

North Wales Police

**Proposed Eastern Command & Custody Facility
Davy Way, Llay, Wrexham
Travel Plan**

October 2015

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Proposed Eastern Command & Custody Facility Davy Way, Llay, Wrexham

Travel Plan

October 2015

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LTP PROJECT TEAM

As part of our commitment to quality the following team of transport professionals was assembled specifically for the delivery of this project. Relevant qualifications are shown and CV's are available upon request to demonstrate our experience and credentials.

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PROPOSED EASTERN COMMAND & CUSTODY FACILITY

DAVY WAY, LLAY, WREXHAM

TRAVEL PLAN

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1.0 BACKGROUND AND SCOPE

1.1 Background

- 1.1.1 Local Transport Projects Ltd (LTP) has been commissioned by Galliford Try (Ref: Gary Thorogood) to produce a Travel Plan in support of proposals to provide an Eastern Command and Custody Facility for North Wales Police (NWP) on land to the south-east of Davy Way, Llay, Wrexham. A proposed site layout is attached as Appendix 1.
- 1.1.2 A Transport Assessment (TA) that provides a detailed appraisal of all transport impacts associated with the proposed development has been produced alongside this Travel Plan (LTP, 2015a). Reference has been made to the TA in this Travel Plan where necessary, with the trip generation projections of the TA used to evaluate the base travel situation for the site.

1.2 Scope

- 1.2.1 The scope of this Travel Plan is based upon Flintshire County Council's 'Work Based Travel Plan Template' (FCC, 2013), as outlined below:

- **Background:**
 - Introduction to the Travel Plan, the proposals and the relevant planning history;
 - Outline of Travel Plan scope;
 - Determine the benefits that a successful Travel Plan can achieve, relative to the site users, the local community and the developer;
 - Outline the relevant travel planning policy context, including the latest local and national travel planning guidance.
- Definition of the **overall aim and objectives** of the Travel Plan;
- Establish the expected **baseline travel situation**;
- Set appropriate **target(s)** to minimise car journeys to/from the site, based on the expected baseline situation;
- Assess **accessibility** of the site by sustainable modes, including:
 - Walking;
 - Cycling;
 - Public Transport;
 - Car Sharing.
- Establish **roles and responsibilities** for implementing the Travel Plan;
- Outline the Travel Plan **strategy** and **action plan**, which would include a range of measures for achieving the objectives, under the following headings:
 - Walking and cycling (promotion and infrastructure);
 - Public transport (infrastructure and service improvements);
 - Car share initiatives and parking measures;
 - Transport and travel information;
 - Promotion and marketing.
- The action plan would also contain details on the **funding and timescales** for each of the proposed schemes;
- Establish **intervention measures** to be implemented if the review process identifies that the Travel Plan target is not being achieved.

2.0 TRAVEL PLAN - INTRODUCTION

2.1 Policy Context

2.1.1 The 'Smarter Choices: Wales' guidance defines a Workplace Travel Plan as *"a long term travel management strategy for an organisation or a site, built on an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on reducing reliance on single occupancy car journeys"* (WAG, 2007a).

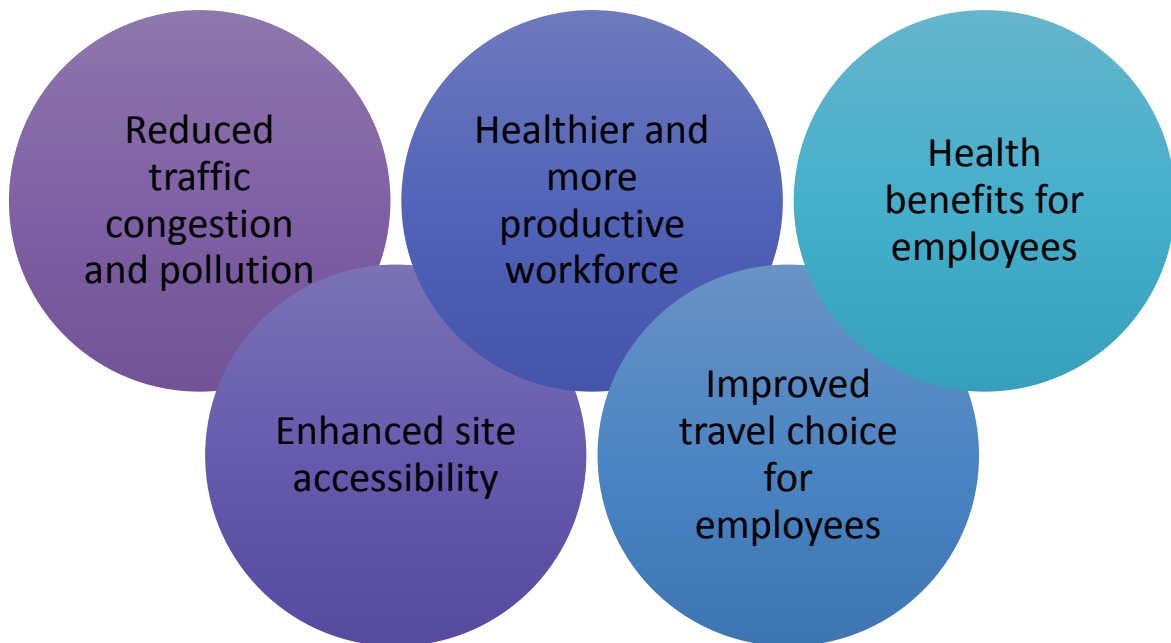
2.1.2 Best practice has been identified within the appropriate national guidance and has informed the development of this Travel Plan. As well as the guidance highlighted above, this Travel Plan is situated within the context of the following policy documents:

- Planning Policy Wales Chapter 8: Transport (WG, 2014);
- North Wales Regional Transport Plan (Taith, 2009)
- The Essential Guide to Travel Planning (DfT, 2008);
- Planning Policy Wales Technical Advice Note 18: Transport (WAG, 2007b);
- Guidance on Transport Assessment (DfT, 2007a);
- A Guide on Travel Plans for Developers (DfT, 2005a);
- Making Smarter Choices Work (DfT, 2005b); and
- Using the Planning Process to Secure Travel Plans – Best Practice Guide (DfT, 2002a).

2.2 Why Prepare a Travel Plan? – The Benefits

- 2.2.1 A successful Travel Plan can result in a number of benefits for both employees and organisations, as shown below:

Figure 1: Benefits of a Successful Travel Plan



3.0 THE PROPOSED DEVELOPMENT

3.1 Site Location

- 3.1.1 As identified within Figure 2, the site is located to the south-east of Davy Way in Llay Industrial Estate, approximately 6km north of Wrexham town centre. The site is situated approximately 6km north of Wrexham town centre and is bound by Davy Way to the north-west, fields and a small woodland area to the north-east, and existing employment development to the south-east and south-west.

Figure 2: Site Location Plan



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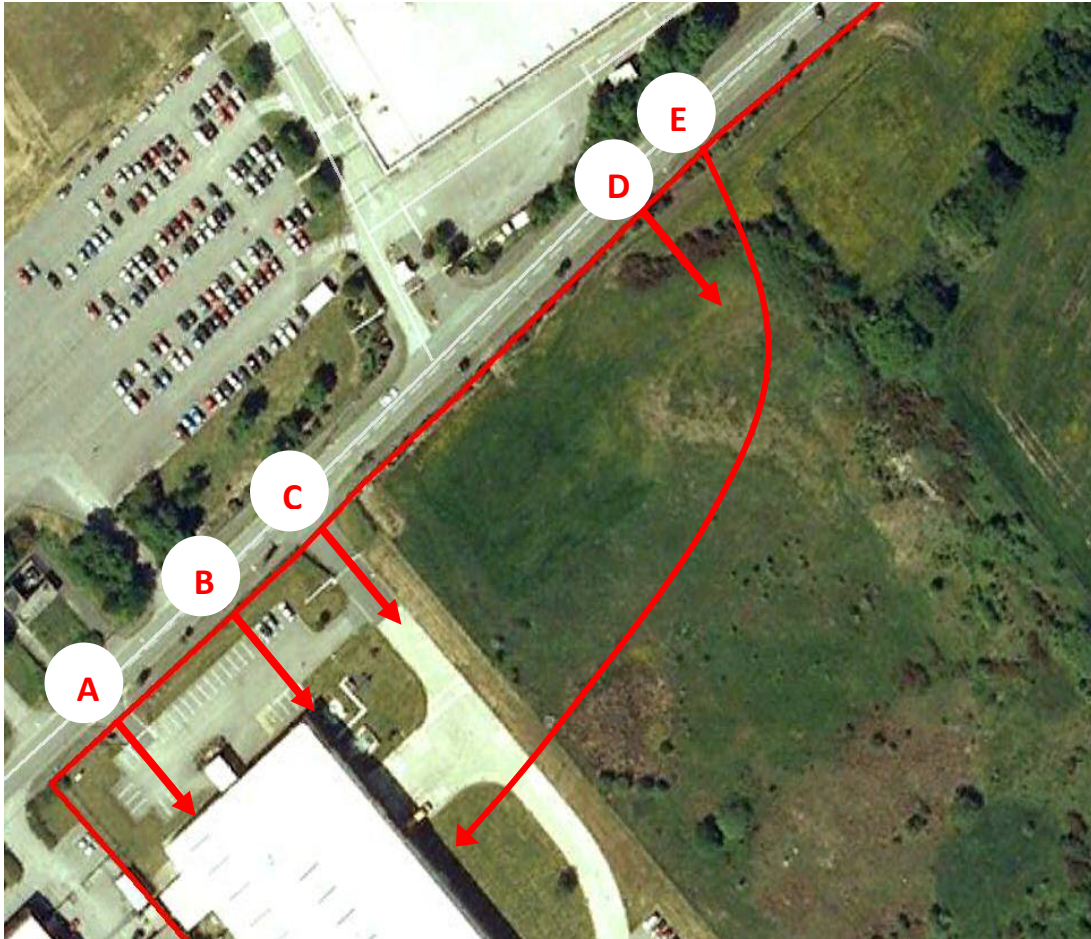
3.2 Development Proposals

- 3.2.1 The development proposals involve the demolition of an existing warehouse (currently disused but formerly used by Sharp Electronics) and the construction of a building to provide an Eastern Command Centre and Custody Facility for use by NWP. It is understood that the facility will replace existing NWP offices and custody facilities within the counties of Wrexham and Flintshire.
- 3.2.2 The site is expected to employ up to 350 staff and will be operational 24 hours a day, 7 days a week. Most trips generated by the site are likely to be made by staff travelling to and from work, custody vehicles and operational police vehicles. There is expected to be limited public use of the site and it is therefore likely to generate few visitor trips.

3.3 Proposed Access and Parking Arrangements

- 3.3.1 Access for all modes will be taken from Davy Way to the north-west to the site. A plan showing the location of the proposed access points is provided as Figure 3, with a description of the use of each provided below:

Figure 3: Proposed Access Locations



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- A) Vehicular access only which will provide two-way access to a visitor car park of 31 spaces (including 4 disabled spaces);
- B) Pedestrian and cycle only access for use by the public. Cycle parking shelters are to be provided adjacent to the public entrance to the building;
- C) Security controlled vehicular access for use by operational, service and custody vehicles only. An access road will lead to the rear of the building and provide access to 61 parking spaces for operational vehicles, a servicing area, and a custody vehicle dock;
- D) Two-way vehicular access to a staff car park consisting of 280 spaces (including 17 disabled spaces);
- E) Pedestrian and cycle access for use by staff. A shared foot/cycle path will intersect the staff car park and lead towards the staff entrance to the south of the proposed building. Cycle shelters for use by staff are to be provided near to this entrance.

4.0 ACCESSIBILITY BY SUSTAINABLE MODES

4.1 Introduction

- 4.1.1 This section outlines the options available to access the site by sustainable modes of travel. This information has been used to help inform the setting of the Travel Plan target.

4.2 Walking

- 4.2.1 There is good pedestrian infrastructure within Llay Industrial Estate with footways provided on both sides of the carriageway on both Davy Way and Miners Road, largely segregated from the carriageway by grass verges. There is also a footway on the south-western side of Rackery Lane which provides a pedestrian route towards Llay village and connects with existing pedestrian infrastructure there.
- 4.2.2 There are not understood to be any existing Public Rights of Way (PRoW) within the immediate vicinity of the site though a number of routes exist within Llay village which provide good pedestrian permeability.
- 4.2.3 Given that the proposed internal routes of the site are of adequate width, with step free access between the local footway network and both staff and visitor entrances, it is considered that the site can be suitably accessed on foot by all users, including those accompanied by young children and the mobility impaired.
- 4.2.4 A number of measures to promote and encourage walking trips to the site are outlined within Section 8.3 and will be implemented at varying stages by the Travel Plan Co-ordinator.

4.3 Cycling

- 4.3.1 Cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport. There are a number of settlements within a 5km cycle ride of the site, including Llay, Hope, Cefn-y-Bedd, Caergwrle, Abermorddu, Gresford, Rossett, Bradley, Rhosrobin, Gwersyllt, Pentre Broughton and parts of north Wrexham.
- 4.3.2 A shared use off-road cycle path can be accessed from approximately 1.5km south-east of the site at the Llay Road / Llay New Road / First Avenue roundabout. This provides a continuous route to the south and provides access to the villages of Llay, Bradley and Rhosrobin.
- 4.3.3 As outlined within Section 3.3, a shared use foot/cycle path will be constructed linking Davy Way with the proposed staff entrance to the east of the proposed office building. A similar facility will also be provided for public access. Covered and secure cycle parking is to be provided adjacent to both the staff and public entrances to the site, though the exact number of spaces is yet to be determined.
- 4.3.4 It is felt that some employees of the site may find travel by bike a realistic mode of travel. A number of measures to promote and encourage cycling trips to the site are outlined within Section 8.4 and will be implemented at varying stages by the Travel Plan Co-ordinator.

4.4 Public Transport

- 4.4.1 Llay Industrial Estate is served by two infrequent bus services which primarily provide workers services. The services stop on Davy Way within the site frontage and arrive at 07:35, departing at 16:35 Monday to Friday only. The routes of these services are outlined below:

PC1: Southsea – Coedpoeth – Brynteg – Gwersyllt – Bradley – **Llay Industrial Estate**

PC2: Gatewen – Brook Street – Hightown – The Queensway – Wrexham Bus Station – Rhosddu – **Llay Industrial Estate**

- 4.4.2 There are other bus services available in the local area, including services from stops on Rackery Lane (within 750m) and First Avenue, Llay (within 1.6km), these include:

28a: Wrexham – Bradley – Llay – **Rackery Lane** – Hope – Penyfford – Mold – Northop – Flint

32/33: Wrexham – Rhosddu – Rhosrobin – Gwersyllt – Bradley – **Llay** (circular route in Llay)

- 4.4.3 The nearest railway stations to the application site are Caergwrle and Cefn-y-bedd which are located within a 2.5km and 3.5km walk/cycle of the site respectively. Both stations are located on the Wrexham to Bidston line with hourly services available in each direction. Connections to Liverpool are available from Bidston and connections to Chester, Cardiff and Birmingham are available from Wrexham General.

4.5 Car Sharing

- 4.5.1 Car sharing is a sustainable mode of travel that can reduce the number of single occupant vehicle trips generated by a site. As well as the environmental benefits, people who car share save money by reducing their spend on fuel as well as on other associated running costs. www.liftshare.com is a useful car sharing database and information website. Liftshare suggests that there are several benefits to car sharing, including:

- It can save you money;
- It can reduce pollution from car emissions;
- It gives you company;
- It can reduce local congestion;
- It can save you time;
- It can be safer (e.g. having company if your vehicle breaks down);
- You can make new friends and meet your neighbours; and
- It can reduce the use of limited fossil fuels.

5.0 TRAVEL PLAN - AIM & OBJECTIVES

5.1 Overall Aim

- 5.1.1 In order to minimise the environmental impact of traffic generated by the proposed development, the overall aim of producing and implementing this Travel Plan is to:

Minimise the number of vehicle trips generated by the proposed Eastern Command and Custody Facility, particularly single occupant trips, in favour of more sustainable travel where business allows.

5.2 Objectives

- 5.2.1 In order to achieve the overall aim, there are a number of objectives of this Travel Plan, as outlined in Figure 4 below:

Figure 4: Travel Plan Objectives

1. Assign a relevant person with the Travel Plan Co-ordinator (TPC) responsibility.

2. Increase awareness and actively promote travel by sustainable modes of transport

3. Encourage staff to evaluate their travel patterns and consider alternative options for more sustainable modes of travel.

4. Set and agree appropriate targets that are regularly reviewed and amended if necessary to reflect changing circumstances.

5. Monitor site travel patterns and performance against the TP targets.

- 5.2.2 This Travel Plan sets out the strategy for meeting these objectives through a variety of mechanisms and measures.

6.0 BASELINE TRAVEL SCENARIO & TARGETS

6.1 Introduction

6.1.1 In order to establish the baseline travel scenario and initial targets of this Travel Plan, travel surveys of staff and visitors expected to use the Llay site have been undertaken. The surveys determined the expected mode of travel of staff and visitors to the site and to establish any barriers to using more sustainable modes of travel. The staff survey was open between 30th July and 30th August 2015 and received 143 responses, which represents approximately 61% of the 234 staff the survey was distributed to. A visitor travel survey was left at the front desk at the existing Wrexham Police Station between 13th August and 14th October 2015 and a total of 13 responses were obtained. The responses to these surveys have been analysed within the following section and copies of the distributed surveys are attached as Appendix 2.

6.2 Staff Travel Survey Analysis

6.2.1 **Distance and usual mode of travel** – Table 1 provides information as to the distance that staff live from the Llay site and what they expect will be their usual mode of travel.

Table 1: Usual Staff Mode of Travel by Distance

Staff Distances		Usual Mode of Travel							
Distance	Count & %	Car Driver	Car Share (Alternate Driver / Passenger)	M/cycle	Walk	Cycle	Taxi	Bus	Other
< 1 mile	0 (0%)	-	-	-	-	-	-	-	-
1-3 miles	16 (11.4%)	11	-	-	-	2	-	1	2
3-6 miles	33 (23.6%)	28	1	-	-	2	-	-	2
6-10 miles	32 (22.9%)	28	1	-	-	1	-	-	2
10-20 miles	37 (26.4%)	34	-	1	-	-	-	-	2
> 20 miles	22 (15.7%)	19	1	-	-	-	-	1	1
Total*	140	120 (85.7%)	3 (2.1%)	1 (0.7%)	0 (0%)	5 (3.6%)	0 (0%)	2 (1.4%)	9 (6.4%)

*3 respondents did not provide a Usual Mode of Travel or Travel Distance and have been excluded from this analysis

- 6.2.2 The above analysis identifies that 85.7% of staff to be based at the site expect to regularly travel as a car driver. This is slightly higher than the average travel to work as a car driver modal split within the local 'Wrexham 020' Middle Super Output Area (MSOA) of approximately 80.3% (based on 2011 Census). There is expected to be some take up of more sustainable modes, most notably cycling (3.6%) and 'other' (6.4%). Staff expecting to travel by 'other' modes most commonly stated their intention to travel by a combination of car and cycle.
- 6.2.3 Other key points evident within the Table 1 are that:
- Over 65% of respondents (81 staff) indicated that they live more than 6 miles away from the Llay site, outside of a generally acceptable walking and cycling distance.
 - There is some evidence of staff indicating that they will travel by car despite living within close proximity of the site. Of the 16 staff that live within 3 miles of the site, 68.8% (11) expect to travel to work as a car driver.
- 6.2.4 Staff were also asked to identify their current usual mode of travel to their existing place of work. Approximately 82% of staff stated that they currently travel to work as a car driver, which is slightly less than is expected at the proposed development site (85.7%). Further analysis of modal shift has identified that 4 existing car drivers expect to travel to the Llay site by more sustainable modes whereas 7 staff members that currently walk or cycle to work expect to travel to the Llay site as a car driver.
- 6.2.5 **Measures to encourage travel by sustainable modes** – Staff were asked to identify what measures they felt could potentially encourage them to travel by sustainable modes. The results are summarised within Table 2:

Table 2: Improvement Measures to Encourage Sustainable Modes of Travel

Measure	Nº of Staff	% Staff
Measures to Encourage Walking		
Improved local walking routes	12	8.7%
More information about walking routes	5	3.6%
Improved road crossing facilities	1	0.7%
NONE of the above would encourage me to walk	124	89.9%
Measures to Encourage Cycling		
Improved cycle routes/paths on your journey	49	34.8%
Improved cycle parking facilities at the site	22	15.6%
More information about cycling routes	10	7.1%
Cycle training/maintenance training	6	4.2%
Reduced car parking availability	3	2.1%
NONE of the above would encourage me to cycle	86	61.0%
Measures to Encourage Bus Travel		
More direct services	26	18.3%
More frequent services	20	14.1%
More reliable services	8	5.6%
Cheaper bus fares	13	9.2%

Measure	Nº of Staff	% Staff
Discounted season tickets	8	5.6%
Cleaner buses	2	1.4%
NONE of the above would encourage me to travel by bus	107	75.4%
Measures to Encourage Car Sharing		
Help in finding car share partners	42	29.6%
Reserved/preferential car parking for car sharers	6	4.2%
Other incentives for car sharers	18	12.7%
NONE of the above would encourage me to car share	76	53.5%

6.2.6 Table 2 suggests that staff are most likely to be encouraged to cycle or car share their journeys to/from the proposed development site and are least likely to be encouraged to walk or travel by bus. Approximately 34.8% of staff suggested that improved cycle routes or paths could encourage them to cycle, with 15.6% suggesting improved cycle parking. 29.6% suggested that help in finding car share partners could encourage them to car share their journey to the site with 12.7% stating that other incentives may encourage them to car share. The most commonly suggested measures to encourage bus travel were more direct services (suggested by 18.3% of staff) and more frequent services (suggested by 14.1%).

6.2.7 Based on this analysis it appears that there is some scope to encourage travel by sustainable modes amongst staff. A number of measures are to be implemented at the site with respect to each mode, based upon the survey responses provided within Table 2, as outlined within Section 8 of this Travel Plan.

6.3 Visitor Travel Survey Analysis

6.3.1 Of the 13 responses received to the visitor travel survey at the existing Wrexham Police Station, a total of 6 respondents stated that they do not expect to travel to the proposed Llay site. These surveys have therefore been excluded from the following analysis.

6.3.2 **Purpose and usual mode of travel** - Table 3 provides information as to the purpose of each visitor trip to the station and the expected visitor mode of travel to the Llay site:

Table 3: Visitor Purpose and Usual Mode of Travel

Visitor Purpose	Usual Mode of Travel							
	Car/Van Driver	Car Share (Alternate Driver / Passenger)	M/cycle	Walk	Cycle	Taxi	Bus	Other
Visiting Station / Custody Suite	1	-	-	-	-	1		-
Delivery / Postal	1	1	-	-	-	-	-	-
Maintenance Engineer	1	-	-	-	-	-	-	-
Other	2	-	-	-	-	-	-	-
Total	5 (71.4%)	1 (14.3%)	0	0	0	1 (14.3%)	0	0

- 6.3.3 The above analysis demonstrates that 5 (71.4%) visitor trips to the Llay site would be expected to be made as a car driver, with a single trip expected to be made by a car sharer and taxi or bus occupant respectively.
- 6.3.4 **Measures to encourage travel by sustainable modes** – Visitors were asked to identify whether there were any measures they felt could encourage them to travel to the site by more sustainable modes of transport.

Table 4: Measures to Encourage Sustainable Travel Amongst Visitors

Measure	Nº of Visitors	% Visitors
Measures to Encourage Walking		
Improved local walking routes	-	
More information about walking routes	-	
Improved road crossing facilities	-	
NONE of the above would encourage me to walk	7	100%
Measures to Encourage Cycling		
Improved cycle routes/paths on your journey	2	28.5%
Improved cycle parking facilities at the site	-	
More information about cycling routes	1	14.3%
Cycle training/maintenance training	-	
Reduced car parking availability	-	
NONE of the above would encourage me to cycle	4	57.1%
Measures to Encourage Bus Travel		
More direct services	2	28.5%
More frequent services	1	14.3%
More reliable services	1	14.3%
Cheaper bus fares	-	
Discounted season tickets	1	14.3%
Cleaner buses	-	
NONE of the above would encourage me to travel by bus	3	42.9%
Measures to Encourage Car Sharing		
Help in finding car share partners	-	
Reserved/preferential car parking for car sharers	-	
Other incentives for car sharers	2	28.5%
NONE of the above would encourage me to car share	5	71.4%

- 6.3.5 The above analysis shows that visitors are most likely to be encouraged to travel by bus or cycle to the Llay site and are least likely to be encouraged to car share or walk. Visitor trips to the site will often be limited by purpose, for example delivery drivers and maintenance engineers are almost certain to travel by car/van or car share as the function of these trips limits the potential to travel by other sustainable modes. Although it is recognised that there is some scope to influence the travel of those visiting the station or custody suite, this Travel Plan will primarily focus on managing staff trips to and from the site. A number of the measures outlined within Section 8 are considered to be suitable in helping to manage visitor trips to the Llay site.

6.4 Baseline Travel Scenario

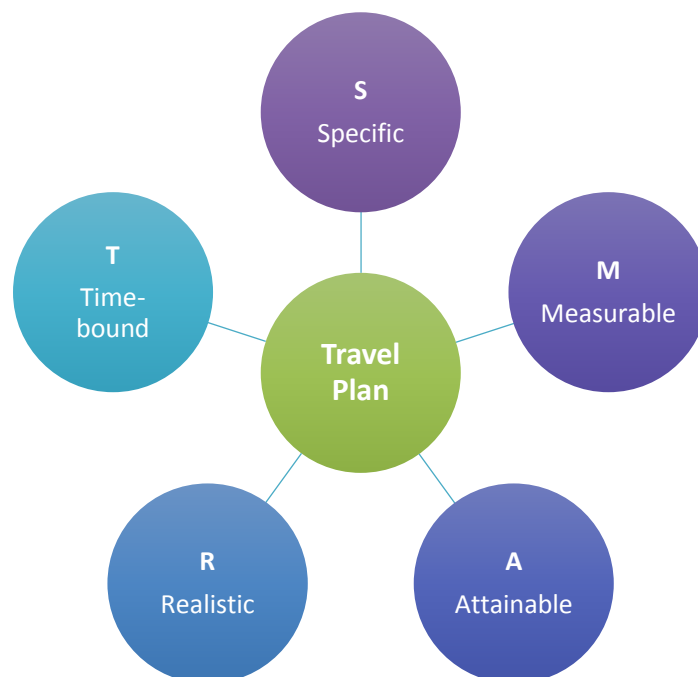
- 6.4.1 For the purposes of this Travel Plan, it is assumed that the expected modal splits obtained from the staff and visitor travel surveys reflect the baseline travel scenario at the proposed development site. Therefore, the baseline travel situation for the site relative to the overall aim of this Travel Plan (see Section 5.1) is predicted to be:

85.7% of staff trips are made by vehicle drivers (Car/PTW/Taxi)
71.4% of visitor trips are made by vehicle drivers (Car/PTW/Taxi)

6.5 Target

- 6.5.1 The key emphasis of Travel Plans is to minimise the number of vehicle trips generated by the site, particularly those made by single occupants. This is most commonly done by setting appropriate targets and as outlined within Figure 5, targets should be SMART (Specific, Measurable, Attainable, Realistic, Time-bound).

Figure 5: SMART Travel Plan Components



- 6.5.2 Travel Plan targets have been set for a five-year period and are a means of monitoring progress and aim to be challenging, but achievable. The targets are based on the assumed baseline situation (see Section 6.4) and are to be achieved within the timeframes below:

Year 1 - No more than **84%** of staff trips and **71%** of visitor trips to be made by vehicle drivers

Year 2 - No more than **83%** of staff trips and **70.5%** of visitor trips to be made by vehicle drivers

Year 3 - No more than **82%** of staff trips and **70%** of visitor trips to be made by vehicle drivers

Year 4 - No more than **81%** of staff trips and **69.5%** of visitor trips to be made by vehicle drivers

Year 5 - No more than **80%** of staff trips and **69%** of visitor trips to be made by vehicle drivers

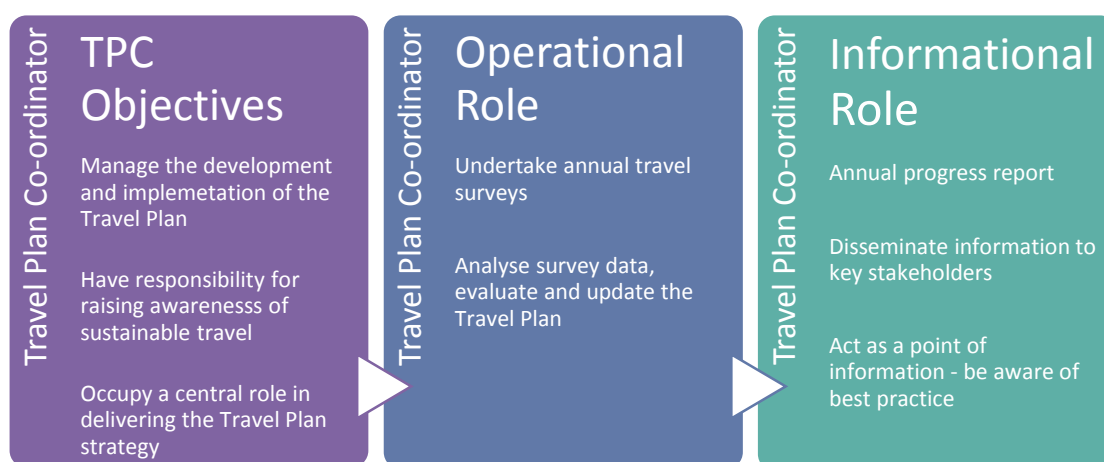
- 6.5.3 The performance of the proposed development against the Travel Plan targets is to be monitored via annual travel surveys, as detailed within Section 9. The first travel survey should be undertaken within 6 months of occupation of the proposed development and should the results reveal a vastly different modal split from those outlined within Table 1, then the above targets should be revised as appropriate.

7.0 ROLES & RESPONSIBILITIES

7.1 Travel Plan Co-ordinator (TPC)

- 7.1.1 A fundamental part of a successful Travel Plan is the appointment of a Travel Plan Co-ordinator (TPC) and the clear delineation of their roles and responsibilities. North Wales Police will employ a suitably qualified person/organisation to act as the site TPC.
- 7.1.2 The role of the TPC is wide ranging, incorporating key actions which will provide a focus for Travel Plan development over the duration of the appointment. The TPC will also be responsible for the monitoring and evaluation of the Travel Plan. The objectives and roles of the TPC are outlined within Figure 6:

Figure 6: TPC Objectives and Roles



- 7.1.3 NWP will be responsible for ensuring the provision of adequate funding and resources to develop and implement the Travel Plan. It will be the role of the TPC to utilise the funding provided by NWP to deliver the Travel Plan measures, as detailed in Section 8. The funding stream associated with each of the Travel Plan measures is outlined within Section 8.2.

7.2 Key Stakeholders

- 7.2.1 For the Travel Plan to be successful it is essential that partnership working between key stakeholders takes place. As well as NWP, other key stakeholders include the Local Planning & Highway Authority (Wrexham County Borough Council (WCBC)), the Regional Travel Plan Co-ordinator (RTPC), and local public transport operators. It is important that all stakeholders work together to help make sure that the greatest Travel Plan benefits possible can be achieved. An example of this is providing TPC support for the production of the 'Welcome Travel Pack' (WTP) which is to be issued to all staff members in advance of site occupation (see Section 8.9 for further details on the WTP).

- 7.2.2 Rather than the site occupier producing a welcome pack on their own, any welcome pack is likely to be more effective if it has input and information from knowledgeable key stakeholders. Given the importance of the wider health and environmental agendas, the RTPC is likely to be able to assist in the production of the pack by providing/producing walking and cycling maps. Similarly, local public transport operators are likely to see benefits in ensuring that staff are fully aware of the availability of local public transport services. The contact details of the RTPC (at the time of production of this Travel Plan) are shown within Table 5:

Table 5: Key Stakeholder Contact

Stakeholder	Current Contact	Email
Regional Travel Plan Co-ordinator (Flintshire County Council)	Jessica Pritchard	jessica.pritchard@flintshire.gov.uk

8.0 TRAVEL PLAN MEASURES

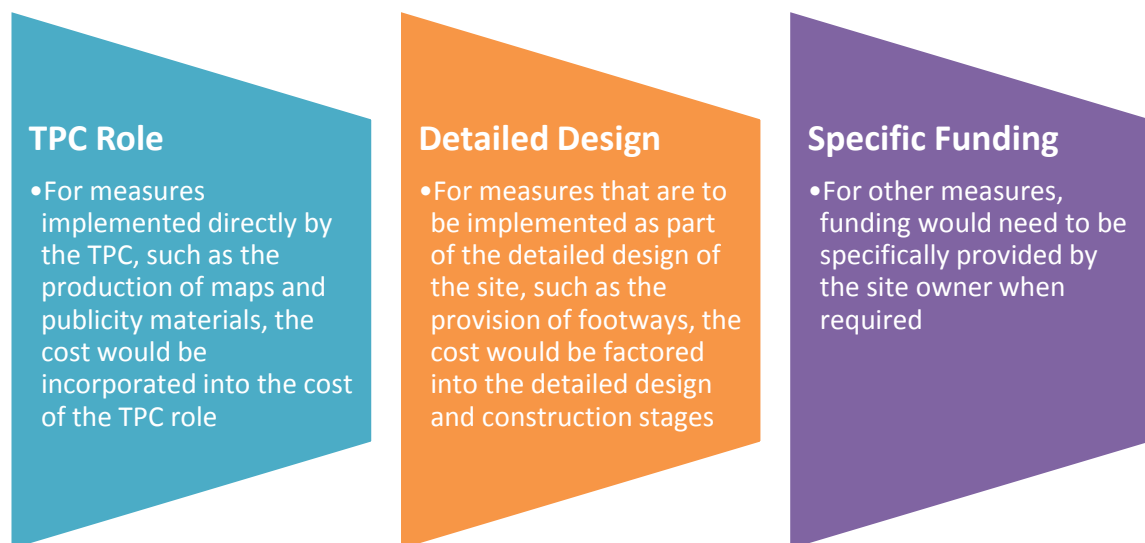
8.1 Introduction

- 8.1.1 This section outlines the Travel Plan measures that are to be implemented with respect to each mode of transport. An audit of existing transport infrastructure in the vicinity of the site was carried out to help inform the development of sustainable travel initiatives. The Travel Plan contains both physical and behavioural measures to increase travel choices and reduce reliance on single occupancy car travel. Although the primary focus of the Travel Plan and its measures are staff travel, some measures may also be applied to visitors to the site.

8.2 Funding Streams

- 8.2.1 As outlined in Section 7, the measures outlined in this Travel Plan are to be funded by NWP, with the TPC responsible for implementing the measures. However, not all of the Travel Plan measures would require separate funding; the fees associated with implementing a number of the measures would be absorbed into other funded activities. The potential ways in which the Travel Plan measures can be funded are outlined below:

Figure 7: Funding Streams for Measures



8.3 Measures to Encourage Walking

8.3.1 Practically all journeys, regardless of the main mode used, start and end by walking which is the most sustainable mode of all. There are a number of benefits of walking, including:

- It is convenient and reliable;
- It is a cheap and cost-effective method of transport;
- It helps to increase physical activity and improve fitness; and
- It avoids congestion.

8.3.2 There is some potential for travel to be made to and from the proposed development site on foot, at least as part of journeys using public transport. Table 6 below outlines the measures to be employed to actively promote travel to and from the site on foot:

Table 6: Measures to Encourage Walking

Measures	Timescale	Funding
Ensure the proposed pedestrian routes into the site are safe, convenient, accessible and well lit.	During detailed site design	Detailed Design
Provide showers and locker/storage facilities on site for staff wishing to walk, jog or run to work.	During detailed site design	Detailed Design
Produce and distribute a map showing key pedestrian features within the local network and giving directions to the site by foot.	Prior to site occupation	TPC Role
Publicity materials regarding the health and financial benefits of walking should be made available to staff.	Prior to site occupation	TPC Role
Make staff aware of the 'ShareCymru' website where they may be able to find walking buddies living/working in similar areas and working similar shift patterns.	Prior to site occupation	TPC Role

8.4 Measures to Encourage Cycling

8.4.1 Cycling is a sustainable mode of travel and is an excellent way of introducing physical activity into the everyday lives of people. Cycling has a number of benefits, including:

- It is quick and reliable;
- It is a cheap method of transport with low running costs;
- It avoids congestion; and
- It helps to reduce pollution.

8.4.2 Table 7 outlines the measures that are to be implemented to help promote cycling to/from the site:

Table 7: Measures to Encourage Cycling

Measures	Timescale	Funding
Provide adequate and secure cycle parking facilities at the site for both staff and visitors.	During detailed site design	Detailed Design
Ensure the proposed shared foot/cycle way is safe, convenient, well-lit and fit for purpose.	During detailed site design	Detailed Design
Provide showers and locker/storage facilities on site for staff wishing to cycle to work.	During detailed site design	Detailed Design
Distribute copies of relevant cycle maps to all employees. Related information with regard to local cycle shops and local cycle groups should also be distributed. This information should be reviewed and re-distributed periodically.	Prior to site occupation and ongoing	TPC Role
Inform staff of any cycle purchase salary sacrifice scheme they may be able to access via their employer.	Prior to site occupation	TPC Role
Publicity materials regarding the health and financial benefits of cycling should be made available to staff.	Prior to site occupation	TPC Role
Make staff aware of the 'ShareCymru' website where they may be able to find cycling partners living/working in similar areas and working similar shift patterns.	Prior to site occupation	TPC Role
Investigate the possibility of organising a visit from a 'bike doctor' and work in conjunction with WCBC to investigate the possibility of providing advice/training on safe cycling.	0-12 months following first site occupation	TPC Role
Establish a Bicycle User Group (BUG) or working group equivalent. This could tie into existing local cycle groups.	0-12 months following first site occupation	TPC Role
Carry out audits of cycle parking use.	At suitable points following site occupation	TPC Role

8.5 Measures to Encourage Public Transport Use

8.5.1 Measures that are to be implemented to encourage public transport use are outlined within Table 8:

Table 8: Measures to Encourage Public Transport Use

Measures	Timescale	Funding
Disseminate up-to-date public transport information to all employees. To encourage public transport use it is essential that information is readily available. Bus maps, timetable information, taxi firm numbers and wider publicity could be displayed in a communal area and should be readily available from the TPC.	Prior to site occupation	TPC Role

8.6 Measures to Encourage Car Sharing

8.6.1 The TPC will encourage site users to consider car sharing as an alternative to travelling as a single car occupant. Information on local and national car sharing schemes will be distributed to staff. The national 'Liftshare' website (www.liftshare.com) estimates that a typical car sharer will save themselves around £1,000 and 1 tonne of CO₂ per year by sharing their daily journey. The website also provides a facility to calculate tailored potential CO₂ and cost savings. Measures that are to be implemented to encourage car sharing at the site are shown within Table 9:

Table 9: Measures to Encourage Car Sharing

Measures	Timescale	Funding
Consider allocating preferential parking spaces to staff that car share. Signing and markings should be provided to promote and enforce these.	During detailed site design	Detailed Design
Make staff aware of the 'ShareCymru' website where they may be able to find car share partners living/working in similar areas and working similar shift patterns.	Prior to site occupation	TPC Role
Promote the environmental and financial benefits of car sharing to staff at the site.	Prior to site occupation and ongoing	TPC Role
Develop 'Emergency Lift Home' procedures, for staff based at the site who car share.	0-6 months following first site occupation	TPC Role
Consider establishing a car share database for staff based at the site.	0-12 months following first site occupation	TPC Role
Carry out audits of car share space use if such spaces are provided.	At suitable points following site occupation	TPC Role

8.7 Reducing Business Need to Travel

- 8.7.1 The TPC should promote reducing the need to travel whilst at work, therefore reducing the number of trips made to/from the site. Whilst the nature of operations at the site are likely to limit the potential for substantial reduction, there are measures that could be implemented to reduce the need for vehicle trips, as shown within Table 10:

Table 10: Measures to Reduce the Business Need to Travel

Measures	Timescale	Funding
Promote effective diary management in order to limit potential separate journeys which could be shared.	0-12 months following first site occupation	TPC Role
Promote 'smart' working practices amongst staff, such as making use of telephone/video conferencing.	0-12 months following first site occupation	TPC Role

8.8 Marketing Strategy

- 8.8.1 Having an effective marketing strategy helps to improve awareness of the Travel Plan and increase progress towards achieving the objectives and targets, thus contributing to its success. The following marketing measures are to be implemented at the site:

Table 11: Marketing Measures

Measures	Timescale	Funding
Display information contained within the New Site Welcome Travel Pack (see Section 8.9) in communal areas and update as and when appropriate.	Upon first site occupation and ongoing	TPC Role
Ensure a copy of the Travel Plan, its aims, objectives and targets is available from the TPC and on the staff intranet.	0-6 months following first site occupation	TPC Role
Use notice boards to promote the introduction of sustainable travel initiatives as they are implemented, for example, promotion of a car share database once established.	At suitable points following site occupation	TPC Role

8.9 Welcome Travel Pack

- 8.9.1 Raising awareness of the existing sustainable transport options available to staff and users of the site would allow them to make informed travel choices. The provision of information on a variety of transport options for travelling to and from the site will ensure all employees are fully aware of the choices available to them.
- 8.9.2 An effective time to change an individual's travel behaviour is at a transition point in their lives, such as when moving workplace. Therefore it is proposed that all staff would receive a 'Welcome Travel Pack' (WTP) prior to relocating to the site. The WTP should also be placed on display within communal areas and should contain details of:
- Local walking and cycling routes in the area;
 - Public transport information details (location of bus stops, timetables and fare details etc);
 - Local car sharing opportunities;
 - The benefits of smart working practices such as telephone conferencing and effective diary management; and
 - The Travel Plan, its aims, objectives, targets and measures.
- 8.9.3 The pack is to be prepared and disseminated by the TPC with assistance from the RTPC, WCBC and local public transport operators (in terms of producing walking, cycling maps and public transport information).

Figure 8: Proposed Welcome Travel Pack Contents

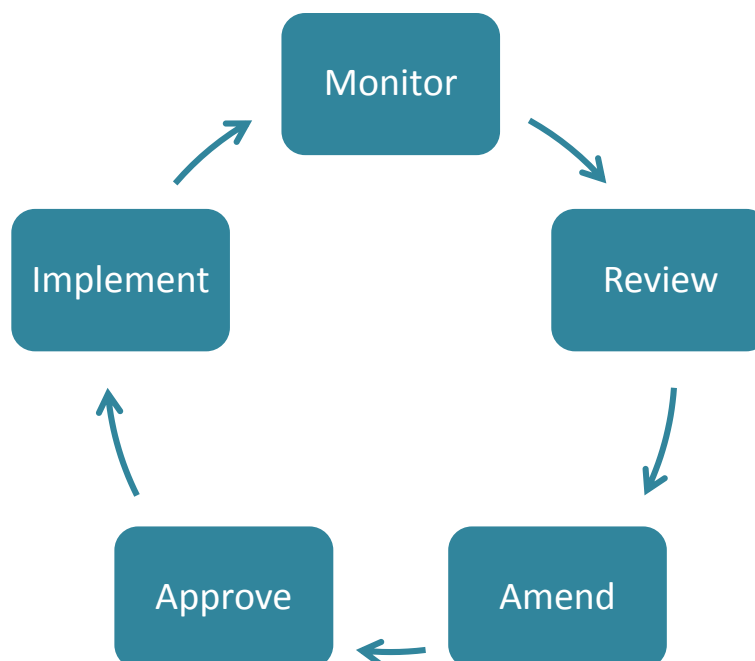


9.0 MONITORING AND EVALUATION

9.1 Monitoring and Evaluation Process

- 9.1.1 It is important to recognise that Travel Plans are a continuous process, and in order to measure their success, it is essential that an appropriate monitoring and evaluation strategy is employed. This plan is intended to provide a flexible working strategy that will be regularly reviewed and updated based upon experience of users of the site. It is anticipated that as part of an annual evaluation certain aspects, such as the Travel Plan target, will be reviewed and modified if required. The Travel Plan monitoring and evaluation process is shown graphically in Figure 9 below:

Figure 9: Monitoring and Evaluation Process



- 9.1.2 The monitoring and evaluation process of this Travel Plan is to remain in place throughout the lifetime of the plan, or a minimum period of 5 years, and implementation shall be the responsibility of the TPC.
- 9.1.3 The review process provides the opportunity for key stakeholders to consider the performance of the Travel Plan and determine whether the target has been achieved. All stakeholders should come together to consider the outcomes of the review process and decide, if any amendments are required to the Travel Plan. Any intervention measures should be approved by all key stakeholders and implemented as appropriate.

9.2 Travel Surveys

- 9.2.1 In order to review and evaluate the effectiveness of this Travel Plan, the travel patterns of staff/users of the proposed Eastern Command and Custody Facility need to be established and regularly monitored. As part of the strategy and action plan of this Travel Plan, this is to be achieved by undertaking annual questionnaire based surveys of all staff/users based at the site following a survey carried out 6 months after occupation of the proposed development. This will ascertain details of site-specific circumstances, behaviours, existing and preferred travel patterns. The survey can also enhance the support of users for the Travel Plan and increase their awareness of sustainable travel issues.
- 9.2.2 The TPC will organise the staff travel survey within 6 months of the first occupation of the proposed development and annually thereafter. The questionnaire can be modified appropriately in subsequent years in light of experience from the first survey, if necessary.
- 9.2.3 As a minimum, the travel survey questionnaire will look to establish the mode of transport usually used by occupants. As the survey can be used to justify alterations to the Travel Plan target, it is essential that the reasoning behind mode choice (particularly car drivers) is established. This can be done by a series of 'why' questions which assess why occupants are using their chosen mode and may outline likely barriers in achieving modal shift. There are a number of things that the annual travel surveys will establish, such as:
- Usual mode of transport used;
 - Other modes of transport used;
 - Reasons for current mode choice;
 - Number of times per week (on average) users travel to/from the site;
 - Work patterns and shift times;
 - Distance users travel when commuting to the site;
 - Perceived barriers and incentives to a modal switch towards sustainable travel;
 - Receptiveness to a modal switch towards sustainable travel;
 - Attitudes towards walking and cycling, including receptiveness to measures which may encourage the use of these modes (e.g. implementation of better lit walking routes);
 - Receptiveness to other Travel Plan measures, including those designed to encourage public transport use, car sharing and smarter working practices;
 - Awareness of Travel Plan, initiatives, measures and travel options;
 - General opinions and views on site travel issues; and
 - Any special travel circumstances (e.g. mobility issues).

- 9.2.4 The co-operation of the users at the site will be required to properly conduct the annual travel surveys. The results of the surveys will culminate in the production of an annual Travel Plan Progress Report that can be used to assess the progress, review targets, raise awareness of travel initiatives and identify possible future actions. This report will be produced by the TPC and submitted to site staff/users.
- 9.2.5 In addition to the annual travel questionnaires, there are other indicators that can be used to evaluate progress against the Travel Plan target, such as conducting site audits to count the number of cars (including the proportion of which are utilising car share bays) and cycles parked on-site.

9.3 Visitor Travel

- 9.3.1 It is recommended that visitor travel choice be monitored by including a 'How Did You Travel Here Today?' question in the signing-in process at reception. For visitors travelling by car, a further question should seek to identify why more sustainable modes of transport were not used to access the site. Information provided on the website or via correspondence should support journeys to the site by sustainable travel.

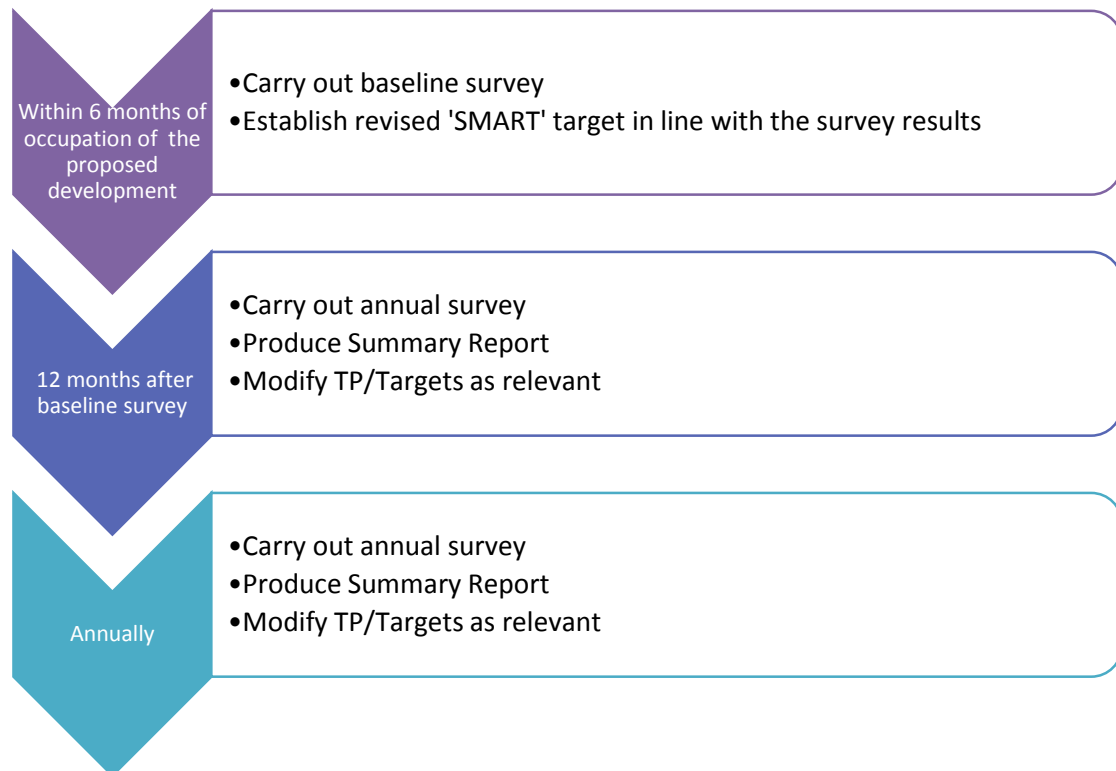
9.4 Travel Plan Annual Review

- 9.4.1 The results of the formal monitoring surveys will culminate in the production of a Travel Plan Annual Review report that can be used to assess the progress, raise awareness of travel initiatives and identify possible future actions. This report will be produced by the TPC and submitted to WCBC. The report is to be provided to key stakeholders within 4 weeks upon completion of the annual monitoring surveys.

9.5 Monitoring and Evaluation Summary

9.5.1 A summary of the monitoring and evaluation strategy is shown graphically in Figure 10:

Figure 10: Travel Survey Strategy



9.5.2 It is considered that the monitoring and evaluation strategy outlined will allow the Travel Plan to be appropriately reviewed and modified for continual improvement to ensure the achievement and maintenance of the TP targets.

9.6 Intervention Strategy

9.6.1 If the review process identifies that the Travel Plan targets are being missed by a significant margin after 5 years, then potential additional measures/initiatives may be required at the site. Discussion should take place between the TPC, WCBC, the RTPC and any other relevant parties to determine which, if any, additional Travel Plan measures need to be implemented. Potential additional measures include:

- Area-wide (potentially local authority-wide) initiatives, working with neighbouring developments and the local authority;
- More active marketing of the Travel Plan, incorporating a shift of focus; and
- Conducting discussions with local bus operators to determine if any additional or re-routed services could be provided to better serve the development site.

9.6.2 Any intervention measures would need to be funded either through the TPC role or implemented with specific funding from the site owner.

10.0 REFERENCES

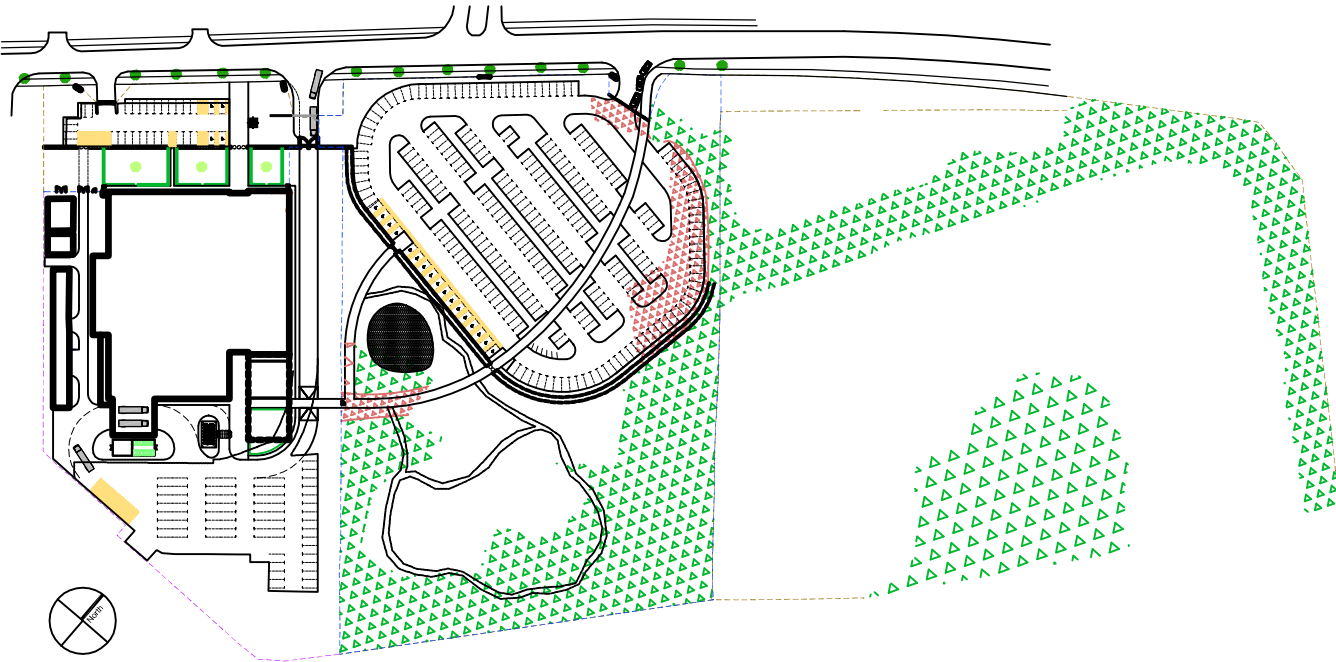
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Appendix I – Proposed Site Layout Plan

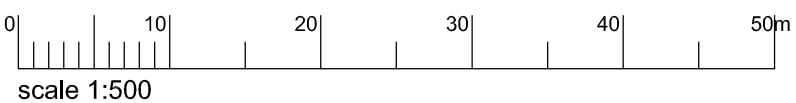


SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION	
In addition to the hazards/risks normally associated with the types of work detailed on the drawing, note the following:	
CONSTRUCTION	MAINTENANCE
	DECOMMISSIONING/ DEMOLITION
	ENVIRONMENT
It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved Method Statement.	

- NOTES:**
- All dimensions are to be checked on site prior to preparing any working or shop drawings or commencing work on site.
 - This drawing is to be read in conjunction with all relevant Architect's, M&E and Structural Engineers' drawings and specifications.



1 Full Site Key Plan
NTS



Rev	Rev Date	Purpose of revision	Drawn	Check'd	Review	Appr'd
P4	15.07.2015	ISSUE FOR CLIENT APPROVAL FOLLOWING SECURITY MEETING	JW	ST	DH	DH
P3	03.12.2014	ISSUE FOR CLIENT COMMENT	RB	JW	ST	DH
P2	24.11.2014	Issue for presentation	RB	JW	ST	DH
P1	24.10.2014	Issue for Stage 3 Report	ST	JW	RB	DH

JACOBS

Client
NORTH WALES POLICE

Project
EASTERN COMMAND AND CUSTODY FACILITY

Drawing title
PROPOSED SITE PLAN

Drawing Status
PRELIMINARY

Scale
1 : 200 @ A1 DO NOT SCALE

Jacobs No.
B1305210

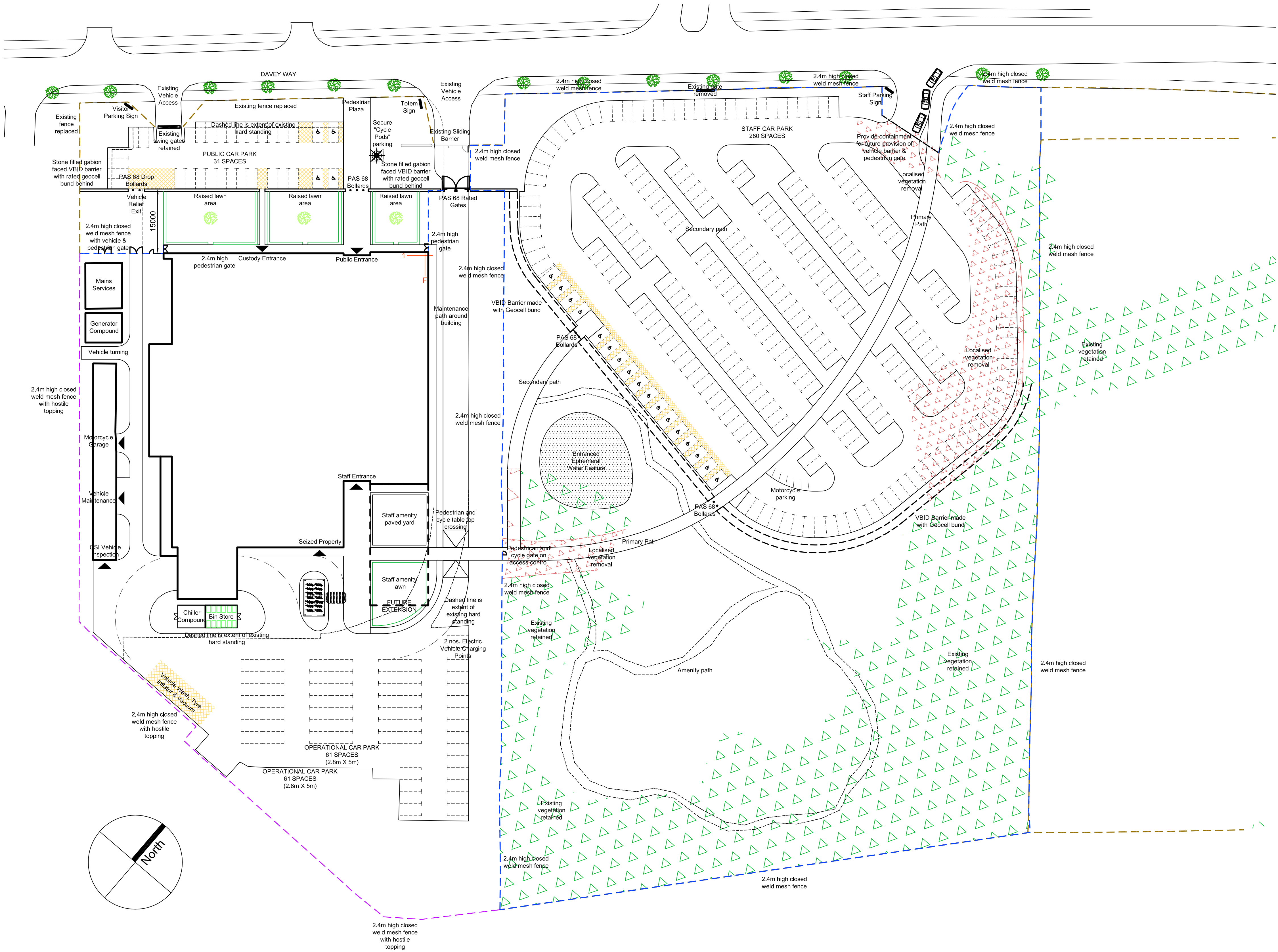
JPI No.

Drawing Number
B1305210/AR/050.001

Sheet No.
P4

Rev

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.



1 Proposed Site Plan
1 : 500

Appendix 2 – Staff and Visitor Travel Surveys

NORTH WALES POLICE TRAVEL SURVEY

1. What is the purpose of your visit to Wrexham Police Station today?

- ☐ Visiting the Station / Custody Suite
- ☐ Delivery Driver / Postal Service
- ☐ Maintenance Engineer
- ☐ Other

2. How did you travel to the station today?

- ☐ Car driver
- ☐ Car passenger
- ☐ Car share (alternating as a driver and passenger)
- ☐ Motorcycle/Moped
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Bus
- ☐ Other (please specify)

The following questions concern the relocation of the Custody Suite and some departments will be moving to Davy Way, Llay in 2017. (**The front counter and Wrexham Town Police staff will remain in Wrexham**).

3. When North Wales Police relocate, how often you likely to travel to the Llay site?

- ☐ More than 5 days per week
- ☐ 5 days per week
- ☐ 4 days per week
- ☐ 3 days per week
- ☐ 2 days per week
- ☐ 1 day per week
- ☐ Less than once per week
- ☐ Never

4. What do you expect will be your usual method of travel to the Llay site? (select the method you expect to use most frequently, if you expect to use a combination, please specify as 'Other')

- ☐ Car driver
- ☐ Car passenger
- ☐ Car share (alternating as a driver and passenger)
- ☐ Motorcycle/Moped
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Bus
- ☐ Other (please specify)

5. How far will you travel between your home address/place of work and the Llay site?

- ☐ Less than 1 mile
- ☐ 1-3 miles
- ☐ 3-6 miles
- ☐ 6-10 miles
- ☐ 10-20 miles
- ☐ Over 20 miles

6. Which of the following would encourage you to WALK to the Llay site? (please select a maximum of 2 boxes)

- ☐ Improved local walking routes
- ☐ More information about walking routes
- ☐ Improved road crossing facilities
- ☐ Reduced car parking availability
- ☐ NONE of the above would encourage me to walk

7. Which of the following would encourage you to CYCLE to the Llay site? (please select a maximum of 2 boxes)

- ☐ Improved cycle routes/paths on your journey
- ☐ Improved/additional cycle parking facilities at the site
- ☐ More information about cycling routes
- ☐ Cycle training
- ☐ Cycle maintenance training
- ☐ Reduced car parking availability
- ☐ NONE of the above would encourage me to cycle

8. Which of the following would encourage you to travel by BUS to the Llay site? (please select a maximum of 2 boxes)

- ☐ More direct services
- ☐ More frequent services
- ☐ More reliable services
- ☐ Cheaper bus fares
- ☐ Discounted season tickets
- ☐ Cleaner buses
- ☐ NONE of the above would encourage me to travel by bus

9. Which of the following would encourage you to car share on your journey to the Llay site? (please select a maximum of 1 box only)

- ☐ Help in finding car share partners
- ☐ Reserved/preferential car parking for people who car share
- ☐ Other incentives for car sharers
- ☐ NONE of the above would encourage me to share my car journey

Thank you for your feedback.

The information collected as part of this survey will be used to inform the Travel Plan that is being produced for the site.

North Wales Police Staff Travel Survey

1. Are you a full time or part time member of staff?

☐ Full Time

☐ Part Time

2. What is your usual method of travel to your current place of work? (select the method used most frequently, if you use a combination, please specify as 'Other')

☐ Car driver

☐ Car passenger

☐ Car share (alternating as a driver and passenger)

☐ Motorcycle/Moped

☐ Walk

☐ Cycle

☐ Taxi

☐ Bus

☐ Other (please specify)

3. How many days per week do you expect to travel to the Llay site?

☐ More than 5 days per week

☐ 5 days per week

☐ 4 days per week

☐ 3 days per week

☐ 2 days per week

☐ 1 day per week

☐ Less than once per week

☐ Never

4. What do you expect will be your usual method of travel to the Llay site? (select the method you expect to use most frequently, if you expect to use a combination, please specify as 'Other')

- ☐ Car driver
- ☐ Car passenger
- ☐ Car share (alternating as a driver and passenger)
- ☐ Motorcycle/Moped
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Bus
- ☐ Other (please specify)

5. How far will you travel between your home address and the Llay site?

- ☐ Less than 1 mile
- ☐ 1-3 miles
- ☐ 3-6 miles
- ☐ 6-10 miles
- ☐ 10-20 miles
- ☐ Over 20 miles

6. Which of the following would encourage you to WALK to your new place of work? (please select a maximum of 2 boxes)

- ☐ Improved local walking routes
- ☐ More information about walking routes
- ☐ Improved road crossing facilities
- ☐ Reduced car parking availability
- ☐ NONE of the above would encourage me to walk

7. Which of the following would encourage you to CYCLE to your new place of work? (please select a maximum of 2 boxes)

- ☐ Improved cycle routes/paths on your journey
- ☐ Improved/additional cycle parking facilities at the site
- ☐ More information about cycling routes
- ☐ Cycle training
- ☐ Cycle maintenance training
- ☐ Reduced car parking availability
- ☐ NONE of the above would encourage me to cycle

8. Which of the following would encourage you to travel by BUS to your new place of work? (please select a maximum of 2 boxes)

- ☐ More direct services
- ☐ More frequent services
- ☐ More reliable services
- ☐ Cheaper bus fares
- ☐ Discounted season tickets
- ☐ Cleaner buses
- ☐ NONE of the above would encourage me to travel by bus

9. Which of the following would encourage you to car share on your journey to work? (please select a maximum of 1 box only)

- ☐ Help in finding car share partners with similar working hours
- ☐ Reserved/preferential car parking for people who car share
- ☐ Other incentives for car sharers
- ☐ NONE of the above would encourage me to share my car journey

Thank you for your feedback. The information collected as part of this survey will be used to inform the Travel Plan that is being produced for the site.