

6BKD1

Travel Plan

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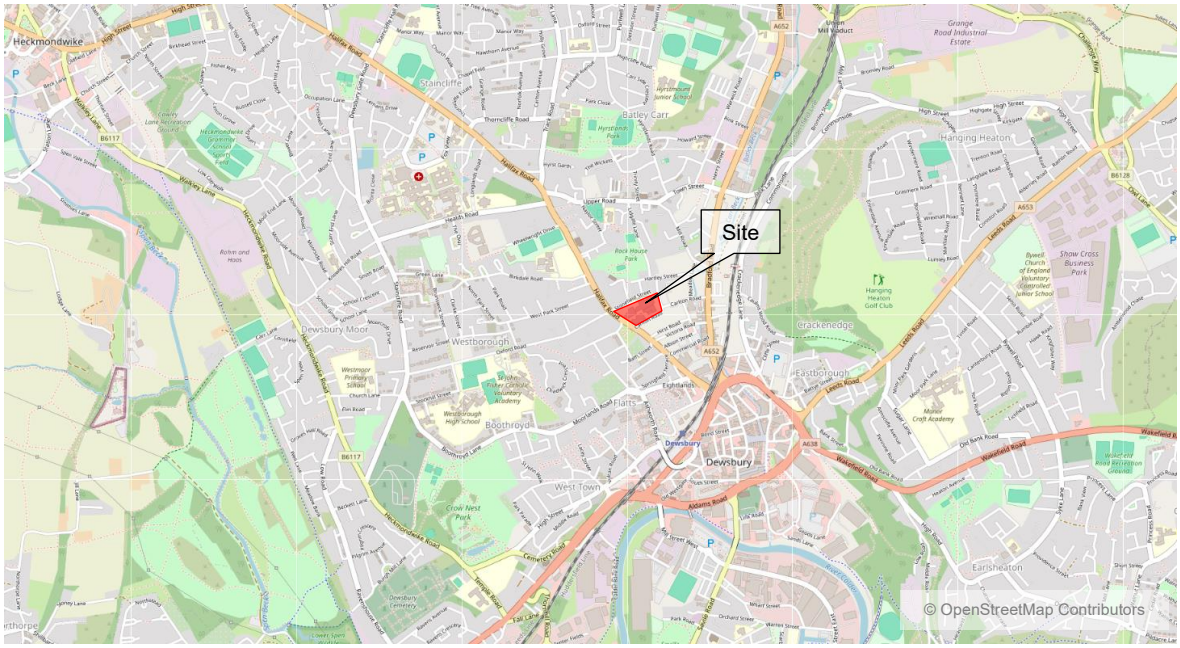
1. Introduction

General

1.1. Waterman Infrastructure & Environmental Limited (WIE) has been instructed by Willmott Dixon on behalf of West Yorkshire Police ('the Applicant') to provide highways and transportation planning services, in relation to the permitted application for the demolition and redevelopment of the former college buildings at Kirklees College, Halifax Road, Dewsbury WF13 2AS ('the Site'), and the creation of a new police station (planning ref: 2021/62/91508/E).

1.2. The site falls within the planning and highway authority of Kirklees Council (KC). The site location is shown in Figure 1.

Figure 1: Site Location



1.3. The main features of the development are the custody suite and custody reception, police station including Senior Leadership Team, district investigative and support teams and Dewsbury Patrol and neighbourhood Policing Teams and a decked carpark with access from Stonefield Street and Carlton Road.

1.4. A wide range of potential benefits can accrue from the implementation of a TP, including improved health and well-being for individuals who can change their mode of travel, and reduced environmental effects in terms of air quality, noise and congestion near the Site.

Planning Context

1.5. The permitted development comprises the following:

"Demolition of part of former college buildings and erection of police station, including conversion of Oldroyd building and erection of new buildings comprising police custody suite, associated support services buildings, decked and surface car parking, vehicle access point, boundary treatments and landscaping"

1.6. This Travel Plan (referred to hereafter as 'TP') has been produced to discharge pre-occupation condition 9, as detailed in the KC planning approval notice, as follows:

> *9. No part of the development shall be brought into use until an updated Travel Plan for the site, has been submitted to and approved in writing by the Local Planning Authority. The updated Travel Plan shall demonstrate measures to encourage alternative modes of transport for staff other than single occupancy of vehicles and include timescales for when those measures shall be put into place and shall include:*
>
> *(a) Measures and objectives for promoting reduced car usage and increased non-car transport usage. The Travel Plan Should include promotional measures to encourage walking, cycling, powered two-wheelers, public transport, car sharing and flexible working;*
>
> *(b) The provision of a Travel Plan Co-ordinator including details of their role and responsibilities;*
>
> *(c) Modal travel monitoring process for the initial capture of modal travel information after the first 6 months of occupation and thereafter annually. Required to identify changes and trends in staff commuting by single occupancy car journeys and other modal methods.*
>
> *(d) Within 12 months of occupation, objectives, and modal split targets to be agreed.*
>
> *(e) Implementation and review timescales of the Travel Plan.*
>
> *(f) Improvement and corrective/review mechanisms.*
>
> *The measures contained within the Travel Plan shall be implemented in accordance with the approved timescale, except where the monitoring evidence demonstrates that a revised timescale/measures to achieve trip targets are necessary, in which case the revised details would be implemented.*
>
> *Reason: In order to encourage travel by means other than the private car.*

1.7. The TP has been prepared with reference to the good practice and guidance documents published by the Department for Transport ('DfT') and KC. It includes several measures intended to encourage travel by sustainable modes of transport.

What is a Travel Plan

1.8. A TP is a dynamic management tool which brings together transport and other land use issues in a co-ordinated strategy. The emphasis in a Travel Plan is on increasing the choice of methods of travel and encouraging their use whilst reducing single occupancy car usage. A TP involves the development of a set of measures which could bring several benefits to the future employees of the approved development.

1.9. Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the development.

1.10. TPs are an important element of the Government's integrated transport strategy and are a means of managing the transport impacts generated by a development or site and implementing initiatives to reduce identified adverse effects of such transportation.

What are the benefits of a Travel Plan

1.11. The most easily identifiable benefits of TPs are those that are directly related to reductions in vehicle use, namely proportionally less congestion, noise, air pollution and accidents.

1.12. There are a broader range of more intangible benefits that can accrue from the implementation of TP initiatives. Depending on the characteristics of each development, such benefits can include:

- Energy savings - through removal of fossil fuel use;
- Increased use of public transport – through TP initiatives;
- An improved environment for pedestrians and cycles;
- Cost savings;
- Improved quality of life - through time savings achieved because of less congestion and reduced stress.

Aims and Approach

1.13. This Travel Plan has been prepared to reflect the West Yorkshire Police ambition of delivering a development which aspires to a high level of sustainable travel. Through the construction of a multi-deck car park West Yorkshire Police has maximised the onsite parking to ensure their operational vehicles are fully accommodated with sufficient additional spaces to service out of hours staff shift patterns.

1.14. Calculations at shift change (15:00 to 16:00) presented within the submitted Transport Assessment (document ref 68KD1-WSL-XX-XX-RP-H-00005-P07-Transport Assessment). have identified a requirement of a 55% / 45% split of staff parking on site / parking elsewhere in conjunction with alternative travel modes. Consequently, the principal aim of this Travel Plan is to promote the uptake of active and sustainable travel in terms of walking, cycling, car sharing and public transport use at peak times.

1.15. This plan takes into consideration the existing transport conditions relevant to the development and the surrounding environment, and secondly, proposes several measures designed to increase travel awareness and to effectively manage and increase sustainable transport use.

1.16. In advance of occupation of the site, the journey origin and mode of transport of cannot always be fully determined. Therefore, this initial version of the TP is focussed on setting out principles and objectives, as well as introducing key elements such as the Travel Plan Co-ordinator ('TPC').

1.17. Travel information relating to bus and train services as well as cycle and pedestrian routes will be provided to occupiers of the Site, prior to occupation.

Travel Plan Structure

1.18. The structure of this TP is as follows:

- Section 2 – Site Description & Existing Situation
- Section 3 – Baseline Transport Conditions
- Section 4 – Objectives and Targets
- Section 5 – Travel Plan Measures and Initiatives
- Section 6 – Monitoring and Review

2. Site Description and Existing Situation

Site Description

2.1. Dewsbury is a town within the Metropolitan Borough of Kirklees, in West Yorkshire. It is situated to the west of Wakefield, east of Huddersfield and south of Leeds. The proposed development Site was formerly occupied by Kirklees College, Dewsbury Campus. The Site is located adjacent to Halifax Road approximately 550 metres from the town centre

2.2. The site is located adjacent to Halifax Road, to the north of the town centre and is predominately surrounded by residential properties.

Existing and Proposed Travel Patterns

Overview

2.3. Upon full occupation of the Site, an initial travel survey will be undertaken to determine how staff will travel to/ from the Site and identify any travel problems.

2.4. In the absence of this initial travel survey the 'method of travel to work' mode share, as presented in the submitted Transport Assessment (document ref: 68KD1-WSL-XX-XX-RP-H-00005-P07-Transport Assessment) has been used to inform the baseline position.

2.5. Reference has been made to the 2011 Census, Method of Travel to Work Data for the Middle Layer Super Output Area 'Kirklees 017' (E02002287) as a means of establishing the existing travel patterns with an adjustment made to reflect the 45% alternative and sustainable travel modes at peak times. The estimate existing mode share for the Site is presented in Table 1.

Table 1: Method of travel to Work – adjusted to reflect 55/45

Mode of Transport	Adjusted Journey to Work	Two-Way Trips	
		AM	PM
Underground /Tram	0%	0	0
Train	7%	11	13
Bus	16%	26	29
Taxi	2%	3	4
Motorcycle	1%	2	2
Car	49%	78	88
Car Share/Passenger	6%	10	11
Cycle	2%	3	4
Walk	16%	26	29
Other	0%	0	0
Total	**100%**	**159**	**180**

2.6. As shown in Table 1, walking and travelling by bus are the most popular modes after car travel and will be a key focus for the travel plan. Encouraging an increase in the uptake of cycling will also be a target area to ensuring the 55/45 target is met. Increased levels of cycle parking provision including the provision of showers and changing facilities will help increase the uptake in cycling. Furthermore, West Yorkshire Police have for many years subscribed to the national cycle to work scheme.

2.7. Measures to achieve the change in travel mode are detailed within Chapter 4.

Development Overview – Staffing Patterns

2.8. Staffing levels for the new Police Station are approximately 614 full time equivalent employees with maximum occupancy of 296 on a weekday.

2.9. It is anticipated that the following shift patterns will be in operation:

- Morning – arrive at 06:30 and leave 16:00;
- Non- shift workers arrive at 08:00 and leave between 17:00 and 18:00;
- Day shift – arrive at 07:30 and leave at 16:00;
- Afternoon 1- arrive at 12:30 and leave at 23:00;
- Afternoon 2 – arrive at 15:30 and leave at 00:00;
- Evening – arrive at 17:30 and leave at 03:00; and
- Night shift – arrive at 21:30 and leave at 07:00.

2.10. It is clear from the above that not all staff movements will occur during the traditional AM and PM peak periods.

2.11. The site accommodates the following transport provision:

- Sufficient secure staff car parking;
- Cycle parking;
- Areas for onsite storage/parking of police vehicles;
- Servicing and delivery access provision;
- 2 x blue light exit/routes via Stonefield Street and Carlton Road;
- Secure access routes for transporting detainees to the custody suite; and
- Segregated open visitor's car parking outside the security line, and suitable fire vehicle access.

2.12. All of the above is provided in a secure manner, the following measures have been incorporated into the scheme:

- An ability to control vehicle ingress by means of gates;
- A vehicle rejection facility; and
- A suitable layout of the access arrangements including those for the car park.

Access and Site Operation

2.13. The transport and access strategy for the site is based on the surrounding road hierarchy with Halifax Road being the most strategic route. Access to the development will by both A652 Bradford Rd onto Carlton Rd and A638 Halifax Rd on to Stonefield Street, with egress onto Halifax Rd from Both Carlton Rd and Stonefield Street.

2.14. The Stonefield Street / Halifax Road junction has the benefit of being a ghost island junction thereby assisting the free flow of traffic on Halifax Road.

2.15. Stonefield Street will support the movement of force wide operational vehicles by being the main site ingress to the custody suite. All other vehicles will primarily utilise Carlton Road. In the event of a barrier failure at either gate the specific operations can be reversed and accommodated through either gate until repairs are affected.

2.16. Two access points are provided onto Stonefield Street, a west junction allowing for both entry and exit and an east junction providing exit only. Both junctions will allow exit by left turn only onto Stonefield Street and access will be by right turn in from Stonefield Street. This entrance is primarily for various deliveries, waste collection some operational vehicles and 16 staff vehicle bays, totalling less than 30% of the total vehicle movements across the site. Alterations required to deliver the proposed access arrangement are presented in the accompanying Transport Assessment.

2.17. The Carlton Road access will support in excess of 70% of all operational and staff vehicle movements allowing both entry and exit to the car park. Alterations to deliver the Carlton Road access are presented within the submitted Transport Assessment (document ref 68KD1-WSL-XX-XX-RP-H-00005-P07-Transport Assessment).

2.18. The design also incorporates an additional small visitor parking area providing 3 accessible parking spaces accessed directly from Halifax Road via a left in / left out junction arrangement. To deliver this access point the existing bus stop and shelter has been relocated to the north. The plans indicating the new position are presented within the accompanying Transport Assessment.

Parking

Cycle

2.19. Parking for the development will be provided in excess of the Kirklees cycle parking standards which state a provision of 1 space per 300 sqm. –

2.20. Cycle parking spaces are proposed in the form of cycle stands located within the new building. The building and cycle stands will be accessed via the pedestrian entrance on Carlton Road and an accessible door. A total of 30 staff cycle spaces will be provided. The increased level of cycle parking coupled with the shower and changing facilities will help to facilitate an uptake in cycling.

2.21. Additional visitor cycle parking in the form of 10 covered spaces that are located within the visitor car park accessed via Halifax Road.

2.22. Overall, eight motorcycle spaces will be provided within the decked car park.

Vehicle

2.23. Parking for the development site has been considered in the context of Policy LP22 of the Kirklees Local Plan whereby:

"Car parking provision in new developments will be determined by the availability of public transport, the accessibility of the site, location of the development, local car ownership levels and the type, mix and use of the development."

2.24. The development proposals include a main decked car park, which is located in the eastern portion of the Site. The decked car park provides a total of 203 spaces provided over three levels as follows:-

- Level 1.5 46 standard spaces / 1 motorcycle space;
- Level 2 37 standard spaces / 9 accessible spaces / 4 motorcycle spaces;
- Level 2.5 43 standard spaces / 2 motorcycle spaces;
- Level 3 12 standard spaces / 2 van parking spaces / 3 PSU vans;
- Level 3.5 43 standard spaces / 1 motorcycle space.

2.25. Additional parking at Pyrah Street car park delivers 30 standard spaces,14 standard spaces at Carlton Road, and 16 standard spaces accessed from Stonefield Street. With 9 standard parking spaces located off Pyrah Street and 3 accessible spaces located off Halifax Road for public parking, a total of 275 spaces are provided across all parking, with a total of 64 spaces designated for operational vehicle use (an increase of 9 spaces).

2.26. The resulting total number of car parking spaces available for staff use is 199 (excluding accessible spaces) which provides onsite parking for up to 55% of staff at peak times under the controls of the proposed parking permit system. The remaining 45% of staff travel can be broken down as follows:

- 10% home workers
- 15% sustainable travel and
- 20% private car travel parking in public car parks etc.

2.27. With regards to working from home West Yorkshire Police have in the last 5 years introduced agile/home working for various roles, this practice has increased with around 10% of staff/officers working remotely, a practice that will continue and is most likely to increase over time.

2.28. Similarly, 15% travelling by alternative and sustainable modes is slightly lower than the Census Review for the area which identified a 20% split of travel by sustainable means. It is considered that 15% represents a conservative estimate, at this point. The aim of this Travel Plan is to increase the uptake of active travel and sustainable travel at peak times.

2.29. Staff at both Huddersfield and Dewsbury Police Stations historically and currently have been afforded little on-site parking provision and as a result already travel as part of a multi -modal journey. It is considered that this approach to combined journeys will continue at the site.

2.30. West Yorkshire Police are formulating a strategy to control parking on site via a parking permit system. In general, the principles of the permit system would aim to deliver the following:

- Permits would be allocated on a rotational basis for a set duration;
- Permits would be prioritised for those Car sharing;
- Access into the car park would be managed by an access control system;
- Individuals and their managers would know in advance when they have a permit for on-site parking;
- Enforcement protocols would be put in place to avoid abuse of parking privileges (loss of permit for a number of rotations, continued abuse resulting in total removal from rota); and
- After the PM peak period the car park would be available for all staff and officers with or without a permit until 6.00am. This allows all late and night shift staff to park on site and maximise on-site parking.

3. Baseline Transport Conditions

Pedestrian Connections

3.1. The Chartered Institute of Highways and Transport (CIHT) published the guidance document 'Planning for Walking' (2015), which sets out the considered desirable thresholds for a pedestrian walking environment. The document defines a 'walkable neighbourhood' as an area where the majority of amenities are located within 800m walking distance. The document also sets out a desired maximum threshold of 1,600m for walking journeys

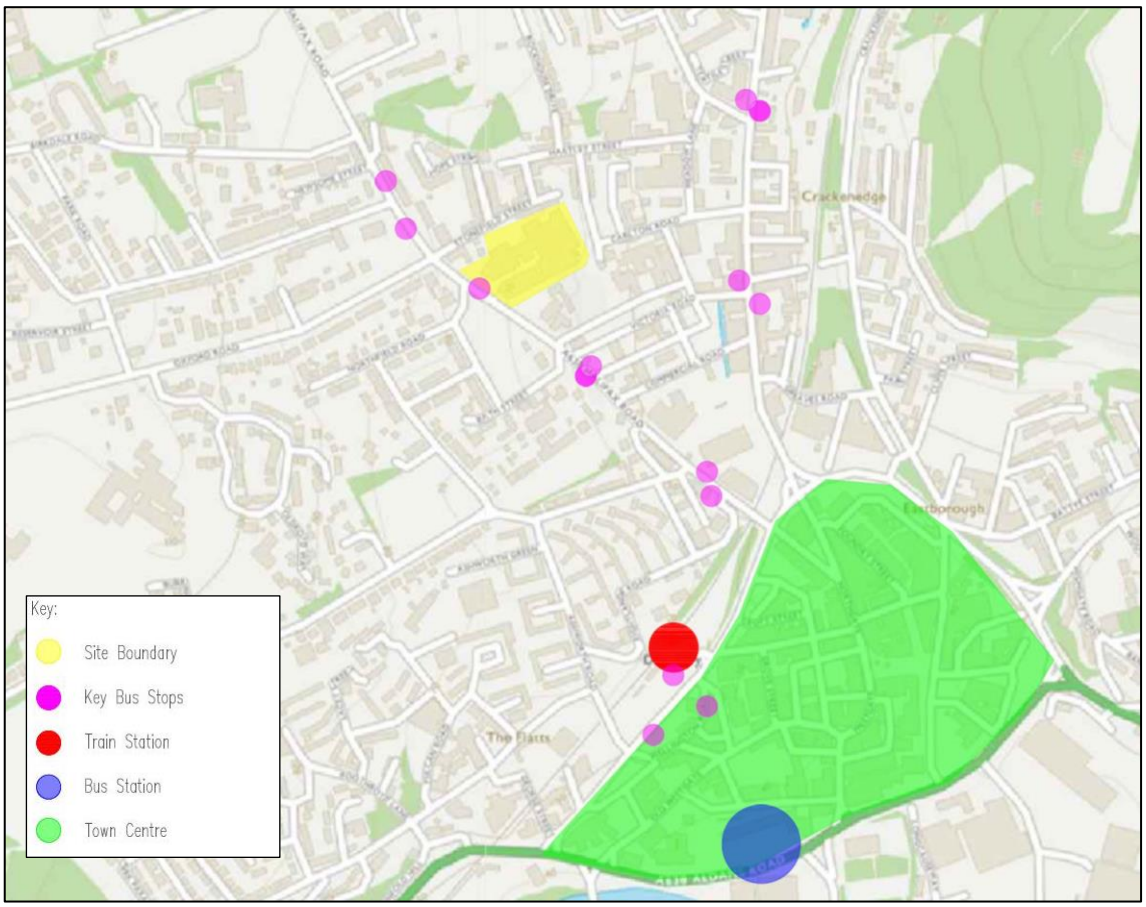
3.2. Halifax Road in the vicinity of the Site has footways provided along either side of the carriageway. The footways are of a good condition, measuring a minimum of 2.5m in width with streetlighting and dropped kerbs for crossing. There is also a speed camera located along Halifax Road, adjacent to the site, which helps to ensure lower vehicle speeds, increasing the safety of pedestrians, particularly those crossing Halifax Road.

3.3. Dewsbury Town Centre and all the amenities and services it provides is located within a walking distance of approximately 650m of the Site. Additional facilities including a supermarket and take away food outlets are located within 400m walking distance of the Site. Halifax Road provides continuous footways along its length creating a safe and convenient walking route to the town centre.

3.4. Being located within an active residential and retail area and within acceptable walking distance of local facilities and amenities helps to support staff during their working day and reduces the need to travel away from the area and Site, helping to deliver a more sustainable development. As set out above, the Site is well located for pedestrian access and can be considered as a 'walkable neighbourhood'.

3.5. Figure 2 presents the location of the Site identifying the closet bus stops, location of the railway and bus station and the town centre.

Figure 2: Local Facilities Plan



3.6. Taking the CIHT guidance into consideration, the Site falls within short walking distance of a number of key amenities thus achieving the 'walkable neighbourhood' criteria and making the location accessible and sustainable.

Cycling

3.7. In relation to cycling, there are a number of cycle surrounding the Site offer safer routes for cyclists.

3.8. Cycling within the vicinity of the site is largely achieved by on-road cycling (without cycle lanes). Figure 3 below highlights the recommended cycle routes (indicated as yellow on the plan) that surround the site. These recommended routes also connect to signed cycle routes (indicated as blue on the plan) in Dewsbury Town Centre. This signed cycle route is National Cycle Route 69.

3.9. Within Dewsbury the local route is Route 66 (Spen Valley Greenway) which runs from Oakenshaw through to Heckmondwike and into Dewsbury. The Spen Valley Greenway continues through Dewsbury and becomes Route 69 in parts connecting Dewsbury with Ossett and Huddersfield.

3.10. The Spen Valley Ring Way runs from Cleckheaton and after crossing Halifax Road in Heckmondwike merges into the Spenvalley Greenway.

3.11. Overall, the site is well located to encourage cycle journeys in place of short car journeys.

Figure 3: Local Cycle Routes



Source: Sustrans

Bus

3.12. The CIHT document 'Buses in Urban Development Guidance' (2018) sets out a desired walking distance threshold of 400m, from the development to access to a bus stop.

3.13. Halifax Road is the closest bus route with stops serving this route located adjacent to the Site and within 100m. Stops are available for both north and southbound journeys and provide bus shelters, with appropriate seating facilities, signage and travel information.

3.14. The A638 Halifax Road is a main through route leading into Dewsbury to the south. The main bus service along Halifax Road is the 268 MAX service connecting Wakefield City Centre and Dewsbury with a 15-minute daytime frequency.

3.15. Additional bus services are available via a short walk to Bradford Road (400m west). The services and frequencies from both the Halifax Road and Bradford Road stops are shown in Table 1 below.

3.16. From review of the current timetable information, it is evident that the bus services routing past the Site and those on nearby Bradford Road deliver a good level of service that is amenable and would support staff travel to the Site.

Table 2: Local Bus Routes and Frequencies

Service	Key Destinations	Mon - Fri Frequency		Saturday Frequency		Sunday Frequency	
		Day	Evening	Day	Evening	Day	Evening
Halifax Road							
268 Max	Dewsbury - Bradford	15 mins	30 mins	30 mins	Hourly	30 mins	Hourly
ML2	Dewsbury Moor - Shaw Cross	Hourly	No Services	Hourly	No Services	No Services	No Services
Bradford Road							
281	Fieldhead - Thornhill	30 mins	Hourly	Hourly	Hourly	Hourly	Hourly
283	Bradford - Thornhill Edge	30 mins	Hourly	Hourly	Hourly	Hourly	Hourly

3.17. These services also provide access to Dewsbury Bus Station which offers a wider range of services available from operators such as: Arriva, Longstaffs, Yorkshire Tiger and National Express. These operators provide services locally as well as regionally around Yorkshire and Nationally across the UK.

3.18. With a range of services available throughout the day and at weekends bus travel can be considered a convenient option for staff to travel to and from the site.

Rail

3.19. Dewsbury Railway Station is located approximately 720m walking distance from the Site, which is within the recommended maximum walking distance of 800m.

3.20. The Railway Station provides a number of services from the TransPennine Express and Northern Trains Operators, in both eastbound and west bound directions. The station is served by four trains per hour to Leeds and four trains per hour to Manchester. The regular rail services available from the station are highlighted below:

Eastbound

- A TransPennine Express service to Redcar Central calling at Leeds, York, Thirsk, Northallerton, Yarm, Thornaby and Middlesbrough;
- A TransPennine Express service to Newcastle calling at Leeds, York, Northallerton, Darlington, Durham and Chester-Le-Street;
- A TransPennine Express service to Leeds calling at Batley, Morley and Cottingley; and
- A Northern Trains service to Leeds calling at Batley and Morley.

Westbound

- Two TransPennine Express services to Manchester Airport calling at Huddersfield, Manchester Victoria, Manchester Oxford Road, Manchester Piccadilly and Gatley;

- A TransPennine Express service to Huddersfield calling at Ravensthorpe, Mirfield and Deighton; and
- A Northern Trains service to Wigan Wallgate calling at Mirfield, Brighouse, Sowerby Bridge, Mytholmroyd, Hebden Bridge, Todmorden, Walsden, Littleborough, Smithy Bridge, Rochdale, Manchester Victoria, Salford Central, Salford Crescent, Walkden, Atherton and Daisy Hill.

3.21. The station offers a number of facilities including, a secure cycle hub storage facility on platform 2 and cycle racks on platform 1. Overall, there are 70 cycle parking spaces available which are covered by CCTV.

3.22. The station also provides 80 standard car parking spaces and 8 accessible car parking spaces available 24hrs a day, at a charge. As well as parking facilities there is a taxi rank available outside the station and three adjacent bus stops, one of which is served by the service ML2 which routes past the Site.

3.23. Considering the location of the railway station, within 720m walking distance of the Site, the range and regularity of services and the facilities that the station offers it is concluded that travelling by train can be considered as part of a multi modal journey and offers a suitable alternative to private car travel by staff.

Sustainable Accessibility Summary

3.24. The existing pedestrian infrastructure is of an acceptable standard, accommodating pedestrian movements from the site to the existing transport infrastructure and the services and amenities of the nearby town centre

3.25. The site benefits from existing bus stops within suitable walking distance of the site which provides access to bus services that operate with a reasonable weekday and weekend frequency.

3.26. Overall, the Site is considered to be situated in an accessible location with links to existing transport infrastructure already in place. The current level and frequency of bus and rail services is considered suitable to support staff movements. It is understood that improvements to key walking and cycling routes are planned through the TS8 infrastructure scheme as detailed within Kirklees Local Plan: Allocations and Designations which will help to increase accessibility to the Site

4. Objectives and Targets

The Focus of the Travel Plan

General

4.1. The principal objective of this TP is to reduce single occupancy vehicle use by those employees that do not work shifts (subject to unsociable working hours) and benefit from access to alternative modes of travel.

4.2. A further objective of this TP is to foster and maintain a sustainable transport culture among employees at the site.

4.3. West Yorkshire Police will require close co-operation with the local highways authority to implement and develop a TP that delivers the desired targets and provides benefits, as well as appointing a Travel Plan Co-ordinator (TPC). West Yorkshire Police are formulating a strategy to control parking on site and are considering a space allocation system with incentives to promote car sharing, where possible.

4.4. An overarching objective of this TP is to ensure the TP remains flexible and relevant to policing changes that impact the requirements for vehicle use.

Objectives

4.5. There are many objectives that the implementation of the TP is intended to help fulfil, including:

- To influence travel behaviour.
- To deliver a site that meets the operational needs of West Yorkshire Police and provide sufficient onsite parking to accommodate out of hours shift patterns whilst encouraging travel by sustainable modes of transport during peak hours;
- To encourage a modal shift in travel towards more sustainable methods of travel.
- To reduce the need for unnecessary journeys.
- Reduction in overall trip mileage.
- To help improve the health of employees.

Travel Plan Benefits

4.6. A TP is a management tool designed to encourage people to re-think their travel choices and requirements in order to minimise the adverse impacts of a development on the environment. This is achieved by setting out a strategy for eliminating barriers preventing users of the site from using sustainable travel modes and managing single occupancy car use.

4.7. If designed well, the implementation of a TP can lead to economic, environmental, social and health benefits. It can also lead to a decrease in the proportion of users travelling to the site by private car with a corresponding increase in the proportion using sustainable modes, including walking, cycling and public transport.

Proposed Targets

4.8. Targets are included in a TP to help achieve the objectives and there are two main types that are applicable to TP. The most easily demonstrated is the commitment to deliver the package of measures set out in the plan. These measures are set out in the next chapter and include initiatives to promote increases in the use of walking, cycling and public transport.

4.9. The second form of target is aspirational and related to proportional changes in the travel modes used to get to the site. At this stage, as the modal split of employees is not known, it is difficult to define exactly the aspirational targets in advance.

4.10. The results of the initial travel questionnaire surveys (to be undertaken within 6 months of full occupation) will provide more accurate information on the prevailing travel choices and hence will provide a basis for the setting of aspirational targets in later revisions of the TP.

4.11. Following the baseline travel survey, mode shift targets will be set by the TPC and agreed with Kirklees Council.

4.12. Targets are specific quantitative goals that the development will aim to meet, based on its objectives. These are often modal-shift targets which can be set based on the existing mode share surrounding the development. Progress in achieving a modal-shift will be monitored via further surveys to be conducted on an annual basis and will provide a basis for the setting of aspirational targets in later revisions of the TP.

4.13. In accordance with DfT guidance, the targets identified will be SMART, in that they are Specific; Measurable; Achievable; Realistic and Time-bound.

4.14. In the absence of the initial travel survey, the mode share noted previously will be used to inform the baseline targets.

4.15. As detailed in Table 1, the estimated modal share indicates that 23% of those employed at the site will travel to the area via public transport (7% via train and 16% via bus), with approximately 18% walking or cycling to the site. Due to the high dependency on car usage (49% car driver mode share), the emphasis will be on the promoting more active modes of travel and trying to improve the efficiency and quality of facilities that can be provided.

4.16. The proposed interim targets are as follows:

- Target 1 - To increase the proportion of all journeys made to and from the development by active modes including walking and cycling, by a total of 5% over the TP review period.
- Target 2 – To reduce the proportion of all journeys made to and from the development by single occupancy car use by a total of 5% over the TP period.
- Target 3 - To make at least 75% of staff aware of the Travel Plan, its aims and objectives.

4.17. The targets set out above will be updated following the results of the initial travel survey undertaken following occupation of the site.

4.18. TPs are evolving documents that need to remain adaptable to changing working practices and local conditions and therefore, the plan targets will be given over varying timescales.

Travel Plan Strategy

Travel Plan Co Ordinator (TPC)

4.19. The appointed TPC will ensure successful management of the TP, targeting all users of the site. This person will be allocated time within their role to undertake TPC duties and will provide a dedicated point of contact for staff and visitors regarding staff travel information and ideas.

4.20. The TPC will report to a District Senior Leadership Team (SLT) member, nominated for the role and the remit of the TPC will include the following:

- Co-ordination of travel surveys and analysis of the results;
- To ensure all aspects of the travel Plan are managed and delivered;
- To allocate the role of Sustainable Transport Champions;
- Implementation of the measures recommended within this TP;
- Liaison with key stakeholders;
- Promotion of the social, economic and environmental benefits of sustainable travel, including journey sharing;
- Provision of sustainable travel information to staff including information on public transport services operating within the vicinity of the site;
- Reviewing parking and cycling facilities and use on a regular basis;
- Establishing and co-ordinating links with public transport operators in the local area in order to maintain up-to-date information for staff in relation to improving access to the development by alternative modes; and
- Monitor and report on the operation and progress of the TP to Kirklees Council, as appropriate.

4.21. The TPC will act as a point of contact for all TP matters, with name and contact details to be confirmed to Kirklees Council upon appointment:

- Name: *TBC upon appointment*
- Role: *TBC upon appointment*
- Email: *TBC upon appointment*
- Number: *TBC upon appointment*

Travel Survey

4.22. Following full occupation, a staff survey would be undertaken within 6 months to establish existing travel patterns and identify any travel problems. The collected data would be used to inform the setting of specific targets, within 12 months of occupation, in relation to travel patterns.

4.23. The survey would be designed to identify:

- Where staff travel from;
- How they travel to and from their homes; and
- What potential measures could encourage or promote more sustainable travel.

5. Travel Plan Measures and Initiatives

Primary Measures

5.1. Measures for promoting reduced car usage and increased non-car transport usage, will include but not be limited to the following:

- Appointment of “Sustainable Transport Champions” to be implemented by the appointed TPC to educate and promote low carbon travel;
- Communication of the sustainable travel plan objectives to employees, linked to WYP’s Sustainability Strategy;
- Encourage team building exercises that will promote active travel, e.g. step challenges;
- Encourage and promote the benefits of the Forces Cycle to Work Scheme;
- Facilitate flexible working and home working, where practicable; and
- Maintain awareness through continued promotion of sustainable travel options, through district level messaging linking to wider sustainability promotions as well as adding to employee induction and builder user’s handbook.

Additional Measures

5.2. The site is well located in relation to existing pedestrian and cycling routes. The site’s acceptable proximity to public transport interchanges/services gives access to key locations within the local region.

5.3. Employees have access to high-quality inclusive cycle parking facilities, such as indoor accessible cycle parking spaces, with clothing drying room, lockers, and showers provided.

5.4. The TPC will encourage walking, cycling and public transport, through promoting and providing information on the following:

- Full information on the surrounding pedestrian, cyclist and public transport routes (mapping and/or access to relevant app or website links), as well as information regarding dedicated facilities in communal areas;
- Inductions on the facilities e.g. where the cycle parking facilities are, how to use them;
- Information on ‘Bike Week’ (www.bikeweek.org);
- Encourage walking and cycling as a leisure activity by providing details of the relevant walking websites;
- National Walking Month, which includes promotion of ‘walk to work’ week (www.livingstreets.org.uk/);
- Identifying the location of nearby cycle shops, cycle hire stations, and contact information of the nearest bike retail stores, including where applicable free training facilities; and

- Support promotion of WYP's 'Cycle to work' scheme (note: the WYP Cycle to work scheme is run through the central finance team, with promotion of the cycle to work scheme carried out centrally via the WYP intranet as it is available across the force) - Cycling to work is encouraged by the Government's green transport plan, which introduced a tax exemption allowing employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit. Details of this are set out in the DfT's 'Cycle to Work Scheme implementation Guidance', which can be found on the DfT's website https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance; and
- The provision of full changing facilities, showers and lockers provided on-site alongside the cycle parking provision.

Marketing and Travel Information

5.5. Marketing and awareness-raising form an important part of the Travel Plan. This involves the TPC engaging with individuals about choices and issues and raising the awareness of alternative travel options together with outlining the benefits of sustainable and active travel.

5.6. The TPC will market and promote the TP to staff and visitors as follows:

- Displaying information about travel choices on a notice board in common staff areas and via staff intranet, if appropriate;
- Producing a Travel Options Leaflet; and
- Displaying regular updates on TP targets and performance.

5.7. Notice boards and a suggestion box will be provided in communal staff areas. The notice boards will provide a focal point for the TP and will provide up-to-date travel information and details of upcoming promotional campaigns.

5.8. It is recommended that the notice boards focus on a different sustainable mode every few months to keep them interesting and varied so that they catch the eye of staff.

5.9. A Travel Options Leaflet can encompass the vast majority of the measures recommended in this Chapter and should be made available in hard copy and electronic formats.

5.10. Regular staff events can raise the awareness of facilities on site and challenges can encourage staff to try an alternative for the day with further opportunity to continue to raise the awareness of the TP. Events such as Bike Week provide a focus for promoting sustainable travel.

Measures to Promote Walking

Walking User Groups

5.11. Walking User Groups (WUGs) can be set up which will allow both employees who commute on-foot to discuss any issues of walking to work. Informal feedback can be shared with the TPC who can action measures to further encourage walking to work.

Walking to Work Challenges

5.12. The TPC can organise Walking to Work Staff Challenges. The challenges will be a selection of weekly walking challenges tailored to employees. The aims of the challenges will be to promote physical activity, support mental health, boost morale and promote staff cohesion. This could involve a reward to the staff member who walks furthest to work each week.

Measures to Promote Cycling

Cycle Parking Facilities

5.13. Provision and promotion of cycle parking infrastructure. An increased provision beyond the standard provision is provided across the Site. Fully enclosed cycle parking will be located within the building providing dry and secure storage. Furthermore, employees have access to high-quality inclusive cycle parking facilities, such as indoor accessible cycle parking spaces, with clothing drying room, lockers, and showers provided. It is envisaged that all these measures will help to encourage cycle uptake.

Free Cycle Training

5.14. West Yorkshire Combined Authority's 'City Connect' provides free adult cycle training and maintenance training for all within West Yorkshire. Details of how to apply for the free cycle training will be made available via the TPC, who will organise yearly group sessions for employees. The TPC will highlight and encourage staff participation to further motivate a shift toward sustainable travel.

Cycle to Work Scheme

5.15. Employees will be encouraged to sign up to the Cycle to Work/Bike2Work Scheme. The scheme allows employees to save up to 48.25% on a new bike by purchasing the bike through a loan from their employer which is then paid back on a monthly basis. The Cycle to Work scheme is promoted centrally via the WYP intranet and is available across the force.

Discounted Cycle Purchase

5.16. The Blue Light Card scheme offers 10% discount on cycle purchase at Halfords.

Bicycle User Groups

5.17. Bicycle User Groups (BUGs) can be set up which will allow employees who commute by bicycle to meet and discuss any issues of cycling to work. Minutes arising from these meetings can be shared with the TPC who can action measures to further encourage cycling to work.

Encouraging Public Transport

5.18. The Site is located in an area which benefits from accessibility to public transport, allowing for facilitate commuting by bus and rail to the site. However, to further support travel by public transport, the following measures can be explored.

Season Ticket Loans

5.19. Season Ticket Loans can be provided to staff which would allow staff to purchase tax free season tickets for bus, underground and national rail services. The season ticket loan would be paid back directly from the employees' month or weekly pay.

Travel Apps

5.20. Employees will be encouraged to download Travel Apps that provide live departure information such as the MCard Travel App.

Discounted Public Transport Travel

5.21. The Blue Light Card scheme offers discount for public transport tickets and railcards from providers including Trainline, TrainPal and Avanti West Coast. Additionally, MCard membership offers discounted bus travel on a range of tickets, including DaySaver tickets, weekly, monthly, and annual passes, with potential savings up to 69% off the adult price for some tickets.

5.22. Additionally, employees can benefit from an annual discount on Arriva bus passes by using West Yorkshire Police referral and paying by Direct Debit.

Managing Car Use

5.23. Measures to be implemented to manage single occupancy car use include:

- Parking permit system whereby parking is provided to staff based on need.
- Car sharing incentives including allocated spaces, including promoting a formal 'Liftshare' or equivalent scheme;
- Providing details on available car clubs within the area. Enterprise has an existing car club operating at the railway station; and
- Providing information on the financial and environmental costs associated with driving.

Journey Sharing

5.24. As part of the targeted reduction to single occupancy car use and promotion of the use of sustainable modes of travel, journey sharing schemes should be encouraged where possible. This includes not only private car use but also walking and cycling, and journeys by public transport, for security and wellbeing.

5.25. The TPC can promote this approach for staff travelling short journeys via all modes.

6. Monitoring and Review

6.1. On-going monitoring of the TP is necessary to ensure its continuous effectiveness following implementation on day one of full occupation. Monitoring and review of the TP will be the responsibility of the TPC.

6.2. A TRICS compliant Travel Survey will provide a baseline situation for setting appropriate modal shift targets to be met following the baseline survey, undertaken within 6 months of full occupation, and the setting of subsequent site-specific mode share targets within 1 year of occupation.

6.3. Reviews of the TP and annual monitoring is to commence 24 months from full occupation, 12 months from the setting of specific mode share targets, with the subsequent review and update of the TP to follow within 6 months thereafter.

6.4. The scope of the baseline and subsequent monitoring travel surveys will be agreed with Kirklees Council prior to being undertaken. It is proposed the travel surveys will comprise a hands-up/questionnaire survey, using an on-line platform such as Survey Monkey, and will collect the following information:

- Most common mode of transport used to travel to the Site;
- Number of days a week they travel to the Site;
- The usage of the cycle parking; and
- Improvements to travel connectivity that would encourage the respondent to walk/cycle to the Site.

6.5. This information will be included in a Monitoring Report (also known as a Progress Report), providing a summary of findings from the survey data, which will be prepared and submitted by the TPC to Kirklees Council for consideration after the travel surveys have been undertaken.

6.6. This Monitoring Report will include the following:

- Organisation's name and address;
- Detailed information on the measures used and implemented to promote the TP and its objectives;
- Travel Survey results with comparative data and analysis;
- Details on cycle parking usage;
- Action Plan; and
- Details of any changes to the site.

6.7. The TPC will collate the results of the Travel Survey and this information, together with the proposed baseline targets, which will be detailed in the Monitoring Report.

6.8. Where targets are not met, the TPC will discuss and agree a plan of action, which will indicate how any deficiencies in the operation of the Travel Plan will be met. The following stakeholders will determine the extent of improvement required, identify and implement corrective measures and mechanisms:

- Sustainability Board - Policy and target setting;

- Building User - District Senior Leadership – Travel Plan management responsibility, addressing local corrective and improvement measures, conflicting with policy escalates to Sustainability Board; and
- Travel Plan Co-ordinator – Identifies out of scope targets and escalates to Building User.

6.9. A TP is a continuous and evolving document requiring monitoring, review and revision to ensure that it remains relevant and fully engages with employees.

6.10. The travel surveys will monitor the effectiveness of the Travel Plan measures and initiatives, in terms of their efficiency in shifting towards the identified modal share targets as identified within the TP. Such surveys may include:

- Car parking surveys;
- Bicycle parking surveys; and
- Uptake of implemented initiatives.

6.11. Overall, responsibility for the Travel Plan will lie with the appointed TPC.

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