



Transportation Planning : Infrastructure Design



TRAVEL PLAN

**AMBULANCE AND FIRE SERVICES RESOURCE CENTRE
CROESNEWYDD ROAD
WREXHAM**

**WELSH AMBULANCE SERVICES NHS TRUST
NORTH WALES FIRE & RESCUE SERVICE**

APRIL 2014

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**Lawrence Buildings
2 Mount Street
Manchester
M2 5WQ**

**T: 0161 832 4400
F: 0161 832 5111**

**E: info@scptransport.co.uk
W: www.scptransport.co.uk**





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0	01.04.14	DRAFT	NS (in conjunction with WAST and NWFRS)	DR
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1.0 INTRODUCTION

- 1.1 This report has been prepared by SCP on behalf of the Welsh Ambulance Service NHS Trust and North Wales Fire & Rescue Services to support the development of the proposed Ambulance and Fire Services Resource Centre on Croesnewydd Road, Wrexham.
- 1.2 A travel plan is an important tool for delivering sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive action.
- 1.3 There are a number of challenges that travel plans can significantly contribute towards meeting. Firstly, local authorities need to provide employment opportunities in areas that benefit from good levels of sustainable transport, while reducing congestion in urban areas. Travel plans can help to minimise the potential increase in traffic resulting from such development.
- 1.4 Climate change is also becoming an increasingly important aspect of planning policy and the need to reduce carbon emissions, of which transport accounts for a quarter. Travel plans can help reduce use of private transport and assist in meeting stringent carbon emission targets.
- 1.5 In addition, there is a need to promote more healthy lifestyles and travel plans can help through increased walking and cycling. As a result, a travel plan forms a key stage in the forward planning process and is a 'living document' that needs to be regularly reviewed to ensure its effectiveness.
- 1.6 The travel plan seeks to establish clear outcomes to be achieved in relation to access and sets out all the measures to be implemented in detail. This includes an action plan, timescales, targets and responsibilities for implementation, monitoring and review. Employment travel plans focus on a single destination (workplace) where the majority of trips have a common journey purpose.
- 1.7 The development of this travel plan has been prepared based on the following objectives:
 - Not to exceed the maximum number of single car occupancy car traffic movements to and from the development;
 - Demonstrating that the Welsh Ambulance Service NHS Trust and North Wales Fire & Rescue Service are committed to reducing their carbon footprint, in line with Governments' requirement for the public sector to reduce greenhouse gases; and
 - Address the access needs of site users, by supporting walking, cycling and public transport to and from home.

- 1.8 This travel plan has been based on the above objectives and outcomes for which a variety of measures will be considered in order to achieve them over the lifetime of the travel plan. By successfully promoting these types of travel via sustainable modes the above objectives can be achieved.

2.0 TRAVEL PLAN BACKGROUND

- 2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access. A travel plan will normally be prepared alongside the transport assessment, which will provide the evidence to support the outcomes sought and the measures needed in a travel plan. The plan then continues for the life of the development, requiring commitment from occupiers.
- 2.2 Travel plans are designed to be flexible to suit an individual site and the local characteristics. Similarly, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures. On this basis, travel plans should be evaluated against three tests, set out as the acronym **CAT**. These tests are to ensure that the travel plan:

C overs all key elements	Does the travel plan document contain all the key elements that are expected to be included in a travel plan, with appropriate content in each case?
A ddresses site specific issues	Does the travel plan address all the issues identified in the transport assessment and respond to the specific barriers and opportunities that are presented by the site?
T ips the balance in favour of sustainable transport	Does the travel plan contain measures that can be expected to make a real difference – i.e. does it make access to the site by sustainable transport more attractive when compared to access by car, in terms of cost, journey times and convenience?

- 2.3 The first test can be assessed on the basis of a checklist approach while the other two tests rely on a judgement about the individual travel plan that needs to be made, particularly in the light of the local context.

Travel Plan Benefits

- 2.4 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:
- Improve staff morale, fitness and wellbeing;
 - Promote healthy lifestyles and sustainable, vibrant communities;
 - Reduce demand for car parking, thereby enabling more efficient land use;
 - Reduce pressure on highway capacity, particularly at peak times;
 - Cut carbon emissions and their contribution to climate change;

- Reduce road danger and protecting vulnerable road users; and
- Improve local air quality, while reducing noise pollution.

2.5 A travel plan should provide benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

2.6 Travel plans can also play a role in helping businesses mitigate their transport contribution towards climate change and help adapt to the impact of climate change. Travel plans can also form part of an organisation's Corporate Social Responsibility commitments.

Policy Context

2.7 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.

2.8 The key policy document for travel plans was published by the Department for Transport in April 2009 entitled "Good Practice Guidelines: Delivering Travel Plans through the Planning Process". This document updates previous guidance published in 2002 following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.

2.9 These guidelines offer further impetus to the use of travel plans as a means of promoting sustainable transport. They offer assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term.

2.10 "Guidance on Transport Assessment" provides an important framework for securing travel plans, identifying them as the principal output of the assessment process. The hierarchy set out in this document puts sustainable modes at the top with road improvements as mitigation measures last.

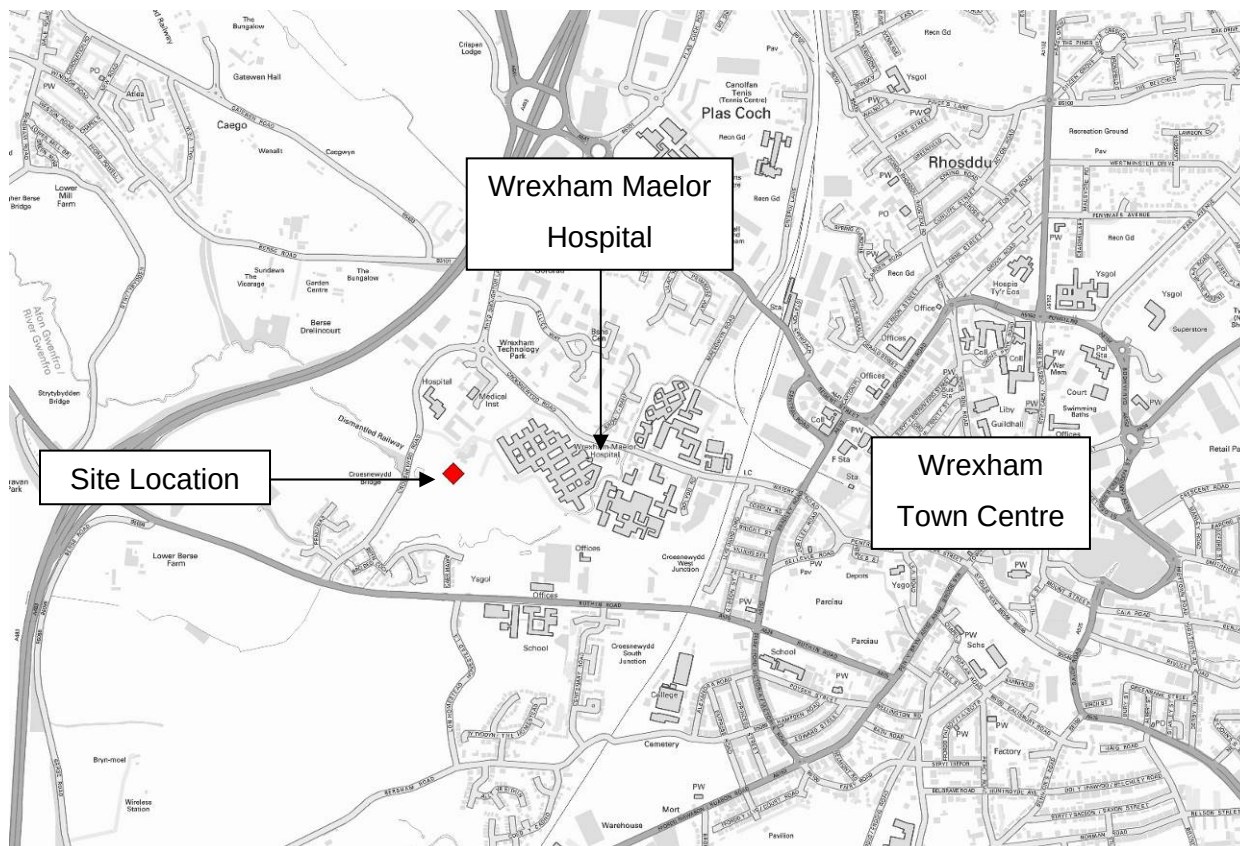
2.11 "Planning Policy Wales", published in 2002, sets out the Welsh Assembly Government's policies for land use planning. These policies are supported by a number of Technical Advice Notes (TANs), which places emphasis on the achievement of sustainable development and directly supports the use of travel plans as a means of achieving environmental and social objectives. "TAN18: Transport", published in March 2007, recognises the role of the planning system in reducing greenhouse gases, such as through the location of development to reduce the need to travel, making walking and cycling accessible, and supporting integrated transport.

3.0 SITE AUDIT

Existing Site

- 3.1 The site is located on Croesnewydd Road, Wrexham to the south-west of Wrexham Maelor Hospital, which is illustrated below:

Site Location



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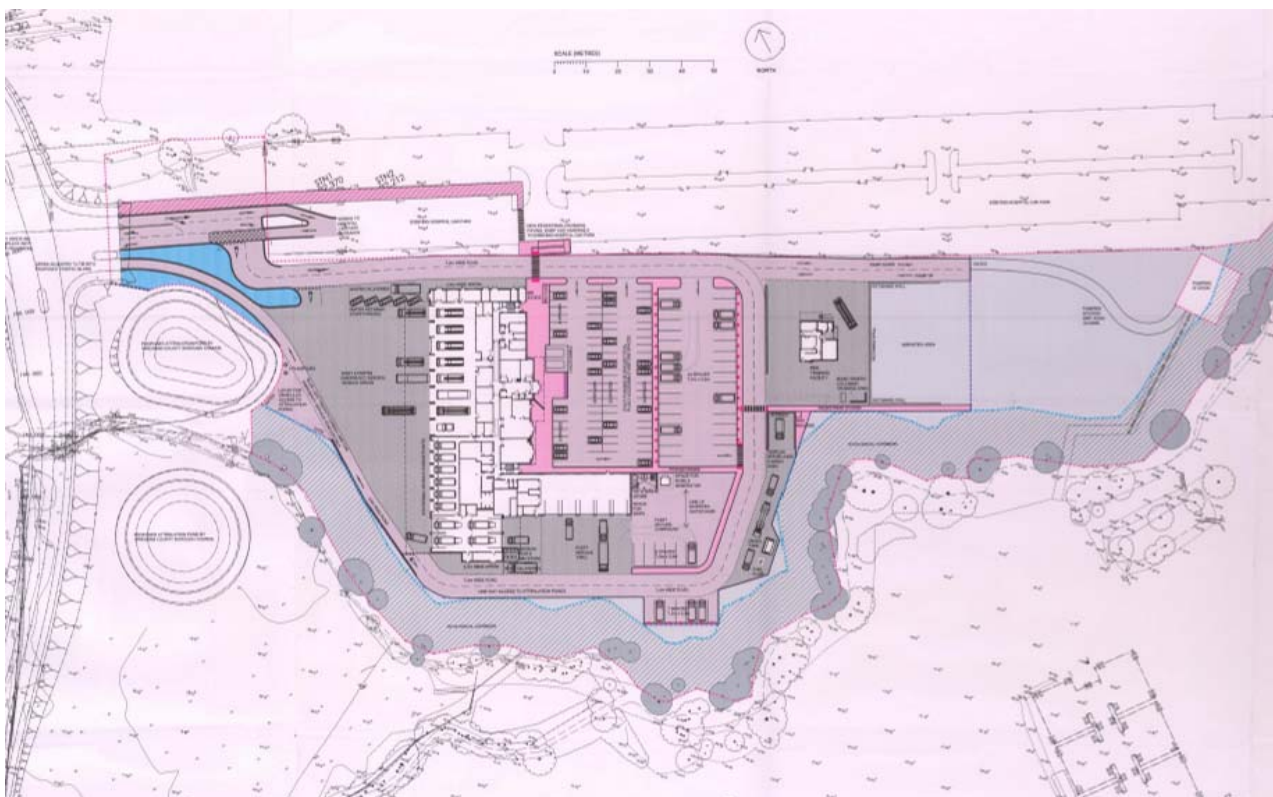
- 3.2 Currently, the existing ambulance station is located on Ruthin Road, adjacent to the Morrisons supermarket and the existing fire station is located on Bradley Road. Both sites are in need of upgrading and are too small for staff, vehicles and the training now required in Wrexham.
- 3.3 The construction of the Resource Centre will provide closer working relationships between the emergency services through the amalgamation of both sites as well as faster response times. The benefits for the Ambulance and Fire Services Resource Centre have been identified as follows:
- Achieve and sustain improvements to patient and community focussed services;
 - Provide for much higher standards of cleaning and infection control in the patient environment;

- Provide facilities which are fit for purpose and address staff welfare and community integration; and
- Increase productivity of ambulance resources and improve fleet utilisation.

Development Proposals

- 3.4 The development proposals for the Ambulance and Fire Services Resource Centre includes specification for up to six bays for ambulances and eight bays for fire engines, as well as an internal cleaning and re-stocking zone and fleet maintenance garages.
- 3.5 A modern training facility will also be provided within the site to simulate search, ladder and fire training and a road traffic collision area for firefighters and paramedics to jointly train together on-site.
- 3.6 There will be parking for 85 vehicles plus 2 accessible spaces for staff and visitors. The site will also provide 20 covered and secure cycle parking spaces, which will be sufficient to meet the compliance criteria for BREEAM. The site layout is shown below.

Proposed Site Layout



- 3.7 The majority of staff working at both sites will be relocated to the Resource Centre, with a small number of new staff being recruited. Staffing numbers obtained from the Welsh Ambulance Service Trust (WAST) from April 2013 shows approximately 104 staff (full-time and part-time)

work for WAST in various roles for their operations, fleet care and health courier services. Staffing numbers for the North Wales Fire Rescue Service (NWFRS) from April 2013 shows that there were approximately 62 staff (full-time and part-time) working for NWFRS from roles including retained fire fighters, fire staff and personnel.

[Access by Non Car Modes](#)

Walking

- 3.8 The Resource Centre is located within 1 mile, as the crow flies, from Wrexham town centre and is located to the south-west of Wrexham Maelor Hospital. Access to the Centre will be taken from Croesnewydd Road. The road network surrounding the site provides well surfaced and lit footways.
- 3.9 Walking opportunities to/from the site as a whole journey for staff is restricted due to the Resource Centre being situated a reasonable distance away from residential areas. Nevertheless, walking to the site could be utilised as part of a longer journey in combination with local bus services and, to an extent, train services, dependent on which shift is being worked.

Cycling

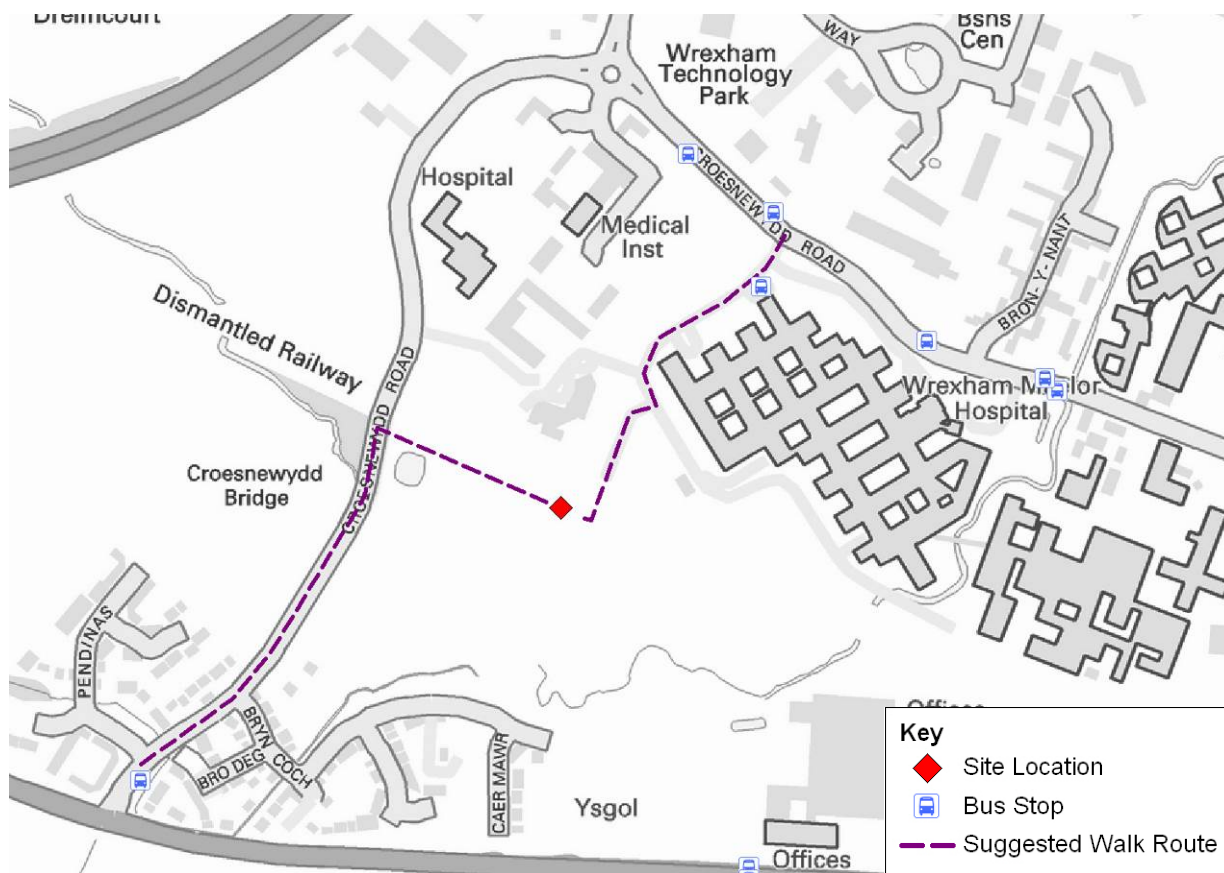
- 3.10 Located along Croesnewydd Road is a traffic-free local cycle route that runs from its junction with Ruthin Road and terminates at the site access in to the Resource Centre. There is also an on-road cycle route to the north, along Croesnewydd Road which starts from Rhyd Broughton Lane and passes Wrexham Maelor Hospital before terminating at its junction with Bradley Road.
- 3.11 In addition, there are also a number of other advisory traffic-free and on-road cycle routes available near to the site, allowing for easy and convenient access to Wrexham railway station and the town centre, as well as the wider cycle network for access to local residential areas.
- 3.12 As previously mentioned, 20 covered cycle parking spaces will be provided securely within the site, while showers and lockers will also be made available to enable staff to freshen up and change clothes on their arrival before the start of their shift. This provision of cycle parking will be sufficient to meet the compliance criteria for BREEAM
- 3.13 The Walking and Cycling Strategy for Wales states that *"Around 8% of car journeys in Wales are less than 1 mile, 26% are under 2 miles and 58% are under 5 miles. For these distances walking and cycling can offer viable and attractive alternatives."*

- 3.14 Based on the preferred maximum cycle distance of 5 miles, the potential cycle catchment of the Resource Centre encompasses the whole of Wrexham which contains a large residential catchment for any staff members who live locally.

Public Transport – Bus

- 3.15 The Ambulance and Fire Services Resource Centre is located in close proximity to bus stops which provide a widespread connection to Wrexham and the surrounding areas.
- 3.16 Bus services run along Croesnewydd Road and serves a south-westbound bus stop, close to its junction with Ruthin Road that is unmarked and can be accessed within a 5 minute walk .
- 3.17 To the north of the site, bus stops serve Wrexham Maelor Hospital and provide frequent connections in to the town centre as well as other local destinations. Staff can access these bus stops via a footpath link from the Resource Centre through the Hospital car park up to Croesnewydd Road, as shown on the plan below. These bus stops can also be accessed within a 5 minute walk if utilising the link through the Hospital car park.

Possible Walk Routes to bus stops



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- 3.18 Furthermore, the plan shown at **Appendix 1** highlights the distance to these bus stops from the development site.
- 3.19 A summary of the bus routes which serve these bus stops is provided at **Appendix 2**. As the table shows, there are many bus services operating from Wrexham Maelor Hospital that provide frequent services to destinations including New Broughton, Mold, Ruthin and Brymbo. The bus services operating from these stops also allow for quick connections to be made to Wrexham Central railway station, as well as Wrexham bus station for access to other services operating in the town.
- 3.20 Arriva has launched the 'Employer Travel Club' scheme which allows employers to sign up and pass discounted season tickets to their employees, as well as offers on other tickets including free travel for up to 2 children on weekends. It is easy to join the scheme and can be done online without the hassle of having to go to a travel shop.
- 3.21 More information on this scheme can be found at www.arrivabus.co.uk/etc

Public Transport – Train

- 3.22 The nearest railway station is Wrexham Central, located in the town centre. The station is accessible via the footways along Croesnewydd Road and Watery Road and through Island Green Retail Park, for any walking journeys. Furthermore, the majority of bus services that serve the hospital provide access to the train station within a 5 minute journey time.
- 3.23 Wrexham Central provides an hourly service to Bidston in Merseyside and passes through the local towns of Hope, Hawarden, Neston and Heswall.

Staff Locations

- 3.24 At the request of the Travel Plan Co-ordinator at Taith, a post code plot for all staff relocating to the site has been carried out. This allows an assessment of travel opportunities based on their location. The plan is shown at **Appendix 3**. It can be reasonably assumed that a number of staff, both office based and emergency response staff, could either cycle, car share or use public transport when accessing the Ambulance and Fire Services Resource Centre.
- 3.25 It is apparent from the plan that a number of staff live within a 2 mile walk and 5 mile cycle distance from the site. When utilising the footways and cycle routes found within the area, there is a good opportunity for some staff to travel by these modes to the site.

- 3.26 After close examination of the plan and data collected from staff travel surveys, it shows that there are several clusters of staff living within close proximity to one another, namely Queensferry, Ruthin, Chirk and Ruabon as well as residential areas within Wrexham. These groups provide a good opportunity for staff to car share, for which the Travel Plan Co-ordinators will provide assistance. This is discussed in more detail at Section 4.
- 3.27 In addition, frequent public transport is available locally for staff to potentially use for accessing the site, if the service is able to correlate with staff shift patterns or usual office working hours. This reduces the reliance on using the private car.

Overall

- 3.28 Overall, the development site is suitably located for staff to benefit from being able to cycle to work and to utilise the bus provision on offer close to the site. These modes of transport provide realistic alternatives to using the private car when travelling for work purposes.
- 3.29 It should be noted that non-car modes may not be a viable option for a number of staff who will be based at the Ambulance and Fire Services Resource Centre. This is due to varying shift patterns for ambulance staff and the fire fighters based at the site. Non-car modes of travel will primarily be aimed at office based staff.

4.0 TRAVEL PLAN MANAGEMENT

- 4.1 This travel plan forms the working document, setting out the details of the measures and initiatives within an action plan, including timescales for implementation.

Travel Plan Co-ordinator

- 4.2 Implementation and long term management of the travel plan will be achieved through the appointment of a travel plan coordinator (TPC). A suitable person based at the Ambulance and Fire Services Resource Centre will be appointed to provide a key role in delivering a successful travel plan for the Welsh Ambulance Service Trust (WAST) and a separate TPC for the North Wales Fire Rescue Service (NWFRS). The contact details for the TPC who will lead the travel plan for WAST is Keith Williams (keith.williams4@wales.nhs.uk) and the TPC for NWFRS will be Justin Evans (Justin.evans@nwales-fireservice.org.uk).
- 4.3 The TPCs will liaise with one another and provide a partnership for WAST and NWFRS based at the Resource Centre. The TPCs will act as the main contact for the travel plan with outside organisations, including the local authority, and will be responsible for implementation of hard measures and overseeing the marketing of the travel plan and annual monitoring. Both TPCs will potentially benefit from the online facilities offered by ACT Travelwise which offers expert travel plan advice to members as well as Taith.
- 4.4 Should an appointed TPC change during the life of the travel plan, the local authority will be informed of the details of the replacement TPC at the earliest opportunity by the existing TPC exiting the role.
- 4.5 The TPC will be responsible for setting up and launching the travel plan in accordance with the following schedule, which will be agreed with the local authority.

1 month (or earlier) prior to occupation

- Liaise with other TPC at WAST / NWFRS for progression of travel plan;
- Exchange contact details with relevant officers;
- Obtain up-to-date public transport timetables and other relevant literature;
- Prepare welcome packs and distribute to all existing and new staff relocating to the site;
- Sign up to a car share register for staff to sign up to before occupation at the Ambulance and Fire Services Resource Centre (which will be promoted within the welcome packs); and
- Set-up staff database.

Within 6 months of occupation

- Distribute travel plan survey to all staff;
- Collect travel plan surveys and count data and analyse results; and
- Submit progress report to Wrexham Council and Taith.

Annually / Bi-annually

- Review promotional travel and health information and issue where necessary;
- Promote and support local and national campaigns;
- Review adequacy of cycle provision;
- Monitor staff travel patterns through new surveys;
- Undertake travel plan audit and modify where appropriate; and
- Update travel plan targets and issue progress update to all staff, including up-to-date public transport information as necessary.

Funding

- 4.6 Initial funding will be allocated for the launch and implementation of the travel plan, while an annual budget will be set for the day to day operation of the travel plan, including monitoring and reviewing. Funding will be confirmed upon planning permission for the Resource Centre and Full Business Case (FBC) approval. The FBC is a mandatory part of public sector spending proposals and is key to spending decisions and approved by the Welsh Government.
- 4.7 The travel plan will be jointly funded by NWFRS and WAST. This funding stream will allow the travel plan to operate for a minimum of three years, as per the request from the Travel Plan Co-ordinator at Taith.

5.0 TRAVEL PLAN TARGETS & INDICATORS

- 5.1 The setting of targets is essential to ensure that the objectives of the travel plan are met. Targets should therefore be linked to the objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). Targets will be measurable through the use of indicators, which represent the results of monitoring. Indicators may also be used to highlight the progress of the travel plan without necessarily having a linked target.
- 5.2 The two types of target are **Aims**, which consider modal share and **Actions** which are non-quantifiable and represent milestones.

Aims – Modal Share Targets

- 5.3 Travel surveys carried out and analysed by the TPC will establish the existing travel patterns of staff. In order to achieve the prime objectives of the travel plan, the TPC will analyse the travel survey questionnaires and set realistic short term annual targets for modal share based on the surveyed travel patterns. The survey will also provide information as to the reasons why some modes of transport are preferred over others. This gives an indication of what measures will be required and realistic targets that can be set.
- 5.4 Until surveys are completed, initial targets will be set based on what information is currently available – Census 2001 method of travel to work for the daytime population working within the ward.
- 5.5 The Ambulance and Fire Services Resource Centre site is located in the Brynyffynnon ward. Existing modal share split for staff travelling to work, excluding those that are currently not in employment, are outlined in the table below and has been compared within Wrexham's outputs.

Method of Travel to Work Data (2001 Census Data)

Target Type	Brynyffynnon Ward [†]	Wrexham Authority [†]	Indicator
% of trips made by single car occupancy	61.6%	59.0%	Number of single car occupancy trips
% of trips made by car sharing	18.9%	21.6%	Number of car sharing trips
% of trips made by non-car modes	18.1%	17.4%	Number of walk trips Number of cycle trips Number of public transport trips

[†] Source: ONS 2001 data

Note: The above data does not include taxi and motorcycle journeys

- 5.6 Based on the results from the 2001 census data, it is clear that employees working in the Brynyffynnon ward have a higher number of people travelling to work as a lone driver compared to the Wrexham Authority. For individuals working in the Brynyffynnon ward, there is a higher percentage of people walking, cycling or utilising public transport when compared to the Wrexham Authority.
- 5.7 The above results are only provided as a guideline until the site is occupied and surveys are carried out. Following the initial surveys and dependent upon the results, the above targets will be adjusted to ensure that they remain realistic and achievable, which are subject to meeting the SMART target criteria once the travel survey has been carried out. To demonstrate the Ambulance and Fire Services commitment to reduce their carbon footprint, the TPCs will encourage employees to walk, cycle or use public transport to the Resource Centre, if their journey allows them, to sustain the 2001 census level. The TPCs will also promote the use of car sharing to reduce the percentage of staff travelling by single car occupancy to the site.

Actions – Milestone Targets

- 5.8 The TPC will be responsible for implementing measures at the development, which will be set out in an action plan and be reviewed annually following the results of monitoring to identify if further measures could be introduced to promote sustainable travel. Implementation of any new measures would be set out in the action plan with specific timescales as a milestone target.
- 5.9 The initial milestone target will be to ensure that all existing and new staff receive a travel plan information pack before relocating to the Ambulance and Fire Services Resource Centre to ensure they are aware of the travel options available to them, as well as allowing staff to make an informed decision on their mode of travel to work.

6.0 TRAVEL PLAN MEASURES

6.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost effective travel plan is one that implements measures that are relevant and realistic to the development. Consultation with staff is therefore key to achieving support from those who the measures are targeted at and avoids measures that may prove difficult to implement and those which may be unpopular.

6.2 The following sub-headings in this travel plan outline the measures to be promoted by the TPCs.

Travel Awareness

6.3 Good accurate information on the range of services and travel initiatives available at the site will be a critical element of a successful travel plan.

6.4 The TPC will make new employees aware of the existence of the travel plan. A welcome pack will be provided and issued on appointment of their position. Any parking management policies will be explained to members of staff during the recruitment process. These packs will also be issued to existing staff relocating to the Resource Centre.

6.5 The welcome pack should include the following:

- Bus timetables of existing local services from nearby bus stops, including prices and routes;
- A map showing local cycle routes, including cycle parking and cycle shops in the local area;
- Local taxi firms and telephone numbers;
- Information about car-sharing; and
- Information about the health benefits of walking and cycling to work.

6.6 Travel information boards are available in staff room areas and provide copies of the same information that is available in the welcome pack. Any changes to the travel plan or any of the relevant information included within the welcome pack will be updated and publicised on the travel information boards.

6.7 Staff meetings will be used to encourage use of sustainable modes of travel and highlight the penalties for improper use of car parking.

6.8 National events, such as Change for Life, Walk to Work Week, Bike Week and European Mobility Week will be promoted to encourage travel by sustainable modes.

Staff Database

- 6.9 The TPC will set-up a staff database upon first occupation of the Resource Centre that contains contact details of all employees. Within 6 months of occupation of the development, the TPC will carry out an initial monitoring stage, which will include a travel survey of all staff. The TPC will prepare a travel survey to distribute to each member of staff, to collect the following details:
- 6.10 The responses received from these surveys will be entered into the staff database to help analyse the data and allow a year on year comparison of travel patterns for each member of staff. This will also provide the opportunity to target certain promotions to specific employees based on their answers.
- 6.11 All data collected from the travel survey in connection with the travel plan will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information, with all data held being used solely for the purposes of the travel plan.
- 6.12 As changes to staff occur, where possible, the TPC will seek to ensure that all former staff are removed from the database and new staff are entered into the database.
- 6.13 Information contained within the database and the travel patterns derived from the data will inform the annual review process. The TPC will submit the results of the annual review along with the survey data to the local authority for their information within 3 months of occupancy. However, in the interests of security, names and addresses of employees will not be provided.



Public Transport Information

- 6.14 The use of public transport is encouraged as a mode of travel to work with the following initiatives:
- Provide up-to-date public transport information, including available route maps and timetables, with welcome packs and on travel information boards;
 - Provide details of local taxi companies;
 - Ensure staff are made aware of the Arriva employee travel scheme; and
 - Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Transport Direct journey planner and Traveline Cymru (Tel: 0871 200 2233).

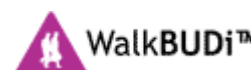
- 6.15 Staff will also be made aware of the Traveline Cymru bus timetable information available on mobile phones. The smartphone app produced by Traveline offers public transport information, including journey planning on your mobile. The NextBuses mobile internet site also allows users to check the live bus times from a specific stop.



Walking

- 6.16 The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material;
- Encourage staff to sign up to the 'WalkBUDi' scheme which offers a journey matching service for those who may feel vulnerable travelling alone for journeys to work, or want to join in with regular exercise; and
- Staff will be encouraged to join the Share Cymru website (www.sharecymru.com) which provides the opportunity for individuals to share mutual walk, cycle or car journeys to their place of work.



Cycling

- 6.17 The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website and Wrexham Council's website;
- Staff will be encouraged to join the Share Cymru website (www.sharecymru.com);
- Promote the Cyclescheme Government initiative, offering tax-free bikes and equipment for work;
- Ensure that adequate cycle parking provision is being offered and arrange for additional installations to be carried out if demand is sufficient; and
- Ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site through liaison with the cycling officer at the Council.





Car Sharing Scheme

- 6.18 Staff will be encouraged to join the Share Cymru website or the North Wales car share website (www.northwalescarshare.com). This scheme has been specifically designed to enable people working or living in North Wales to share mutual journeys and to save money and reduce carbon emissions.
- 6.19 For any mutual journeys to and from the Resource Centre, particularly for office based staff, there could be the potential to extend the scheme to incorporate staff working at Wrexham Maelor Hospital or any other larger organisation within Wrexham.



Car Parking Management

- 6.20 While the measures to encourage walking, cycling, use of public transport and car sharing aim to reduce the number of cars travelling to the site, the management of car parking for those who continue to drive will be assisted through a number of measures.
- 6.21 The demand and supply of the car parking area will be monitored. This will identify any overspill of car parking throughout the day. Further measures could then be implemented to prevent future overspill parking if it is identified as being a problem.



Personalised Journey Planners

- 6.22 Targeting individual journeys can be the most effective way of reducing car travel and encouraging use of sustainable modes. This initiative is most effective for those who currently travel by car and have no constraints to travel by sustainable modes.
- 6.23 The personalised journey planners could include:
- Maps showing the location of the correct bus stops to use at either end of the journey along with the accompanying walk route to their origin and destination;
 - Details of how and where to buy tickets, including the current cost for travel; and
 - Timetable information for public transport services used on their journey.
- 6.24 Staff would be directed to the Transport Direct journey planning service, which could be integrated into the Resource Centre's intranet.

Business Travel

- 6.25 Given the nature of the site, there will be travel associated with the development on a daily basis by the ambulance service and fire station for emergency and non-emergency situations when attending to the local community.
- 6.26 For internal operations, which could include meetings and site visits for those staff who work typical office hours, staff will be pursued to not travel by single occupancy car if other methods of travel are available, including the possibility to car share. By offering alternative travel during the day, staff are more likely to travel to work via non-car modes.
- 6.27 The benefits of reducing car travel for business purposes include cutting costs for both employer and employee, reducing car parking demand and reducing the environmental impact of business travel.

Visitors

- 6.28 The degree to which visitors can be encouraged to use sustainable modes of transport will depend on a number of factors, including the accessibility of the site by public transport from the visitor's origin and whether visitors to the site are usually 'invited' or arrive 'on-spec'.
- 6.29 Most visitors to the Resource Centre will arrive for training days and therefore be alerted to their travel options before the day of their course. This will provide a good opportunity for the TPCs to promote car sharing to the site or sustainable modes of transport if they live nearby.
- 6.30 The TPC will encourage travel via sustainable modes for visitors by implementing the following initiatives:
- Encourage car sharing if people are arriving to site for training;
 - Show public transport routes on maps sent to visitors;
 - Identify the location of the nearest railway station and indicating the approximate taxi fare from the station to the site; and
 - Provide travel information on the organisation's website, including integration of the Transport Direct journey planner.

Deliveries

- 6.31 Both incoming and outgoing deliveries can be addressed by the TPC by encouraging use of co-ordination of deliveries with Wrexham Maelor Hospital and other similar uses nearby.

7.0 PLAN MONITORING AND REVIEW

- 7.1 To establish the success of the travel plan, an effective monitoring and review process must be in place. Monitoring will ensure that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review.

Monitoring

- 7.2 The TPC will monitor travel patterns associated with the site on a regular basis for the first 3 years upon opening of the Resource Centre, at the request of the Travel Plan Officer at Taith.
- 7.3 The monitoring of the plan is important for the following reasons:
- It will demonstrate to the local authority the effectiveness of the measures implemented and the progress being made towards the aims and objectives of the travel plan;
 - It justifies the commitment of the TPC and of other resources;
 - It maintains support for the travel plan by reporting successes; and
 - It helps to identify any deficiencies within the travel plan, including any measures that are not effective.
- 7.4 Questionnaires will be distributed to all staff to monitor travel to and from the site and gain an understanding of travel habits. These surveys can be used to monitor the number of staff walking, cycling, travelling by car and public transport to the site. The results can then be compared with the mode share targets identified earlier in this travel plan.
- 7.5 The TPC will agree the monitoring programme with the local authority to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key travel plan targets based on the results of the travel surveys. This table will be published and distributed to all staff.

Reviewing

- 7.6 The TPC will undertake a review of the travel plan following the results of each monitoring stage. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary.
- 7.7 The TPC will compare the mode share statistics obtained from the annual monitoring to the targets set for the development. The TPC may choose to revise these targets, with agreement with the local authority, in order to maintain a realistic goal for the aims and objectives of the travel plan.

-
- 7.8 The TPC will also investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards the aims and objectives of the travel plan. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with Wrexham Council and Taith.
- 7.9 The TPC will submit a pro-forma summarising the travel survey results to the local authority as part of the continuous monitoring process. A copy of a suggested pro-forma is provided at **Appendix 4**. This will be submitted to the local authority for their review, providing input for travel planning at a strategic level.

8.0 ACTION PLAN

- 8.1 A final travel plan will be submitted to and approved in writing by the Local Planning Authority following the first anniversary of first use of the development, to satisfy a condition of planning approval.
- 8.2 The measures and initiatives summarised earlier will be implemented in order to target specific objectives of the travel plan within particular timescales, which have been included in an action plan. The action plan is set out, below.

Action	Target Date	Responsibility	Funding
Initial Setup			
Exchange contact details with local authority	1 month (or earlier) prior to occupation	TPC	n/a
Set up travel plan working file	1 month (or earlier) prior to occupation	TPC	n/a
Obtain public transport timetables	1 month (or earlier) prior to occupation	TPC	Possible cost for obtaining leaflets
Setup staff database	1 month (or earlier) prior to occupation	TPC	n/a
Objective #1 –Not to exceed the maximum number of single car occupancy car traffic movements to and from the development			
Promote car sharing schemes	Upon occupation at the Resource Centre (+ beforehand in welcome packs) and in perpetuity	TPC	n/a
Objective #2 - Address the access needs of site users, by supporting walking, cycling and public transport			
Prepare and issue welcome packs	1 month (or earlier) prior to occupation	TPC	Cost of printing if paper copies are produced
Introduce the Cyclescheme Government initiative	Upon occupation at the Resource Centre and in perpetuity for the life of the scheme	TPC	n/a
Provide secure and covered cycle parking for staff	At least 2 weeks prior to opening of Resource Centre	TPC	Cost of cycle parking stands (already accounted for)

Action	Target Date	Responsibility	Funding
Provide shower and changing facilities along with lockers for use by staff	At least 2 weeks prior to opening of Resource Centre	TPC	Cost of providing lockers (already accounted for)
Review adequacy of cycle provision	Upon each anniversary of implementation	TPC	N/A unless providing further cycle stands
Monitoring & Review - annually			
Distribute travel plan survey to all staff	Within 6 months of opening and upon each anniversary of implementation	TPC	Cost dependent upon paper surveys or via email
Collect travel plan surveys and analyse results	Within 3 weeks of issue	TPC	No new costs apart from TPC analysing results (unless external)
Submit progress report to Council and Taith	As soon as possible after collection and analysis of surveys	TPC	n/a
Undertake travel plan audit and modify where appropriate	As soon as possible after collection and analysis of surveys	TPC	No new costs apart from TPC analysing results (unless external)
Issue progress update to all staff	As soon as possible after collection and analysis of surveys	TPC	n/a

APPENDIX 1

SCALED PLAN OF BUS STOP DISTANCES

APPENDIX 2

BUS ROUTE SUMMARY

Number	Route Description	Maximum Frequency Monday to Saturday	Maximum Frequency Sunday
D42	Flint – Wrexham via Mold and Caergwrle	Evenings Only 1 service weekday commencing at 19:00 arrives at Wrexham bus station 20:02. 1 service Saturday starts at 21:00 and terminates at 21:47.	Every 2 hours Service commences from Mold at 09:00 and arrives 09:47. Last service departs at 19:00 and arrives 19:47.
	Wrexham – Flint via Caergwrle and Mold	Evenings Only 1 service weekday commencing at 20:05 arrives in Flint at 21:00. 1 service Saturday starts at 21:50 and terminates in Mold at 22:30.	Every 2 hours Service commences from the bus station at 09:50 and arrives 10:35. Last service departs at 19:50 and arrives 20:35.
9	Wrexham – Minera via Coedpoeth	Hourly Starts at 09:40 from bus station and arrives in Minera at 10:00. Last service at 16:40 and terminates at 17:00.	No Service
	Minera – Wrexham via Coedpoeth	Hourly Starts at 07:38 (but not on Saturdays) and arrives at 08:02. Last service starts 16:10 from Minera and terminates at 16:30.	
10	Wrexham – Minera via New Broughton	Hourly Starts at 06:25 and terminates in Minera at 06:50. Last service starts at 18:25 and finishes at 18:50.	No Service
	Minera – Wrexham via New Broughton	Hourly Starts at 07:23 and terminates at 07:48. Last service starts at 18:23 and finishes at 18:48.	

Number	Route Description	Maximum Frequency Monday to Saturday	Maximum Frequency Sunday
11	Wrexham – Minera via Southsea	Hourly Starts at 06:55 from the bus station and terminates in Minera at 07:20. Last service starts at 17:55 and finishes at 18:20.	Hourly Starts at 09:20 and terminates at 09:40. Last service commences at 17:20 and finished at 17:40.
	Minera – Wrexham via Southsea	Hourly Starts at 06:53 and terminates at 07:18. Last service starts at 18:53 and finishes at 19:18.	Hourly Starts at 09:40 and terminates at 10:00. Last service commences at 17:40 and finished at 18:00.
12	Wrexham – Brymbo via Pentre Broughton	30 minutes Starts at 05:25 from the bus station and terminates at 05:49. Last service commences at 22:55 and terminates at 23:19.	Hourly Commences at 09:50 and arrives at 10:11. Last service commences at 17:50 and terminates at 18:11.
	Brymbo – Wrexham via Pentre Broughton	30 minutes Starts at 06:09 and terminates at 06:33. Last service commences at 23:20 and terminates in New Broughton at 23:36.	Hourly Commences at 10:11 and arrives at 10:30. Last service commences at 18:11 and terminates at 18:30.
15	Wrexham – Brymbo via New Broughton and Pentre Broughton	30 minutes (Monday to Friday only) First service starts at 07:36 and arrives in Brymbo at 07:59. Last service starts at 17:50 and terminates 18:13.	No Service
	Brymbo – Wrexham via Pentre Broughton and New Broughton	30 minutes (Monday to Friday only) First service starts at 07:15 and arrives at 07:36. Last service starts at 18:13 and terminates 18:34.	

Number	Route Description	Maximum Frequency Monday to Saturday	Maximum Frequency Sunday
16	Wrexham – Tanyfron – Brymbo	Hourly First service starts at 08:15 (09:15 on Saturdays) and finishes at 08:30 (09:30 on Saturdays). Last service commences at 17:45 and terminates at 18:00.	No Service
	Brymbo – Tanyfron – Wrexham	Hourly First service commences at 07:50 (as 9A) and terminates at 08:02 (Saturday services start at 09:30 and finish 09:42). Last service commences at 17:30 and terminates at 17:42.	
17	Wrexham – Moss via Gatewen and Coed Efa	4 services First service at 09:55 and finishes 10:05. Other services start at 11:55, 13:55 and 16:25.	No Service
	Moss – Wrexham via Coed Efa and Gatewen	4 services First service at 10:05 and finishes 10:17. Other services start at 12:05, 14:05 and 16:35.	
21A	Wrexham – Summerhill	Hourly First service commences at 06:40 and arrives at 06:58. Last service starts at 17:10 and finishes at 17:28.	Every 2 hours First service starts at 10:35 and arrives 10:51. Last service starts at 18:35 and finishes at 18:51.
	Summerhill – Wrexham	Hourly First service commences at 07:28 and arrives at 07:48. Last service starts at 17:28 and finishes at 17:48.	Every 2 hours First service starts at 10:51 and arrives 11:09. Last service starts at 18:51 and finishes at 19:09.

Number	Route Description	Maximum Frequency Monday to Saturday	Maximum Frequency Sunday
26	Wrexham – Mold via Caergwrle	Hourly First service starts at 08:45 and arrives 09:31. Last service commences at 17:45 and terminates at 18:31.	No Service
	Mold – Wrexham via Caergwrle	Hourly First service starts at 09:35 and arrives 10:21. Last service commences at 16:35 and terminates at 17:21.	
28	Wrexham – Flint via Hope and Buckley	4 services on Monday – Friday commencing 08:00, 11:22, 13:22 and 17:22. 1 service on Saturday starting at 16:22 and terminating in Flint at 17:31.	No Service
	Flint – Wrexham via Buckley and Hope	5 services on Monday – Friday commencing 07:20 from Mold, 09:45, 11:45, 12:45 and 15:50 from Mold (school days only). No service on Saturday serving Maelor Hospital.	
X50	Wrexham – Denbigh – Rhyl	Hourly First service starts at 09:25 and arrives in Rhyl at 11:17. Last service commences at 22:57 and terminates in Ruthin at 23:43.	4 services First service at 11:00 and arrives 12:09. Other services start at 13:00, 14:00 and 16:30.
	Rhyl – Denbigh – Wrexham	Hourly First service starts at 07:50 from Ruthin and arrives at 08:40. Last service commences at 21:00 and terminates in Ruthin at 22:53.	4 services First service at 09:15 and arrives 10:21. Other services start at 11:15, 12:15 and 15:15.

Number	Route Description	Maximum Frequency Monday to Saturday	Maximum Frequency Sunday
X94	Wrexham – Barmouth via Llangollen and Bala	Approx. every 2 hours First service commences at 06:51 and arrives in Barmouth at 09:15. Last service commences at 21:15 and terminates at 23:35.	4 services First service at 09:10 and finishes 11:40. Other services start at 13:10, 16:10 and 19:45.
	Barmouth – Wrexham via Bala and Llangollen	Approx. every 2 hours First service commences at 06:02 and arrives in Wrexham at 08:28. Last service commences at 18:55 and terminates at 21:14.	4 services First service at 09:50 and finishes 12:20. Other services start at 12:30, 16:30 and 19:20.
TL	Town Link via Plas Coch, Maelor Hospital, High Street and Eagles Meadow	30 minutes First service starts at 09:00 and arrives 09:27 (Saturday only). First service Weekday starts at 09:22 from Plas Coch and arrives at 09:43. Last service starts at 17:30 and terminates 17:50 during the week. Last service on Saturday starts at 16:30 and finishes at 16:57.	No Service

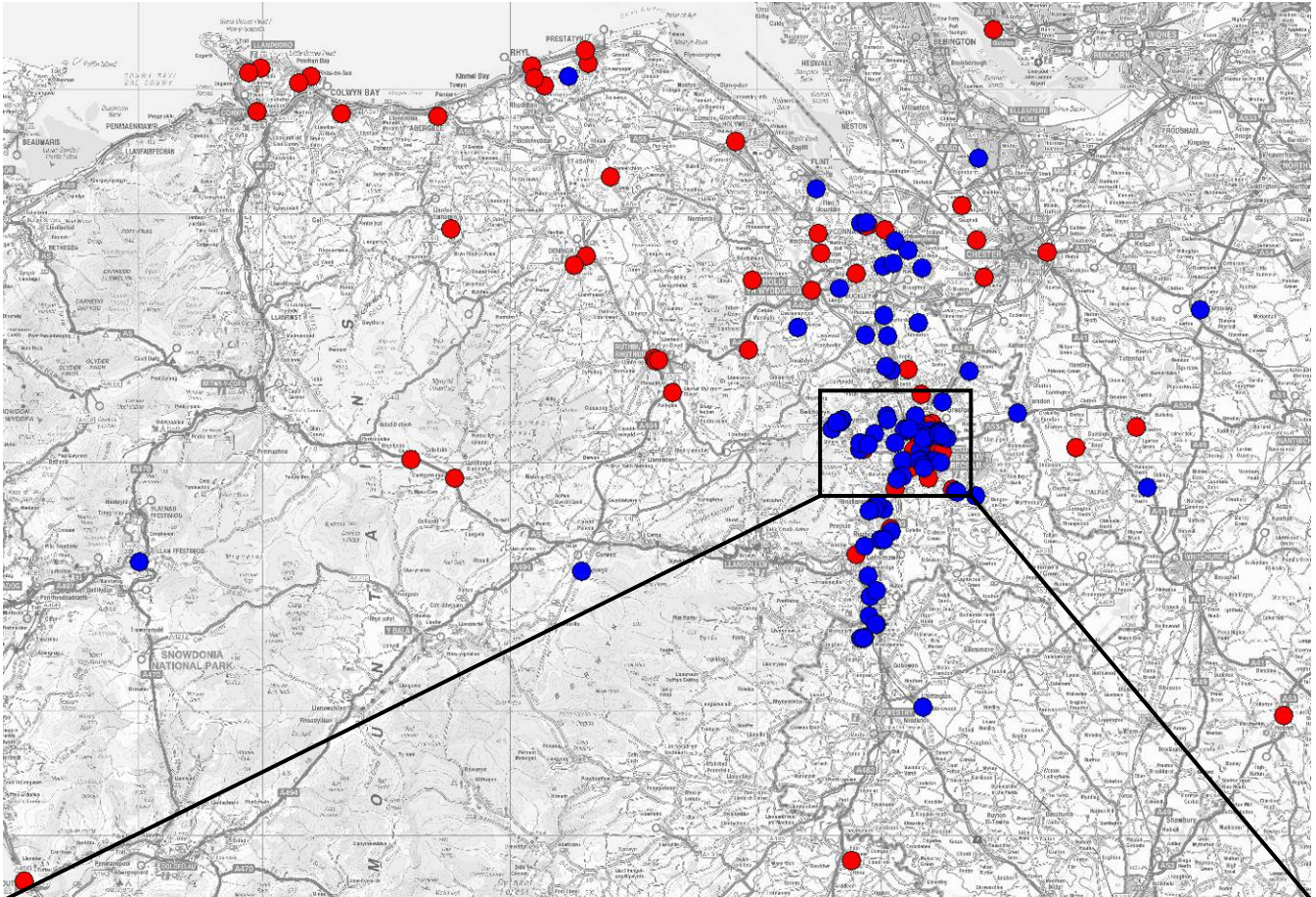
Source: Wrexham Council

Note: This is not a comprehensive list and is subject to change

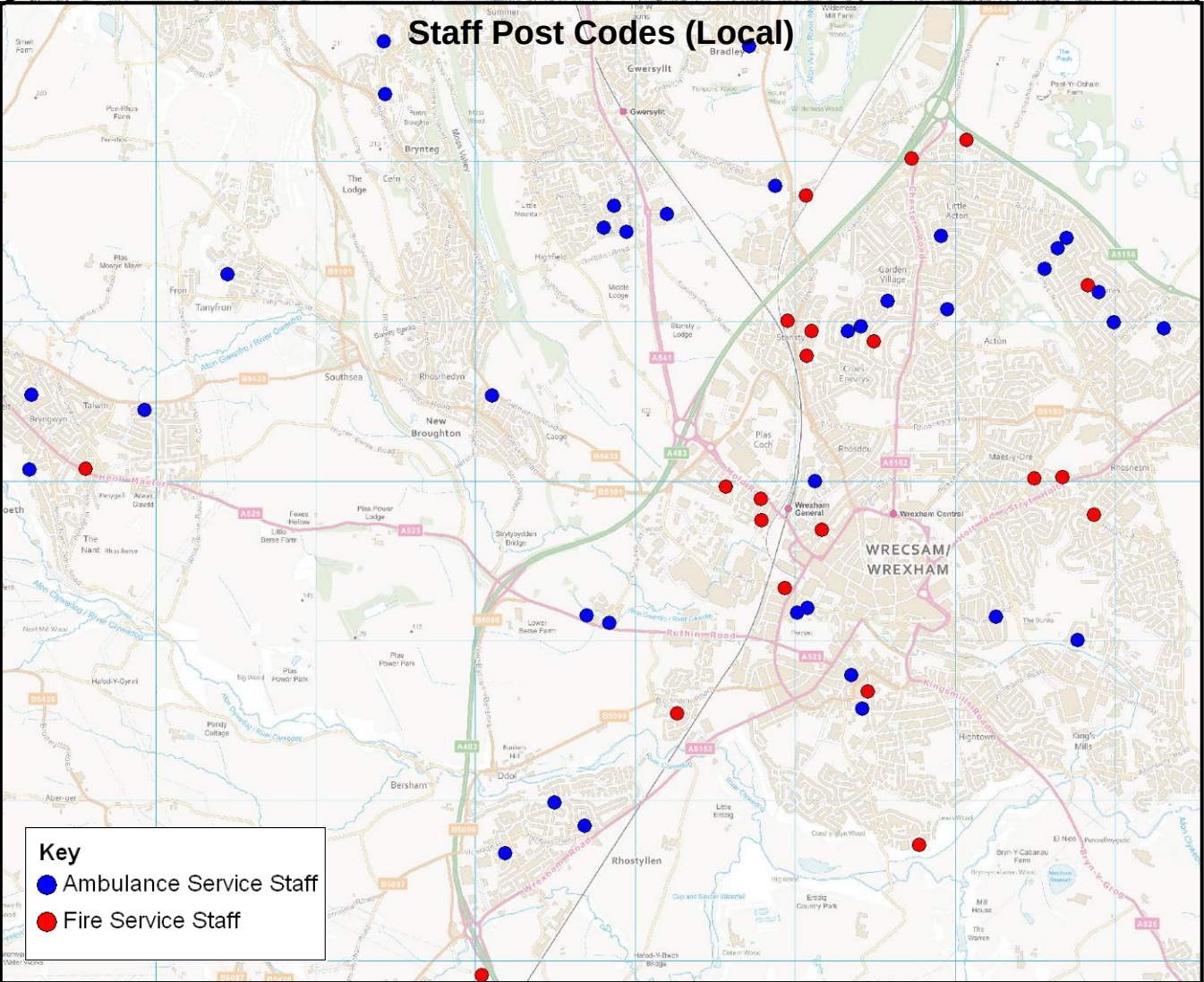
APPENDIX 3

STAFF POSTCODE LOCATIONS

Staff Post Codes (Wider Location)



Staff Post Codes (Local)



APPENDIX 4

ANNUAL MONITORING PRO-FORMA

TRAVEL PLAN MONITORING REPORT

SITE DETAILS

DEVELOPMENT SITE: _____

ADDRESS: _____

TRAVEL PLAN COORDINATOR: _____

TELEPHONE NUMBER: _____

DATE OF FIRST IMPLEMENTATION: _____

BRIEF DETAILS OF TP INITIATIVES / EVENTS OVER PAST 12 MONTHS

ANY POSITIVE / NEGATIVE ISSUES OVER PAST 12 MONTHS:

DATE OF TRAVEL SURVEY: _____

TRAVEL SURVEY RESULTS: _____

	BASELINE	TARGET*	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
SINGLE OCCUPANCY CAR							
CAR SHARES							
NON-CAR MODES**							

SITE AUDIT

DATE OF SITE AUDIT: _____

CAR PARKING NUMBERS: _____

DISABLED PARKING NUMBERS: _____

CYCLE PARKING NUMBERS: _____

BUS FREQUENCY (NO. PER HOUR): _____

BRIEF DETAILS OF PROGRAMMED INITIATIVES / EVENTS FOR NEXT 12 MONTHS:

* Subject to agreement with the Local Authority

** Includes public transport, walking, cycling, taxi and motorcycle