

Monte Blackburn Ltd

Proposed Hotel Extension, Stanley House Hotel,  
Mellor, Blackburn

## Framework Travel Plan

3702720



DECEMBER 2020

## Report Details

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**Client:** Monte Blackburn Ltd

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**Status:** -

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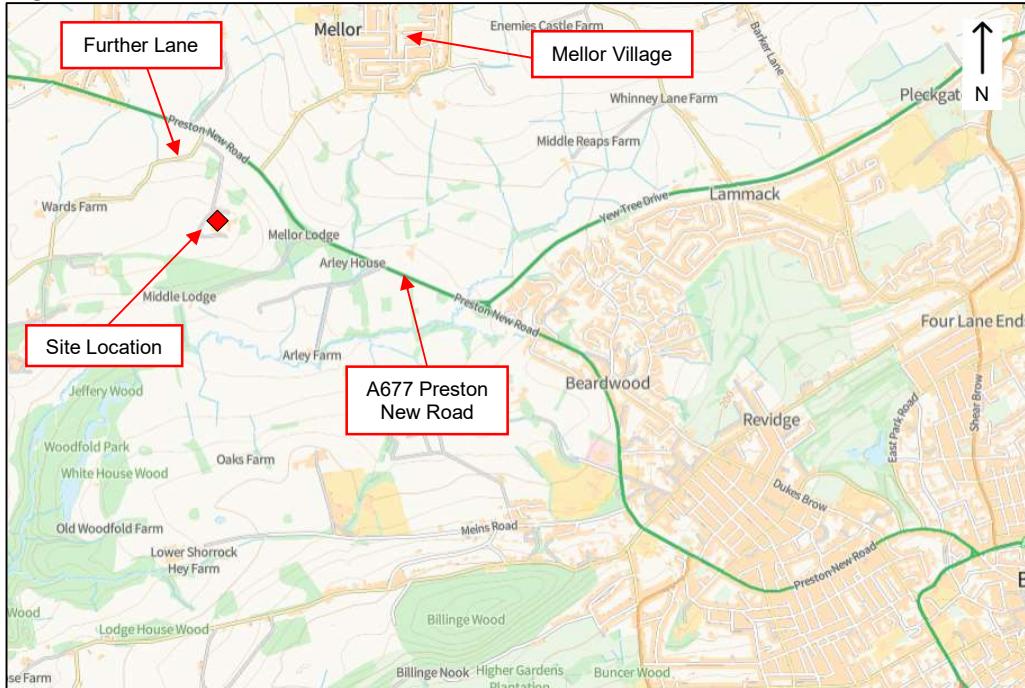
# 1 Introduction

Dynamic Transport Planning Ltd is instructed by Monte Blackburn to report on the anticipated highways and transportation issues related with proposals for the extension of Stanley House Hotel, Mellor, Blackburn. This proposal comprises of the development of a spa, bedroom block, and banquet building within the existing hotel's grounds.

The development is located on the site of the existing Stanley House Hotel, southwest of Mellor Village, and approximately 5km north-west of Blackburn.

The location of the proposed development can be seen in **Figure 1** below.

**Figure 1 – Site Location Plan**



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Access to the hotel is provided by a private driveway leading from Further Lane which leads directly to the A677 Preston New Road to the north.

## 2 Travel Plan Background

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### 2.1 General

A Travel Plan (TP) is an important tool for delivering sustainable access to a new development site. It provides a long-term strategy with the purpose of delivering sustainable transport objectives through positive action.

TPs also support the aim of promoting more healthy lifestyles through increased walking and cycling opportunities. As a result, TPs form a key stage in the forward planning process and is a 'living document' that is to be regularly reviewed to ensure its effectiveness.

### 2.2 Benefits of a Travel Plan

TPs can lead to variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Reducing congestion and peak time conflicts;
- Reducing energy use and harmful transport emissions;
- Tackling social exclusion and improving accessibility; and
- Facilitating improved public transport through economies of scale and transport efficiency.

Lancashire County Council (LCC) requires travel plans to support a number of benefits to local businesses stating the following benefits of providing a travel plan:

- Operational cost savings;
- Improving staff health, wellbeing and morale;
- Reduce the impact on the environment, congestion, pollution and noise;
- Enhance recruitment and retention opportunities by easing access and providing cost savings to staff;
- Reputation management;
- Resolve friction with local communities and neighbours; and
- Help to achieve environmental management certification.

These objectives will be targeted using a number of measures, which will include the promotion of travel to the site by sustainable modes of travel to deliver a successful TP.

## 2.3 Planning Policy

### 2.3.1 National Policy

This TP has been developed in accordance with the Department for Transport (DfT) policy document called *“Good Practice Guidelines: Delivering Travel Plans through the Planning Process”*. This document is an update to previous guidance published in response to changes in travel planning and understanding and awareness of transport contributing to global warming and affecting aspects such as health.

The guidance document promotes the use of sustainable methods of transport, with some examples of measures recommended by this guidance include:

- Giving people better information about their existing travel options;
- Marketing sustainable travel options more effectively, so they are better used; and
- Providing incentives for changing behaviour such as smartcards.

#### National Planning Policy Framework

The National Planning Policy Framework (NPPF) was updated in July 2018 and emphasises that sustainable development should be supported and advises environmental conditions should be considered alongside economic and social matters.

At paragraph 111 NPPF states that *“all developments that will generate significant amounts of movements should be required to provide a Travel Plan”*.

The NPPF promotes that opportunities for the use of sustainable transport modes should be encouraged, and within this context should:

- Give priority first to pedestrian and cycle movements;
- Second, so far as possible, facilitate access to high quality public transport facilities;
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- Create safe, secure and attractive layouts which minimise conflicts between vehicles and cyclists or pedestrians, avoiding unnecessary clutter and respond to local character and design standards; and
- Incorporate facilities for charging plug-in and other ultra-low emission vehicles;

### 2.3.2 Local Policy

#### Local Transport Plan (2011-2021) A Strategy for Lancashire

The Local Transport Plan (LTP) presents the transport priorities for the county for the period of 2011-2021, focussed on supporting economic growth and access to employment, and improving road safety. The LTP sets out seven transport priorities, including:

- Improving access into areas of economic growth and regeneration;
- Providing better access to education and employment;
- Improving people's quality of life and well-being;
- Improving safety of our streets for our most vulnerable residents;
- Providing safe, reliable, convenient and affordable transport alternative to the car;
- Maintaining our assets; and
- Reducing carbon emissions and its effects.

The development will be designed to support these priorities and will be supported by the sustainable measures set out in this FTP and subsidiary TPs.

#### Core Strategy 2008-2028: A Local Plan for Ribble Valley

The adopted Core Strategy provides a framework for the future vision for the Borough whilst ensuring the future needs are delivered in a sustainable way. Key Statement DM12: Transport Considerations states that 'new development should be located to minimise the need to travel' and that 'major applications should always be accompanied by a comprehensive travel plan'.

### 2.3.3 COVID-19 Policy

#### Government Recommendations

The government have released guidance for passengers regarding safer travel. At the time of writing, they have also asked councils to provide increased provision for cycling and walking routes with both short- and long-term measures to be implemented.

Safer Travel Guidance for Passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Working Guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

### Lancashire County Council COVID-19 Guidance

LCC have a dedicated page on their website for latest information regarding COVID-19 centred around health and wellbeing. It is anticipated that this will be updated to include public transport guidance and travel guidance as they implement the Governments recommendations.

LCC Help for Communities and People: <https://www.lancashire.gov.uk/health-and-social-care/your-health-and-wellbeing/coronavirus/>

## 3 Site Overview

### 3.1 Proposed Development

The proposals for the site comprise of the refurbishment of existing facilities including Stanley House, the existing Barns and existing bedroom block. The proposals also include the construction of new spa buildings, an additional bedroom block and banquet building within the existing hotel's grounds, supported by additional parking facilities and re-alignment of the hotel's existing access road.

The Gross External Area (GEA) of each of the newly constructed facilities is provided below;

- Spa buildings – 3,667m<sup>2</sup>
- Bedroom block – 2,937m<sup>2</sup>
- Banquet building – 1,224m<sup>2</sup>
- Restaurant extension – 82m<sup>2</sup>

As illustrated on the layout plan at Figure 2, the proposed spa buildings will be situated to the north-west of the site. The new banquet building will be situated further to the south and will be connected to the existing barn building. The bedroom block will be situated to the south-east of the site, with a green-roof link connecting to the existing bedroom block to the north

**Figure 2 – Proposed Site Layout**



Source: Campbell Driver Partnership

A total of 400 car parking spaces will be provided to serve the development and the proposed extension. These will include electric vehicle spaces, mobility impaired spaces as well as cycle parking provision. An additional area for coach parking will also be provided to support the proposed development.

### 3.2 Local Highway Network

Access to Stanley House is gained via a priority T-junction arrangement from Further Lane. Gates into the estate are situated approximately 20m inwards of the hotel's private access road to ensure adequate stacking capacity of any queuing vehicles wishing to gain access to the hotel, should the gates be closed.

The hotel's access routes in a southerly direction towards two smaller parking areas situated to the west and to the north of the hotel, with the main car-park situated to the south of the hotel buildings. The hotel's access road is supported by internal traffic-calming measures in the form of speed-humps, and also forms part of a Public Right of Way (Footpath No. 68).

The proposed additional facilities forming the current planning application will be constructed across the hotel's garden areas and areas currently consisting of hardstanding associated with the site's existing car parks.

The immediate surrounding area is predominantly farmland with British Aerospace's Samlesbury site boundary and the Blackburn urban area borough boundary just over one kilometre from the site. The closest residential areas are Mellor to the north-east and Mellor-Brook to the north-west of the site.

#### 3.2.1 Further Lane

Further Lane is a lightly trafficked minor road which meets the A677 Preston New road in the form of a ghost-island priority junction arrangement with a splitter-island provided at the Further Lane approach. It is subject to the national speed-limit and benefits from street-lighting within the vicinity of the A677 Preston New Road junction.

The existing Stanley House Hotel access is located approximately 50m south of the A677 Preston New Road junction, in the form of a simple priority T-junction arrangement.

As a result of previous applications at the site, highway improvements have been introduced at the Further Lane/A677 Preston New Road junction and the Stanley House Hotel access from Further Lane.

Routeing to the south-west, Further Lane provides a link to various small residential/agricultural properties through a predominantly rural area. Along its length, the carriageway is absent of road-markings and becomes relatively narrow to single-lane width. It is also absent of footway provision along the majority of its length.

### 3.2.2 A667 Preston New Road

Preston New Road (A677) is a primary route which links Blackburn in the east to Preston in the west. Within the vicinity of the Further Lane junction, it is subject to a 50mph speed limit although this is reduced to 30mph approximately 290m to the west upon approach to Mellor Brook.

On-road advisory cycle lanes and a pedestrian-crossing island are provided long the A677 Preston New Road within the vicinity of the Further Lane junction. It is supported by street-lighting and footways to the northern aspect of the highway within the vicinity of the Further Lane junction, with a short section of footway along the eastern aspect of Further Lane enabling connectivity to the northern provision by the uncontrolled pedestrian crossing.

Approximately 300m east of the Further Lane junction is Mire Ash Brow, which meets the A677 Preston New Road in the form of a priority T-junction. Mire Ash Brow is a minor road link, with white centre line and lighting, connecting the site to Mellor Village. It is subject to a 30mph speed limit and benefits from footway provision along its western aspect.

Situated directly opposite Mire Ash Brow is a Public Right of Way (Footpath No. 68), which was previously a historic vehicular access to Stanley House Hotel. The footpath now provides a direct link from the A677 Preston New Road (and the adjacent bus stops) to Stanley House Hotel.

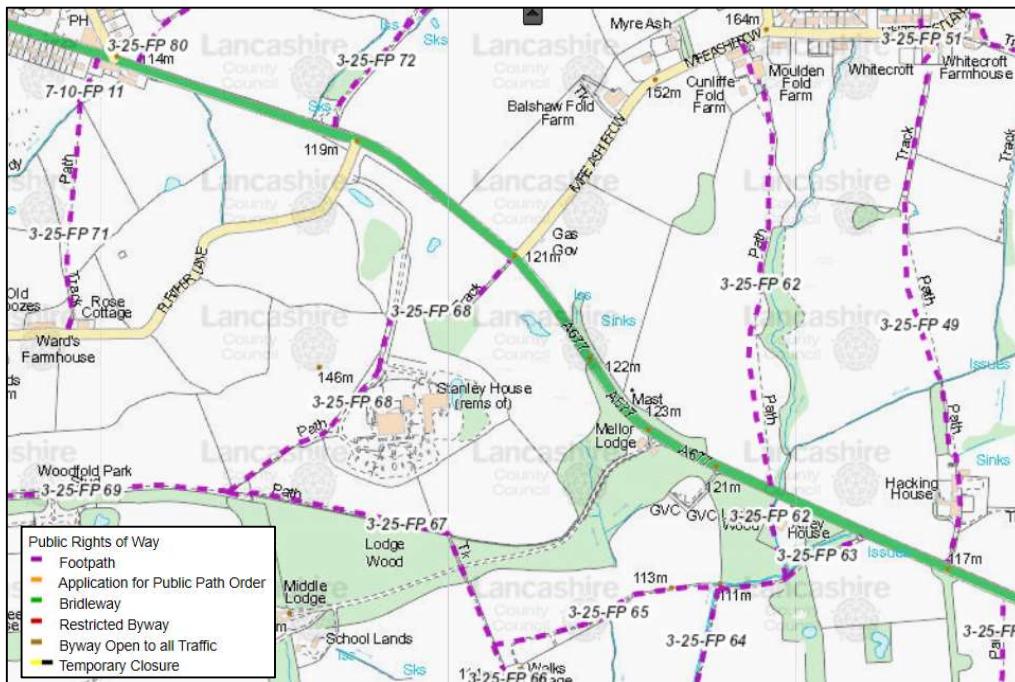
## 4 Access by Non-Car Modes

## 4.1 Pedestrian Access

Walking is the most important method of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km.

The site is located just to the south-west of Mellor Village and 5km north-west of Blackburn. A Public Rights of Way plan provided at **Figure 4.1** below highlights a good network of pedestrian routes surrounding the development.

**Figure 4.1: Public Rights of Way Plan**



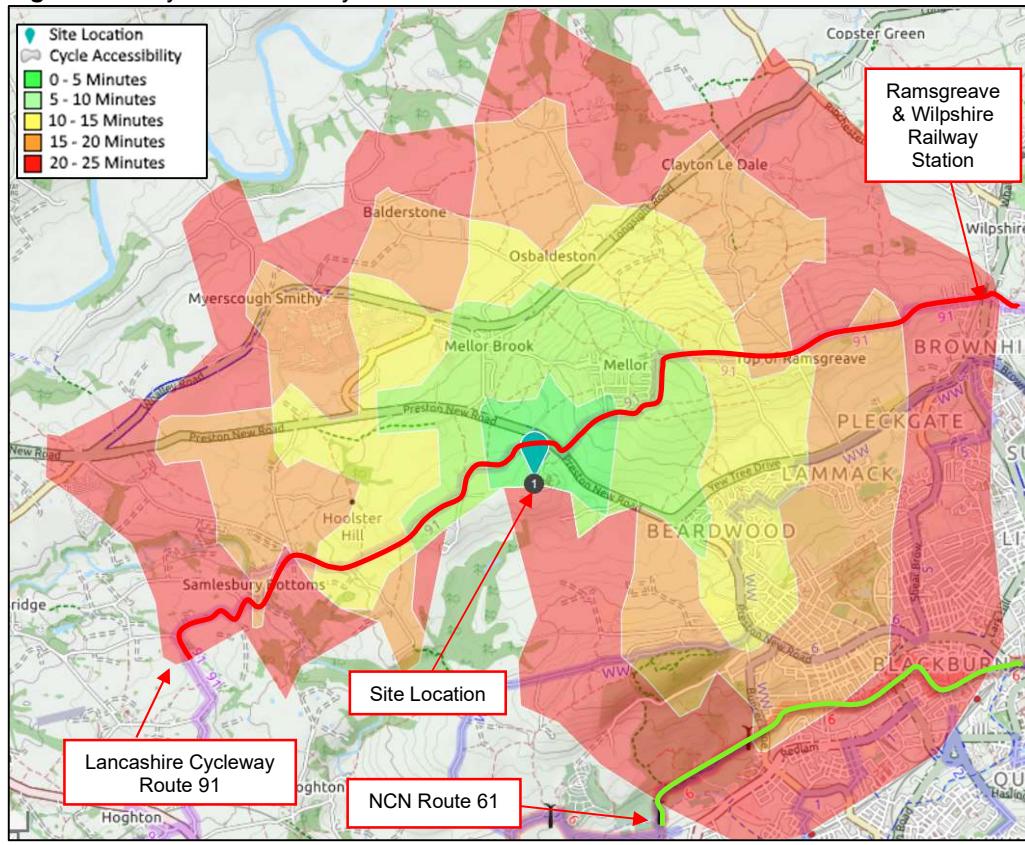
Source: Lancashire County Council MARIO (2020)

As part of the development proposals, enhancement and provision of additional external pedestrian facilities to further encourage access to the hotel by foot are provided.

## 4.2 Cycle Access

It is widely recognised that cycling has the potential to substitute shorter car journeys for work and leisure purposes. A plan illustrating the areas located within 5km (a journey time of approximately 25 minutes), from the site is shown below.

**Figure 4.2 - Cycle Accessibility Plan**



Map Data © OpenStreetMap Contributors (2020)

Locally, a signed on-road cycle route (Lancashire Cycleway Route 91) routes along Further Lane, Preston New Road and Mire Ash Brow which connects Leyland in the south-west to Whalley in the north-west. The route also runs directly past Ramsgreave and Wilpshire Railway Station which is situated within the 5km cycle catchment area.

Access to the National Cycle Network is provided via NCN Route 6 to the east, also situated within the 5km cycle catchment area. NCN Route 6 provides on-road and off-road facilities through Blackburn Town Centre and on to other local destinations such as Accrington and Pleasington.

Cycle accessibility within the vicinity of the site is considered to be good, with access to large residential areas and Blackburn Town Centre which is also amplified by the surrounding cycle route networks.

## 4.3 Public Transport Access

### 4.3.1 Bus

The nearest bus stops are located on the A677 Preston New Road within the vicinity of the Mire Ash Brow junction. The shortest route to the bus stops is provided by the existing Footpath No. 68 at just under 300m from the hotel grounds.

A bus service frequency summary of the aforementioned bus stops is provided below:

**Table 5.1: Bus Service Summary**

| Service | Route Description                                   | Frequency Weekdays | Weekend Frequency            |
|---------|---|--------------------|------------------------------|
| 59      | Preston – Blackburn (via Samlesbury & Mellor Brook) | 30 mins            | Sat: 30 mins<br>Sun: 60 mins |

Source: Lancashire County Council Bus Timetables

The above table shows that the nearby bus stops provide a regular service between Blackburn and Preston during the week and weekend periods. Additional bus services also operating through Mellor Village to Preston and Blackburn, with such bus stops situated approximately 750m north of the hotel grounds.

Stanley House also currently operates a mini-bus service for guests upon request, predominately operating between the site and Blackburn bus/rail interchange. This service will be retained to serve the proposed hotel's extension of facilities.

Overall, the site benefits from a good level of accessibility to frequent bus services to the local destinations such as Preston and Blackburn with access to additional destinations achievable via associated interchange facilities.

### 4.3.2 Train

Whilst no rail stations are situated within direct vicinity of the site, access to several local rail stations can be obtained by various modes as summarised in the following table:

**Table 5.2: Rail Station & Service Summary**

| Rail Station           | Services/Line   | Min. Daily Frequency | Access Options  |
|------------------------|---|----------------------|---|
| Ramsgreave & Wilpshire | Manchester Victoria to Clitheroe rail line  | Hourly               | Lancashire Cycle Route 91                                   |
| Blackburn              | Manchester to Victoria, Blackpool South to Colne and Blackpool North to York rail lines |                      | Bus Service 59 / Within 5km Cycle Catchment/ Hotel Mini-Bus |
| Preston                | West Coast Mainline   |                      | Bus Service 59/Hotel Mini-Bus                               |

Access by rail may therefore be a reasonable modal choice for visitors wishing to access the site from outside of the local area.

#### 4.4 Accessibility Summary

Whilst the hotel's surrounding environment encourages visitors due to the rural nature of the site for recreational activities, the level of pedestrian and cycle routes/infrastructure also work to encourage sustainable access for both visitors and staff.

Overall, it can be summarised that the site offers good potential for some journeys, particularly those by visitors and staff from the neighbouring residential areas to be undertaken by modes other than car.

The development proposals will also encourage access by sustainable modes due to the local pedestrian improvements and improving linkages between the hotel and local bus services currently operating along the A677 Preston New Road.

## 5 Travel Plan Targets

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### 5.1 General

This Travel Plan will promote a combination of measures aimed at encouraging staff and visitors to travel by sustainable modes of transport whilst discouraging travel by car, particularly single occupancy car journeys.

### 5.2 Objectives

The objectives for this TP are outlined below and form the basis for setting reasonable timescales to implement measures to provide a successful TP:

- To provide incentives and/or disincentives for users of a development to reduce the need to travel by non-sustainable modes of such as alone by car to and from the site;
- To contain a package of measures to encourage alternative and more sustainable means of transport (such as bus, train, bicycle, walking, powered two wheelers and car sharing and car clubs) to a development; and
- To consider all the journeys that may be made to and from a site by anyone who may have a need to visit or stay there.

### 5.3 Timescales

TPs are evolving documents that need to remain adaptable to changing working practices and local conditions. Unless specified, the TP for a site is usually operational for a minimum of five years, which allows targets to be implemented over three timescales to adjust the targets for a site, although a TP requires commitment from occupiers and partners and is not simply means of securing planning permission.

Therefore, the TPs targets are given over three timescales:

- Short-term (within one year of the implementation of the TP);
- Medium-term (within three years of the implementation of the TP); and
- Long-term (within five years of the implementation of the TP).

These timescales allow two types of targets to be developed as part of the TP process. These are Aims, which consider modal share and Actions which are non-quantifiable and represent milestones.

## 5.4 Aims

Travel surveys will be carried out to establish the travel patterns of staff based across the development site once operational. Customers/visitors will not be surveyed due to the ad-hoc nature of their visit to the development site. In order to achieve the prime objectives of the TP, the analysed travel survey questionnaire results will be used to set realistic short-term annual targets for modal share based on the surveyed travel patterns.

The survey will also provide information as to the reasons why some modes of transport are preferred over others. This gives an indication of what measures will be required and realistic targets that can be set.

The setting of targets is essential to ensure that the objectives of the travel plan are met. The key targets will need to be realistic and achievable, therefore, they will be subject to agreement with LCC following a detailed review of the initial staff travel surveys.

Initial employee targets for the first year will be set utilising travel to work data from the 2011 UK national Census for the local area. The site is located within the Ribble Valley Council area, which has been used to generate targets for staff based on-site until surveys are carried out. The mode share split for persons travelling to work, excluding those who are currently not in employment and work from home, are as follows:

**Table 5.1 – Travel Targets**

| Mode of Travel                 | Current Census JTW (%) | Target Change (%) |
|--------------------------------|------------------------|-------------------|
| light rail or tram             | 0.1                    | -                 |
| Train                          | 1.2                    | -                 |
| Bus, minibus or coach          | 2.3                    | +2.5              |
| Taxi                           | 0.2                    | -                 |
| Motorcycle/scooter/moped       | 0.6                    | -                 |
| Driving a car or van           | 76.9                   | -5.0              |
| Passenger in a car or van      | 5.1                    | -                 |
| Bicycle                        | 1.5                    | +2.5              |
| On foot                        | 11.6                   | -                 |
| Other method of travel to work | 0.6                    | -                 |

Source – 2011 Census Data

The targets will be in place for the duration of the TP and are only provided as a guideline until the site is occupied and surveys are carried out.

Following the initial surveys and dependent upon the results, if these targets are exceeded then the targets will be revised accordingly to further encourage a reduction in single occupancy car travel and an increase for sustainable modes of transport.

A monitoring framework involving the completion of travel surveys at regular intervals will be agreed. These are envisaged to occur annually over a five-year period following full occupation of the mixed-use development.

LCC has a dedicated team, who use 'Smarter Travel' measures to assist with changes in travel behaviours. The TPC will liaise with the team during the life of the TP for assistance. More information can be found on LCCs website ([www.lancashire.gov.uk](http://www.lancashire.gov.uk)).

## 5.5 Actions

The initial milestone target will be to ensure that all staff receive a TP information pack before commencing employment at the development site to ensure they are aware of the travel options available to them, as well as allowing staff to make an informed decision on their mode of travel to work.

## 6 Implementation of the Travel Plan

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### 6.1 Travel Plan Co-ordinator

The implementation and supervision of a successful TP will involve commitment to the plan by senior management and administered by a Travel Plan Co-ordinator (TPC).

Overall responsibility for the TP will lie with a suitable person or people located full-time on-site or by a management company for the buildings, who will provide a key role in delivering a successful TP. The contact detail of the appointed TPC(s) will be issued to LCC once the position has been confirmed.

Information collected by the TPC in terms of monitoring of the travel arrangements by employees of the site will be discussed at annual steering group meetings, the first of which will take place prior to the occupation on the first unit.

The TPC will be responsible for setting up and launching the travel plan in accordance with the following schedule, which will be agreed amongst the businesses on site:

- Ensure that relevant information is provided to users for the Travel Plan, and that information is kept up-to-date and is visible on notice boards;
- Record car parking usage every 6 months and relay information back to the steering group;
- Set travel plan targets in consultation with LCC;
- Undertake annual surveys of staff travel patterns;
- Update LCC annually;
- Promote and encourage the use of travel modes other than the car, including publicity events and ensure that information is kept up to date;
- Maintain a database of relevant contacts associated with the TP; and
- Approach local businesses and clubs to negotiate discounts/arrange joint ventures.

Once results are reviewed by the steering group, a comprehensive review of the TP will commence, where revisions will be proposed to continue sustainable travel at the development site.

## 6.2 Funding

Initial funding will be allocated for the launch and implementation of the TP, whilst an annual budget will be set for the day-to-day operation of the plan, including monitoring and reviewing.

The TP will be funded by the developer initially and then by management located on the development site. The funding stream will allow the TP to operate for a minimum of five years, or for an agreed timescale amongst the businesses involved.

## 7 Travel Plan Measures

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### 7.1 General

A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development, which means that consultation with management is crucial to achieving support for the development of the TP and the measures contained within the document.

The measures that will be promoted by the TPC are outlined below and will be implemented with assistance from LCC's Travel team:

### 7.2 Travel Awareness

Good accurate information on the range of services and travel initiatives available at the site will be a critical element of a successful TP. The TPCs will make new employees aware of the existence of the TP and issue a welcome pack on appointment of their position. Any parking management policies will be explained to members of staff during the recruitment process.

The welcome pack should include the following:

- Information about the health benefits of walking and cycling to work;
- A map showing local cycle routes;
- Bus timetables of existing local services from nearby bus stops, including routes; and
- Information about car-sharing;

Travel information boards should be placed in common areas, with copies of the same information being available in a welcome pack. Any changes to the TP or any of the relevant information included within the welcome pack will be updated and publicised on the travel information boards.

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

### 7.3 Walking

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

- Raise awareness of the health benefits of walking through promotional material;
- Encourage staff to use the 'Walkit' ([www.walkit.com](http://www.walkit.com)) website to plan their journey to the development site;
- Produce a map illustrating safe walking routes to common destinations;

- Offer a guaranteed ride home to alleviate staff concerns of being stranded at work in the event of unforeseen circumstances; and
- Arrange the promotion of events to promote walking such as 'walk to work day'.

Employees at the site will be encouraged to join health programmes that are widely available and aimed at encouraging individuals to get active and improve their levels of fitness, as well as being involved in events, such as 'Walk to Work' week, 'Walk4Life' and 'The 10,000 steps challenge'. More information can be found on the NHS website ([www.nhs.uk](http://www.nhs.uk)).

#### 7.4 **Cycling**

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

- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website and LCC's website;
- Ensure that adequate cycle parking provision is being offered and arrange for additional installations to be carried out if demand is sufficient;
- Ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site through liaison with the cycling officer at the Council;
- Promote a bicycle user group and buddy scheme; and
- Promote events for cycling to work.

LCC offer cycle training through Go Velo for anyone who would like to learn to ride a bike, develop their confidence on a bike or further their cycling skills.

More information can be found at <https://www.lancashire.gov.uk/leisure-and-culture/cycling/cycle-training/>.

#### 7.5 **Public Transport Information**

The use of public transport is encouraged as a mode of travel to work with the following initiatives:

- Provide up-to-date public transport information, including available route maps and timetables, with welcome packs and on travel information boards;
- Provide details of local taxi companies in case of an emergency; and
- Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements.

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

## 7.6 Accessibility

The development has been designed to accommodate access for disabled persons including the provision of accessible car spaces and crossing areas.

## 7.7 Personalised Journey Planners

Targeting individual journeys can be the most effective way of reducing car travel and encouraging use of sustainable modes. This initiative is most effective for those who currently travel by car and have no constraints to travel by sustainable modes.

The personalised journey planners could include:

- Maps showing the location of the available bus stops to use at either end of the journey along with the accompanying walk route to their origin and destination;
- Details of how and where to buy tickets, including the current cost for travel; and
- Timetable information for public transport services used on their journey.

## 7.8 Staff Database

The TPCs for the individual development phases will set-up a staff database upon first occupation of the phase that would contain details of employees, where appropriate. Within six months of completion and occupation of the development, the TPC will carry out an initial monitoring stage, which will include a travel survey of all staff.

The responses received from these surveys will be entered into the staff database to help analyse the data and allow a year on year comparison of travel patterns for each member of staff. This will also provide the opportunity to target certain promotions to specific employees based on their answers.

Information contained within the database and the travel patterns derived from the data will inform the annual review process. The TPCs will submit the results of the annual review along with the survey data to the local authority for their information within six months of occupancy. In the interests of security, the data would be anonymised.

## 7.9 Car Sharing Scheme

To promote car sharing across the development the TPCs will:

- Consider setting up an in-house car sharing database for staff or encourage staff to sign up to 'shared wheels' which is a free car sharing service for those living in and around Lancashire ([liftshare.com/uk/community/sharedwheels](http://liftshare.com/uk/community/sharedwheels));
- Promote car share initiatives to allow potential car sharers to meet before committing to sharing with someone they previously did not know.

## 7.10 Car Parking Management

While the measures to encourage employees to walk, cycle, or use of public transport and car sharing aim to reduce the number of cars travelling to the site, the management of car parking for those who continue to drive will be assisted through a number of measures.

The demand and supply of the car parking areas would be monitored, which will identify any overspill of car parking throughout the day. Further measures could then be implemented to prevent future overspill parking if it is identified as being a problem.

## 7.11 Business Travel

Given the nature of the site it is possible that staff will travel for meetings associated with the development.

For any meetings that do occur that the development site, staff and visitors will be encouraged to not travel by single occupancy car if other methods of travel are available, including the possibility to car share.

The benefits of reducing car travel for business purposes include cutting costs for both employer and employee, reducing car parking demand and reducing the environmental impact of business travel.

The TPC will encourage travel via sustainable modes for visitors by implementing the following initiatives:

- Encourage car sharing if people are arriving to site for training;
- Show public transport routes on any maps/directions sent to visitors;
- Identify the location of the nearest railway station and indicating the approximate taxi fare from the station to the site; and
- Provide travel information on the organisation's website, if possible, including integration of the rail and bus journey planners.

## 7.12 Deliveries

Both incoming and outgoing deliveries can be addressed by the TPC by encouraging use of co-ordination of deliveries throughout the development site.

## 8 Travel Plan Monitoring

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A successful TP must have in place an effective monitoring and review process to ensure that the TP is compliant and assess the effectiveness of the measures and provide the opportunity for review.

### 8.1 Monitoring

The TPCs will monitor travel patterns associated with the site on a regular basis for the first five years upon opening of the development site, or as agreed.

The monitoring of the plan is important for the following reasons:

- It will demonstrate to the Local Planning Authority (LPA) the effectiveness of the measures implemented and the progress being made towards the aims and objectives of the travel plan;
- It justifies the commitment of the TPCs and of other resources;
- It maintains support for the TP by reporting successes; and
- It helps to identify any deficiencies within the TP, including any measures that are not effective.

The first employee survey has been undertaken and the results are summarised in the associated document.

The TPCs will agree the monitoring programme amongst the businesses at the site to ensure that the monitoring procedures are appropriate. The TPCs will maintain a monitoring table of progress to key TP targets based on the results of the travel surveys.

### 8.2 Reviewing

The TPCs will undertake a review of the TP following the results of each monitoring stage. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary.

The TPCs will compare the mode share statistics obtained from the annual monitoring to the targets set for the development. The TPCs may choose to revise these targets, with agreement with the local authority and the businesses on site, in order to maintain a realistic goal for the aims and objectives of the TP.

## **9 Social Distancing Travel Options**

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### **9.1 General**

During 2020, the COVID-19 public health emergency means that social distancing was introduced in the UK, with an emphasis on supporting travelling to workplaces using cycling and walking as sustainable travel options, where possible.

### **9.2 Travel Pack Information**

Due to the need for social distancing Travel Packs will be issued with increased information regarding travelling routes for pedestrians and cyclists to and from the place of work. These will be provided with the initial Travel Packs and updated in any subsequent updated revision where social distancing is still considered a need.

The Travel Packs will also point towards the current guidance for social distancing from the government including their guidance for use of public transport. The Travel Packs will also point towards the use of real time travel information that will provide up to date service timetables.

### **9.3 Monitoring and Updating Travel Packs**

The appointed Travel Plan Co-ordinator will be required, as part of their role, to update the Travel Packs on an annual basis to reflect the level of caution issued regarding social distancing and options for travel, if required.

Where needed, the TPC will also be tasked with providing personal travel plans for those who request more significant input, as agreed by the funding holder.

### **9.4 Travel Survey Reporting**

Social-distancing measures are likely to have an impact on travel choices, through personal need and through availability. The travel survey will take into account the measures in place at the time and the TPC will report clearly the responses and impact they have on the travel targets set on an annual basis to the LHA.

### **9.5 Social Distancing Summary**

It can be summarised that the developer is approaching social-distancing measures responsibly and will equip their staff with further information through Travel Packs issued upon employment and annually thereafter, as applicable.

## 10 Action Plan

A final TP will be submitted to and approved in writing by the LPA to satisfy a condition of planning approval.

The measures summarised earlier will be implemented in order to target specific objectives of the travel plan within particular timescales. The action plan below provides a list of actions and timescales for the TP, from its initial setup through to the monitoring and reviewing of the document for its duration:

| Action   | Target  | Timescale  | Cost                                      |
|--|---|--|---|
| <b>Initial Setup of Travel Plan</b>  |   |  |   |
| Setup Travel Plan Database   | Open a working file for the TP  | As soon as possible - before opening of building                       | N/A                                       |
| Exchange Details throughout the development site   | Provide phone number and email address details to the Travel Plan Officer(s)        | As soon as possible - before opening of building                       | N/A                                       |
| <b>Objectives</b>  |   |  |   |
| To reduce the number of single car occupancy vehicles travelling to the development site | Provide priority car parking spaces for car sharers and electric vehicles           | As soon as possible - before opening of building                       | Cost TBC – to be installed before opening |
|  | Implement a Travel Plan   | As soon as possible before opening of building and for agreed duration | N/A                                       |
|  | Promote car sharing to the site   | Upon opening of building and in perpetuity                             | N/A                                       |
| Promote travelling to site by walking, cycling and public transport                      | Provide secure cycle parking  | Before opening of building   | Cost TBC                                  |
|  | Review adequacy of cycle provision  | Annually   | N/A unless further cycle stands required  |
|  | Provide information on public transport within the vicinity of the development site | Before occupation and updated every 6 months                           | Possible cost for printing leaflets       |
|  | Provide information on the health benefits of walking and cycling                   | Before occupation and updated annually                                 | Possible cost for printing leaflets       |

| Monitoring and Reviewing   |   |   |                           |
|--|---|---|---------------------------|
| Issue and analyse travel surveys to all occupants on the site                  | - | Within 6 months of the site being fully occupied and annually                       | Cost for printing surveys |
| Submit progress report to the stakeholders. Update/modify TP where appropriate | - | Report to be issued within 3 months of survey analysis being completed and annually | N/A                       |
| Issue progress update to all staff   | - | Within 3 months of survey analysis being completed                                  | N/A                       |

It should be noted that whilst the majority of the actions listed above are the responsibility of the TPC, in conjunction with support from management on-site, some actions will require being carried out during the construction period and costs are subject to confirmation at the time of launch.