasibility and design stages	Yes, the Outline Travel Plan has been developed as part of the feasibility and design stages.
2. A site-specific travel assessment/ statement has been undertaken to ensure the travel plan is structured to meet the needs of the particular site and covers the following (as a minimum):	Yes, Section 5 of this Outline Travel Plan shows a quantitative assessment of travel expected to/ from the proposed development, and Section 4 shows the existing conditions of the proposed development site and the surrounding area.
a. Where relevant, existing travel patterns and opinions of existing building or site users towards cycling and walking so that constraints and opportunities can be identified	
b. Travel patterns and transport impact of future building users	See Section 5.
c. Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children)	See section 4.2 and 4.3.
d. Number and type of existing accessible amenities	See section 4.3.
e. Disabled access (accounting for varying levels of disability and visual impairment)	See section 4.2.3.
f. Calculation of the existing public transport Accessibility Index (AI)	

g. Current facilities for cyclists	
3. The travel plan includes a package of measures to encourage the use of sustainable modes of transport and movement of people and goods during the building's operation and use.	See Section 10.
4. If the occupier is known, they must be involved in the development of the travel plan and they must confirm that the travel plan will be implemented post refurbishment or fit-out and be supported by the building's management in operation.	To be confirmed.

- 1.3.1 A supporting Outline Workplace Travel document is considered appropriate as best practice to consider the management of longer-term transport demands arising from the proposed development and encourage the reduction of reliance on forms of travel that have the highest environmental impact.
- 1.3.2 A Travel Plan is a package of incentives that have been identified for a particular site to develop a coordinated strategy to deliver an increased level of travel choice for employees and visitors. It is part of a dynamic process that will develop over time and with changing circumstances.
- 1.3.3 For the proposed development, the overall aims of the Outline and Full Travel Plan are:
 - To effectively manage the travel behaviour of employees and visitors to/ from the proposed development, recognising the existing sustainable attributes of the location and the development proposals;
 - Increase staff and visitors' awareness of the environmental and health implications and different travel choices; and
 - To develop a strategy for the ongoing management/ coordination and marketing of the Travel Plan.
- 1.3.4 This Outline Travel Plan has been developed to consider the travel behaviour of all development users including employees, visitors, and deliveries. It includes information available at this stage, in addition to the proposed approach post-occupation. A full travel survey of employees should be undertaken within six months of occupation or 75 percent of the site's occupation, whichever is soonest (see Section 11 for further information), to develop a baseline for identifying future Travel Plan targets in the full Travel Plan.
- 1.4.1 It is considered that based upon the criteria and implementation of a successful Full Travel Plan, it will be possible to increase the number of users who travel by active travel modes, such as walking and cycling, as well as realise the potential arising from any public transport improvements.
- 1.5.1 A Travel Plan can also bring several benefits to the site users and the environment, including:
 - For employees and visitors: reduced demand for car parking, improved accessibility by walking/ cycling, and a delivery management strategy;

- For the local community: reduced congestion and improvements to public transport, walking and cycling access; and
- For the environment: improved air quality and less noise.

1.6.1 The remainder of this Outline Travel Plan is structured as follows:

- Section 2 summarises the development proposals;
- Section 3 sets out the policy and best practice which has been used to develop this Outline Travel Plan;
- Section 4 presents an assessment of the development site and the surrounding area;
- Section 5 details the modal split, likely trip generation of the proposal and traffic impact;
- Section 6 details the travel survey which will be undertaken upon 75 percent occupation of the development;
- Section 7 describes objective setting;
- Section 8 outlines target and indicators setting;
- Section 9 summarises approach to Travel Plan Management;
- Section 10 outlines potential measures which could be implemented;
- Section 11 describes the monitoring and review of the Full Travel Plan;
- Section 12 sets out the Action Plan requirements;
- Section 13 details how the Full Travel Plan will be secured and enforced.

2.1.1 The proposals seek to provide a new compound location to support the upgrading of the TransPennine line between Huddersfield and Westtown. The site will be accessed via the existing access point off of Flint Street.

2.1.2 The proposals for this compound are as follows:

- 1-tier 80-desk office with a 150-person multi-purpose briefing room;
- Office operation 24/7 but with primary use between 0700-1700hrs Monday to Friday (operating at 20% capacity outside the primary use time);
- Briefing room operational 24/7 but only at full capacity 10% of the time, with peak usage on Tuesdays and Thursdays 1000-1400 hrs, Fridays 2200-0600hrs (operating at 20% capacity outside these times);
- Up to 200 parking spaces consisting of:
 - 75% for small or medium sized vehicles;
 - 25% large sized vehicles;
 - 50 3.2kW Electric Vehicle charging points;
 - 12 parking spaces for disabled users; and
 - Unloading bays.

2.1.3 An indicative layout of the proposals is shown at

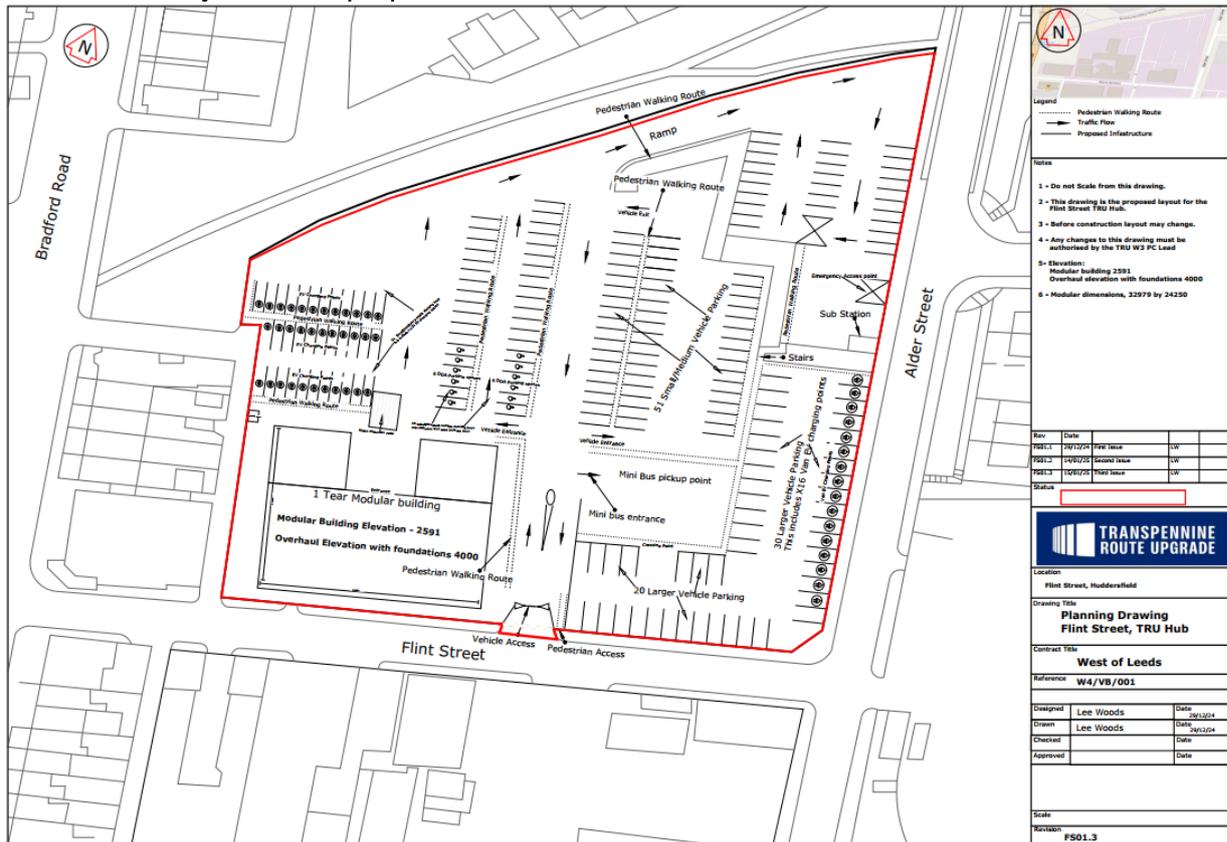


Figure 2.

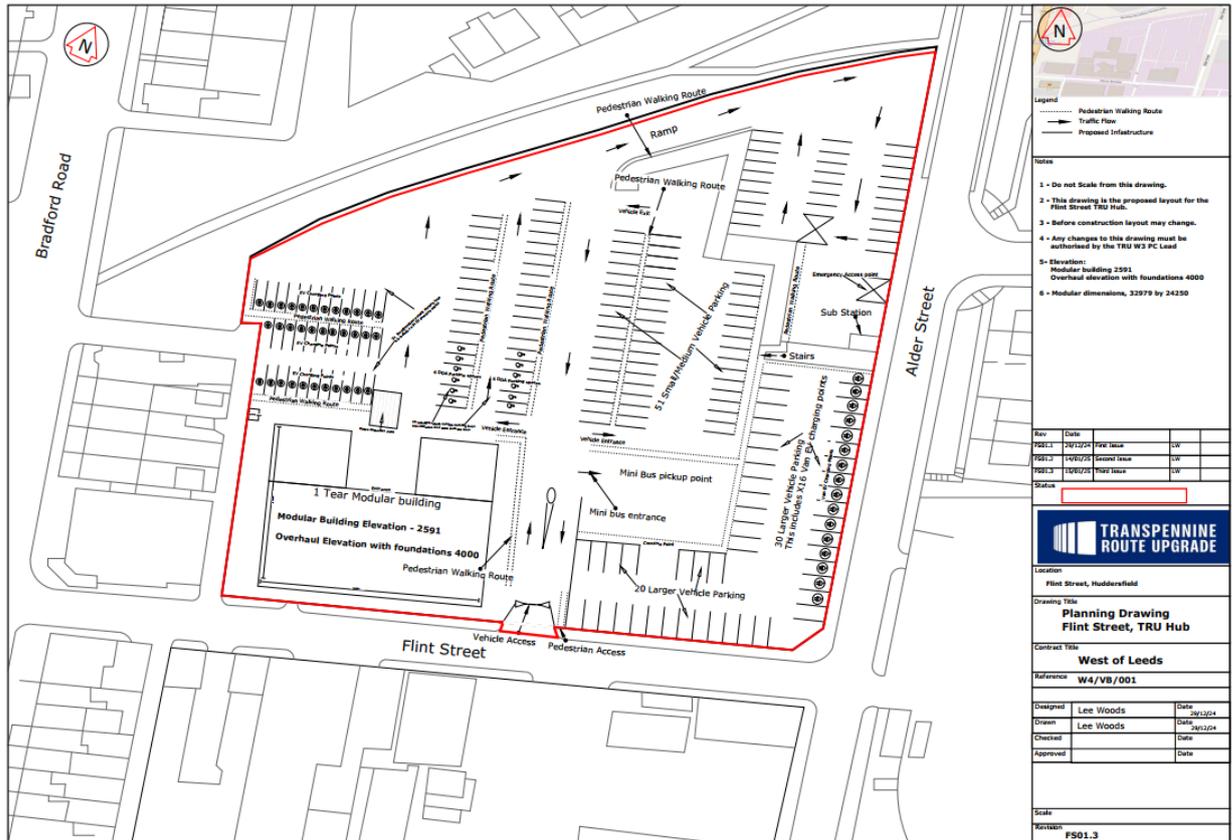


Figure 2 – Layout of proposed development

- 2.2.1 The compound will retain the existing access to the site. The existing access to the site is via Flint Street at the northern boundary of the site. This is accessed from the west via a priority crossroads between Flint Street/ A641 Bradford Road/ Cobcroft Road and to the east via Flint Street/ Alder Street T-Junction.
- 2.2.2 It is considered that the site is well connected for access to amenities on foot and by cycle. Cycle access is proposed using the existing access from Flint Street.
- 2.3.1 The Department for Transport (2019) proposed in consultation that new non-residential buildings should include an amount of EV charging points and cable routes set as 20% of total car parking spaces.
- 2.3.2 The proposal is for up to 200 car parking spaces, of which there are 50 EV parking bays.
- 2.3.3 The parking numbers provided on-site demonstrate that there are sufficient parking spaces within the development to accommodate staff and visitors to the site and will not result in any overspill onto local roads.
- 3.1.1 The requirement for a Travel Plan to promote sustainable modes of travel to the site is supported by the following relevant national and local planning policy and guidance as +detailed in Table 2.

Table 2: Policy and Guidance Review

Document	Relevant Policy
National	
National Planning Policy Framework (NPPF)	<p>NPPF sets the overarching planning policies and principles for England and provides high level guidance on the application of transport policy in the context of development schemes. Transport issues should be considered from the earliest stages of plan-making and development proposals so that:</p> <ul style="list-style-type: none"> • development impacts on transport networks can be addressed; • opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised; • opportunities to promote walking, cycling and public transport use are identified and pursued; • the environmental impacts of traffic and transport infrastructure can be identified, assessed, and considered; and patterns of movement, streets, parking, and other transport considerations are integral to the design of schemes and contribute to making high quality places.
National Planning Practice Guidance (NPPG)	<p>NPPG sits beneath NPPF providing an additional policy guidance and interpretation. Para 002 'Travel Plans (TP) Transport Assessment (TA) & Statements (TS) states:</p> <ul style="list-style-type: none"> • TPs TAs and TSs are ways of assessing and mitigating the negative transport impacts of development to promote sustainable development; • TAs assess the potential transport impacts of developments (and may propose mitigation measures to promote sustainable development); and • TAs can be used to establish whether the residual transport impacts of a proposed development are likely to be 'severe'.
Electric Vehicle Charging in Residential and Non-Residential Buildings' (DfT)	<p>In July 2019 DfT outlined guidance for new non-residential buildings stating that - <i>'The government proposes every new non-residential building with more than 10 car parking spaces to have one charge point and cable routes for an electric vehicle ChargePoint for one in five spaces.'</i> This is 20% provision for Electric Vehicle Charging Points (EVCPs).</p>

Regional/ Local	
Kirklees Local Plan	<p>The Kirklees Local Plan was adopted in February 2019 and guides the development in the area until 2031. This document provides the Council's prevailing transport policies.</p> <p>The following policies in the Local Plan are specifically relevant to Transport:</p> <ul style="list-style-type: none"> • Policy LP19: Strategic transport infrastructure: The Council will support developments that have safe and convenient access to the West Yorkshire Key Route Network and where proposals assist to bring forward strategic transport infrastructure. • Policy LP20: Sustainable travel: new developments should be located to ensure that essential travel needs can be met by forms of sustainable transport other than the private car. Proposals are required to facilitate the following user hierarchy: a) Pedestrians b) Cyclists c) Public Transport d) Private Vehicles. • Policy LP21: Highways and access: The Council will support development proposals that accommodate sustainable modes of transport, maintain the efficient and safe operation of the highway network, and which take account of the needs of all highway users for safe access, egress and servicing arrangements. Where a development will generate significant trip generation a Transport Assessment or Transport Statement and a Travel Plan may be required. • Policy LP22: Parking: The Council will support development proposals that follow their provision of parking principles. Proposals for non-residential parking in town centres will not be permitted unless demonstrated that it is required for operational reasons. Where permitted by the council appropriate arrangements are required to provide management arrangements consistent with public parking within the town centre. Parking provision needs to accommodate the needs of disabled people and new developments require cycle parking. • Policy LP23: Core walking and cycling network: proposals should seek to integrate into the network and should not prejudice the function, continuity or implementation of the network.
Kirklees Highway Design Guide SPD	<p>The Kirklees Highway Design Guide SPD was adopted in November 2019. It is considered that this parking guidance outlined within this document closely accords with the NPPF approach, in its recommendation for flexibility and application according to local circumstances. Kirklees Council has not set local parking standards for residential and non-residential development.</p>

3.1.2 This Outline Travel Plan has been developed in accordance with the national and local policy and guidance presented in Table 2.

- 3.2.1 The site of the proposed scheme is owned by Kirklees Council. The site is currently a vacant plot owned by Kirklees Council, It was previously used by Kirklees Council as office buildings and associated staff car parking. This site is located approximately 1.4km to the north of Huddersfield town centre amongst other employment and industrial sites. The Proposed Scheme is located to the west of the existing TRU Hillhouse compound.
- 3.2.2 The site is bounded to south by Flint Street and east by Alder Street. Flint Street links directly into the A641 Bradford Road approximately 35 metres from the northeastern corner of the site. The A641 connects into the A6107 to the north and Castlegate to the south.

- 4.1.1 The existing access to the site is via Flint Street at the northern boundary of the site. This is accessed from the west via a priority crossroads between Flint Street/ A641 Bradford Road/ Cobcroft Road and to the east via Flint Street/ Alder Street T-Junction.
- 4.1.2 There are a large number of amenities located within close proximity to the Proposed Scheme, including food stores, community centres, healthcare facilities, education facilities and places of worship.

Vehicular Access

- 4.2.1 The compound will retain the existing access to the site. The existing access to the site is via Flint Street at the northern boundary of the site. This is accessed from the west via a priority crossroads between Flint Street/ A641 Bradford Road/ Cobcroft Road and to the east via Flint Street/ Alder Street T-Junction.

Cycle Access

- 4.2.2 **Error! Reference source not found.** highlights the existing and proposed routes for future development. The National Cycle Network (NCN) Route 66 (Calder Valley Greenway) is to the south of the Proposed Scheme. Connections into NCN 66 are via the Bradley Junction Industrial Estate Road to the southwest of the Proposed Scheme. This route connects with the wider NCN providing connections to Huddersfield town centre, Dewsbury and further afield towards Bradford. The route between the Proposed Scheme and Huddersfield town centre to the southwest and Dewsbury to the northeast is mostly traffic free, with the majority of the Huddersfield to Dewsbury route made up by the Birkby Bradley Greenway and the Calder Valley Greenway (NCN 66).



Figure 3 - National Cycle Network

Pedestrian Access, including Disabled Access

- 4.2.3 Pedestrian access to the site will be via the footway provided to the western edge of the access point where the footway leads into the pedestrian site access. Footways are provided on both sides of Flint Street, Alder Street and A641 Bradford Road. The A641 has a crossing point with a centre island to the north of the Flint Street.
- 4.2.4 Across the network there are dropped kerbs allowing informal pedestrian crossings for all users. These are occasionally supported by tactile paving which increases in provision closer to the city centre. Existing pedestrian access to the site is via a ramp which leads into steps.

Public Transport Access

Bus

- 4.2.5 The nearest bus stops to the site are 'Flint Street' located approximately 150m to the northeast of the site on Bradford Road/ A641, served by routes 328 and 363 to destinations including Bradley and Bradford, with service frequencies shown in
- 4.2.6 Table 3. The X63 offers the same route as the 363 but has fewer stops. The closest bus stop to the scheme is 'Fartown Bar' located approximately 300m northeast of the site. Additional services are available on Fartown Green Road approximately 400m north of the site and Hammond Street Abbey Road approximately 250m east of the site.

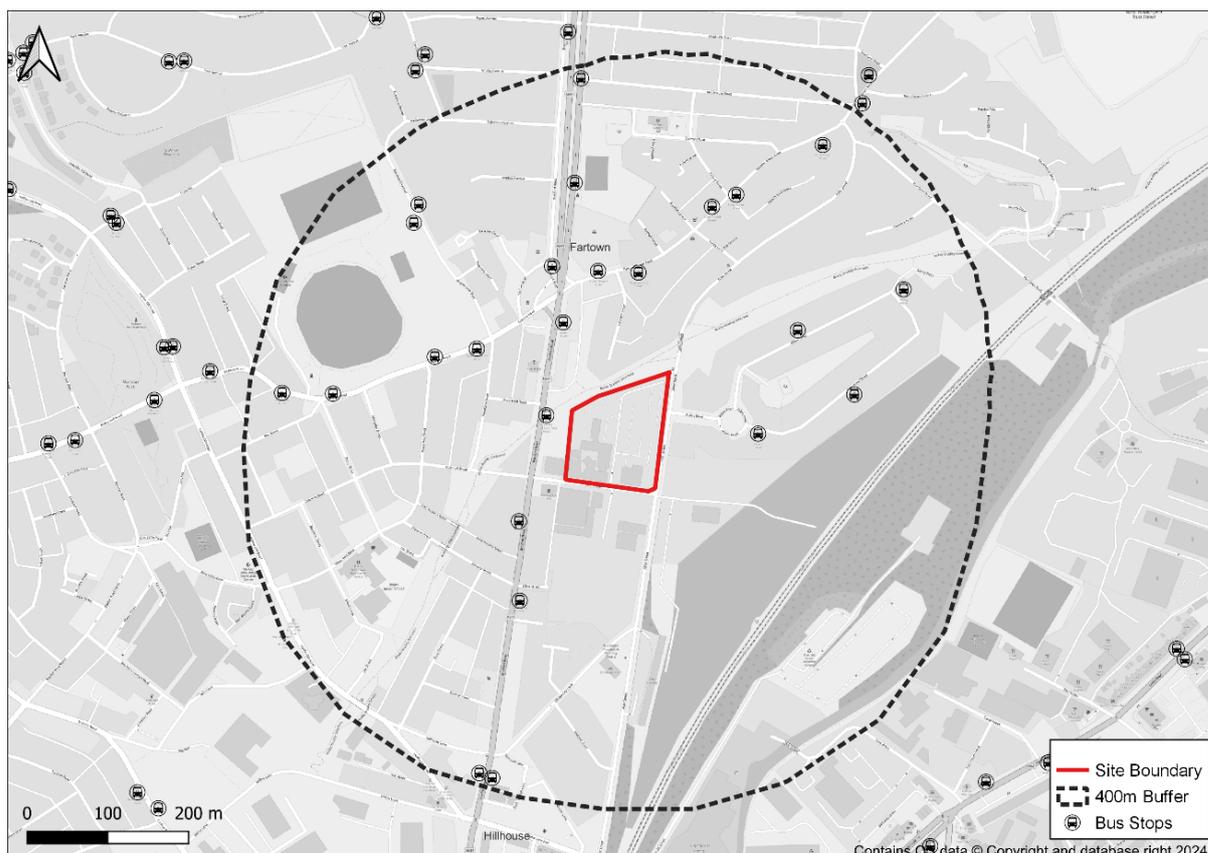


Figure 4 - Bus Stop Locations

- 4.2.7
- 4.2.8 Table 3 summarises the bus routes/ services which are in close proximity to the site and Figure

4 shows the bus stops within the vicinity of the site and within the wider area.

Table 3: Bus Routes and Service Frequency

Bus Stop Name	Service	Route	Service Frequency		
			Mon-Fri	Saturday	Sunday
Flint Street	328	Balmoral Avenue - Bradley	15 mins	15 mins	30 mins
	363 ¹	Huddersfield Bus Station – Bradford	30 mins (Only 05:37-06:54 and 20:23-22:18)	30 mins (Only 05:31-08:31 and 18:31-22:31)	30 mins
Fartown Bar	X63	Huddersfield Bus Station – Bradford	15 mins	18 mins	No service, 363 only.
Hammond Street Abbey Road	384	Huddersfield - Asda Circular	2 hourly (5 services)	2 hourly (4 services)	None
	385	Huddersfield - Asda Circular	2 hourly (4 services)	2 hourly (4 services)	None
Fartown Green Road	360 Hudds Quick	Huddersfield Royal Infirmary - Huddersfield - Fartown - Bradley Boulevard Circular	30 mins	40 mins	Hourly

Rail

4.2.9 The nearest rail station to the proposed compound site is Huddersfield, located approximately 1.6km south of the site; approximately a 20 minute walk, a 6 minute cycle or short bus journey on the X63. The location of the station and its relationship to the site is shown in Figure 5.

4.2.10 Huddersfield rail station is managed by TransPennine Express, with direct services to Liverpool,

¹ Outside of these times the X63 is available from Fartown Bar.

Manchester, Sheffield, Leeds, York, Darlington, Durham, Halifax, Bradford and Newcastle as well as a number of smaller destinations.

4.2.11 All railway stations in the UK are classified by level of step-free accessibility into one of three categories:

- Category A – this station has step-free access to all platforms/ the platform;
- Category B – this station has a degree of step-free access to all platforms, which may be in both directions or in one direction only;
- Category C – this station does not have step-free access to any platform.

4.2.12 There are eight platforms at Huddersfield station. The station can only be accessed from one side, which is located on Railway Street. The station is step-free access category B, with step-free access to all platforms. Access to Platforms 4 to 8 requires users to use lifts provided for level access. The station also has accessible ticket machines, train ramps, induction loops, accessible toilets and is staffed for all services.

4.2.13 The station has a total of 54 cycle storage spaces located within the Cycle Hub on Platform 1, which are sheltered with CCTV in the storage area. There is a pay-and-display station car park outside of the entrance (accessed via Railway Street), where a total of 54 car parking spaces are available, 2 of which are accessible.

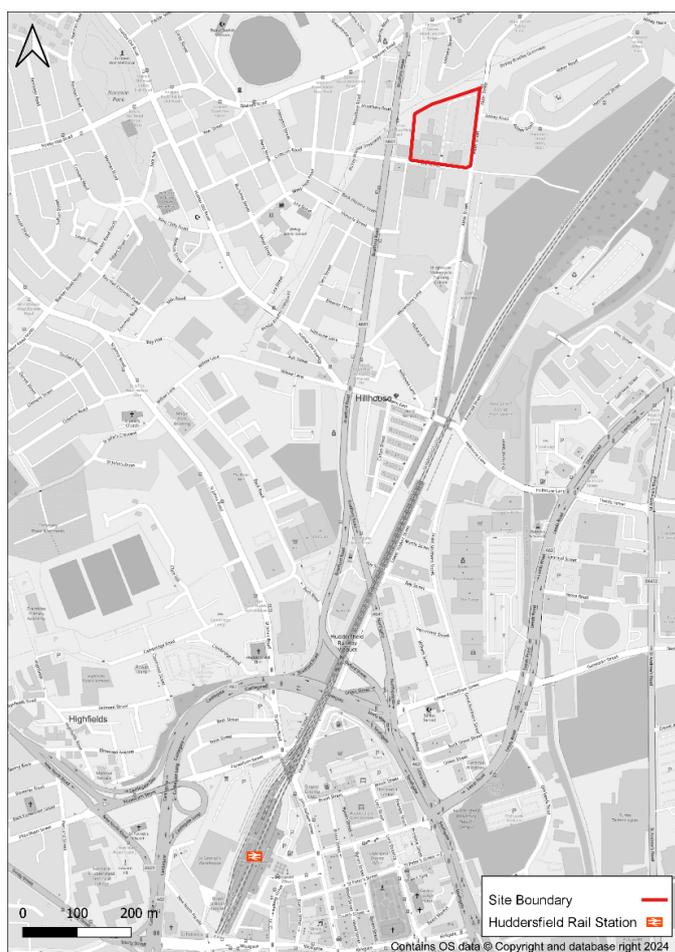


Figure 5 - Rail Station Location

4.3.1 The site is located close to Huddersfield town centre, which provides access to retail and leisure

facilities including food stores, community centres, healthcare facilities, education facilities and places of worship. The key route to access the amenities from the site on foot or by cycle would be to travel west on Flint Street and south along Bradford Road (A641). Figure 6 shows the amenities that are located within 400 metres of the site, which is considered an ‘acceptable’ walking distance as well as amenities located within 1.2 kilometres of the site highlighted above as the ‘preferred maximum’ for other purposes.

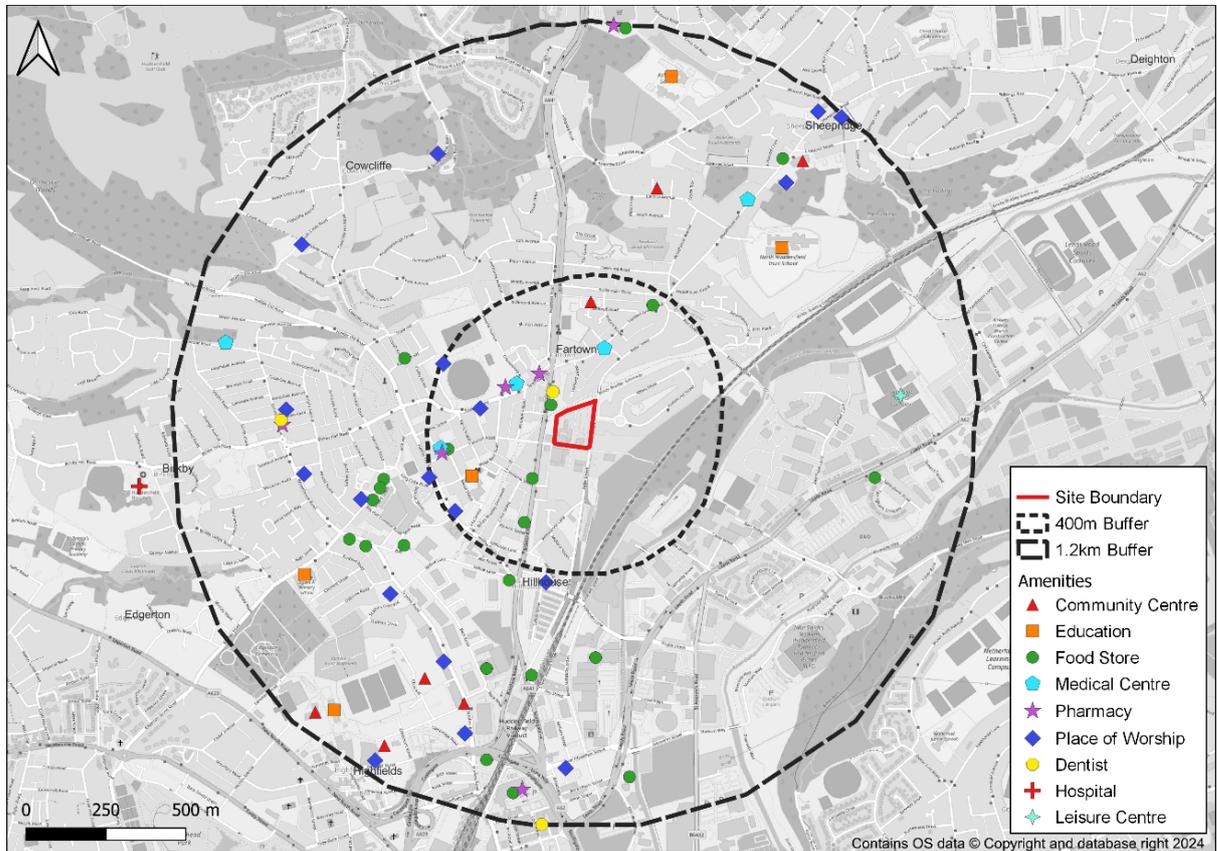


Figure 6 - Amenities Map

4.3.2 The pedestrian footways in the vicinity of the site are well maintained and all streets to the proposed development are well lit and have continuous footways (some on both sides of the road) with appropriate crossing points. Public Rights of Way (PRoW) within a wider vicinity of the site are shown in Figure 7.

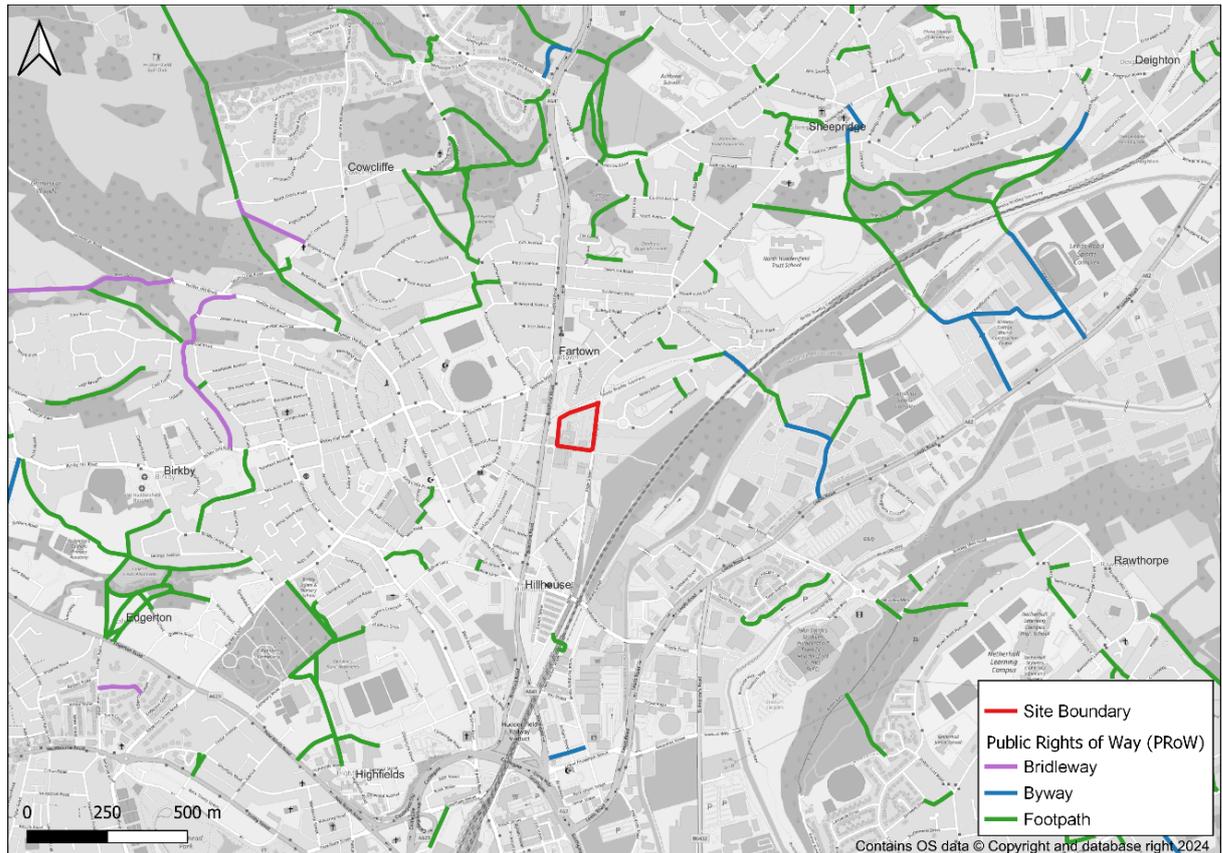


Figure 7 - PRoW

- 4.4.1 The site is bounded to the east by Alder Street, to the south by Flint Street, approximately 30 metres to the west by A641 Bradford Road and to the north by NCN 69 Birkby Bradley Greenway. The A641 provides connections into A6107 Bradley Road to the north and the Huddersfield Ring Road (Castlegate/ Queensgate/ Southgate) to the south.
- 4.4.2 The A641 within the immediate vicinity of the site is a single carriageway road with a 30mph speed limit, with an bus lane on the northbound carriageway. Approximately 200 metres to the north at the A4641/ Spaines Road/ Fartown Green Road crossroads the A641 becomes dual carriageway, where a 40mph speed limit is adopted approximately 100m north of the junction.
- 4.4.3 The Huddersfield Ring Road provides connections into the A62 Leeds Road/ Manchester Road, A629 Wakefield Road/ New North Road, A616 Chapel Hill and A640 Westbourne Road. The A640 and A629 to the northwest of the Ring Road provide direct access into the M62 at Junction 23 and 24 retrospectively.
- 4.4.4 Flint Street also provides connections to the Alder Street which connects into Fartown Green Road that joins the A62 Leeds Road providing connections towards Heckmondwike, Birstall, Leeds and the M621 Junction 27.
- 4.4.5 All of the roads in the nearby vicinity have sufficient street-lighting and footways on either side of the carriageway.
- 4.5.1 Google maps desktop review shows that when in use for staff parking at the Kirklees Council facility, the site had approximately 230 parking spaces including seven accessible parking

spaces and 15 marked EV charging bays. On street parking is available on the northern edge of the Flint Street within designated areas.

- 5.1.1 For the purposes of this Travel Plan traffic flows have been taken from the traffic model developed to support the Transport and Works Act Order, specifically traffic flows at 2024 referenced for that Order's 'Scenario 4' traffic forecasts. This represented the proposed maximum construction activity during September and October 2024, being the closest modelled period to the opening of this proposed compound site at Flint Street. The 'Scenario 4' traffic forms this study's 'without development' otherwise referred to as the Do-Minimum.
- 5.1.2 Most of the proposed development traffic, otherwise referred to as Do-Something traffic, is assumed to access the proposed Flint Street site from its junction with the A641 Bradford Road from the north direction. The pre-existing traffic model confirms this to be the case. Other traffic would also arrive from the south arm of A641 Bradford Road and from along Alder Street to the site's east, broadly paralleling the A641, with some then also arriving along Willow Lane East, and from the A62 Leeds Road using Hillhouse Lane.
- 5.2.1 For the purposes of this Travel Plan a simple spreadsheet has been developed to distribute these trips around the network in this local area based on the traffic models peak hour traffic flows, and these network peak hours have been used to assess the traffic impact associated with the proposed compound site. The calculations to deduce the new traffic flows are detailed in the accompanying Transport Statement. The Do-Minimum and Do-Something traffic flows are shown in Figure 8 to Figure 10.

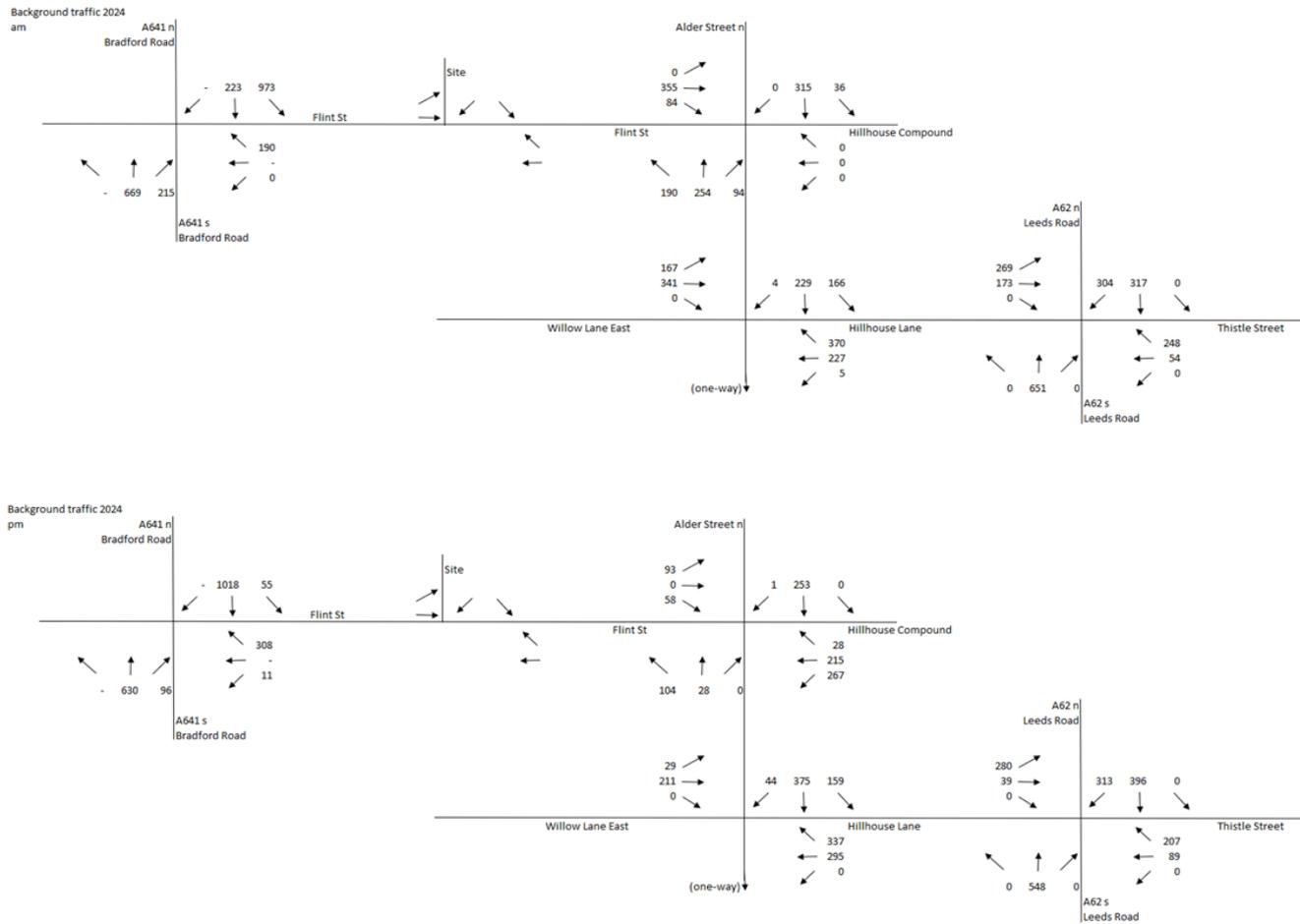


Figure 8 – Background traffic

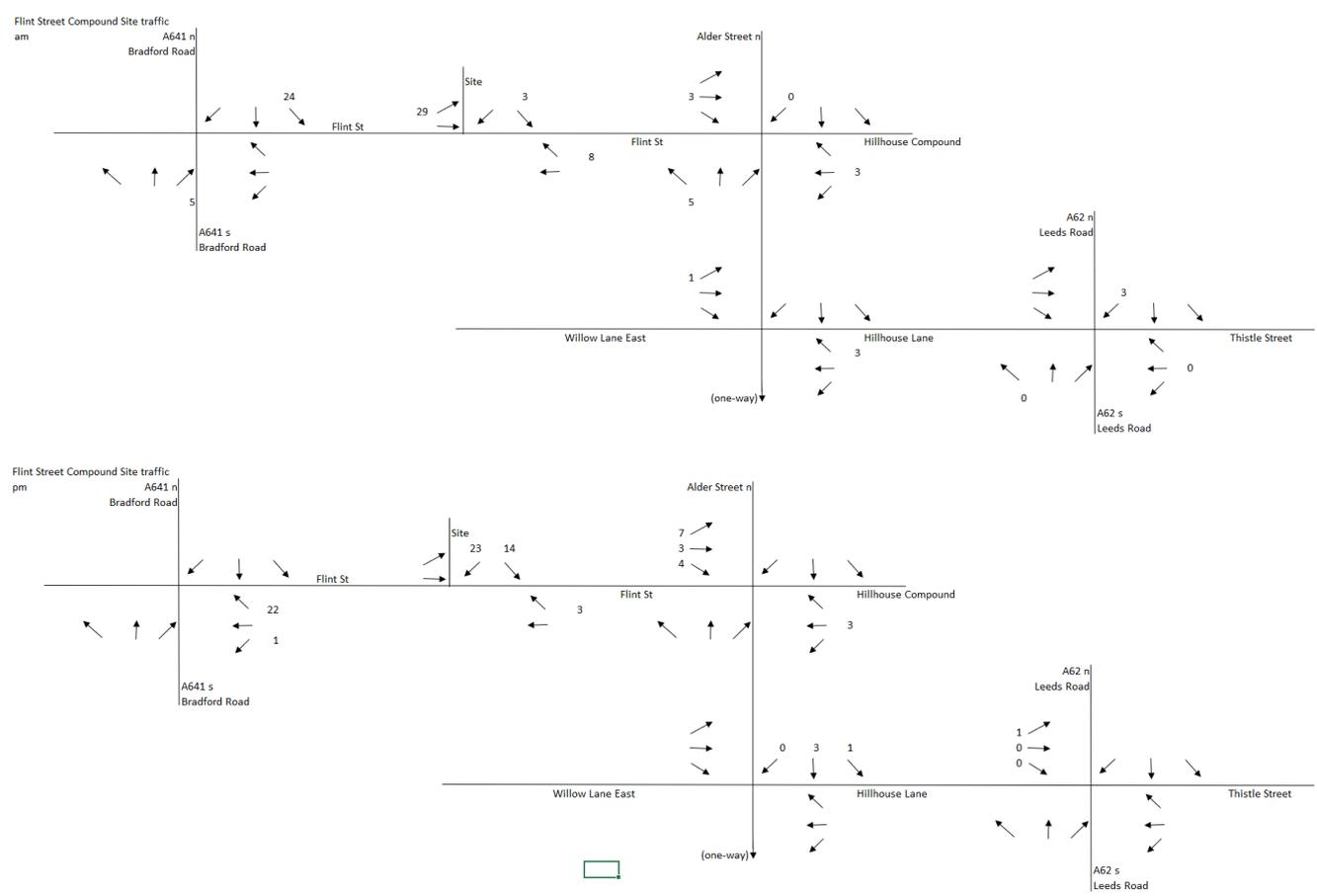


Figure 9 – Compound Site traffic

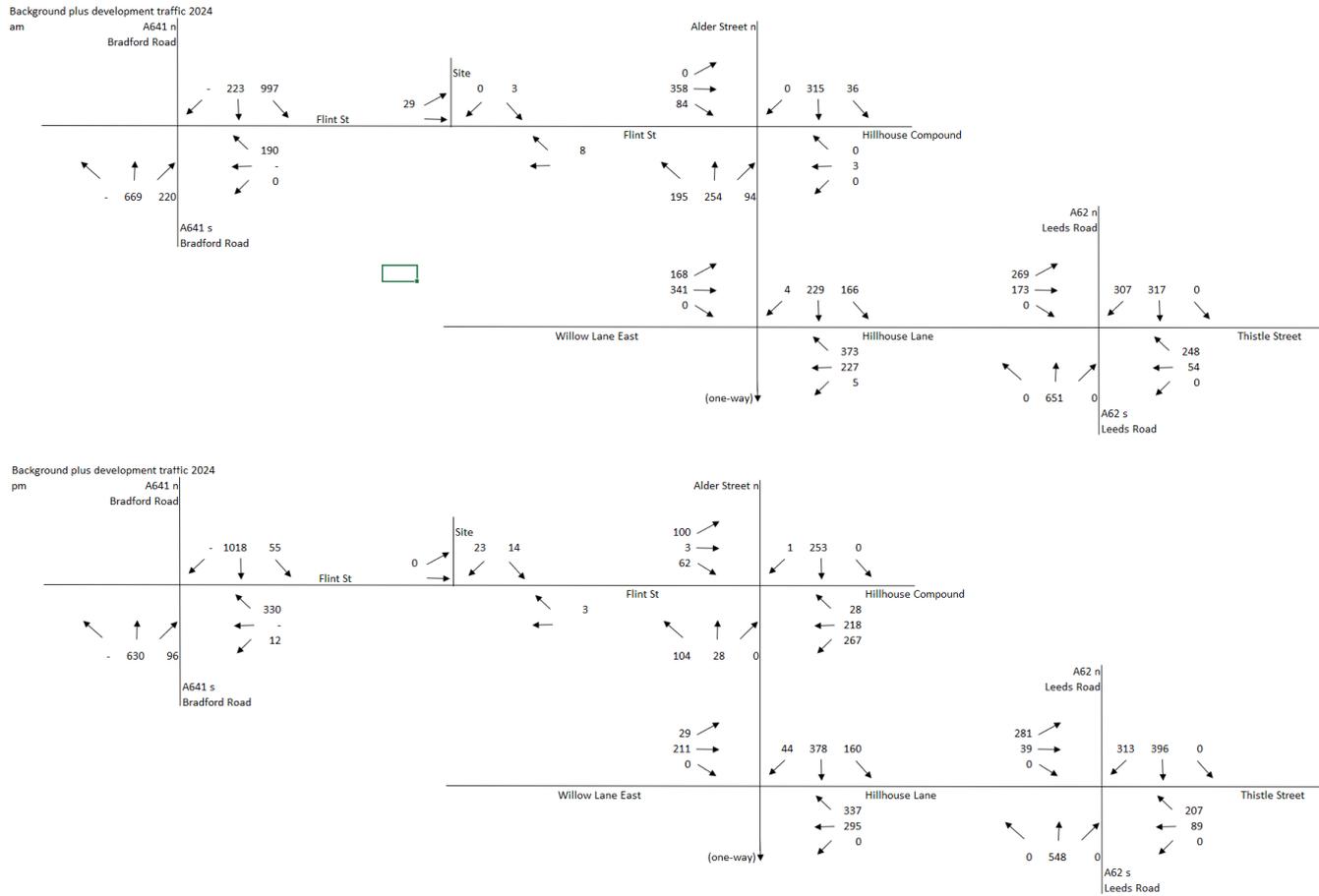


Figure 10 – Background traffic plus Compound Site traffic

6.1.1 It is proposed that a baseline travel survey will be undertaken at 75 percent of full occupation of the proposed development or within six months of initial occupation, whichever is sooner. The survey will provide modal share data for employee travel as a benchmark for future monitoring. This survey will also be used to inform the targets to be included in the Full Travel Plan.

6.1.2 Travel surveys will be completed at two and three years following the initial baseline travel survey (“Year One”) as the proposed development is only in operation until 31 January 2029. Further information on the nature of the monitoring is detailed in Section 11.

6.2.1 Once the Full Travel Plan is in place, post-occupation snapshot surveys will be conducted every three months by the Travel Plan Coordinator for the first two years (to be reviewed after the Year 1 baseline survey). This will help assess the modes of transport used by employees. Information that should be gathered during the snapshot surveys include:

- Monitoring bicycle use;
- Number of deliveries on any given day; and
- Uptake of Travel Plan measures and initiatives.

6.2.2 This information should also be used to monitor the progress of the Full Travel Plan against objectives and targets, as presented in the Annual Monitoring report.

7.1.1 The high-level aims provide direction and focus, and the objectives seek to change the travel behaviour of employees (and to some extent visitors) to increase the number of journeys made by either foot or cycle. They also seek to increase use of public transport by employees and visitors to the proposed location public transport.

7.1.2 The objectives set out Table 4 are specific to the proposed development and are aligned to the aims outlined in Section 1.4.

Table 4: Aims and Objectives

Aims	Objectives
To effectively manage the travel behaviour of employees and visitors to/ from the proposed development, recognising the existing sustainable attributes of the site including high levels of public transport accessibility, cycle parking provision, and accessibility to local amenities which can be accessed on foot.	To maximise opportunities for employees and visitors to travel to and from the proposed development by active travel modes.
Increase staff and visitor awareness of the environmental and health implications and different travel choices.	To increase awareness of sustainable travel modes for employees and visitors.
To develop a strategy for the ongoing management/ coordination and marketing of the proposed development Full Travel Plan with suppliers, staff and visitors.	Manage vehicle deliveries to the proposed development to minimise the impact on the local highway network.

- 8.1.1 This section identifies Targets and Indicators to meet the objectives presented in Section 6.
- Targets are measurable ‘goals’ set up to assess whether the objectives have been met.
 - Indicators are also included in the plan. These are elements which can be monitored to identify whether the targets and objectives have been met.
- 8.1.2 Any Travel Plan is a dynamic process and objectives, targets, and indicators can be used to monitor change. Where change is not achieved, and the target is not met, targets should be reviewed and replaced with a more realistic alternative, or new measures introduced, if necessary.
- 8.2.1 Travel Plan targets are required to monitor the success of meeting the objectives. Targets are measurable goals with achievable timescales associated with them. They should be SMART (Specific, Measurable, Achievable, Realistic, and Time bound) and are often related to more than one Travel Plan objective.
- 8.2.2 Without undertaking a baseline survey once the proposed development is occupied, it is difficult to set specific targets within this Outline Travel Plan. The suggested targets to achieve the objectives in Section 7 are set out in Table 5 and are specific to the proposed development.

Table 5: Objectives and Targets

Objectives	Targets
To maximise opportunities for employees and visitors to travel to and from the proposed development by active travel modes.	Increase the proportion of employees and visitors walking or cycling to the proposed development, Ensure all initial employees are provided with a Travel Welcome Pack.
To increase awareness of sustainable travel modes for employees and visitors.	Reduce the proportion of employees and visitors travelling by solo car and increase the proportion using public transport.
Manage vehicle deliveries to the proposed development to minimise the impact on the local highway network.	Encourage efficient and organised deliveries and servicing for office and retail uses.

- 8.3.1 Initial Travel Plan Indicators are shown in Table 6. As the results of the baseline travel survey become available these figures will be checked and targets adjusted by the Travel Plan Coordinator to provide a baseline from which the targets will be set to monitor the impact of the Full Travel Plan.

Table 6: Travel Plan Indicators

Targets	Objectives	Objectives
To maximise opportunities for employees and visitors to travel to and from the proposed development by active travel modes.	Increase the proportion of employees and visitors walking or cycling to the proposed development, Ensure all initial employees are provided with a Travel Welcome Pack.	An increase in walking and cycling is achievable due to the provision of good walking routes and good level of cycle facilities in the local area.
To increase awareness of sustainable travel modes for employees and visitors.	Reduce the proportion of employees and visitors travelling by solo car and increase the proportion using public transport.	Providing information to employees as early as possible when employees start using the proposed development offers the greatest opportunity to influence travel choice.
Manage vehicle deliveries to the proposed development to minimise the impact on the local highway network.	Encourage efficient and organised deliveries and servicing for office and retail uses.	To ensure delivery and servicing takes place in an efficient manner.

8.4.1 Any Travel Plan is a dynamic process and will need to be reassessed within a long-term programme. It has been assumed that this will be a four-year programme. Appropriate timescales will be assigned to each indicator and Travel Plan measures, to suit the Travel Plan objectives based upon the following timescales:

- **Short Term:** 0-1 year – targets designed to address the immediate concerns and teething problems of the proposed development;
- **Medium Term:** 1-2 years – targets to ensure the Travel Plan continues to meet its objectives, particularly in promoting travel by active modes; and
- **Long Term:** 3 years – strategic targets based upon improving the overall accessibility of the proposed development.

8.4.2 Should the approved targets not be met, the Travel Plan Coordinator will identify remedial measures and next steps.

- 9.1.1 To implement the Full Travel Plan, coordination will be required between the site user(s) and the nominated Travel Plan Coordinator. For this size and nature of development, a part time dedicated Travel Plan Coordinator is proposed. It is estimated that the role will take up approximately half-a-day each month, plus an additional two days each year for monitoring (or commissioning monitoring) and analysis of results. The Travel Plan Coordinator will be appointed from the site's Managing Agent prior to occupation.

Travel Plan Coordination Role

- 9.1.2 The Travel Plan Coordinator will be responsible for monitoring the performance of the Full Travel Plan. If the Travel Plan targets are not being achieved a reassessment of targets and measures corresponding with the annual surveys and user group outcomes should be made and remedial measures can be agreed to influence travel behaviour. A responsive and adaptable Travel Plan is a successful and progressive Travel Plan.
- 9.1.3 To ensure good delivery and uptake of the objectives, the Travel Plan Coordinator will have the following responsibilities:
- Overseeing the development and the implementation of the Travel Plan;
 - Obtaining and maintaining commitment and support from facilities management and employees;
 - Designing and implementing marketing and awareness raising campaigns to promote the Travel Plan;
 - Setting up, coordinating, and attending steering groups;
 - Acting as a point of contact for all employees requiring information;
 - Liaising with local retailers and interested third parties;
 - Providing personalised Travel Planning sessions;
 - Monitoring the use of cycle parking;
 - Coordinating the monitoring and review of the Travel Plan, including the commissioning of a TRICS-approved Independent Field Company to undertake the monitoring; and
 - Undertaking snapshot monitoring, as necessary.
- 9.1.4 Details of the appointed Travel Plan Coordinator should be provided within the Full Travel Plan, including contact information.

Funding of Role

- 9.1.5 The role of the Travel Plan Coordinator will be funded by the annual management budget for the proposed development.

- 10.1.1 A range of deliverables and effective measures have been identified as the proposals have developed. Measures have been considered in this section that could be developed further to deliver against objectives and targets. These include co-ordination, promotion/ information dissemination and 'physical' measures.
- 10.1.2 Sections 10 and 11 describes how the Full Travel Plan can be implemented, monitored, and reviewed during the coming years to ensure that the site is progressing towards more active mode travel patterns.
- 10.1.3 The below measures are specific to the proposed development.

Site Welcome Pack

- 10.1.4 It is recognised that the key to achieving modal shift to active travel modes is informing employees about their travel options as soon as they move onto site. Therefore, as part of their site induction, permanent on-site employees will be provided with a welcome pack that will contain the following information:
- Details of on-site facilities for cyclists;
 - Timetable, cost information, and maps for local and regional public transport services;
 - Maps of local walking and cycling routes;
 - Details of local taxi services;
 - Information on the Travel Plan measures;
 - List of local walking and cycling equipment shops; and
 - Contact information for the Travel Plan Coordinator.
- 10.1.5 The Travel Plan Coordinator will be responsible for the preparation of this pack and for its delivery to employees as they arrive on-site. This information will be presented in both paper and online formats.

Car Strategy

- 10.1.6 It is likely that most trips to the proposed compound location will be made by car. Car sharing should be promoted across the site. A Car Share club will be arranged for employees with a bespoke internal system e.g., using a dedicated Teams or Yammer page. This will enable employees to find drivers or passengers to share their travel with, thus reducing CO2 emissions, saving fuel costs, and reducing the stress of driving by sharing. Information on the benefits of car sharing will be presented to new occupiers and employees in the Welcome Pack.

Walking and Cycling Strategy

- 10.1.7 The following measures, as presented in Table 7, are recommended to encourage participation in walking and cycling by employees and visitors.

Table 7: Walking and Cycling Strategy

Measure	Detail
Discount on Cycle and Walking Equipment	Negotiations with local retailers to secure all employees at the proposed development with a discount for walking and cycling equipment.
Folding bike trial	Investigate potential of offering employees access to a folding bike for a trial period.
Participation in the government's Cycle to Work Scheme	Participation in the scheme amongst individual employees will be strongly encouraged. The Travel Plan Coordinator will help in setting up the scheme.
Promotion of walking tools	Walking route planners such as Outdoor Active will be promoted within promotional publicity and 'how to find us' information. As well as promoting use of these types of tools, the health, monetary and time saving benefits of walking will also be publicised.
Participation in walking challenge	Employers and employees will be encouraged to sign up to a walking challenge, potentially via a 'Walking Works staff challenge' (http://www.livingstreets.org.uk/). Promotional events will also take place to promote the event.
Map of local foot and cycle paths/ routes and on-site storage facilities	A map of local footpaths and cycle paths will be provided to all employees and displayed in a public area.
Maintenance of on-site facilities for walking and cycling	The proposed development will provide storage for cycles, along with lockers and showers.

Map of Local Foot and Cycle Paths/ Routes

10.1.8 The production of a map of local foot and cycle paths/ routes should encourage employees that have the capacity to walk or cycle to do so, particularly in the summer months. This measure also encourages a healthy lifestyle and will be the responsibility of the Travel Plan Coordinator. Information will also be provided on local parks and open spaces. Emphasis will be placed on links between the development and trains stations and bus stops.

Maintenance of Facilities

- 10.1.9 All on-site cycle parking facilities, provided as part of the proposed development, will be maintained to a high standard to ensure that they are well utilised. The Travel Plan Coordinator will work with the on-site Facilities Manager to ensure that this happens.
- 10.1.10 Regular monitoring of the use of cycle parking will also take place and should it be deemed necessary, additional cycle parking will be identified. This will be the responsibility of the Travel Plan Coordinator.

Public Transport Strategy

- 10.1.11 The aim of the Public Transport Strategy is to ensure employees and visitors have all the information they require about their public transport options. Recommended measures to be implemented are presented in Table 8.

Table 8: Public Transport Strategy

Measure	Detail
Dissemination of information on public transport to employees and visitors.	Information displayed in communal areas.
Provision of public transport information for all new employees.	Provide new employees with public transport information as part of induction process and in site Welcome Packs. Provide travel information on intranet sites as appropriate for each organisation.
Promotion of available travel apps.	Online services available via mobiles and the internet will be promoted. Usage of data on screens within the development will also be investigated.

Public Transport information

- 10.1.12 The following public transport information will be displayed throughout the proposed development:
- Timetable and route information for local bus and linking train services;
 - Planned roadworks or other engineering work that will affect travel;
 - Fare information; and
 - Details of local taxi firms.

Communications Strategy

- 10.1.13 The effective communication and marketing of the Full Travel Plan to all stakeholders involved is vital to ensuring its success. Marketing and communication should be targeted at the various groups involved in the Full Travel Plan including:
- On-site managers and their employees;
 - Visitors; and
 - Other stakeholders, for example the local planning and highway authority.

Marketing

- 10.1.14 The implementation of the Full Travel Plan depends on individuals making changes to their current journey patterns and, as a result, it is important to view the Travel Plan as perceived by each of the target groups.
- 10.1.15 To help achieve this, effective marketing and communication strategies to 'get the message' to each target group should be identified.
- 10.1.16 The following marketing of the Full Travel Plan will take place and will be led by the Travel Plan Coordinator:
- Publicised launch event for the Travel Plan to create awareness amongst employees on 75 percent occupation of the development or on six months of occupation of the development;
 - Continual updates on the Travel Plan and its performance in communal office areas; and
 - Site Welcome Pack for initial new employees to provide information on the Travel Plan.
- 10.1.17 The Travel Plan will be marketed as helping employees/ visitors and the initiative and will be promoted in a positive light to encourage employees to start and continue participating.

Communication

- 10.1.18 Communication will be led by the Travel Plan Coordinator to ensure that all the measures that are in place are communicated to employees and visitors for them to allow a change in travel habits to take place. The Travel Plan Coordinator will also respond to comments from employees and visitors regarding the Full Travel Plan to ensure it continuously evolves.

- 11.1.1 A strategy shall be developed for the regular monitoring of the progress of the Full Travel Plan against objectives and targets and highlight any deficiencies and changes required to the Full Travel Plan or any additional measures required.

Baseline

- 11.2.1 A baseline travel survey shall be undertaken at 75 percent of full occupation of the proposed development defined on a floor area basis, or within six months of occupation (whichever is soonest) to provide modal share targets for employee travel as a benchmark for future Travel Plan monitoring. This baseline travel survey will be known as 'Year 1' and further surveys will be undertaken biannually thereafter, at Years 2 and 4.
- 11.2.2 The undertaking of the travel surveys will be arranged by the Travel Plan Coordinator. The travel surveys should include:
- Employer management survey;
 - Multi-modal count survey;
 - Parking survey;
 - Freight (delivery & servicing) survey;
 - Visitor interview survey; and
 - Employee self-completion questionnaire and diary.

Snapshot

- 11.2.3 Once the Full Travel Plan is fully in place, snapshots surveys will be regularly conducted by the Travel Plan Coordinator. This will help assess the modes of transport used by visitors and employees. Information that should be gathered during the snapshot surveys includes:
- Motorcycle use;
 - Number of deliveries made on any one day for office and retail use; and
 - Uptake of Travel Plan measures and initiatives.
- 11.2.4 This information should also be used to help assess the successes or failures of the Travel Plan measures.
- 11.3.1 The travel survey results will dictate the future direction and focus of the Full Travel Plan, identifying in which areas the Travel Plan is working successfully and areas in which there are deficiencies. Annual review will also identify progress of the Travel Plan against the agreed measures and outcomes. Should the Travel Plan not be meeting the agreed outcomes, improvements can then be made accordingly. The Travel Plan review will be the responsibility of the Travel Plan Coordinator.

Following identification of measures and targets, a proposed programme of implementation for the Travel Plan measures should be developed. This programme shall continue to be developed in line with the update of Travel Plan measures and should be flexible to meet the requirements of the proposed development and continue to be revised throughout the lifecycle of the Travel Plan.

12.1.2 Initial Action Plan tasks are shown in Table 9.

Table 9: Action Plan

Measures	Implementation		
Appointment of a Travel Plan Coordinator	Prior to occupation of site.	Prior to occupation	TBC
Site Welcome Pack (for initial employees)	To be issued as part of the induction process for employees.	Prepared prior to occupation, disseminated upon occupation	Travel Plan Coordinator
Walking and Cycling Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Car Share Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Public Transport Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Reducing the Need to Travel	As soon as possible.	Spring Year 1	Travel Plan Coordinator/ site user(s)
Communication Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Baseline Travel Surveys	Within 6 months of 75 percent occupation of site.	Spring Year 1	To be arranged by Travel Plan Coordinator
Monitoring Surveys	Baseline survey 'Year 1' to be undertaken on 75 percent occupation or within six months of occupation (whichever is soonest). Biannual surveys to be undertaken thereafter (Year 3).	Spring Year 1, Year 2, and Year 3	To be arranged by Travel Plan Coordinator
Annual monitoring report	Annually from after baseline survey.	Annually from Spring Year 1 until Spring Year 3	Travel Plan Coordinator

13.1.1 It is critical that the site users are fully supportive of the objectives of the Travel Plan and committed to the implementation and delivery of everything detailed in this document.

Network Rail
Waterloo General Offices
London
SE1 8SW

www.networkrail.co.uk