

TRAVEL PLAN

Proposed Office Extension, Bretton Park Way, Dewsbury

Job No: 25009

April 2025





Quality Management

Project Number	25009
Filename	25009 Bretton Park Way TP
Issue No	Final
Issue Date	23.04.2025
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Reviewer	A Yarrow

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Table of Contents

1. Introduction.....	1
1.1. OVERVIEW	1
1.2. SCOPE	3
2. Walking and Cycling.....	4
2.1. PEDESTRIAN FACILITIES	4
2.2. ACCESSIBILITY ON FOOT	5
2.3. CYCLING FACILITIES.....	5
2.4. CYCLING ACCESSIBILITY	6
3. Public Transport.....	7
3.1. PUBLIC TRANSPORT PROVISION	7
4. Development Proposals	9
4.1. DEVELOPMENT OVERVIEW.....	9
4.2. PARKING PROVISION	9
5. Objectives and Targets	11
5.1. TRAVEL PLAN OBJECTIVES	11
5.2. TRAVEL PLAN BENEFITS	11
5.3. TRAVEL PLAN TARGETS.....	12
6. Roles and Responsibilities	17
6.1. INTRODUCTION	17
6.2. TRAVEL PLAN CO-ORDINATOR	17
7. Monitoring and Review	19
7.1. INTRODUCTION	19
7.2. TRAVEL SURVEY	19
7.3. MONITORING AND ANNUAL REVIEW.....	19
7.4. MAINTAINING INTEREST.....	20
8. Measures	22
8.1. ACTION PLAN	22
8.2. SECONDARY MEASURES	22
8.3. MARKETING AND COMMUNICATION.....	23

Appendices

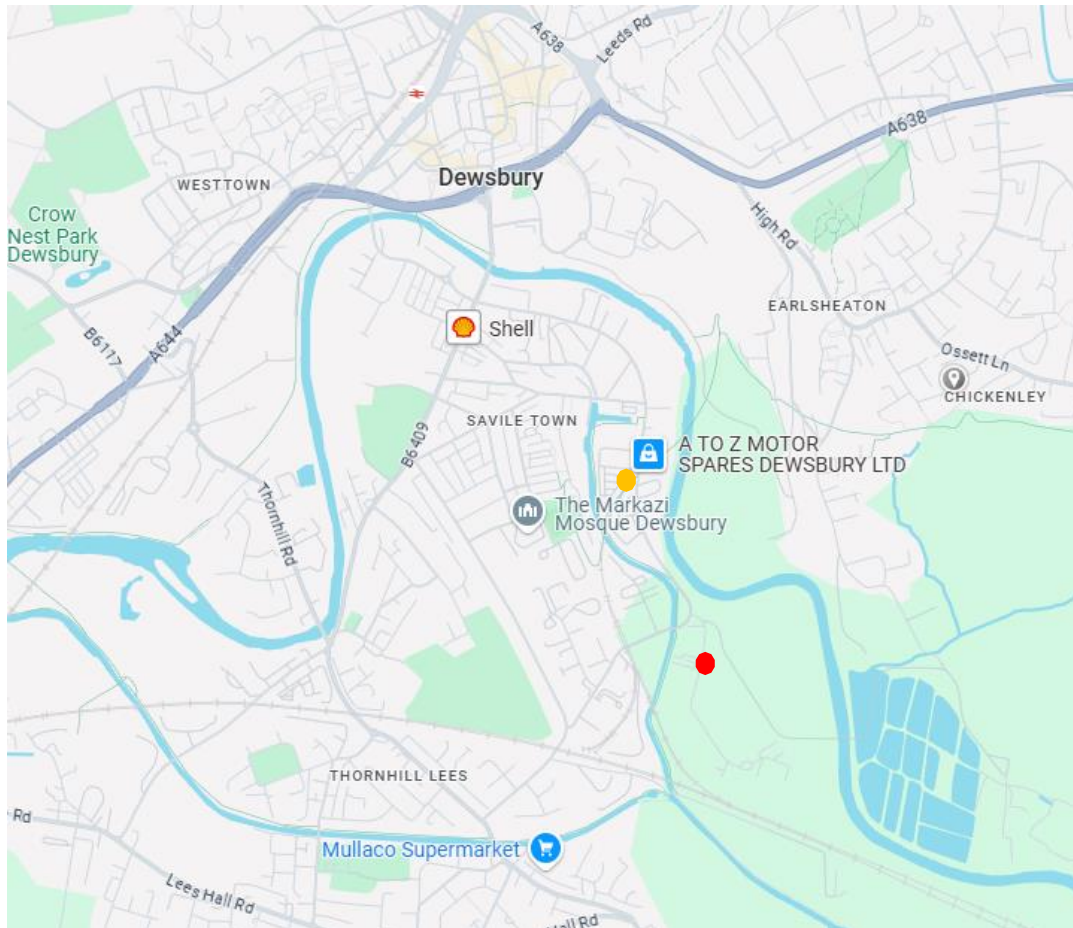
Appendix A	Details of the Proposed Development
Appendix B	2024 Staff Travel Survey
Appendix C	Action Plan
Appendix D	Sample Travel Questionnaire

1. Introduction

1.1. OVERVIEW

- 1.1.1. A Travel Plan (TP) is a long-term management strategy for a development that seeks to deliver sustainable transport objectives. It contains a package of measures tailored to the needs of individual development, aiming at promoting greener, cleaner travel choices and reducing the reliance on the car.
- 1.1.2. A TP also involves the development of a set of mechanisms, initiatives and targets that together can enable a development to reduce the impact of travel and transport on the environment, whilst also achieving several other benefits for all users of the building, in this case staff and visitors.
- 1.1.3. This Travel Plan (TP) has been prepared to accompany a planning application for a proposed office extension to an existing industrial unit off Bretton Park Way in Dewsbury.
- 1.1.4. The extension will accommodate staff relocating from a second building, operated by the applicant, on Mill Street East at the junction with Warren Street. This existing Mill Street site is around 1km to the north of the Site
- 1.1.5. The location of both sites in relation to the local area is shown in Figure 1 overleaf.

FIGURE 1. SITE LOCATION



- Application Site Location
- Mill Street Site Location

- 1.1.6. This TP is prepared for the Bretton Park Way site following the relocation of staff from Mill Street.
- 1.1.7. At this stage in the overall planning process, the TP should be read in conjunction with the Transport Assessment (TA) prepared by Via Solutions and also submitted with the full planning application.

1.2. SCOPE

- 1.2.1. This Travel Plan has been prepared in accordance with the Department for Levelling Up, Housing & Communities and the Ministry of Housing, Communities & Local Government Planning practice guidance 'Travel Plans, Transport Assessments and Statements', 6th March 2014.
- 1.2.2. Information and guidance provided in Policy LP20 of the Kirklees Local Plan, adopted on 27th February 2019, has also been considered.
- 1.2.3. The TP is a key document for managing transport movements from the development more sustainably, starting the process in the feasibility and early design stages.
- 1.2.4. Whilst this Travel Plan does include current staff travel survey information, this will need to be updated to identify accurate modal splits and set targets once staff have been relocated. The targets provided herein should therefore be regarded as preliminary until travel questionnaires can be carried out post occupation. It is envisaged that the TP will need updating with accurate targets and confirmation of other details such as the Travel Plan Co-Ordinator.

2. Walking and Cycling

This section is provided for context on existing facilities and accessibility, proposed measures in relation to cycling and walking are provided in section 4.

2.1. PEDESTRIAN FACILITIES

- 2.1.1. The site takes access directly from Bretton Park Way in two locations. The first access, 'Gate A' is on the western boundary of the site and is used by staff and visitors to access the car park only. The second access 'Gate B' is located to the northern boundary of the site, from where deliveries and outgoing goods movements are undertaken. Pedestrians and cyclists use Gate A to access the site.
- 2.1.2. Bretton Park Way has footways on both sides, of varying widths, leading directly from the main staff and visitor Site access, Gate A and also from Gate B. There are dropped kerbs with tactile paving to facilitate pedestrian crossing at most of the side roads joining Bretton Park Way in the vicinity of the site.
- 2.1.3. The footways continue to the north on Bretton Park Way on Bretton Street and Mill Street East.
- 2.1.4. The closest bus stops are located on Headfield Road, immediately north of its junction with Bretton Street, around a 10-minute walk to the site using the pedestrian infrastructure detailed above.

2.2. ACCESSIBILITY ON FOOT

- 2.2.1. It is recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km. The Chartered Institution of Highways and Transportation (CIHT) publication 'Providing for Journeys on Foot', 2000, contains suggested acceptable walking distances and, for commuting and education trips, states that a desirable walking distance is 500m, an acceptable walking distance is 1000m and a preferred maximum walking distance is 2000m.
- 2.2.2. The range of services and facilities within the desirable, acceptable, and preferred maximum walking distances (for Commuting / Education trips) of the development are summarised in Table 1 below.

TABLE 1. DESTINATIONS WITHIN ACCEPTABLE WALKING DISTANCES

Distance	Destinations
500m	Leisure walking routes, Mill Street and Bretton Park Way industrial estates.
1000m	Bus stops, leisure facilities, non-food retail and services, residential areas
2000m	Supermarkets, other food and non-food retail, residential areas

2.3. CYCLING FACILITIES

- 2.3.1. Bretton Park Way, Bretton Street and Mill Street East are all subject to 30mph speed limits and as such should be adequate for use by cyclists.

- 2.3.2. 120 metres to the north of the junction with Bretton Park Way, there is a signed off-road cycle route leading from Mill Street East alongside the Calder and Hebble Navigation. This is a link route to the National Cycle Network Routes NCN 69 and 699 to the north allowing cyclists to access Dewsbury and Ossett town centres, and further west to Huddersfield and Bradford.

2.4. CYCLING ACCESSIBILITY

- 2.4.1. National and Local policy encourage sustainable development and a transfer of the mode of transport away from private car use, however, there is no specific policy that states the recommended maximum cycle distances for commuting / education trips. It is noted that the distances people will be willing to travel on a bicycle will be highly variable depending on the type of development, site users and age profile as well as the perception of personal safety in the local environment.
- 2.4.2. Local Transport Note (LTN) 2/08 (published by DfT) does however suggest that an acceptable and comfortable distance for general cycling trips is up to 5km and the same guidance also refers to commuting cycle trips of up to 8km. The entirety of Dewsbury, Batley and Ossett centres and suburbs are accessible within a 5km cycle ride of the site.
- 2.4.3. Whilst LTN 1/20, Cycle Infrastructure Design, July 2020, has replaced LTN2/08 and has resulted in it being withdrawn, LTN 1/20 does not contain definitive recommended maximum cycling distances and therefore there is no reason to suggest that these distances are not still applicable.

3. Public Transport

3.1. PUBLIC TRANSPORT PROVISION

BUSES

- 3.1.1. The closest bus stops are located on Headfield Road, immediately north of its junction with Bretton Street, around a 10-minute walk to the site. The Headfield Road stops have a post flag and timetable information..
- 3.1.2. The bus services that operate at the above bus stops are summarised within Table 3 below.

TABLE 3. SUMMARY OF BUS ROUTES

Route no	Route Summary	Frequency (minutes)					
		Monday-Friday		Saturday		Sunday	
		Day	Eve	Day	Eve	Day	Eve
230 /230A	Dewsbury - Thornhill Lees – Thornhill – Whitley – Grange Moor -	60	NS	60	NS	NS	NS

*NS – No Service

RAIL

- 3.1.3. The Site is some 3.0km cycling distance from Dewsbury Station (via the off-road national cycle network route 69 or on road) and is also accessible using the bus services in Table 4 above. Dewsbury Station offers parking for 70 bicycles in both racks and secure cycle hubs. Therefore, there is a reasonable prospect of walking and cycling trips being made to and from the station as part of a longer journey by rail.

- 3.1.4. Dewsbury Station is served by Northern Rail and Transpennine Express services, offering local and regional rail services with high frequency services to a wide range of destinations either directly or by changing at other stations such as Leeds.

4. Development Proposals

4.1. DEVELOPMENT OVERVIEW

- 4.1.1. The development comprises an extension to the Bretton Park Way building of 30,000 sq ft office space. At present staff are split between two sites; Bretton Park Way and the Mill Street East building, an 1km walk to the north of the Site.
- 4.1.2. The development comprises an extension to the Bretton Park Way building of 30,000 sq ft (c2,800 sqm) office space. All staff currently based at the Mill Street East building will be relocated to the Bretton Park Way site. This is a total of 388 staff members to be located at the Bretton Park Way Site.
- 4.1.3. The proposed site layout is shown in the drawings in Appendix A.

4.2. PARKING PROVISION

- 4.2.1. Car parking is provided in the existing ground level surface car park areas to the south of the building, accessed via Gate A. Further parking will be provided within the delivery and servicing yard accessed from Gate B.
- 4.2.2. The following parking provision is proposed:
 - ❖ Parking Spaces: 290 including
 - Accessible Spaces: 12
 - Electric Vehicle Charging Points (EVCP): 12
 - ❖ Cycle Spaces: 18

- 4.2.3. Pedestrian walkways will be provided within the proposed car parking close to Gate B, with crossing points clearly marked to ensure safe passage of pedestrians to the main points of entry to the buildings.
- 4.2.4. Secure long and short stay cycle parking will be located to the south of the building within cycle shelters.
- 4.2.5. With respect to EVCP, the use of EVCPs will be monitored as part of the Travel Plan. Further charging points will be added to meet demand.

5. Objectives and Targets

5.1. TRAVEL PLAN OBJECTIVES

5.1.1. This Travel Plan shall, by containing appropriate 'hard' and 'soft' measures and initiatives, help improve the environment by seeking to reduce the number of trips made to and from the development by the private car. All staff and visitors shall be made aware of the measures included within the Travel Plan in order that positive benefits can be delivered, and the number of trips undertaken on foot, by cycle and by public transport are increased. Visitors to the development will also be encouraged, where possible, to use more sustainable modes of travel.

5.1.2. The main objectives for the Travel Plan are:

1. *Promote sustainable travel (walking, cycling and public transport) as primary modes of travel.*
2. *Provide the infrastructure to facilitate the above*
3. *To deliver mode shift from car journeys to alternative modes including multi-occupancy trips.*
4. *To reduce vehicle emissions through the take up of alternative transport modes.*

5.2. TRAVEL PLAN BENEFITS

5.2.1. The wider benefits of implementing a Travel Plan and promoting active travel are as follows:

- ❖ A general improvement in the health of the community brought about through reduced air pollution and harmful admissions from a reduction in car travel and through the promotion of healthier activities such as walking and cycling.

- ❖ An improvement in accessibility and reduction in social exclusion as a result of facilitating walking, cycling and the use of public transport for those staff and visitors that have no regular access to a private vehicle.
- ❖ Ensuring the viability of public transport for those who need it; and
- ❖ To deliver education and promotion of walking and cycling as options for a healthier lifestyle; and
- ❖ Assisting in reducing the adverse effect of climate change as well as providing local air quality improvement.

5.3. TRAVEL PLAN TARGETS

5.3.1. Initial TP targets are identified in this section, using available staff travel data enhanced with Census travel to work data, however more accurate targets should be set once baseline travel surveys have been completed (as set out in Section 7.2). Targets for the Travel Plan will need to be 'SMART' i.e. they must be:

Site-specific

Measurable

Achievable

Realistic

Time-related

5.3.2. At present there are a maximum of 124 staff employed at the Bretton Park Way Site and 264 at the Mill Street East site, both in part and full-time working patterns, and 7 staff who are 100% working remotely. This can be summarised as per the table overleaf.

TABLE 4. CURRENT STAFF NUMBERS AND SHIFT PATTERNS

Shift Type	Number of Staff	
	Bretton Park Way	Mill Street
Day Shift • 0600-1400hrs • 1400hrs to 2200hrs	9 9	
5 day office staff: • Two-day hybrid (work 5 days but only Tues and Weds at Site) • 5-day ((staff on site 5 days per week)	53 50	264
Night shift (2200 to 0600 hrs)	3	
Remote staff		7
Total	124	271

5.3.3. The following should also be noted:

- ❖ Both sites are open on weekdays only;
- ❖ The company operates two day shifts between 0600 to 1400 and 1400 to 2200, and night shifts for a smaller number of employees.
- ❖ 7 no. existing staff are remote sales staff and are not on site at any time;
- ❖ All staff are expected to be on site on Tuesday and Wednesdays (except night shift and remote sales staff);
- ❖ The remaining staff are on site between 2 and 5 days every week and are office-based. These staff work an 8-hour shift of their choosing between the hours of 0600 and 1800.

5.3.4. Following the extension of the Bretton Park Way site, all staff will be located at the Bretton Park Way site.

- 5.3.5. The applicant has provided the results of a travel survey which was distributed in 2024 to current employees at both sites, to understand their current travel patterns. This has been used to inform both this TP and the accompanying TA. The results of the Travel Survey are presented in Appendix B.
- 5.3.6. Responses to the questionnaires were received from 49 staff members in total; 22 staff members located at Bretton Park Way and 27 staff members at Mill Street. The modal split identified from the survey responses is presented in Table 5 below. The response may include for more than one mode of transport.

TABLE 2. METHOD OF TRAVEL TO WORK – STAFF SURVEY

Mode of Transport	Bretton Park Way		Mill Street East	
	Number of staff	%age	Number of staff	%age
Walk / Run	7	32%	6	22%
Cycle	1	5%	0	0%
Bus	5	23%	5	19%
Train	0	0%	7	26%
Car	15	68%	19	70%
Taxi	6	27%	1	4%

- 5.3.7. In advance of the results of the base-line travel survey being available, and to support the travel survey results above, National Statistics census data (Dataset WU03EW – Location of usual residence and place of work by method of travel to work (MSOA level)) provides an indication of existing journey to work mode split data from Kirklees 024 Mid Layer Super Output Area (MSOA).

- 5.3.8. This dataset does not include those respondents to the Census that stated they worked mainly from home and therefore is of better use in understanding the modal split for work-related journeys where respondents travelled to and from a workplace separate to their home address.

TABLE 3. METHOD OF TRAVEL TO WORK : CENSUS DATA

Method of Travel to Work	Total	Percentage
Taxi	57	1.2%
Motorcycle	23	0.5%
Driving a car or van	3,208	67.7%
Passenger in a car or van	399	8.4%
Train, metro, Lght rail	77	1.6%
Bus, mini bus, coach	370	7.8%
Bicycle	50	1.1%
On foot	542	11.4%
Other	14	0.3%
TOTAL	4,740	100.0%

- 5.3.9. The 2011 Census mode split indicates that 67.7% of those working in the Kirklees E33009511 workplace zone drive in a car or van for their journey to work with 8.4% being a passenger in a car or van. The modal share for car use is similar to that in reported in the travel survey. Assuming on average 1.2 passengers per vehicle this equates to 66% single occupancy cars and vans.
- 5.3.10. An initial target can be set for a 5% reduction in 66% driving a car or van without any passengers to 61%.

- 5.3.11. Given the relatively low sample size of the survey, it is suggested that the findings in Table 1 are updated by the base-line travel survey questionnaire that should be undertaken with all staff and once all staff have relocated to the Bretton Park Way site. The response rate is likely to be more effective when the Travel Plan is initiated and the Travel Plan Co-ordinator (TPC) is in place.
- 5.3.12. The above target will be reviewed following the initial travel survey and, within 3 months of this taking place, realistic, specific targets for modal shift will be set. This and other subsequent targets that may be set shall not be omitted or changed by the TPC without prior consultation with Kirklees Council.

6. Roles and Responsibilities

6.1. INTRODUCTION

- 6.1.1. An important aspect of a successful TP is the allocation of sufficient time and resources to enable it to happen. This can be achieved by the recognition from the outset of the roles and responsibilities of those who will be involved. Actions in relation to the roles and responsibilities are provided in Appendix C.

6.2. TRAVEL PLAN CO-ORDINATOR

- 6.2.1. A Travel Plan Co-ordinator (TPC) will be appointed within three months prior to first occupation of the office extension at Bretton Park Way site. The TPC will be a member of the administrative or HR team at UK Greetings Cards.
- 6.2.2. The TPC will have sufficient responsibility to be able to effectively implement, manage and monitor the Travel Plan which will cover all current staff at Bretton Park Way and Mill Street sites.
- 6.2.3. Once appointed, the TPC will inform Kirklees Council of the date that this work commenced and provide full contact details. If an existing member of staff undertakes the TPC duties, it is essential that this member of staff has sufficient seniority to be able to make decisions in relation to the operation of the Travel Plan.
- 6.2.4. The duties of the TPC will include:
- ❖ Implementation of the Travel Plan.
 - ❖ Acting as a single point of contact at the development for all transport, access and travel related issues.

- ❖ Obtaining and providing staff and visitors with up-to-date details of information relating to access to the development via sustainable modes.
- ❖ Carrying out annual travel surveys and providing information on monitoring and reporting to Kirklees Council.
- ❖ Ongoing liaison with Kirklees Council and other key stakeholders.

7. Monitoring and Review

7.1. INTRODUCTION

- 7.1.1. A successful Travel Plan must have an appropriate monitoring and review programme that measures success (and failure) and reinvigorates the process where necessary.

7.2. TRAVEL SURVEY

- 7.2.1. A critical element of the information gathering exercise for the site is to conduct a questionnaire survey of all staff and visitors to the site. This will provide details of circumstances, travel patterns and preferences etc. The survey will also increase staff and visitor awareness of travel issues.
- 7.2.2. An initial travel survey of all staff will take place within three months of occupation of the new extension and relocation of staff to capture an improved response rate.
- 7.2.3. The results of the survey will be provided to Kirklees Council within one month of the survey taking place and will be compared against the interim target set out in Section 3.

7.3. MONITORING AND ANNUAL REVIEW

- 7.3.1. The Travel Plan will be monitored on an annual basis, which will include a full survey of all staff and visitors. A sample travel survey questionnaire is contained at Appendix D, and the TPC will consider the use of Survey Monkey or similar to carry out these annual surveys. Within 3 months of the annual review, the TPC shall agree the following Travel Plan items with Kirklees Council:

- ❖ Any revised site-specific measures to reduce the number of car-borne trips; and
- ❖ Any revisions to the modal split targets for staff and visitors because of carrying out the surveys.

7.3.2. The annual monitoring report will also review the progress that has been achieved in implementing all measures against the modal shift targets over the preceding twelve-month period. The TPC will report any progress made to the relevant external organisations including Kirklees Council and public transport operators where appropriate.

7.3.3. Following the completion of the annual monitoring report, the TPC will review the Travel Plan as appropriate and will identify and implement any further actions/measures to progress and, if necessary, improve the Travel Plan to meet the objectives and targets. The TPC will undertake this review in consultation with Kirklees Council and any other relevant stakeholders.

7.3.4. See action plan in Appendix C for a summary of the potential measures proposed in relation to monitoring and review.

7.4. MAINTAINING INTEREST

7.4.1. For the TPC to maintain interest in the Travel Plan there are a few key points that will help assist in ensuring the people are not discouraged. These are as follows:

- ❖ Ensuring that the measures implemented work, this will maintain confidence in the Travel Plan.
- ❖ Ensuring that there is regular communication to keep Travel Plan issues in people's minds.
- ❖ Ensuring that assistance is readily available to try and resolve any problems experienced by staff and visitors in their attempts to change modes.

- ❖ Ensuring all travel and transport information is up to date.
- ❖ Developing a successful feedback mechanism.

8. Measures

8.1. ACTION PLAN

- 8.1.1. To meet the objective identified in section 5 a series of both infrastructure improvements and softer measures will be put into place. The proposed measures are summarised within the Action plan in Appendix C
- 8.1.2. The infrastructure improvements shown on the proposed site layout drawings in Appendix A are undertaken during the construction phase of the project and are the responsibility of the contractor and developer. These improvements will be available at the point of occupation and the TPC should check that this infrastructure is in place.

8.2. SECONDARY MEASURES

- 8.2.1. Potential secondary measures/actions could include the following, for which the TPC would be responsible for both arranging and promoting to staff, to be considered if needed i.e. in the event that the targets are not being met:
- ❖ Arranging for a local cycle store or other relevant to provide a troubleshooting/maintenance day.
 - ❖ Offer BikeRegister registration and Permanent Marking Kits (to first so many applications)
 - ❖ Offer personal alarms to encourage walking trips (to first so many applications).
 - ❖ Offer some financial support to workers to encourage sustainable travel
- 8.2.2. The action plan should be updated if these are to be explored.

- 8.2.3. The TPC will be responsible for providing staff and visitors with up-to-date information and useful links regarding relevant timetables, real time information and public transport journey planners in order to encourage more trips by public transport for either commuting / education or leisure activities. This information will be included within the Travel Information Leaflet and added to the Park Lane Campus website.

8.3. MARKETING AND COMMUNICATION

- 8.3.1. The Travel Plan Co-ordinator will develop a marketing and communication strategy to ensure that information reaches staff and visitors in the most efficient and appropriate manner possible depending on individual needs.
- 8.3.2. As part of the strategy, the TPC will consider activities to coincide with national events such as Bike Week, National Lift Share Day, In Town without My Car, World Health Day, etc.
- 8.3.3. A suggested Initial Action Plan is provided in Appendix C, and this will be monitored and updated / added to as the Travel Plan progresses.

APPENDIX A

Proposed Site Layout

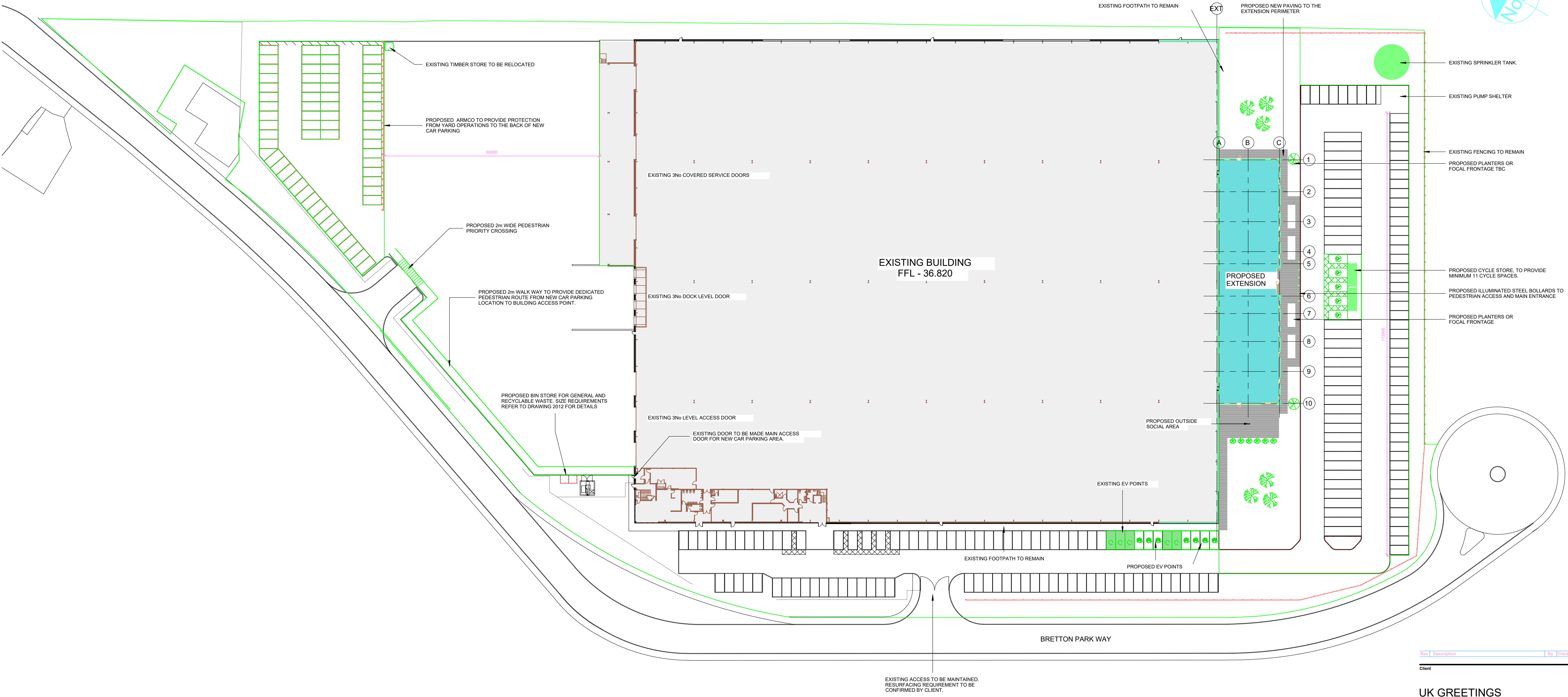
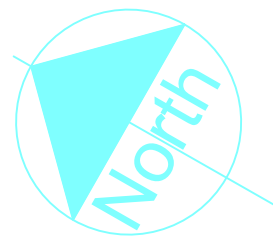


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Client

UK GREETINGS

Project Title

BRETTON PARK

Drawing Title

PROPOSED SITE PLAN

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Scale	Size	Date	Drawn	Checked
1 : 500	A1	APR'25	JB	DR

Status
PLANNING

KPP Job No.	Revision
2467	

Project	Originator	Level	Type	Role	Class	Number
2002						

APPENDIX B

2024 Staff Travel Survey



First Name	Last Name	How do you currently travel to work in Dewsbury? Please tick all that apply	Bus	Car	Taxi	Train	Walk	Other (please state your usual shift pattern or working hours)	How many days per week do you currently travel to Dewsbury for work?	On which days do you travel to Dewsbury for work? Please tick all that apply	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Which site are you usually based at?
		Bicycle		Car						Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Response
				Car						2	Tuesday	Wednesday					Mill Street East
				Car	Taxi		Walk	Monday - 8.30am - 4.30pm	1	Monday	Tuesday	Wednesday					Bretton Park
						Train	Walk		2	Monday	Tuesday		Thursday				Cannon Way
				Car				8-4	2	Monday	Tuesday	Wednesday					Bretton Park
				Car					2	Monday	Tuesday	Wednesday					Bretton Park
				Car					2		Tuesday	Wednesday					Cannon Way
				Car					2		Tuesday	Wednesday					Mill Street East
				Car					2		Tuesday	Wednesday					Mill Street East
				Car		Train	Walk	Mon- Weds	1		Wednesday						Mill Street East
				Car					2		Tuesday	Wednesday					Cannon Way
				Car					2		Tuesday	Wednesday					Cannon Way
					Taxi		Walk	2:50 o'clock in day time	5	Monday	Tuesday	Wednesday	Thursday	Friday			Bretton Park
			Bus	Car			Walk	8.30 am to 5.00 pm	3		Tuesday	Wednesday	Thursday				Cannon Way
									2		Tuesday	Wednesday					Mill Street East
			Bus	Car		Train		It would take me less time to v	5	Monday	Tuesday	Wednesday	Thursday	Friday			Bretton Park
				Car					2		Tuesday	Wednesday					Mill Street East
			Bus	Car	Taxi			6 to 2:50	5	Monday				Friday			Bretton Park
				Car	Taxi		Walk	6-2.50 earlies 1.10-10 lates	5	Monday	Tuesday	Wednesday	Thursday	Friday			Bretton Park
						Train	Walk		2		Tuesday	Wednesday					Cannon Way
			Bus					Tuesday/ Wednesday office d	2		Tuesday	Wednesday					Mill Street East
						Train	Walk	I work in the studio on Tuesda	2		Tuesday	Wednesday					Mill Street East
				Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car				6-2 2-10	5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car					2		Tuesday	Wednesday					Mill Street East
				Car					2		Tuesday	Wednesday					Mill Street East
				Car					2		Tuesday	Wednesday					Bretton Park
				Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car	Taxi		Walk	If I was going into Dewsbury I	2		Tuesday	Wednesday					Mill Street East
				Car				Tuesday and Wednesday 8.30	2		Tuesday	Wednesday					Bretton Park
			Bus	Car	Taxi		Walk		5	Monday	Tuesday	Wednesday	Thursday	Friday			Mill Street East
				Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
			Bus	Car	Taxi			6-2 2-10	2		Tuesday	Wednesday	Thursday	Friday			Bretton Park
				Car					2		Tuesday	Wednesday					Cannon Way
				Car					2		Tuesday	Wednesday					Bretton Park
					Taxi		Walk	6:00-14:00	5	Monday	Tuesday	Wednesday	Thursday	Friday			Mill Street East
				Car					2		Tuesday	Wednesday					Bretton Park
				Car		Train			2		Tuesday	Wednesday					Mill Street East
				Car				Morning 6 till 2 buy iam also c	5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car					2		Tuesday	Wednesday					Bretton Park
				Car			Walk		2		Tuesday	Wednesday					Cannon Way
				Car					3		Tuesday	Wednesday	Thursday				Mill Street East
			Bus	Car				9am - 2pm	5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car		Train		Mon-Fri 9-5	2		Tuesday	Wednesday					Bretton Park
			Bus	Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Mill Street East
			Bus	Car			Walk		4		Tuesday	Wednesday	Thursday	Friday			Bretton Park
				Car			Walk	8am - 4pm	2		Tuesday	Wednesday					Mill Street East
				Car					5	Monday	Tuesday	Wednesday	Thursday	Friday			Mill Street East
			Bus	Car	Taxi	Train	Walk		2		Tuesday	Wednesday	Thursday	Friday			Mill Street East
						Train	Walk	I work Tuesdays and Wednesd	2		Tuesday	Wednesday					Mill Street East
				Car				6AM-2PM	5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
			Bus	Car			Walk	07.30 to 17.30	3		Tuesday	Wednesday	Thursday				Mill Street East
				Car				8.30am to 4.30pm	3	Monday	Tuesday	Wednesday					Bretton Park
				Car				8am-4pm	3	Monday	Tuesday	Wednesday					Bretton Park
				Car					2		Tuesday	Wednesday					Mill Street East
				Car					3		Tuesday	Wednesday	Thursday				Mill Street East
				Car				8-4	2		Tuesday	Wednesday					Mill Street East
									2		Tuesday	Wednesday					Bretton Park
									5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
									5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car			Walk	6am -2pm	2		Tuesday	Wednesday					Bretton Park
			Bus				Walk	8.30 - 4.30	2		Tuesday	Wednesday					Bretton Park
			Bus					Working hours 8am - 4pm	5	Monday	Tuesday	Wednesday	Thursday	Friday			Bretton Park
								7:30 - 3:30	2		Tuesday	Wednesday					Bretton Park
				Car				No	5	Monday	Tuesday	Wednesday	Thursday	Friday			Cannon Way
				Car					2		Tuesday	Wednesday					Mill Street East

APPENDIX C

Action Plan



BRETTON PARK WAY, DEWSBURY, TRAVEL PLAN

Job No: 25009

ACTION PLAN

Relevant Objective	Measure	Details	Responsibility	Timescales
3	Local Recruitment Policy	Adoption of a local recruitment policy to facilitate non-car use.	Site Operator HR/TPC	On going
1, 3, 4	Nearby Facilities	Make site users aware of local services within cycling / walking distance – though a Travel Information Leaflet	TPC	Within 3 months of occupation and then ongoing for the 5 years of the plan.
1, 3, 4	Walking / Cycling Routes	Promotion of walking and cycling routes near site (particularly off road) - though the Travel Information Leaflet.	TPC	Within 3 months of occupation then quarterly for the 5 years of the plan.
1, 2, 4	Bicycle Purchase Scheme	Consider the implementation of a Cycle2Work (cycle purchase) scheme with site operator, which is then promoted to all staff.	Site Operator to agree / TPC to promote	Promote the scheme to all existing staff and new staff as part of the staff induction / training process.
1, 4	Local Bike Shop Discounts	Discuss the potential for discounted bike / equipment for staff.	TPC and management	Following occupation and travel surveys
1,4	Local Walking Shop Discount	Discuss the potential for discounted bike / equipment for staff.	TPC and management	Following occupation and travel surveys
1,4	Internal Promotion	Consider holding internal competitions for walking / cycling to work	TPC	On going
1,4	Public Transport Infrastructure	Publicise public transport routes, timetables, and fare information to staff - though the Travel Information Leaflet.	TPC	Within 3 months of occupation review annually for the 5 years of the plan.
4	Car Sharing	Staff will be made aware of local car share databases and will be promoted to all site users. Review shift patterns, identify staff on site that may be able to car share with other members of staff	TPC	Within 3 months of occupation, appropriate review for the 5 years of the plan. The results of the Travel Survey can be used to inform the potential for car sharing based on staff postcodes

BRETTON PARK WAY, DEWSBURY, TRAVEL PLAN

Job No: 25009

ACTION PLAN

1, 4	Alternative forms of Transport	Consideration to providing free lift homes to staff that have walked/cycled to work in an emergency	TPC	On going
1,4	Information	promote sustainable travel highlighting rail, bus, cycling and walking links e.g. through Travel Information Leaflet and promotion at site	Site Operator to initiate / TPC to populate and manage	Prior to occupation then quarterly review and promotion for the 5 years of the plan.
1,4	Information	Promote the Travel Plan to all new staff	HR/TPC	At induction and on going
1,3,4	Staff Welcome Packs / Personalised Travel Plans	Personalised Travel Plans will also be offered to staff	TPC	Prepare and introduce all staff prior to start.
3, 4	Car Clubs	Identify any car club options in the area – through the Travel Information Leaflet	TPC	Within 3 months of occupation
2	Puncture Repair Kit / Bicycle Maintenance Tools	A puncture repair kit, pump and geared cycle maintenance will be available to borrow on site.	TPC	Monitor use then replace as required
2	Cycle Parking and Storage	Covered and secure cycle parking will be provided on site. Comprising of secure covered cycle parking.	Developer / Construction Company	To be established as part of construction phase
2,4	Electric Vehicle Charging Points	Electric Vehicle Parking will be provided on site.	Developer / Construction Company	To be installed as part of construction phase
Monitor review	Travel Plan Coordinator (TPC)	To be appointed prior to occupation	Site Operator	To be appointed prior to occupation
Monitor review	Undertake an initial survey to provide a baseline and inform initial target.	Survey protocols to be confirmed. 100% staff occupation	Site Operator	3 months post occupation or when staffing levels are at 100%
Monitoring and review	Travel Surveys	Collection of Baseline data relating to the modes of transport used by staff and visitors in Year 1. Repeat this process in years 3 and 5. This includes residents travel questionnaires, travel diaries,	TPC	To be completed as an updated baseline 3 months post occupation of new extension, repeated annually.

BRETTON PARK WAY, DEWSBURY, TRAVEL PLAN

Job No: 25009

ACTION PLAN

		parking surveys, cycle parking use and car club use as appropriate.		
Monitoring and review	Target Review	Set targets in Year 1 following travel surveys and then review all targets following travel surveys annually to see if they are being met.	TPC	Annually
Monitoring and review	Additional / Remedial Measures	Further promotion of above initiatives and possible induction of further schemes if targets are not met.	TPC / Site Operator	Annually for 5 years following biennial and snapshot travel surveys being completed.

APPENDIX D

Sample Travel Questionnaire



APPENDIX C

TRAVEL PLAN

DRAFT STAFF QUESTIONNAIRE



This is a travel survey of all members of staff at your workplace to understand current employee travel habits and any changes that have been made in the last year. This information will be used to develop a Travel Plan aiming to improve staff and visitor use of alternative modes of transport to the private car.

Please complete the survey based on your usual travel to work habits. Once completed please pass your survey form back to a Travel Plan Co-ordinator.

The information that you provide will be treated with the strictest confidence.

1. Please tick the box which represents your current employment status:

- | | |
|-----------|-----------------------|
| Full-time | ☐ |
| Part-time | ☐ |

2. What is your home postcode?

3. What are your typical working hours?

4. Approximately how far is your journey to work?

- | | |
|------------------|-----------------------|
| Less than 1 mile | ☐ |
| 1-2 miles | ☐ |
| 2-5 miles | ☐ |
| 5-10 miles | ☐ |
| 10 miles + | ☐ |

5. Approximately how long does it take you to travel to work?

- | | |
|---------------|-----------------------|
| 0-10 minutes | ☐ |
| 10-20 minutes | ☐ |
| 20-30 minutes | ☐ |
| 30-45 minutes | ☐ |
| 45-60 minutes | ☐ |
| 60 minutes + | ☐ |

APPENDIX C
TRAVEL PLAN
DRAFT STAFF QUESTIONNAIRE



6. What mode of transport do you use to get to work most often?

- Walk / Run ☐
- Cycle ☐
- Electric bike (or scooter) ☐
- Bus ☐
- Train ☐
- Car (Driver) ☐
- Car (passenger) ☐
- Electric car (driver) ☐
- Electric Car (Passenger) ☐
- Motorbike ☐
- Work mainly at home ☐
- Other (please specify)

7. What are your main reasons for using that mode (tick up to 2 that apply)?

- Car use essential for job ☐
- Cheapest ☐
- Habit ☐
- Quickest ☐
- Personal Safety ☐
- Environmentally-friendly ☐
- Other commitments e.g. school run ☐
- Lack of alternative ☐
- Reliability ☐
- Less stressful ☐
- Other – Please specify

8. Are there any other modes of transport you use on a less regular basis or as an alternative to your main mode?

	Once/twice week	Once/twice month	Less frequent
Walk /Run	☐	☐	☐
Cycle	☐	☐	☐
Electric bike (or scooter)	☐	☐	☐
Bus	☐	☐	☐
Train / Tram	☐	☐	☐
Car (driver)	☐	☐	☐
Car (passenger)	☐	☐	☐

APPENDIX C
TRAVEL PLAN
DRAFT STAFF QUESTIONNAIRE



Electric car (driver)	☐	☐	☐
Electric car (passenger)	☐	☐	☐
Motorbike	☐	☐	☐
Other (please specify)			

9. Why do you not use that mode of transport more often?

10. Do you have a disability which affects your travel arrangements?

Yes	☐
No	☐

11. Would you be interested in taking part in a Car Sharing scheme with other staff who work at the site or as part of a regional wide scheme?

Yes	☐
No	☐

12. What would encourage you to car share?

Help in finding car share partners with similar work patterns	☐
Free taxi home if let down by car driver	☐
Reserved parking for car sharers	☐
Improved availability of pool cars at work	☐

13. Which of the following would encourage you to use public transport to travel to work, tick as many as applicable and the most important one to you with a star?

More direct bus routes	☐
More cost-effective public transport	☐
More frequent bus services / earlier or later services	☐
More reliable bus services	☐
Help to purchase season tickets	☐
Up-to-date Public transport information available at work	☐
Easy access low floor buses	☐
Shuttle bus from station to site	☐

APPENDIX C
TRAVEL PLAN
DRAFT STAFF QUESTIONNAIRE



- I would NEVER use public transport to travel to work ☐
14. Which of the following would encourage you to walk / run to work, tick as many as applicable and the most important one to you with a star?
- 1. More dedicated cycle / walking routes ☐
 - 2. Walking buddy ☐
 - 3. Quality information on the local network ☐
 - 4. Safe crossing points on local roads ☐
 - 5. Shower and changing facilities at work ☐
 - 6. Improved security and lighting ☐
 - 7. Guaranteed ride home if asked to work late ☐
 - 8. Guaranteed ride home in time of family emergency ☐
 - 9. I would NEVER walk / run to work ☐
15. Which of the following would encourage you to cycle to work, tick as many as applicable and the most important one to you with a star?
- 1. Secure cycle parking at work ☐
 - 2. Electric bicycle charging at work ☐
 - 3. Shower and changing facilities at work ☐
 - 4. Opportunity to purchase a buy a bike ☐
 - 5. Cycle training / maintenance ☐
 - 6. Improved security and lighting ☐
 - 7. Guaranteed ride home if asked to work late ☐
 - 8. Guaranteed ride home in time of family emergency ☐
 - 9. I would NEVER cycle to work ☐
16. Do you have any comments or ideas that you would like to tell us about your existing / future travel to work journey?

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Thank you for completing this survey.

For further information contact the Travel Plan representative: *****

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