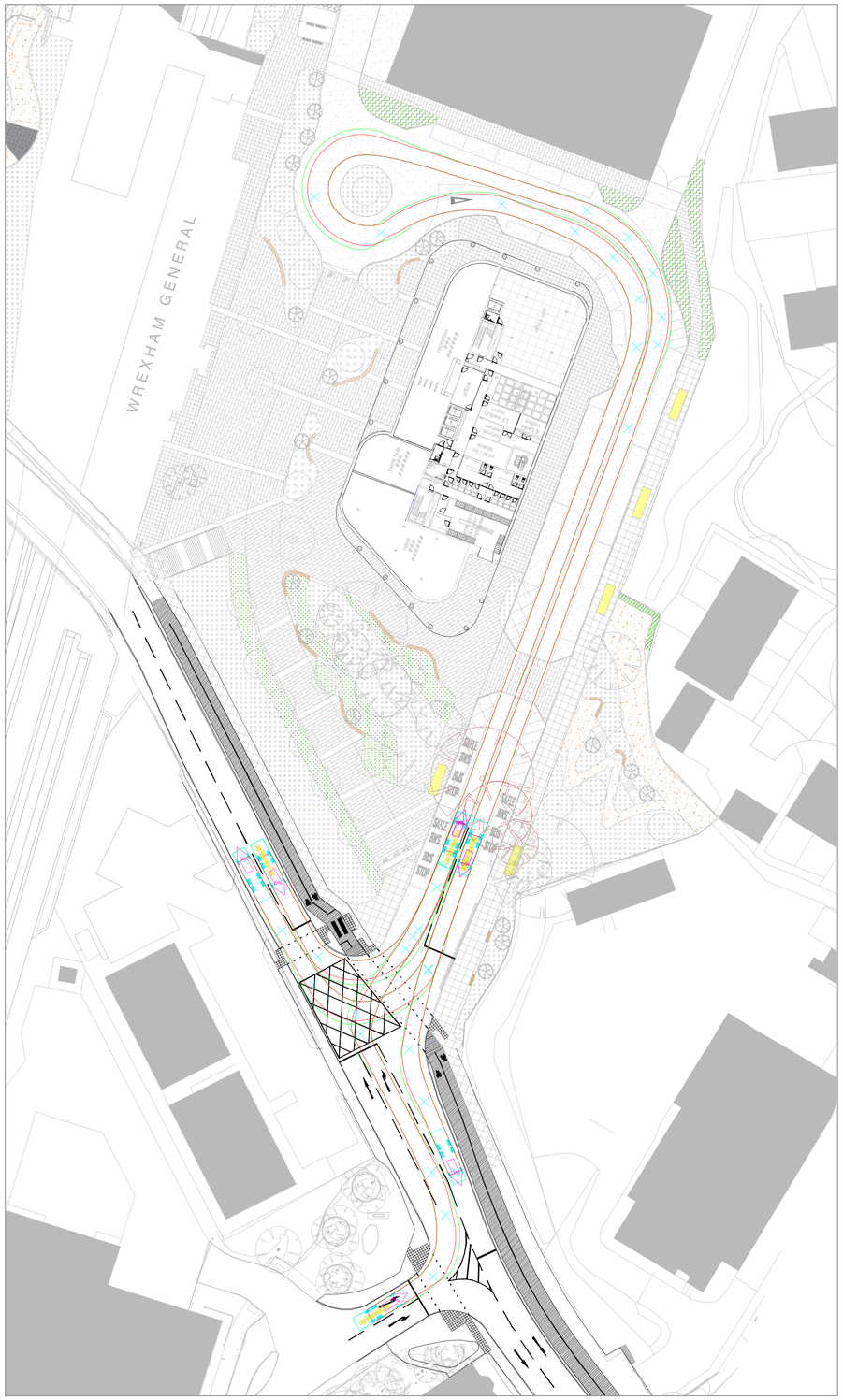
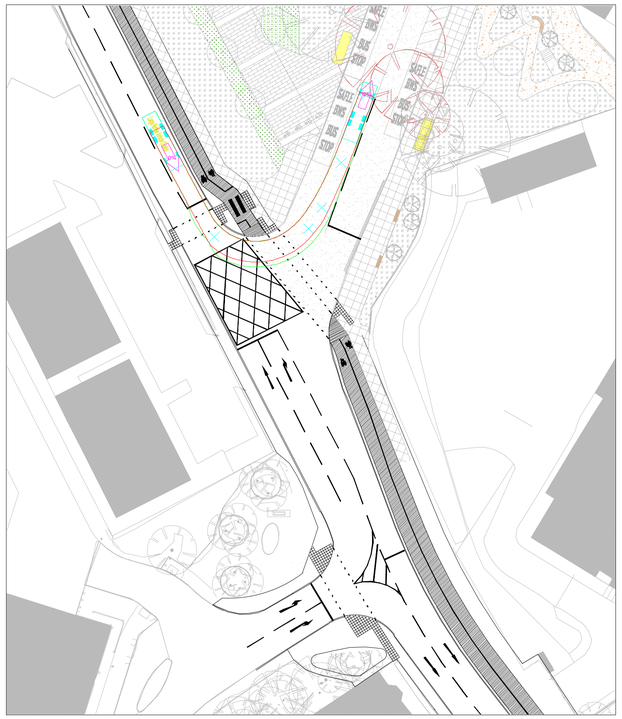
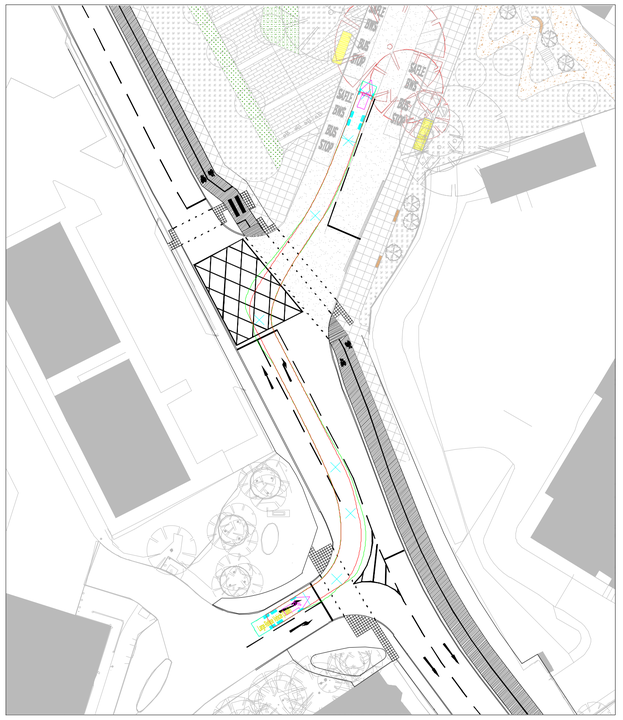
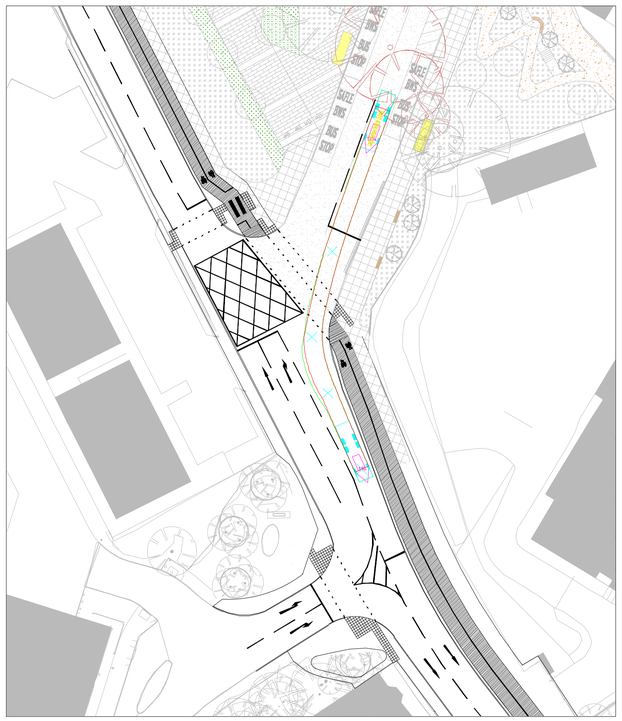
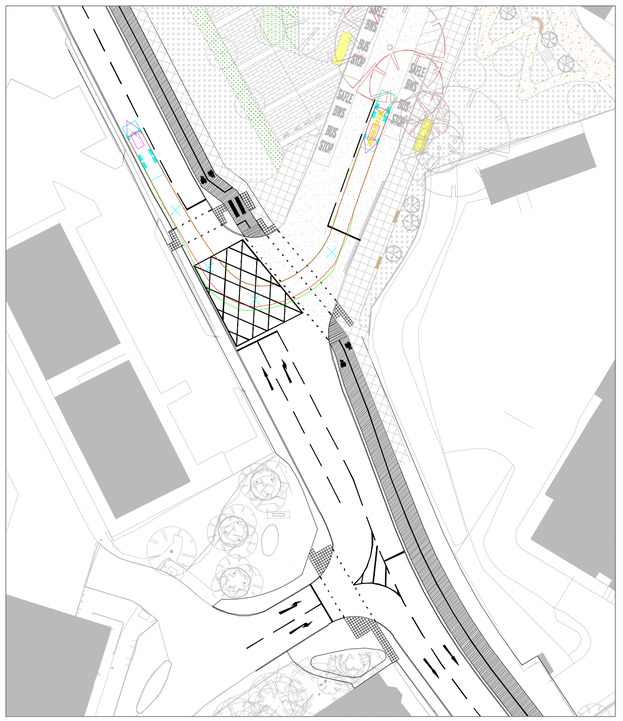




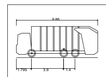




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## NOTES

### Vehicle Profile



| | |
|---|---|
| Large Refuse Vehicle (3 axle) | |
| Overall Length | 9.860m |
| Overall Width | 2.410m |
| Max Body Roll Height | 3.500m |
| Min Body Ground Clearance | 0.356m |
| Track Width | 2.450m |
| Lock to Lock Time | 4.00 sec |
| Kerb to Kerb Turning Radius | 9.500m |

| Revision Details | By / Check | Date | Suffix |
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Drawing Number

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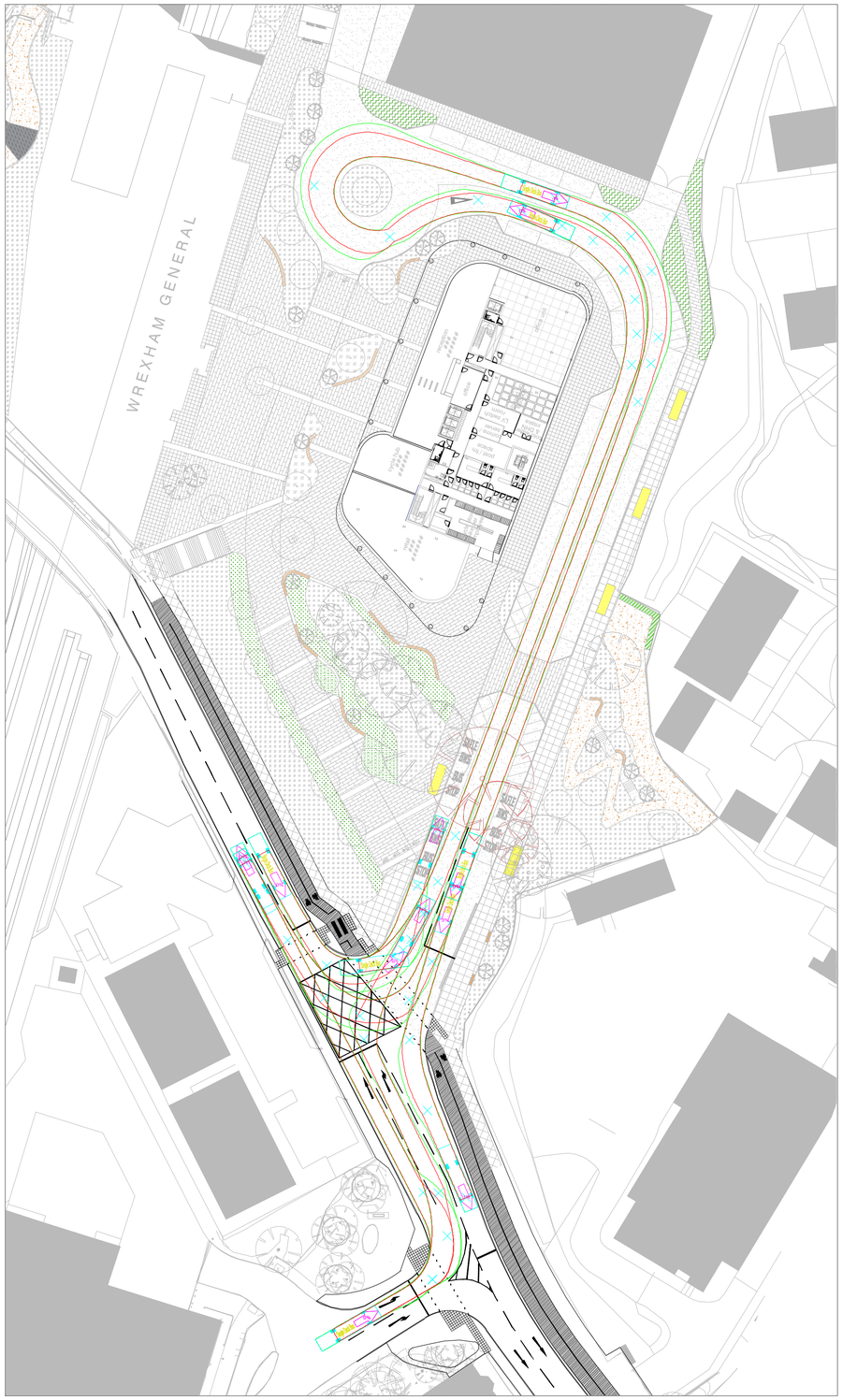
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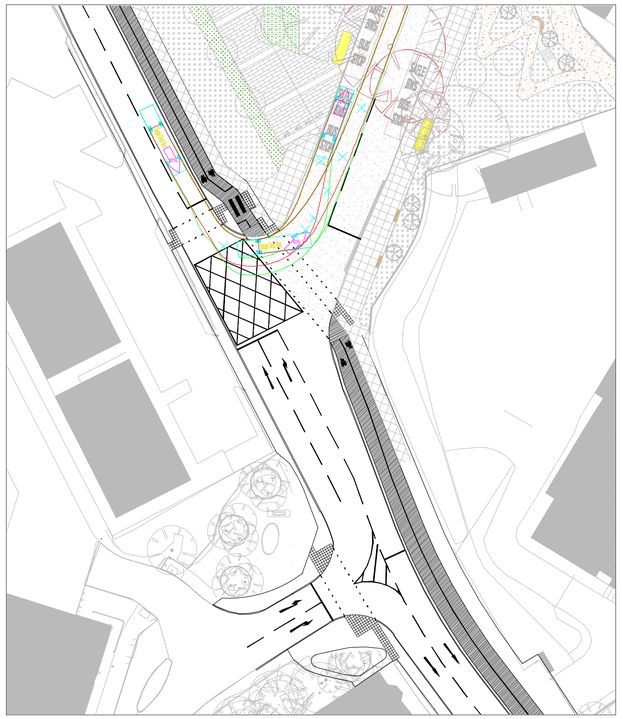
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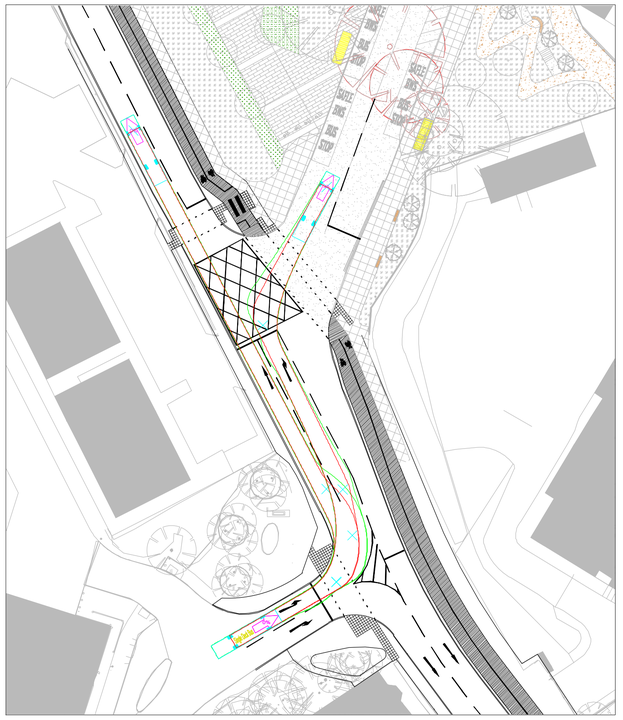
Swept Path Analysis
Refuse Collection Vehicle

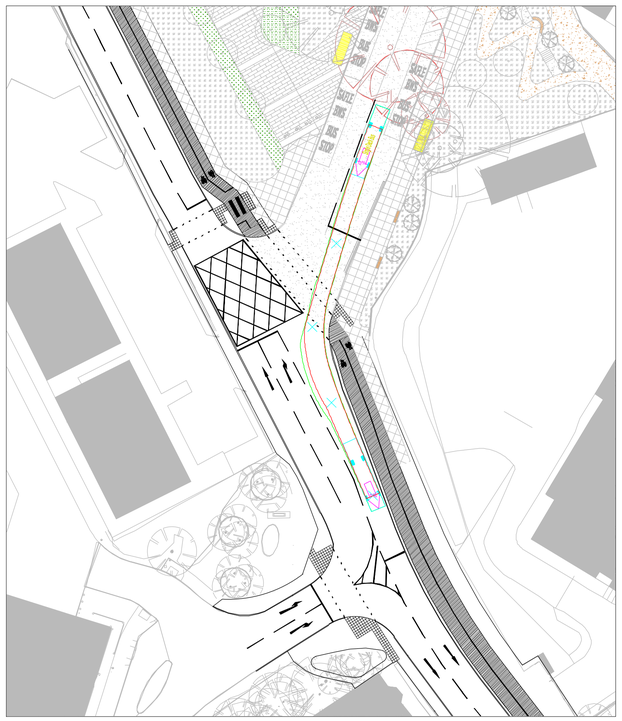
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| Check: LGS | Date: 02.05.25 |

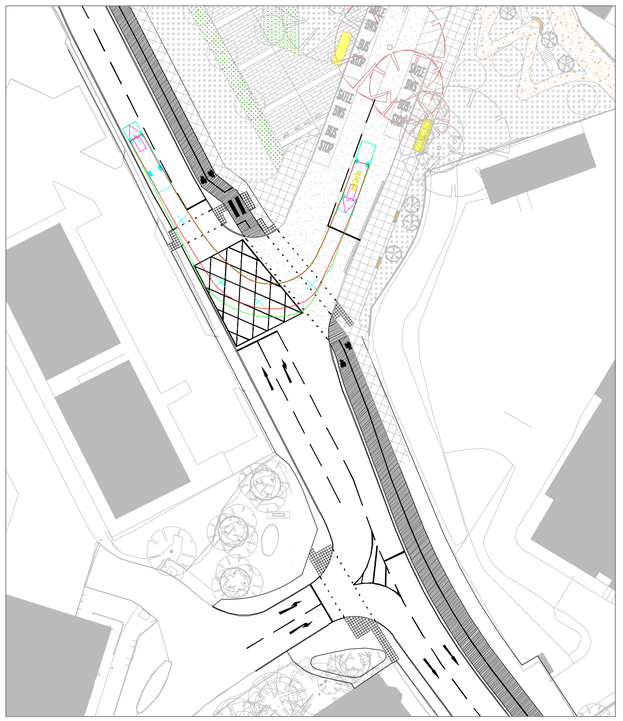
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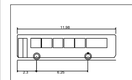




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## NOTES

Vehicle Profile



| | |
|---|---|
| Single Deck Bus | |
| Overall Length | 11.980m |
| Overall Width | 2.440m |
| Overall Body Height | 3.070m |
| Min. Body Ground Clearance | 0.300m |
| Track Width | 2.500m |
| Lock to Lock Time | 6.00 sec |
| Kerb to Kerb Turning Radius | 10.360m |

| Revision Details | By / Check | Date | Suffix |
|---|---|---|---|

Drawing Number

SK224114-003

Wrexham Gateway

Drawing Title

Swept Path Analysis
Single Deck Bus

Scale at A1

1:500

| Drawn | Approved |
|---|---|
| JAT | LGS |
| **Check** | **Date** |
| LGS | 02.05.25 |

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# Appendix E

# Wrexham Gateway Project

## Framework Travel Plan

250701/SK224114/FTP01(-01)

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| 2 | Travel Plan Process | 1 |
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| 4 | Sustainable Connectivity | 6 |
| 5 | Management Structure | 11 |
| 6 | Transport Implementation Plan | 12 |
| 7 | Monitoring Plan | 14 |
| 8 | Action Plan | 17 |


| Project | Document | Rev | Description | Authorised by | Signed | Date |
|---|---|---|---|---|---|---|
| SK224114 | FTP01 | 00 | First Draft | L Speers | LGS | 02/05/2025 |
| SK224114 | FTP01 | 01 | Updated Red Line | L Speers | LGS | 01/07/2025 |

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# 1 Introduction

1.1 SK has been appointed to prepare a Framework (Staff) Travel Plan for an outline planning application for new commercial office building, creation of public realm and landscaping, conversion of existing buildings to brewery, with associated museum and taproom/restaurant, accessibility improvements including new highway infrastructure and pedestrian footbridge, including parking facilities and coach/taxi drop off, with all matters reserved except for access.

1.2 A Transport Assessment (TA) has been prepared for the outline planning application, and this should be referred to for details of the development proposal and forecast effects.

# 2 Travel Plan Process

## Travel Plan Process

2.1 The Travel Plan draws on the following guidance and best practice:

- Department for Transport (2008), Delivering Travel Plans through the Planning Process
- Welsh Government (2021), The Active Travel Act Guidance
- Welsh Government (2013), The Active Travel (Wales) Act 2013
- Welsh Government (2021), Planning Policy Wales (Edition 11)
- Welsh Government (2007), Technical Advice Note 18: Transport (TAN 18)
- Wrexham County Borough Council (2023), Local Development Plan 2

2.2 A Travel Plan is a tool for managing access to a site that sets out the strategy that will be used at a development to manage travel to/from the site and is an effective means of enhancing a site's accessibility, particularly by active and public transport modes. It should contain a package of measures designed to meet stated objectives, such as reducing single-occupancy car use generated from the site by supporting sustainable modes of transport.

2.3 A Travel Plan should include a mixture of site infrastructure, strategy, and communication measures to assist the Plan to meet defined objectives. Within a Travel Plan there is a need to set targets and indicators, the purpose of which is to monitor change and progress and to allow measures to be reviewed overtime to allow it to meet the needs of the staff at a development.

2.4 A Travel Plan should also outline the existing accessibility of the site, infrastructure measures included as part of the development, and management and policy measures for adoption at the site to promote use of sustainable modes.

## Type of Travel Plan

2.5 As it is an outline application, a Framework version has been prepared for the planning application.

2.6 The Framework version has been prepared to set out the measures and strategy that will be taken forward for the site on occupation, including the means of monitoring progress and disseminating information to staff.

## Travel Plan Pyramid

2.7 The Department of Transport (DfT) states that it is helpful to:

"… view the Travel Plan as a pyramid of measures and actions, some of which may form the foundations of the Travel Plan and part of which will be outcomes from the Transport Assessment." [1]

[1] Department for Transport (2007), Making Residential Travel Plans Work


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2.8 The DfT pyramid is shown in Figure 2.1.

2.9 At the bottom of the pyramid is the location of the site and characteristics of access to the site by all modes of travel. This is set out in Section 3 and 4 of the Plan.

2.10 At the next level the physical aspects of the proposed development are set out to allow acknowledgement of that some Travel Plan measures are built-in to the layout to influence travel. These measures include pedestrian arrangements, car and cycle parking provision and other infrastructure that will be delivered to serve the proposal. This information is as set out above in Section 1 and also in Section 6.

2.11 The remaining levels outline the management, promotion and *soft* measures that are to be adopted as part of the travel plan to reinforce the site location, infrastructure proposals and access opportunities. These are set out in Sections 5 and 6 of the Plan.

2.12 Section 7 sets out the monitoring plan which details how and when the Travel Plan will be reviewed. This includes how and when surveys will be undertaken, and the targets that will be set to meet the stated objectives.

2.13 Section 8 provides a summary of the actions identified in the Travel Plan along with timescales for implementation and funding details.

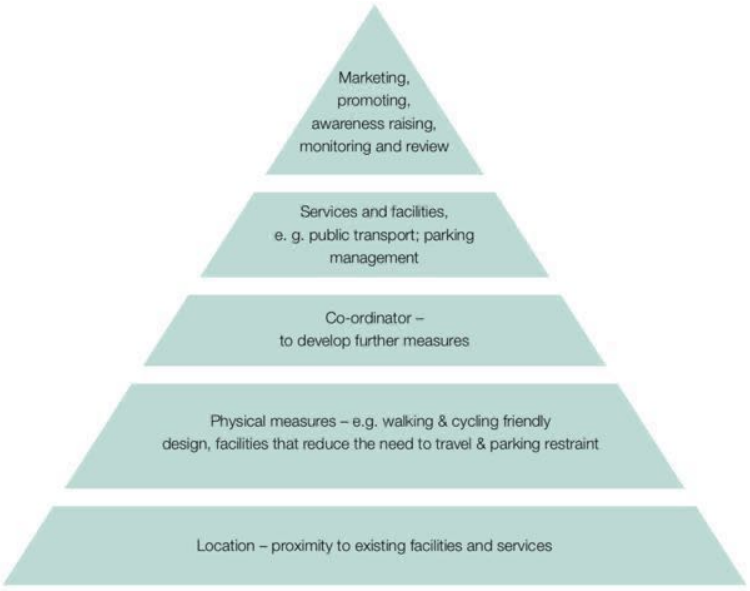



**Figure 2.1:** Travel Plan Pyramid
[source: Department for Transport]

Travel Plan Benefits

2.14 Travel Plans result in a variety of health, financial, environmental and site operation benefits, including:

- Promoting healthier lifestyles through increased physical activity and the use of active travel and public transport.
- Providing personal cost savings from using more cost-effective modes of travel and indirect and wider cost savings relating to reduced illness and reduced accident rates.
- Providing the opportunity to reduce the parking spaces required by a development, thereby cutting car parking costs in terms of provision and maintenance and enabling space to be reallocated for more beneficial uses.
- Reducing greenhouse gas emissions, climate change effects and air quality impacts.

Aims

2.15 The aims of the Travel Plan are to:


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**Aim 1:**
To maximise trips by active/sustainable modes of travel.
**Aim 2:**
To reduce the number of single occupancy private car trips.

Objectives

2.16 The objectives of the Travel Plan are to:

**Objective 1:**
To raise awareness of the travel choices available.
**Objective 2:**
To provide travel packs that can be issued to staff.
**Objective 3:**
Periodically evaluate the transport needs of staff.
**Objective 4:**
To periodically update operators/staff to make sure they have all relevant travel information.

# 3 Site Location

Site Location

3.1 Figure 3.1 shows the location of the site in the context of the local area. The red line for the outline planning application is shown on the plan attached as Appendix A of the TA.

3.2 The site sits to the north west of Wrexham city centre, north of the A541 Mold Road and just to the south of the Wrexham Football Club stadium (the Racecourse) and Wrexham University.


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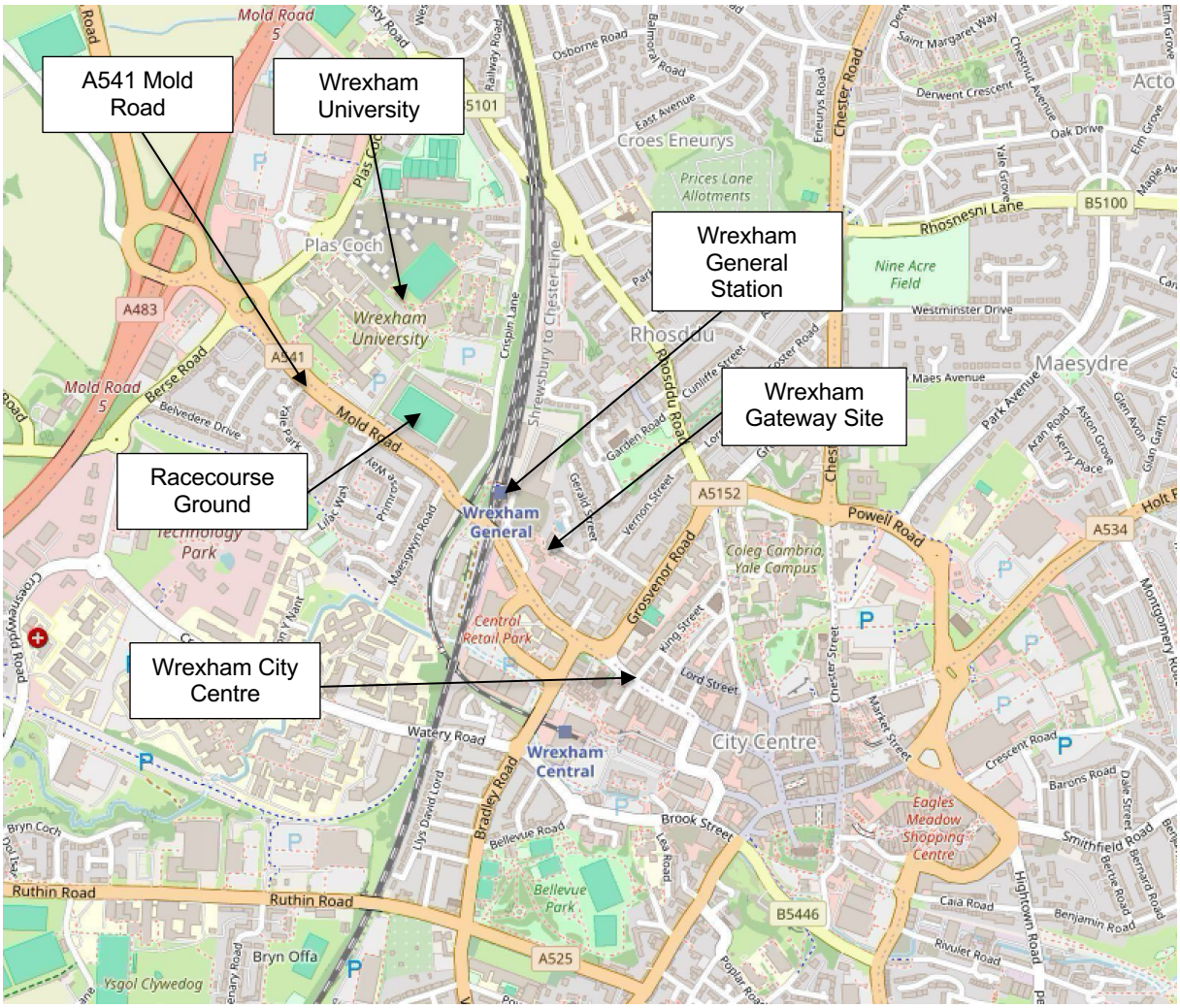



**Figure 3.1:** Site Location
[source: OpenStreetMap Foundation licensed under the Open Database License]

Existing Site Access

3.3 Vehicle access to the site is currently provided via a ghost island priority junction on the A541 (Mold Road). A pedestrian refuge crossing is provided on Station Approach, with tactile paving and dropped kerbs.

3.4 Pedestrian access is provided at the vehicle access junction, with access footway widths of 3.7m+.

3.5 Pedestrian access is also provided via traffic free routes summarised below and shown in Figure 3.3.

- Route from Gerald Street to the north of the Girl Guide hut
- Stepped route from Mold Road to south east of station building
- Route from Mold Road to bridge to station building

3.6 A further traffic free pedestrian access is also available to the north of the site providing a connection through to Spring Gardens and Garden Road. This access is currently not in use and is gated shut.


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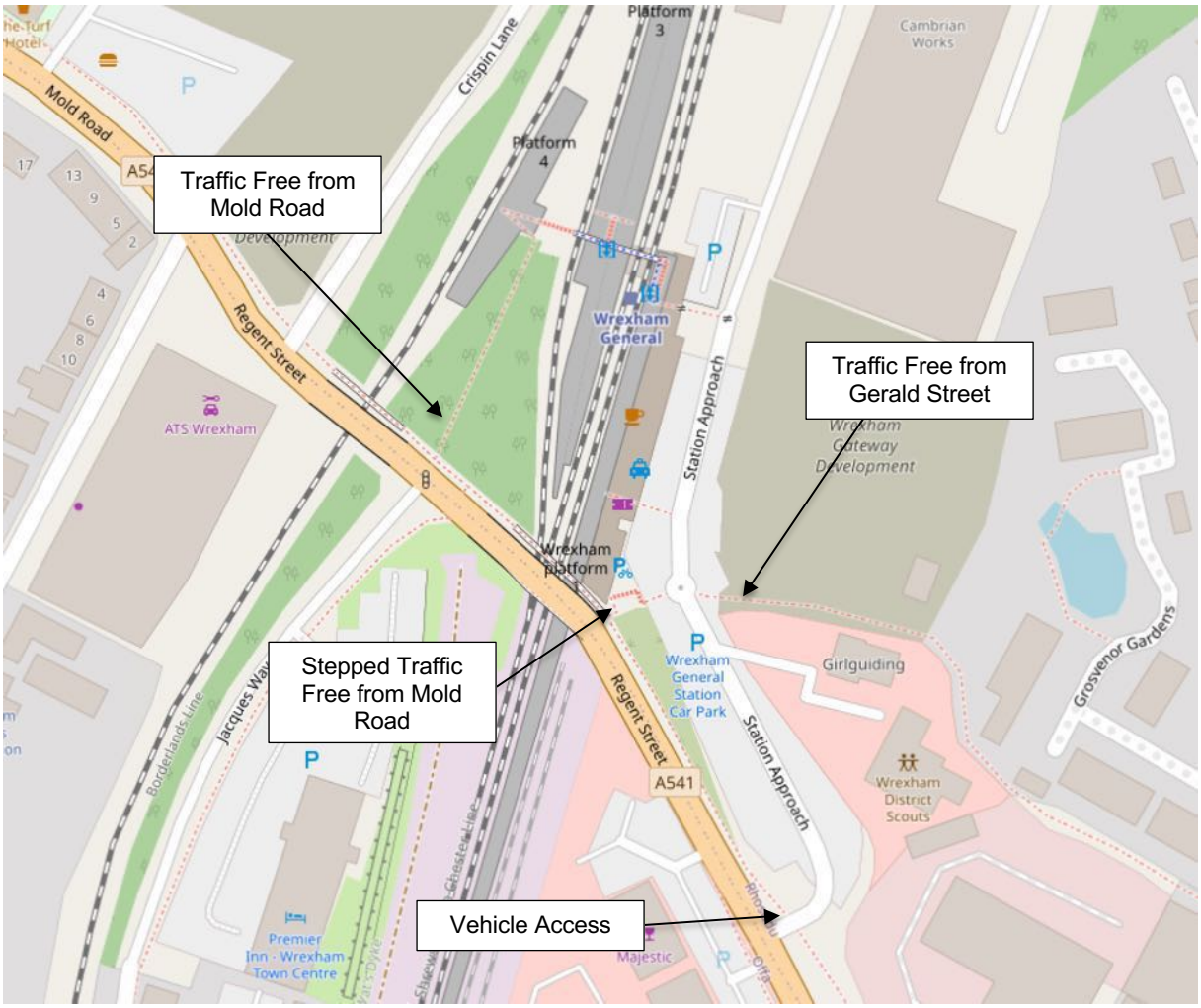



**Figure 3.2:** Access Arrangements
[source: OpenStreetMap Foundation licensed under the Open Database License]

Local Transport Network

3.7 The A451 Mold Road is one of the main radial routes in Wrexham, connecting the city centre with the A483 at the Mold Road Interchange, a large grade separated junction on the west side of Wrexham, and continuing north-west to Mold. In the vicinity of the site, it is a single carriageway with a width of 7m, widening to the south where a right turn ghost island is present at the existing access junction. Existing footway widths on the site frontage are between 1.8m-2.5m.

3.8 The existing access junction serving the site is a priority junction with a right turn ghost island. A splitter island is present within the junction bellmouth which also functions as a pedestrian refuge as part of the crossing point which features dropped kerbs and tactile paving.

3.9 To the south of the site, Mold Road becomes Regent Street and operates one-way southbound as part of a one-way circulatory system made up of Regent Street, Bradley Road and Central Road, operating clockwise. Regent Street continues south-east into the city centre core and pedestrianised area.

3.10 To the north west of the site access signals are present at the Mold Road junction with Jacques Way, which incorporates a controlled crossing on the south-eastern (Mold Road) arm and uncontrolled crossing point on Jacques Way, each with dropped kerbs and tactile paving.

3.11 Continuing north-west, Mold Road widens becoming a dual carriageway on the approach to the Plas Coch (signalised) Roundabout junction with the B5101 Berse Road, continuing as dual carriageway through the Mold Road Interchange.

3.12 In line with the future ATNM WCBC have developed proposals to improve active travel connectivity along Mold Road and Regent Street between the city centre and Plas Coch


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roundabout, known as the Mold Road Active Travel scheme. The site access layout option was developed at WelTAG Stage 2 to accommodate this aspiration, and this layout therefore forms the future baseline position at the site.

Road Safety Patterns & Traffic Data

3.13 Road safety data and traffic survey data is reviewed and set out on Section 3 of the TA.

## 4 Sustainable Connectivity

Active Travel Routes

4.1 As noted earlier, operational pedestrian access to the site is provided from the following locations:

- Route from Gerald Street to the north of the Girl Guide hut
- Stepped route from Mold Road to south east of station building
- Route from Mold Road to bridge to station building
- Vehicle access

4.2 A pedestrian refuge crossing is provided on the Station Approach arm of the site access junction, included tactile paving and dropped kerbs. 120m to the north of the site access junction and just to the south of the Jacques Way, a signalised crossing is in place. A signalised crossing is also provided 190m to the south of the site access at the junction of Regent Street/Bradley Road.

4.3 Cycle access is provided via the vehicle access and cycle parking is provided outside the station building (10 spaces).

4.4 Existing cycle infrastructure on Mold Road/Regent Street includes cycle lanes in either direction on the southern side of the site access junction, incorporating crossing points through the Regent Street junction with Central Road. A further section of cycle lane is present on one side of Mold Road, running in the north-westerly direction from a point just north of Maesgwyn Road through to Windsor Drive.

4.5 The Active Travel (Wales) Act 2013 requires all local authorities in Wales to plan how they will improve their active travel routes and set out plans for how they will develop these to form joined up networks. Part of this requirement is to produce an Active Travel Network Map (ATNM) which sets out the existing and future networks.

4.6 Figure 4.1 shows the existing ATNM for the vicinity of the site. This shows that Mold Road and Bradley Road are existing walking routes.


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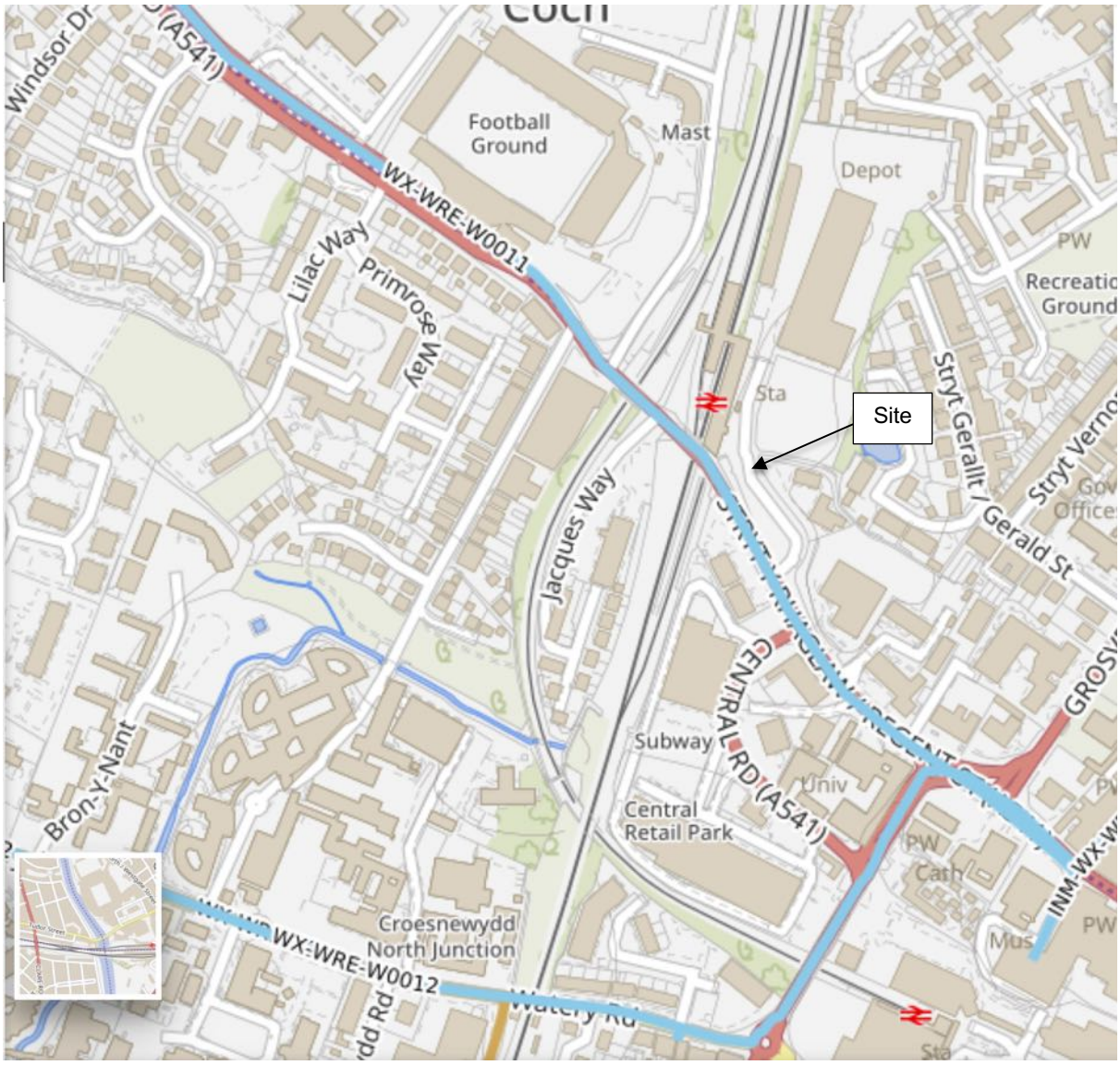



**Figure 4.1:** Existing Active Travel Network Map
[source: Welsh Government]

4.7 Figure 4.2 shows the future ATNM. This identifies the following future active (walking and cycling) travel routes in direct vicinity of the site:

- Station site between Crispin Lane and Gerard Street (Wrex-Wre-SUP010)
- Mold Road/Regent Street between Plas Coch roundabout and the city centre (Wrex-Wre-C021)
- Crispin Lane between Mold Road and Stansty Road (Wrex-Wre-SUP065)

4.8 In line with the future ATNM WCBC have developed proposals to improve active travel connectivity along Mold Road and Regent Street between the city centre and Plas Coch roundabout, known as the Mold Road Active Travel scheme. The site access layout option was developed at WelTAG Stage 2 to accommodate this aspiration.


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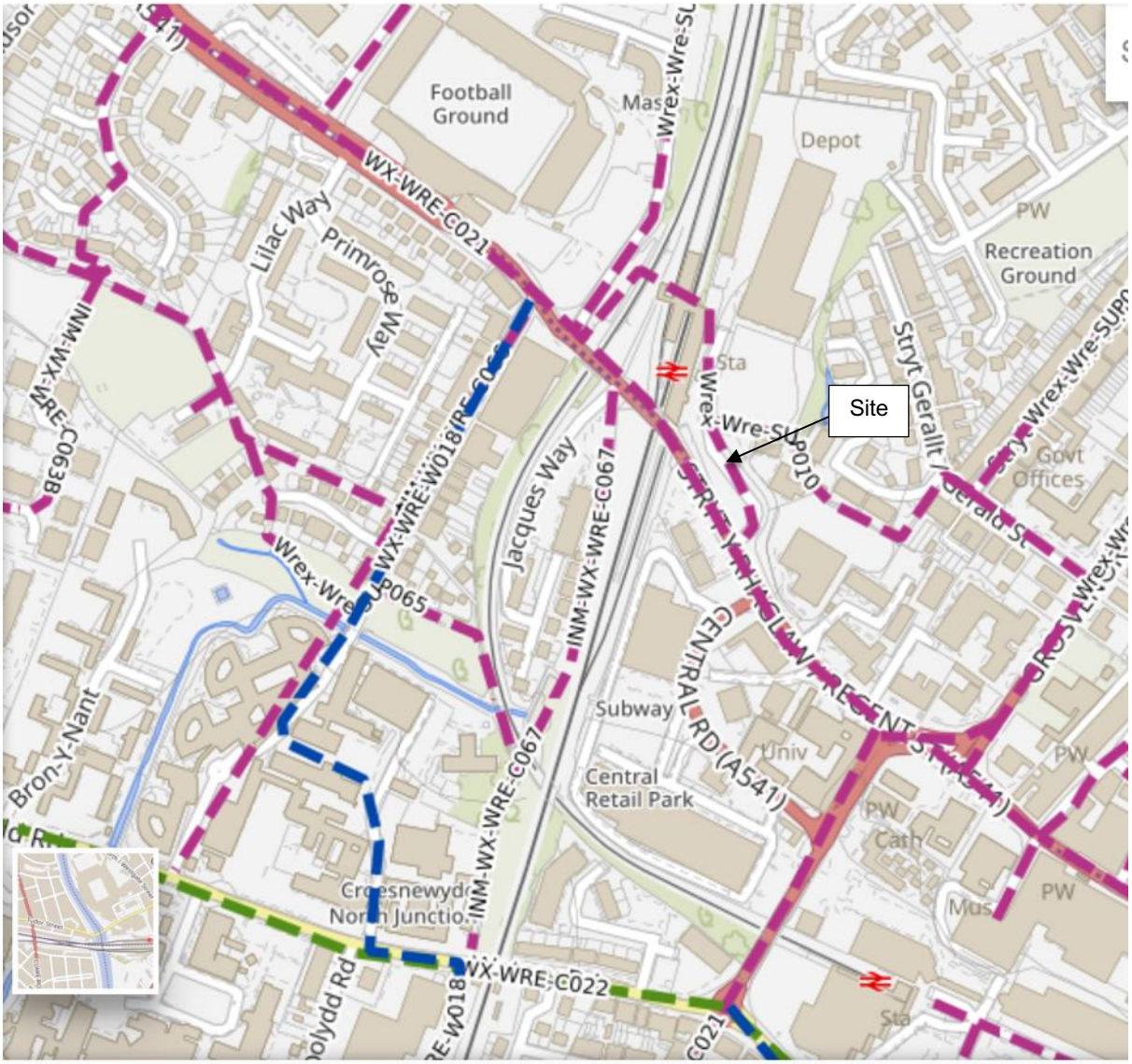



**Figure 4.2:** Future Active Travel Network Map
[source: Welsh Government]

Bus Services

4.9 There is an existing bus stop located on the site. This is served by one early morning and late evening service (PC2) that connects to/from Llay Industrial Estate.

4.10 The nearest bus stops to the site are located on Regent Street (80m from the site access junction/one-minute walk time), Mold Road in the vicinity of the Crispin Lane junction (230m from the site access/just over a three-minute walk time) and Bradley Road (230m from the site access/three-minute walk time).

4.11 Table 4.1 provides a summary of the buses serving these stops based on information from Traveline Cymru at the time of writing the report.[2]

[2] https://www.traveline.cymru


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| Service | Route | Daytime Frequency (buses/hour) | | |
|---|---|---|---|---|
| | | Weekday | Saturday | Sunday |
| 21 | Wrexham – Summerhill | 2 | 2 | 1 |
| T3 | Wrexham – Barmouth | 1 (every 2 hours) | 1 (every 2 hours) | 1 (every 2 hours) |
| 27 | Wrexham – Mold | 1 | 1 | - |
| 17 | Wrexham – Moss – Wrexham | 1 | 1 | 1 |
| 12 | Wrexham – Brymbo | 2 | 2 | 1 |
| 2C | Wrexham – Cefn Bychan | 2 | 2 | - |
| 2A | Wrexham – Owestry | 1 | 1 | - |
| 14 | Wrexham – Brymbo | 1 | 1 | - |

**Table 4.1:** Bus Services
[source: Traveline Cymru]

4.12 The WelTAG Stage 2 Study notes that the bus network is being redesigned and therefore there was a requirement to future proof the development proposal to allow for changes in bus routes serving this area of Wrexham and for an increase in the number of services that may access the site. To allow for changes in bus service frequency and site access patterns the WelTAG Stage 2 Study concluded that three bus stops would be required within the site.

Train Services

4.13 Wrexham General station is served by trains providing connections to Birmingham International/New Street, Cardiff Central, Holyhead, Liverpool Lime Street and London Euston. It also sits on the Borderlands Line and is served by local stopping services towards Deeside and Merseyside.

4.14 Table 4.2 provides a summary of typical service frequencies at the station taken from Traveline Cymru at the time of writing the report.[3]

| Destination | Daytime Frequency |
|---|---|
| Holyhead via Chester | 1 train per hour |
| Shrewsbury via Ruabon | 1 train per hour |
| Liverpool via Chester | 1 train per hour |
| Bidston via Shotton | 3 trains every 2 hours |
| Wrexham Central | 3 trains every 2 hours |
| Cardiff Central | 1 train per day |
| Holyhead | 1 train per day |
| London Euston | 1 train per day |

**Table 4.2:** Train Services
[source: Traveline Cymru]

[3] https://www.traveline.cymru


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Accessibility Assessment

4.15 The proposal seeks to provide enhanced gateway and multimodal interchange facilities for the station and to develop a gateway building.

4.16 The accessibility assessment focuses on the locations that staff at the commercial unit could commute to/from and locations in the city centre that they could access during the course of the working day, for lunch for example. Welsh Government guidance's states that most people would be willing to walk up to 2 miles (3.2km) and will cycle up to a 5 miles (8km).[4] This is considered therefore a reasonable distance for a commuting trip.

4.17 Figure 4.3 shows commuting (utility) walking and cycling distances based on 2 miles (walking) and 5 miles (cycling). This shows that most of the built-up area of Wrexham is within a walkable distance and all of the built-up area and surrounding locations, such as Ruabon, Caergwrie and Marford, are within a cyclable distance of the site.

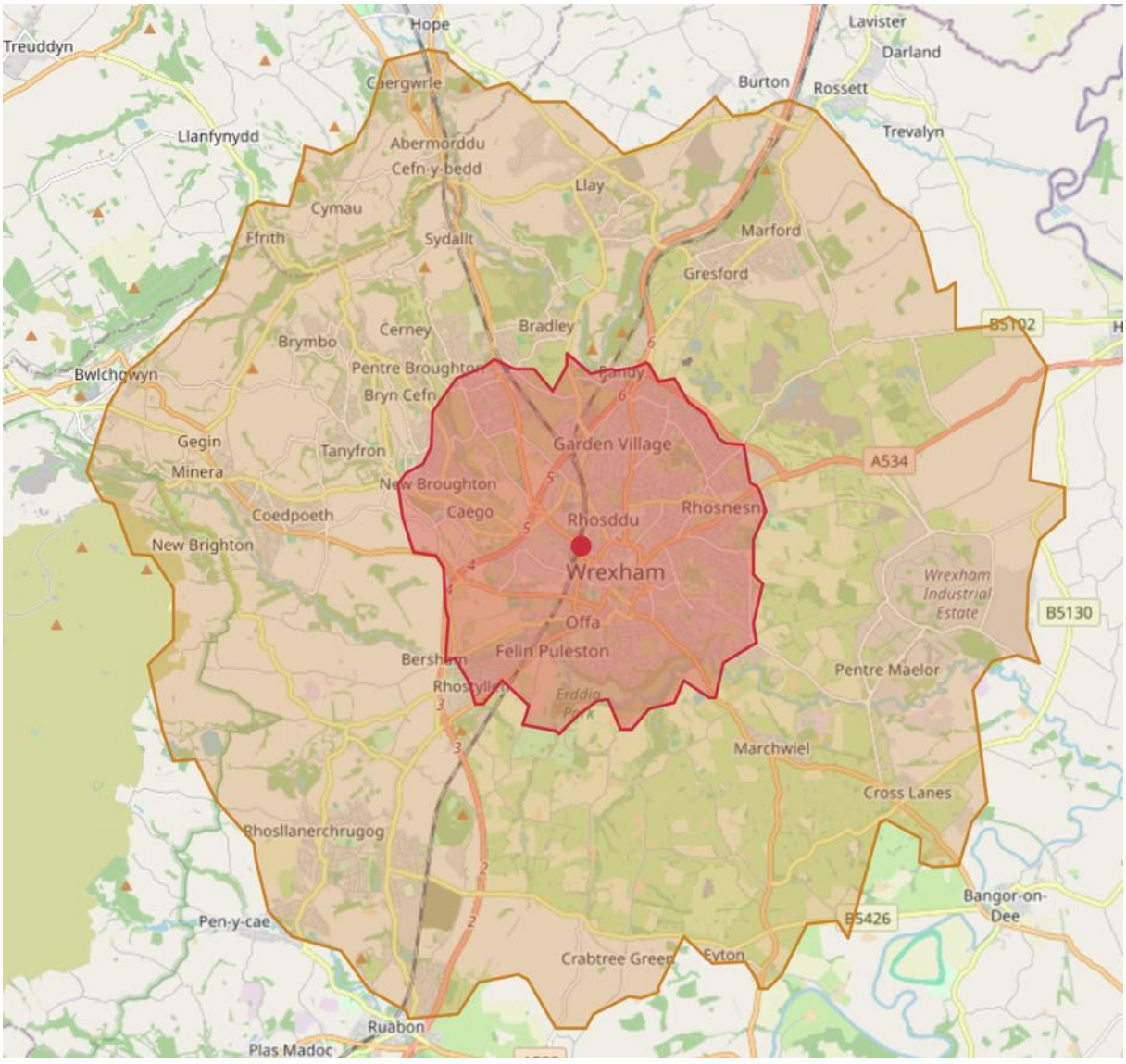



**Figure 4.3:** 2 Mile Walking & 5 Mile Cycling Catchments
[source: OpenStreetMap Foundation licensed under the Open Database License]

4.18 While 2 miles may be the distance that staff will walk during a commuting trip, it is considered that this will be prohibitive during the working day due to time pressures. To allow an understanding of

[4] Welsh Government (2021), The Active Travel Act Guidance


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the amenities that staff could access during the working day and 10-minute walk isochrone has been used.

4.19 Figure 4.4 shows that the core retail area of the city centre is within a 10-minute walk of the site, meaning that staff will be able to access local services and amenities during the course of the working day.

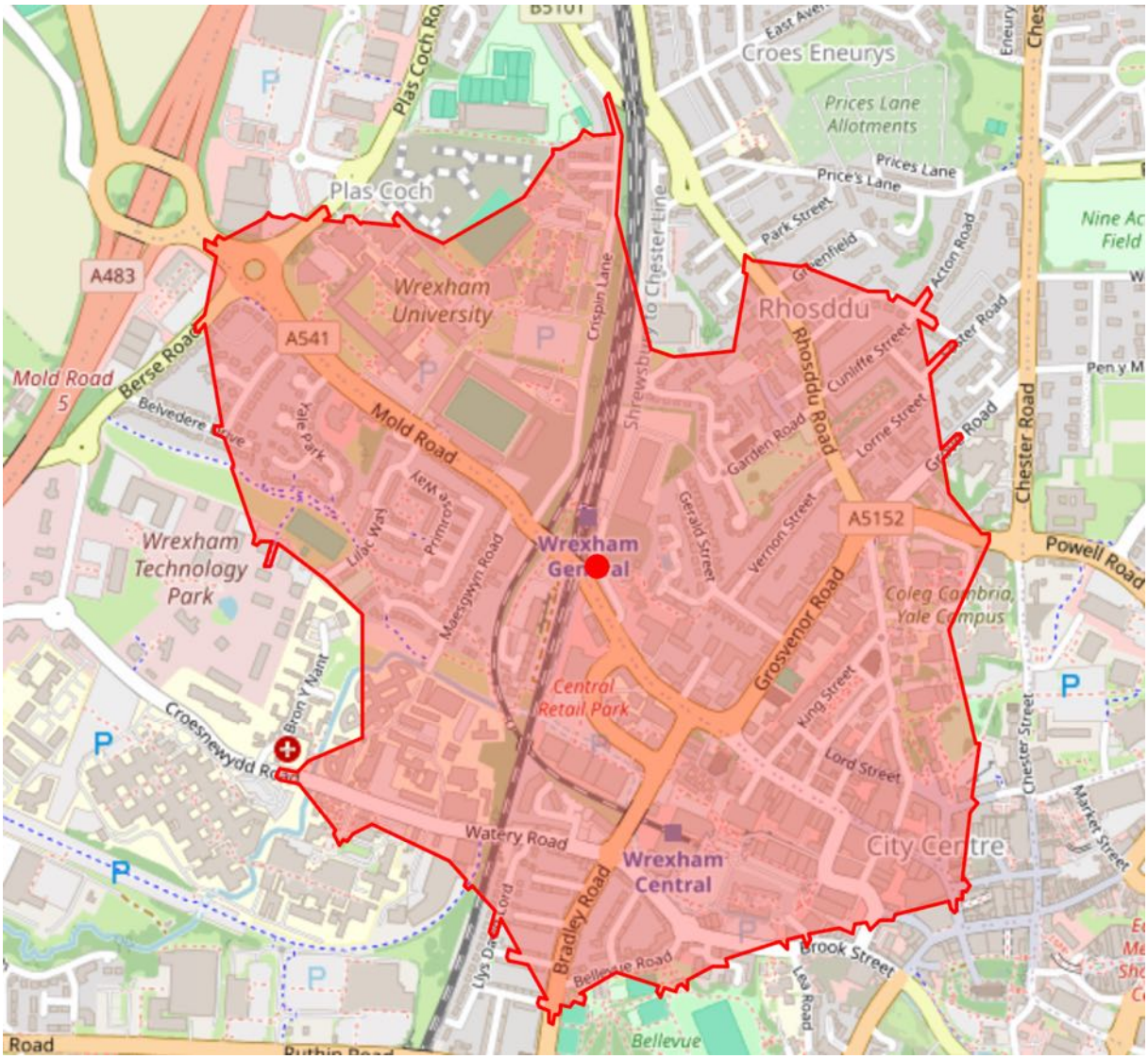



**Figure 4.4:** 10 Minute Walking Isochrone
[source: OpenStreetMap Foundation licensed under the Open Database License]

## 5 Travel Plan Management

Overseeing Co-ordinator

5.1 The applicant will identify a member of their team to take on the role of Overseeing Co-ordinator at the site responsible for providing each operator with a copy of the Travel Plan and acting as a point of contact between operators. The Overseeing Co-ordinator will be identified prior to the occupation of the site.

5.2 The Overseeing Co-ordinator will provide the following services:

- Providing eligible operators with a copy of the Travel Plan.
- Providing a contact for individual Co-ordinators, the Council, and the management team.
- Providing standardised survey forms for use during the monitoring periods.
- Collating the survey responses provided by each operator.


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- Preparing the monitoring reports for the Council.
- Organising periodic meetings with the Travel Plan Co-ordinators.

Travel Plan Co-ordinator

5.3 Each operator with a unit over 1,500sqm will be required to identify a Travel Plan Co-ordinator.

5.4 The Travel Plan Co-ordinator will be responsible for the day-to-day running of the Travel Plan and will also develop, implement, market, and monitor the Travel Plan's effectiveness.

5.5 In summary, the Travel Plan Co-ordinator's main responsibilities will be:

- Implementing the Plan measures.
- Providing a point of contact for staff and the Overseeing Co-ordinator.
- Publicising and raising awareness of local and national initiatives.
- Preparing and issuing the travel packs.
- Providing a travel noticeboard.
- Providing regular updates to staff on changes to local services and facilities.
- Monitoring travel patterns using the survey plan provided by the Overseeing Co-ordinator.
- Periodically attending meetings organised by the Overseeing Co-ordinator.

Future Management & Handover Arrangements

5.6 Should the interest in the site be sold, the responsibility for the Travel Plan implementation will transfer to the successor in title. If this should be the case, then full contact details of the new site operator and Overseeing Co-ordinator will be provided to the Council in a timely manner to allow the Travel Plan to continue uninterrupted at the site.

5.7 Any new operator at the site with a unit floor area over 1,500sqm, will be provided with a copy of the Travel Plan and the Overseeing Co-ordinator's contact details on occupation of the unit.

## 6 Transport Implementation Plan

Communication Measures

6.1 The measures set out in the Travel Plan will be clearly communicated to staff to maximise effectiveness and encourage greater levels of take-up.

6.2 The communications strategy is a vital component of the Travel Plan as it will be used to ensure that staff are aware of the travel options and initiatives available to them and will be the means of communicating the progress of the Plan. Each Travel Plan Co-ordinator will be responsible for marketing and promoting the Travel Plan and providing and disseminating information to staff.

6.3 Table 6.1 shows the measures that will be used in the communications strategy.

| Initiative | Description |
|---|---|
| Travel Packs | Preparation and issue of travel packs for each member of staff. |
| Noticeboard | Preparation of information and provision of a travel board. |
| Other Information Distribution | The communications resources will be kept up to date and staff will be alerted to any significant changes in local services by email. |
| Induction Training | The Travel Plan will be incorporated into new staff induction training. |

**Table 6.1:** Communications Initiatives

6.4 Travel packs and information noticeboards are an important means of disseminating information and making sure that staff are aware of the travel choices available to them when they start their new job. The travel packs will be made available to staff on appointment and a noticeboard will be provided in the staff area of each eligible operator.


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6.5 The travel packs and noticeboard will include information such as:

1. Travel Plan Co-ordinator contact details.
2. Information on on-line and phone app journey planning software.
3. Information on cycle and walking routes.
4. Information on bus routes and frequencies.
5. Details of current local initiatives.
6. Details of any personal travel initiatives.
7. Local area map showing local routes.

6.6 The noticeboard will also be used to alert staff of any changes to services/routes and to any Travel Plan achievements following each monitoring period. Staff will be informed by email of any new initiatives or changes to local services.

6.7 The Travel Plan and its features and benefits will be incorporated into the induction process for all new staff. The Travel Plan will feature on an agenda item on any staff-based forum or meeting (or equivalent) for all operators at least once a year.

Journey Planning

6.8 Staff will be encouraged to familiarise themselves with the following journey planning resources:

- Council timetable information[5]
- Traveline journey planning software[6]
- Traveline travel map[7]
- Rail journey planning software[8]
- Government Active Travel Network Map[9]
- Links to Google Play[10] and Apple Store[11] Traveline app

6.9 Details of the journey planning resources will be provided to staff via the communications strategy.

Active Travel Measures

6.10 Table 6.2 summarises the active travel measures that will be used.

[5] https://www.wrexham.gov.uk/service/bus-timetables
[6] https://www.traveline.cymru
[7] https://www.traveline.cymru/travel-map/
[8] https://www.traveline.cymru/travel-map/
[9] https://datamap.gov.wales/maps/active-travel-network-maps/
[10] https://play.google.com/store/apps/details?id=com.kizoom.travelinecymru&feature=search_result
[11] https://apps.apple.com/gb/app/traveline-cymru/id444940482


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| Initiative | Description |
|---|---|
| Active Travel Benefits | Each Travel Plan Co-ordinator will promote the benefits of walking and cycling to staff using the communications strategy. |
| Local Route Awareness | Each Travel Plan Co-ordinator will provide information via the communications strategy on active travel routes. |
| Development Infrastructure | The development will provide the pedestrian routes and cycle parking at the site as per the planning permission. |
| Safety Tips | Each Travel Plan Co-ordinator will provide information via the communications strategy on walking and cycling safety tips. |
| Cycle Maintenance | Each operator will be required to provide and maintain a bike repair kit for use by staff. |
| Cycle to Work Scheme | Each operator could consider the appropriateness of introducing the scheme. |

**Table 6.2:** Active Travel Initiatives

6.11 Active travel provides the following benefits:

- **Builds activity into your daily routine.**
  It'll help to meet the government guidelines which recommend young people get at least 60 minutes of physical activity every day and that adults should get at least 150 minutes of moderate activity per week.
- **Boost your mental health and wellbeing.**
  According to the Mental Health Foundation physical activity increases mental alertness and helps to reduce stress and anxiety.
- **Fewer cars equal cleaner air.**
  You experience five times higher pollution levels in a car than walking or on a bike.
- **Save your family money.**
  Not only will less money be spent on petrol, but money can also be saved on gym or fitness centre fees.
- **You'll arrive feeling ready to start the day.**
  People who walk and cycle arrive at work more relaxed and alert than those who travel by car.

6.12 Each Travel Plan Co-ordinator will provide information on the benefits of active travel via communication methods.

6.13 Section 4 confirms that the site relates well to existing active travel routes. Each Travel Plan Co-ordinator will provide information on these routes to staff via the communications methods.

6.14 The development will provide pedestrian access arrangements as defined by the planning application and will provide a cycle hub in the building. Travel Plan Co-ordinators will make sure that staff have details on how to access the cycle hub.

6.15 improved pedestrian access and new footways on the building's perimeter, and a secure, covered cycle store.

6.16 Each Travel Plan Co-ordinator will provide walking and cycling safety tips to staff via the communications resources, such as Sustrans[12] and Cycling UK[13].

6.17 The operators will provide and maintain a bike (puncture) repair kit for use by staff.

6.18 The operators could consider the appropriateness of introducing a Salary Sacrifice Scheme to assist with the purchase of bikes.

Public Transport Measures

6.19 Table 6.3 shows the measures that will be used to encourage staff to travel more actively.

[12] www.sustrans.org.uk/
[13] www.cyclinguk.org/


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| Initiative | Description |
|---|---|
| Local Route Awareness | Each Travel Plan Co-ordinator will provide information via the relevant communications strategy on public transport routes and services. |
| Regular Review | Each Travel Plan Co-ordinator will regularly review the Traveline database so that any service changes can be relayed to staff. |
| Salary Sacrifice | Each operator could consider the appropriateness of introducing a salary sacrifice scheme to assist with the purchase of season tickets. |

**Table 6.3:** Public Transport Initiatives

6.20 Section 3 shows that access can be gained to the site via bus and train. Each Travel Plan Co-ordinator will provide information on these routes to staff via the communications strategy.

6.21 Each Travel Plan Co-ordinator will be responsible for periodically reviewing the public transport databases to check for service changes and any new public transport initiatives. Each Travel Plan Co-ordinator will then update the travel packs with any changes for new staff and will let staff know by email.

6.22 The operators could consider introducing a Salary Sacrifice Scheme to assist with the purchase of public transport season tickets.

Managing Vehicle Use

6.23 Table 6.4 shows the measures that will be used to encourage sustainable vehicle use for staff.

| Initiative | Description |
|---|---|
| Car Sharing | Car sharing will be promoted to staff. |
| Low Emissions Vehicles | The development provides EV charging infrastructure. |
| Car Park Management | A car parking management strategy will be adopted. |

**Table 6.4:** Car Use Initiatives

6.24 The Travel Plan Co-ordinator will promote the benefits of car sharing and will provide staff with resources, such as Mobility Ways to assist them to find someone to car share with.[14] The benefits of such travel include:

- Saving money by sharing the cost of your commute with another person
- Shared journeys are less stressful and introduce like-minded sharers to make new friends
- Reduce the per person carbon emissions of your commute

6.25 EV charging will be provided in the car park as part of the development.

6.26 The operator will adopt a parking management strategy that will define how the office car park will be managed and spaces allocated.

## 7 Monitoring Plan

Baseline Travel Survey

7.1 Surveying and monitoring travel patterns is an important tool in measuring the progress of the Travel Plan and success of the Plan in terms of meeting the declared objectives and targets.

7.2 Baseline staff travel surveys will be undertaken within six months of occupancy or at 75% occupancy. The travel surveys will be undertaken using a simple questionnaire that will collect, as a minimum, the following information:

[14] https://www.mobilityways.com/liftshare-for-work/


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1. Staff members home postcode
2. Usual mode of travel
3. Information on a staff members access to a car/bike

7.3 The surveys will be undertaken using a website facility, such as Survey Monkey. The Overseeing Co-ordinator will be responsible to developing the survey form so that a standardised approach can be used across the site. A weblink to the survey form will be provided to each Travel Plan Co-ordinator for distribution to staff.

7.4 Each operator should consider the provision of incentives to encourage staff to complete the surveys.

7.5 The results from the first survey will be used to set the targets for the Travel Plan and to update the measures, if required. The updated Travel Plan will be submitted to the Council within three months of completion of the baseline/first surveys.

Monitoring Travel Surveys

7.6 Surveys will be undertaken every two years for a period of five years (baseline/year one, year three, and year five).

7.7 Following each survey period, a short monitoring report will be issued to the Council for discussion. The monitoring report will be issued within three months of each survey period.

Monitoring Mechanism Summary

7.8 Table 7.1 provides a summary of the monitoring mechanisms that will be used as part of the Travel Plan.

| Exercise | Key Information | Frequency | Responsibility |
|---|---|---|---|
| Issue of survey form | Dissemination to Travel Plan Co-ordinators/Operators | On occupation | Overseeing Co-ordinator |
| Baseline staff surveys | Data to be used to establish baseline trip patterns and to allow appropriate targets to be set | Within 6 months of occupation or at 75% occupancy | Travel Plan Co-ordinator |
| Analysis of staff surveys | Data provided by Travel Plan Co-ordinators for analysis | On completion of the survey | Overseeing Co-ordinator |
| Updated Travel Plan | Travel Plan updated with survey / audit information and targets firmed up | Within 3 months of the survey | Overseeing Co-ordinator |
| Monitoring surveys | Data to be used to establish progress of the Plan and review success of measures | Year 3 and Year 5 | Overseeing Co-ordinator/Travel Plan Co-ordinator |
| Analysis of staff surveys | Data provided by Travel Plan Co-ordinators for analysis | On completion of the survey | Overseeing Co-ordinator |
| Preparation of Monitoring Report | Set out mode share, targets, and any changes proposed to the Plan | 3 months after each monitoring survey period | Overseeing Co-ordinator |

**Table 7.1:** Monitoring Plan

Targets

7.9 Targets are measurable goals against which the progress of the Travel Plan can be assessed. Targets should be SMART – Specific, Measurable, Achievable, Realistic and Time-Related.


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7.10 The targets are split into two different types, Output Targets and Outcome Targets. Output Targets are non-quantifiable and action-based that need to be achieved in a set time period. Outcome Targets are quantifiable and will be based on the results of the travel surveys.

7.11 The following Output Targets have been set for the Travel Plan:

- Identify a Travel Plan Co-ordinator prior to occupation.
- Provide the travel pack and travel noticeboards on occupation.
- Undertake travel surveys in line with monitoring programme.

7.12 The baseline travel surveys at the site will be undertaken at the development and these will allow a more targeted approach to setting the Outcome Target. For this version of the Plan, an initial target of reducing single occupancy car trips by 5% and increasing active and sustainable trips by 5% over the life of the plan has been set.

7.13 Table 7.2 summarises the Output and Outcome SMART Targets set for the Plan. These will be reviewed and updated where necessary in the Travel Plan.

| Provision of Travel Packs/Noticeboard | |
|---|---|
| Specific | The Travel Plan Co-ordinator will provide staff with a travel pack. These resources will be kept up to date. |
| Measurable | Verified as part of the monitoring reports. |
| Achievable | Will be the responsibility of the Travel Plan Co-ordinator. |
| Realistic | The travel packs will be provided to all new staff, and qualifying operators will be required to provide a noticeboard. |
| Timebound | Ongoing. |
| Staff Surveys | |
| Specific | Staff travel patterns will be periodically monitored. |
| Measurable | Will be recorded as part of the baseline and monitoring survey programme. |
| Achievable | Will be the responsibility of the Travel Plan Co-ordinator. |
| Realistic | Yes. |
| Timebound | Ongoing. |
| Reduce single occupancy car trips by 5% and increase sustainable trip making by 5% | |
| Specific | Measures in the Travel Plan will be adopted on occupation of the development. |
| Measurable | Will be recorded as part of the baseline and monitoring survey programme. |
| Achievable | Will be the responsibility of the Travel Plan Co-ordinator. |
| Realistic | Yes. |
| Timebound | Life of plan. |

**Table 7.2:** Travel Plan SMART Targets (Preliminary)

# 8 Action Plan

## Funding

8.1 The applicant is committed to the implementation and successful delivery of the Travel Plan's measures to meet the stated objectives. The applicant has confirmed that it will fund the costs associated with the Overseeing Co-ordinator role.


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8.2 The operators will be required to fund the costs of the measures to be introduced by the Travel Plan Co-ordinator.

Action Plan

8.3 The Action Plan summarises the measures set out in the Plan, who will be responsible for delivering them and target timescales.

| Element | Action | Responsibility | Target Delivery / Method |
|---|---|---|---|
| Management/ Monitoring | Appoint Overseeing Co-ordinator | Applicant | Prior to occupation |
| | Confirm Overseeing Co-ordinator details to Council | Applicant | On occupation |
| | Organise periodic meetings with Travel Plan Co-ordinators | Overseeing Co-ordinator | On-going / at least once a year |
| | Appoint Travel Plan Co-ordinators | Individual Operator | On occupation of each qualifying unit |
| | Provide / maintain travel noticeboard | Travel Plan Co-ordinator | Prior to occupation of each unit / on-going with regular updates |
| | Provide / maintain travel pack | Travel Plan Co-ordinator | Prior to occupation/ on-going with regular updates |
| | Baseline / Year 1 surveys / audit | Overseeing Co-ordinator / Travel Plan Co-ordinator | In line with monitoring programme |
| | Travel Plan update | Overseeing Co-ordinator | Within 3 months of baseline survey / audit |
| | Monitoring surveys / audit | Overseeing Co-ordinator / Travel Plan Co-ordinator | On-going in line with monitoring programme |
| | Monitoring Reports | Overseeing Co-ordinator | Within 3 months of monitoring survey / audit |
| Active Travel | Provide development infrastructure set out in TA | Applicant | Prior to occupation |
| | Promote and support walking by distributing information set out in Section 5 | Travel Plan Co-ordinator | Travel pack / noticeboard – on occupation / on-going |
| | Promote and support cycling by distributing information set out in Section 5 | Travel Plan Co-ordinator | Travel pack / noticeboard – on occupation / on-going |
| Public Transport | Promote and support public transport by distributing information set out in Section 5 | Travel Plan Co-ordinator | Travel pack / noticeboard – on occupation / on-going |
| | Regular review of services and ticketing | Travel Plan Co-ordinator | Travel pack / noticeboard – on occupation / on-going |
| Vehicles | Provide parking spaces, including EV and disabled parking spaces | Applicant | Prior to occupation |


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| | | |
|---|---|---|
| Promote and support vehicle use measures set out in Section 5 | Travel Plan Co-ordinator | Travel pack / noticeboard – on occupation / on-going |

**Table 8.1:** Action Plan


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