

Annex 2: Travel Plan

5. Travel Plan

- 5.1. This section outlines the proposed Green Travel Plan for the development. The purpose of the plan is to ensure that sustainable transport modes are constantly promoted.
- 5.2. Given the location of the site and the nature of its use, the most appropriate sustainable modes of travel are cycling and car sharing. It is these two modes that the travel plan focuses upon.
- 5.3. The plan is outlined below but will potentially be subject of some refinement as part of the development of the S106 planning contributions process. It includes a sum of £10,000 to support the improvement of bus travel along Bryn Lane.

Draft Travel Plan

Introduction

This TP seeks to reduce single occupancy car travel to the site and to promote more environmentally friendly alternatives, in accordance with national government policy, in particular PPG 13 and the requirements of Wrexham county Borough Council in the granting of planning permission.

Resources

A Travel Plan Coordinator (TPC) will be appointed. This will be a member of staff working on site. The coordinator should service both the existing ND warehouse operation and the new facility.

The TPC will:

- Oversee the development and implementation of the TP including obtaining the commitment of senior management and the necessary financial resources to implement the TP
- Arrange the collection of data as appropriate for monitoring the TP.
- Act as the point of contact for staff requiring information
- Arrange for all new employees to receive TP information prior to commencing employment.
- Set up a Travel Plan Group (TPG) which will meet at a minimum of 6 monthly intervals and comprise:
 - The Site manager
 - Union representative(s)
 - Member(s) of staff with an interest in cycling or other environmental

means of travel

- Liaise with other Travel Plan Officers within the Estate and the council's travel plan officer at least annually

- Provide a "TRAVEL" notice board at a prominent location at both the existing and new site where staff will pass on a daily basis. The notice board is to be approximately 1500mm wide and 1000mm high. The following information is to be displayed;
 - Name of the TPC together with a statement that he/she is available to answer and discuss any travel related issues.
 - Copy of the TP.
 - Copy of the Minutes of the most recent TPG meeting.
 - Plan of Wrexham showing walking and cycling routes and approximate journey times.
 - Plan showing the location of the nearest bus stops and timetable information.
 - Plan showing the location of Wrexham General and Wrexham Central Rail Stations.
 - List of useful telephone numbers, addresses and e-mail addresses, e.g. rail and bus enquires, cycle suppliers and repairers, cycling groups,
 - Car sharing information for the current scheme which is operated throughout the Industrial estate.
 - Special promotions as appropriate.

Showers will be available for all staff with lockable storage to keep cycling clothing, drying area for wet clothes and a hairdryer.

A travel plan induction leaflet will be prepared and regularly updated showing the information listed above and emphasising the health and financial benefits of walking and cycling

New staff will be offered cycle helmet and weatherproof reflective cycling outer clothing on condition that they cycle to work for a minimum of one month.

Following each TPG a newsletter will be circulated to all staff promoting sustainable travel and including a promotion, etc as applicable.

The TPC to be allocated a budget of £500 per annum for the promotion of sustainable travel together with an allowance to purchase cycle clothing to new employees.

TPC will strongly encourage car sharing. TPC will ensure the WIE Car Share Database is readily available to all staff. In the event of WIE car share scheme being withdrawn, on-site car share scheme will be introduced.

Car sharers to be guaranteed a lift home in an emergency.

Senior staff to require staff and encourage visitors to use rail services where applicable.

A sum of £10,000 shall be paid to WCBC for the provision of 2 no. bus stops (including associated signage, footway works and shelters) at an appropriate location along Bryn Lane. This sum shall be paid prior to occupation of the proposed development.

Monitoring

A staff survey is to be organised six months after the initial opening of the premises and yearly thereafter. The results are to be considered by the TPG.

The TPG will:

- Consider a report prepared by the TPC as the first item at each meeting
- Consider the results of staff travel surveys if applicable
- Set dates for actions
- Review progress on the TP
- Develop future initiatives
- Expand objectives and targets
- Consider partnership arrangements e.g. Wrexham CBC, CTC, local bus operator
- Produce an annual report to be submitted to Wrexham CBC and the Board Meeting of the Company detailing the progress of the TP
- Within 5 working days of the meeting the TPC will produce minutes of the meeting and circulate to all TPG members, the site notice board and senior management.

