

The background of the entire page is a green-tinted sketch. It depicts a park scene with various trees and foliage on the left and right. In the center, there is a building with a prominent arched entrance. Several small, dark figures of people are scattered throughout the scene, some walking on paths and others near the building. The overall style is a loose, artistic line drawing.

NUTFIELD GREEN PARK

TRAVEL PLAN

OCTOBER 2023

FRAMEWORK TRAVEL PLAN

Nutfield Park Developments Ltd

Nutfield Green Park

Framework Travel Plan

October 2023

vectos.co.uk

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1 Introduction

Overview

- 1.1 Vectos (Part of SLR) has been instructed by Nutfield Park Developments Ltd to provide transport and highways advice in relation to the promotion of land at Nutfield Green Park.
- 1.2 The proposals seek to develop the land for a residential-led settlement comprising a quantum of 166 residential units, 41 units for later living and a 70-bed care home. In addition, community uses are being considered under use class E(e)/ F2.
- 1.3 This Framework Travel Plan (FTP) has been prepared to support an outline planning application for the proposed development. This FTP sets out the overarching principles to be adopted to promote sustainable travel which will include elements of the site's design as well as a range of measures to be considered for Travel Plans when they are prepared for plots as they are developed.
- 1.4 The promotion of sustainable travel is considered key to the successful development of the site. The development has the potential to promote social inclusion, community cohesion and a healthy lifestyle if a proactive approach to travel planning is taken. However, although the development itself will result in improvements to walking, cycling and public transport opportunities within the site and immediate area, measures will need to be put in place to inform and encourage people to travel by sustainable modes.

Scope of Travel Plan

- 1.5 The purpose of this FTP is to set out an overarching strategy to ensure that travel made by all occupants of the site is carried out by the most sustainable means possible.
- 1.6 This document sets out the overarching principles for the whole site. The developer will be required to arrange for Travel Plans to be completed for each aspect of the development as follows:
 - Residential Occupiers (i.e. the residential dwellings and later living units) will prepare Residential Travel Plans. However, it is expected that the same Travel Plan template will be used for all aspects; and
 - Commercial Occupiers (i.e. the care home and other community uses) will prepare a Workplace Travel Plan if a threshold number of employees (20 employees) is reached.
- 1.7 The Travel Plans will be put in place for the build out and occupation of the development and an agreed period beyond. These measures and aims will help inform sustainable travel choices made by those living and working within the proposed development as a whole.

Structure of Report

1.8 The remainder of this FTP is structured as follows:

- **Section 2:** A review of the sites existing accessibility, specifically focusing on accessibility via sustainable modes;
- **Section 3:** Proposed objectives and targets of the TP;
- **Section 4:** Details on how the TP will be managed;
- **Section 5:** The TP measures that will be introduced to encourage a reduction in the need to travel and use of non-car modes for the Residential Travel Plans;
- **Section 6:** The TP measures that will be introduced to encourage a reduction in the need to travel and use of non-car modes for the Workplace Travel Plan;
- **Section 7:** The proposals for monitoring and reviewing the TP; and
- **Section 8:** A broad action plan for implementation of the TP.

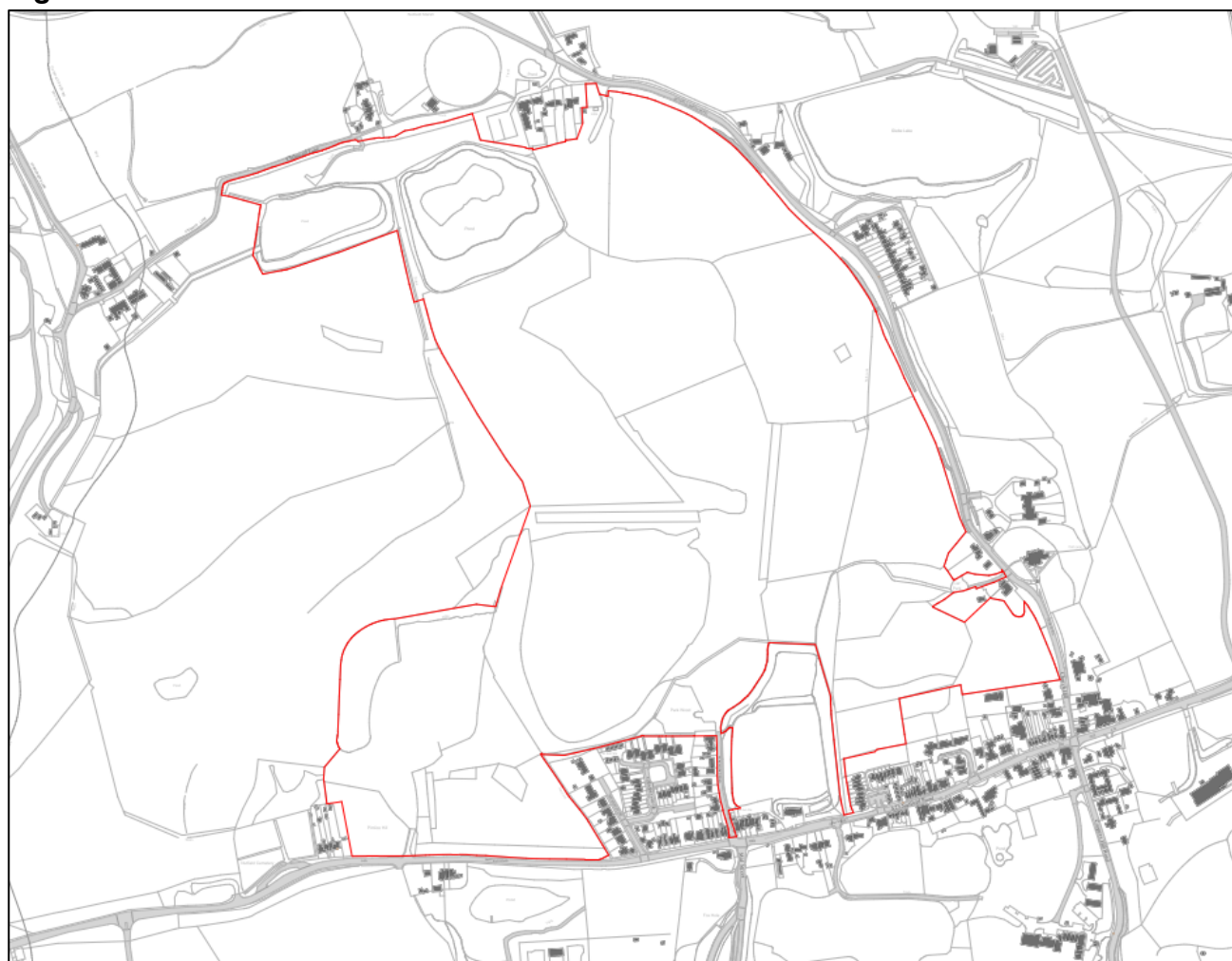
2 Site Assessment

- 2.1 This section of the TP examines the sites existing accessibility, specifically focusing on accessibility via sustainable modes. The site will be critically examined as to how people of all abilities will be accessing the site and its nearby facilities, such as public transport and the local centres in close proximity.

Site Location

- 2.2 This section of the report considers the existing conditions at the site, and the surrounding transport networks, including the opportunities for walking, cycling and public transport use, in addition to a description of the local highway network.
- 2.3 The site currently consists of a mixture of grassland, blocks of self-seeding woodland and waterbodies with an area of the former infrastructure remains, such as access roads, pipework, and former settlement lagoons. The site is bound by former restored landfill to the west, Chilmead Lane and residential properties to the north, Nutfield Marsh Road/Church Hill to the east, and the A25 Nutfield Road and residential properties to the south. The site location is shown in **Figure 2.1**.

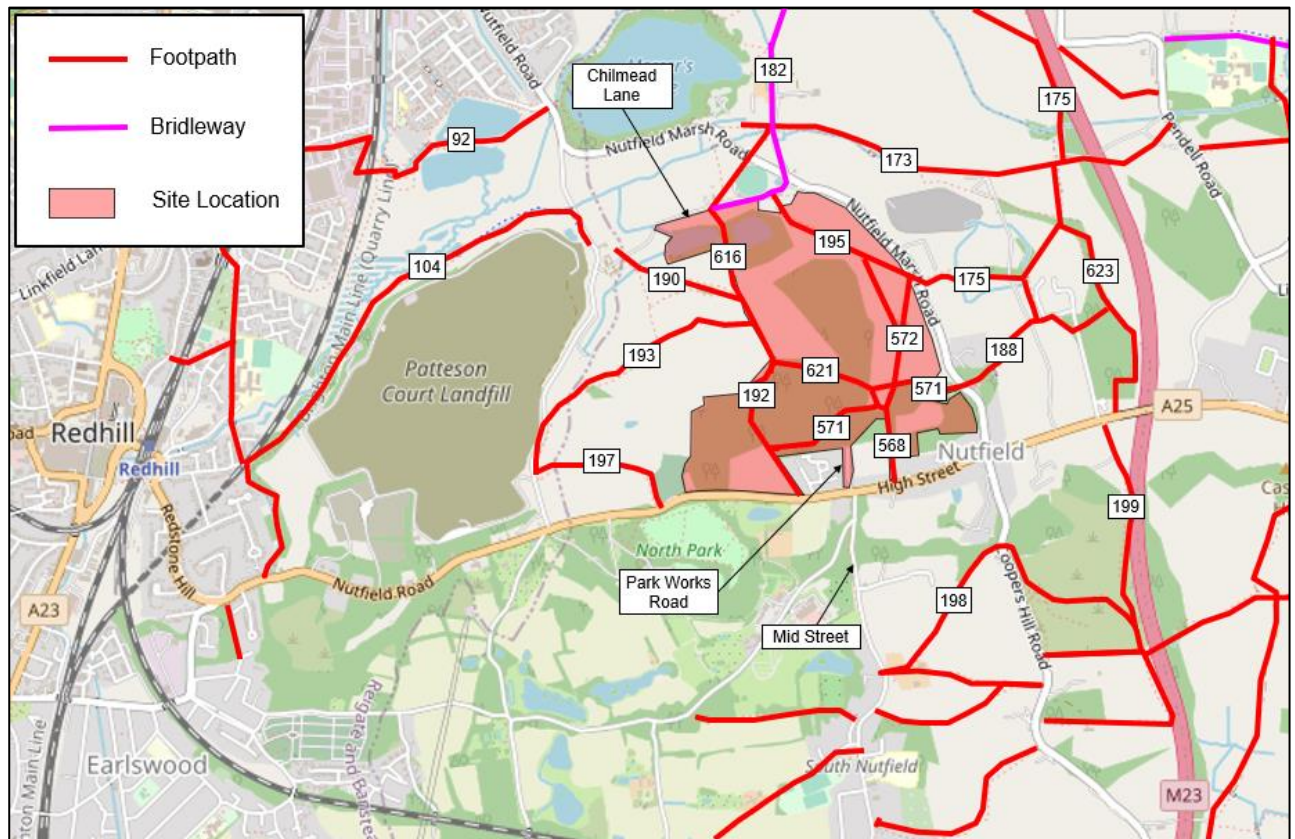
Figure 2.1: Site Location



Accessibility

- 2.4 A footway is present along the northern side of Nutfield Road along the site's southern frontage, providing access into Nutfield to the east. Directly to the east of Nutfield Road's junction with Mid Street, an informal pedestrian crossing is present comprising tactile paving, dropped kerbs and a central refuge island. This provides access to westbound bus stops along Nutfield Road and Mid Street to the south.
- 2.5 There is an existing pedestrian access point to the site along Park Works Road which is a local residential access road considered to be a lightly trafficked, low-speed environment. Park Works Road connects to existing footways along Nutfield Road to the south. The road is within the ownership of the applicant.
- 2.6 Additional pedestrian access points to the site are available utilising existing Public Right of Way (PROW) routes onto the A25 to the south, Church Hill/Nutfield Marsh Road to the east, and Chilmead Lane to the north. A map showing the existing PROW routes through and around the site is shown in **Figure 2.2**.

Figure 2.2: Public Rights of Way

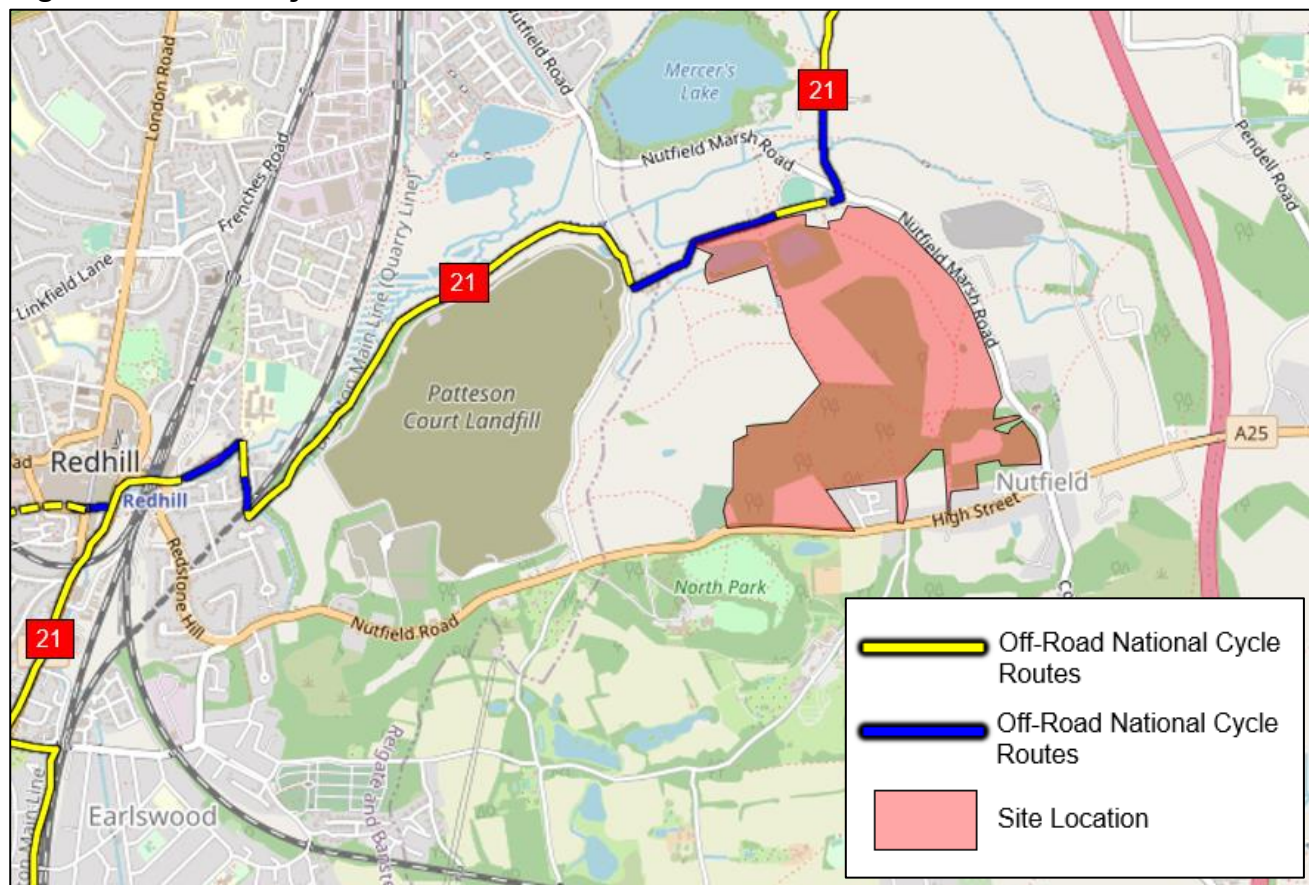


- 2.7 The existing PROW routes through the site will be protected and enhanced where appropriate in accordance with local policy to encourage multi-functional use for the benefit of a range of users including walkers and cyclists. Further details on the proposed enhancements are contained in the proposed development section at **Chapter 4** of this report.

Cycling Provision

- 2.8 Whilst there is limited cycle provision along the A25 Nutfield Road itself, National Cycle Network Route (NCNR) 21 runs along the northern edge of the site boundary at Chilmead Lane and Cormongers Lane. NCNR21 is provided in the form of an on-road provision along Chilmead Lane and Cormongers Lane, beyond which, the route becomes an off-road provision continuing west into Redhill via Nutfield Marshes.
- 2.9 To the north-east of the site, NCNR21 routes towards the M25 Junction 7 via Bridleway 119 and Bletchingley Road whereby it connects to NCNR20 routing north towards Coulsdon, and NCNR21 continuing east towards South Caterham and Woldingham.
- 2.10 An overview of the local cycle network is shown in **Figure 2.3**.

Figure 2.3: Local Cycle Network



- 2.11 It should be noted that resurfacing and improvement works are proposed for NCNR21 within the Tandridge Infrastructure Delivery Plan (IDP) dated January 2019. The total estimated funding for these works is £200,000 with funding provided by SCC and/or Sustrans. At this stage, the works are classified as 'desirable' with no timescales given. The applicant is content to discuss with SCC during the determination period providing a reasonable financial contribution towards the costs of these works as a planning obligation, providing that such an obligation meets the necessary legal and policy tests.

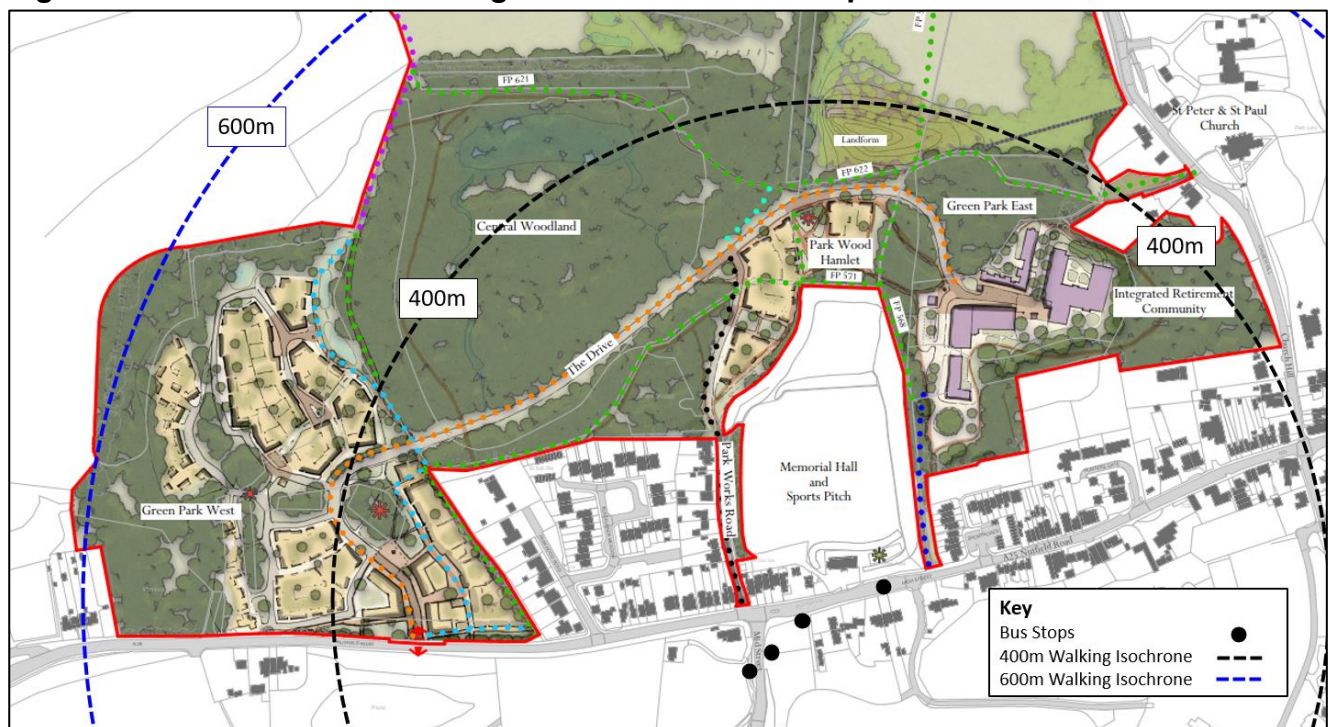
- 2.12 Whilst it is noted that TDC do not have a Local Cycle and Walking Infrastructure Plan (LCWIP), the neighbouring district of Reigate and Banstead has a LCWIP setting out a 10-year investment plan for walking and cycling. Whilst this includes investment into a network of existing and new cycle connections between Merstham and Redhill Town Centres, it is considered that these schemes will not provide notable benefit to the proposed development at Nutfield.

Public Transport

Bus Provision

- 2.13 The majority of the site's proposed areas of development are within 400m, or a 5-minute walk, of existing bus stops. Furthermore, all of the developable areas are within 600m, equating to a 7-minute walk, as shown in **Figure 2.4**. This is deemed an acceptable walking distance for a development of this nature within this semi-rural locality.

Figure 2.4: 400m & 600m Walking Isochrones to Bus Stops



- 2.14 The nearest bus stops to the site are located on Nutfield Road and Mid Street to the south of the site. The Nutfield Road bus stops are served by bus routes 400, 410 and 610. In addition, bus route 315 can be accessed from Mid Street. The frequency of service on these routes is summarised in **Table 2.1**.

Table 2.1: Local Bus Services

Service Number	Route	Frequency		
		Monday - Friday	Saturday	Sunday
315	Dormansland – Lingfield Station – Blindley Heath – South Nutfield – Redhill Bus Station – East Surrey Hospital	3 services per day (1 is a school service)	-	-
400	East Grinstead – Three Bridges Station - Crawley Bus Station – Gatwick Airport – Redhill Bus Station – Nutfield - Godstone - Caterham	1 per hour (until 20:00)	1 per hour (until 19:35)	4 services per day (until 17:19)
410	Snow Hill - South Godstone Station – Broadham Green – Hurst Green – Oxted Station – Godstone – Bletchingley – Nutfield – Redhill Bus Station	2 per hour (until 19:57)	1 per hour (until 18:47)	1 per hour (until 17:43)
610	Smallfield – South Nutfield – Bletchingley – Godstone Green – Oxted	School Service	-	-

- 2.15 The bus stops on the A25 and Mid Street (referred to as the 'Memorial Hall' and 'Mid Street Top' stops) allow for direct access to Redhill Bus Station within a 10 - 15 minute journey time via bus routes 315, 400 and 410. Redhill Bus Station is immediately adjacent to Redhill Railway Station which is deemed the most attractive nearby station for rail trips due to its wide range of destinations and good frequencies (ranging from 2 - 5 services per hour to each destination). Furthermore, Redhill Bus Station is located within the town centre of Redhill with a wealth of facilities, shops, and leisure venues accessible within a 400m walking distance.
- 2.16 Whilst it is noted that bus services are not at a consistent frequency throughout the day, when considering the weekday peak travel times, **Table 2.2** shows there are 4 bus services available per hour between the Memorial Hall bus stops and Redhill Bus Station within the peak periods. This considers the most likely scenario that commuting/education/shopping trips generated by the proposed development require bus travel to Redhill in the AM peak period and require bus travel from Redhill in the PM peak period.

Table 2.2 – Bus Service Frequencies in the Peak Hours

Time Period	Bus Service Frequency (One-Way)			
	315	400	410	Total
AM Peak (To Redhill Station from Nutfield)	07:57	07:59	08:17 08:45	4 services
PM Peak (To Nutfield from Redhill Station)	17:15	17:56	17:15 17:45	4 services

Rail Provision

- 2.17 The nearest rail station to the site is Nutfield Station which is 1.7km to the south via Mid Street and Station Approach. Nutfield Station provides local services between Tonbridge and Redhill.

- 2.18 Redhill Station is located 3km to the west of the site and can be reached directly by bus routes 315, 400 and 410 within 10-minutes, by car within 5-10 minutes, and by cycle ride within 10-15 minutes.
- 2.19 Redhill Station provides a much more comprehensive list of services to destinations such as Gatwick Airport, Peterborough, Reading, Tonbridge, Horsham, London Victoria, Bedford and Reigate. Rail services from Redhill Station also operate frequently to each of these destinations with between 2 – 5 services per hour. On this basis, it is felt that the majority of residents of the site who wish to use rail, will be attracted to Redhill Station.
- 2.20 A summary of the rail services, destinations and frequencies are set out in **Table 2.2** below.

Table 2.2: Rail Services

Route	Frequency		
	Monday - Friday	Saturday	Sunday
Nutfield Station			
Tonbridge – Leigh (Kent) – Penshurst - Edenbridge – Godstone – Nutfield - Redhill	2 per hour	1 per hour	1 per hour
Redhill Station			
Gatwick Airport – Redhill – East Croydon – London Bridge – London St Pancras International – Luton Airport Parkway - Bedford	5 per hour	2 per hour	2 per hour
Horsham – Crawley – Three Bridges – Gatwick Airport – Redhill - East Croydon – London Bridge – London St Pancras International – Stevenage - Peterborough	2 per hour	2 per hour	2 per hour
Redhill – Reigate – Guildford – Farnborough North – Blackwater – Wokingham - Reading	5 per hour	3 per hour	3 per hour
Tonbridge – Leigh (Kent) – Penshurst - Edenbridge – Godstone – Nutfield - Redhill	2 per hour	1 per hour	1 per hour
Reigate – Redhill – Merstham – Coulsdon South – Purley – East Croydon – Clapham Junction – London Victoria	2 per hour	2 per hour	1 per hour

Demand Responsive Transport

- 2.21 Vectos has been made aware that SCC currently operate Demand Responsive Transport (DRT) services within the county. Whilst it is understood that a network currently operates in the nearby district of Mole Valley, there is not currently a network operating within Tandridge, or specifically Nutfield.

3 Objectives and Targets

Objectives

- 3.1 Improving the transport choices available to people will lead to a more equitable and sustainable development that provides travel options for all users of the site. With this in mind, the overarching objective for the FTP is:

“To reduce the need to travel off-site wherever possible and practicable. Where travel in the local area and further afield is unavoidable, active travel will be supported and incentivised in order to achieve a modal shift towards walking and cycling.”

- 3.2 The transport principles reflect the objectives set out above and can be summarised as the following:
- Increase the use of sustainable travel modes i.e. public transport, shared travel, walking and cycling;
 - Reduce the need to travel where possible; and
 - Minimise the impact of the development on the surrounding area.

Targets

- 3.3 The success of the FTP is measured by whether it achieves its objectives through set targets. The targets can be ‘action’ targets or ‘aim’ targets. Action targets set out specific commitments to implement measures within certain timescales to ensure delivery. Aim targets provide numerical goals for modal shift.

Action Targets

- 3.4 An initial list of early actions to be implemented includes the following:
- The Site Owner will appoint the Travel Plan Co-ordinator (TPC) prior to the first occupation of the site, the TPC will also oversee the residential portion (i.e. residential dwellings and later living units) of the development as well as the commercial portion (i.e. the care home and community uses);
 - A Travel Plan Forum will be set up prior to first occupation of the site; and
 - Agreement of annual targets for the residential and workplace elements of the scheme with SCC’s Travel Plan Officer following the initial baseline travel surveys. The targets will be tailored to the build out and phasing of the development.

Aim Targets

- 3.5 All aim targets will be SMART, that is, Specific, Measurable, Achievable, Realistic and Time related.

- 3.6 It is not possible to set aim targets for each land use within this FTP since the baseline information is not known. Following initial travel surveys, appropriate targets will be set for Years 1, 3 and 5 after implementation of the Travel Plan. These will be agreed with the Travel Plan Forum (see **Section 4**).

4 Management Strategy

4.1 This section of the FTP sets out the management strategy that will be implemented.

Management

Travel Plan Coordinator (TPC)

- 4.2 The Travel Plan will be implemented through the appointment of a Travel Plan Coordinator. The Travel Plan Coordinator will liaise with the Local Authority, the local community and other interested parties.
- 4.3 The Travel Plan Coordinator (TPC) will be appointed by the Building Owner(s) prior to the first occupation of any residential and/or commercial units. The Building Owner(s) will provide sufficient funding for the TPC and for the implementation of Travel Plan measures.
- 4.4 The TPC will be kept in post for a minimum of 5 years. At the end of this period the need for the employment of the TPC will be reviewed with SCC and if agreed with SCC the role will cease. If it is agreed to continue the role the need for the role will be reviewed annually.
- 4.5 The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of the Residential Travel Plan(s). The TPC will also be responsible for overseeing the Workplace Travel Plan Coordinator (WTPC) that will be appointed to manage the Workplace Travel Plan (refer to **Section 7** of this FTP).
- 4.6 The TPC will be in place for the duration of the build out and occupation of the development.
- 4.7 In summary the role of the TPC will include:
- To confirm the Residential Travel Plan(s) which will set out a series of agreed aims and targets for the site;
 - To establish a Travel Plan Forum;
 - To provide coordinated feedback to residents and develop further opportunities;
 - To promote and encourage the use of sustainable travel modes across the site;
 - To arrange monitoring, including travel surveys, to be undertaken on an annual basis (in coordination with the Workplace Travel Plan Coordinator);
 - To act as a point of contact for transport operators and officers of the Council; and
 - To undertake personalised travel planning with residents and investigate incentives that will achieve the required level of mode shift.

Travel Plan Forum (TPF)

- 4.8 The TPC will set up a Travel Plan Forum (TPF). This will be formed within 3 months of first occupation of the development and will meet every 6 months unless agreed otherwise. The TPF will be an important mechanism for discussing issues and ideas to encourage sustainable travel. The TPF will act as a basis for working in partnership with key stakeholders. The core TPF members will be:
- Representative of the Site Owner and/or Management Company;
 - Travel Plan Manager;
 - Workplace Travel Plan Co-ordinator;
 - Residents representative;
 - Later living representative;
 - Care home representative;
 - Community use representative(s);
 - SCC; and
 - Other relevant stakeholders by invitation (e.g. local bus company).
- 4.9 The overall objectives of the TPF will be:
- The overall management of the Travel Plan;
 - Setting and reviewing Travel Plan targets;
 - Ensuring the implementation of the action plan and monitoring strategy;
 - Effective communication and co-ordination of actions; and
 - Reviewing measures in the light of annual monitoring reports.

Workplace Travel Plan Coordinator (WTPC)

- 4.10 The WTPC will be responsible for the administration of the sites Workplace Travel Plan, the implementation of measures within that plan and the on-going monitoring and review of that plan.
- 4.11 Administration of the individual Workplace Travel Plan involves the maintenance of any necessary systems, data and paperwork, consultation and promotion. The duties will also require the annual updating of the Travel Plan document.
- 4.12 Further information on the Workplace Travel Plan is detailed in **Section 6**.

5 Site Wide and Residential Travel Plan Measures

- 5.1 This section sets out both the design features of the site and the Travel Plan measures that will be introduced to encourage a reduction in the need to travel and use of non-car modes. This section is largely specific to the residential and later living elements of the proposed development. The proposed employment use (i.e. care home and community spaces) is considered separately at **Section 6**.
- 5.2 This section of the SWTP covers the following:
- Design;
 - Reducing the Need to Travel;
 - Information Provision and Marketing;
 - Walking and Cycling;
 - Public Transport;
 - Car Clubs;
 - Demand Responsive Transport; and
 - Vehicle Parking.

Physical and Management Travel Plan Measures

- 5.3 This section of the FTP outlines the specific physical and management measures to be implemented as part of the Travel Plan.
- 5.4 The measures that have been identified for the Proposed Development are focused broadly into two specific themes;
- **‘action’**: encouraging new residents to experiment with using different modes of travel; and
 - **‘appreciation’**: raising awareness to the benefits to be gained from making sustainable choices.
- 5.5 ‘Enablement’ measures, including infrastructure and ensuring permeability and connectivity throughout the development and the surrounding area for pedestrians and cyclists, are largely incorporated within the overall design of the scheme.

Action Measures

Design

Walking Access

- 5.6 The proposals will seek to maximise connections to existing networks and key local amenities in the area, as well as promote new or improved connections to enable sustainable transport opportunities to/from the site.
- 5.7 The proposed development will make use of Park Works Road for pedestrian and cycle access only, as agreed with SCC. This will provide a direct connection to bus stops along the A25 to the south. Park Works Road is an existing lightly trafficked road that is within the ownership of the applicant (and historically provided vehicular access to the site). It is proposed that some improvements to this road through surface treatment and markings will be made to manage pedestrian, cyclist and the very small volume of existing vehicular movements.
- 5.8 In addition to the site access, the site encompasses a number of PROW routes and private footpaths which are currently used by members of the public. It is proposed that a number of these routes are promoted, upgraded and/or re-aligned, and the principles of this have been agreed with SCC. Further details can be found in the Transport Assessment and on the Access and Movement Parameter Plan.

Bus Stop Access

- 5.9 To improve pedestrian access to the southern bus stop on the A25, a signalised pedestrian crossing is proposed over the A25. This has been agreed in principle with SCC. The crossing would comprise a 3.2m wide crossing point with localised lane narrowing and shortening of the southern bus stop layby. This crossing would also facilitate movements between the existing and new communities to the north of the A25 and facilities to the south, and in particular, the primary school and Nutfield railway station.
- 5.10 In addition, the developer will discuss potential funding obligations with SCC towards the upgrade of the bus stops and shelters through installation of real-time information board and vegetation/debris clearance to enhance their attractiveness.

Cycle Access

- 5.11 The proposed site access will comprise a shared foot/cycleway which will offer a connection for cyclists onto the A25. Given the speed of traffic along the A25 and rural nature of the road, it is thought that mainly more experienced, confident, cyclists will use this on-road option as a direct route into Redhill Town Centre and train station.
- 5.12 Alternatively, a more relaxed, leisurely route is available to the north of the site, connecting to Chilmead Lane and National Cycle Network (NCN) 21. The proposals will seek to alter the status of an existing PROW route (FP 616 & FP 192) to allow for cycle use, with associated surface upgrade works and an improved cycle access point at Chilmead Lane.

- 5.13 Discussions have been held with SCC to confirm the most suitable legal route to obtaining pedestrian and cycle access along this route and the principle of upgrading/forming new routes was agreed with SCC.
- 5.14 From Chilmead Lane, cyclists can continue along NCN 21 routing west via off-road routes through Nutfield Marshes connecting to residential streets in Redhill and beyond.

Reducing the Need to Travel

- 5.15 The applicant is proposing to ensure that all dwellings have high quality broadband connectivity throughout the development facilitating home working and home study. Home working/studying will also be encouraged through the provision of community facilities which ensure that residents do not become isolated. Home working/studying will assist in reducing the overall need to travel, especially during peak periods.

Cycling

- 5.16 Short-stay and long-stay cycle parking will be provided in accordance with SCC cycle parking guidance '*Vehicular, Electric Vehicle and Cycle Parking Guidance for New Developments*' (February 2023), with safe and secure cycle storage provided for both residents and visitors of the site.
- 5.17 Furthermore, for the residential dwellings, the developer will seek to provide a power socket for cycle spaces (be this within garages or dedicated cycle stores) to enable the charging of electric bikes (subject to electricity supply).
- 5.18 The TPC will work with local retailers to establish the opportunities for any discounts for new residents to purchase a bike.

Personalised Travel Planning Service

- 5.19 The residents will be provided with a personalised travel planning service, which can be set up directly through the Site Travel Plan Co-ordinator.

Car Clubs

- 5.20 The SCC guidance document also states that consideration should be given to car club spaces for residential developments of 50 new homes or more.
- 5.21 The possibility of a car club will be investigated although there may be challenges given the location and size of the development.

Appreciation Measures

Information Provision/Marketing

- 5.22 Key to the success of the Travel Plan will be the marketing strategy and information provision to ensure that people are aware of the opportunities to hand. Information will be disseminated through the following channels;

- Community notice boards;
- Welcome packs (tailored for residents) which will contain information on the Travel Plan and sustainable travel;
- Travel Awareness initiatives and events in conjunction with the Local Authority; and
- Community / development website detailing travel options.

5.23 Types of information:

- Walking and cycling maps and routes across the area;
- Travel Planning websites and contact details; and
- Information on home shopping sites.

Travel Packs

- 5.24 Travel Packs will be distributed to all new residents upon initial occupation of each unit. The Travel Plan Coordinator will agree the content and type of pack at the relevant time.
- 5.25 The packs will provide residents with relevant public transport information (such as maps, routes, timetables, fares, etc), details of any Demand Responsive Transport services, car share organisations, and will include walking and cycling maps for the local area. Travel Packs and their content will be reviewed and updated on a regular basis and consequently reissued if deemed necessary.

Cycling

- 5.26 Long-stay and short-stay cycle parking will be provided for residents and visitors in line with SCC policy as a core measure to ensure that cycling is possible, and the developer will seek to deliver a route through the development connecting to the strategic cycle network along Chilmead Lane to the north.
- 5.27 In addition to this, information for local organisations promoting travel by sustainable modes will be provided for within Travel Packs, as well as maps detailing local cycle routes.

Walking

- 5.28 Along with walking route maps, events such as Walk to Work will be promoted as part of the Travel Plan. Walking routes provided to key destinations will be identified and signed, in order to improve wayfinding along with the implementation of innovations within the site.

Public Transport

- 5.29 Up-to-date details of bus and train services, including route information and service frequencies, will be provided within residents/employees Welcome Packs and will be displayed on the website.

National Rail and Journey Planner websites/apps and enquiry phone numbers will be advertised through all relevant means.

Demand Responsive Transport

- 5.30 Vectos has been made aware that SCC currently operate Demand Responsive Transport (DRT) services within the county. Whilst it is understood that a network currently operates in the nearby district of Mole Valley, there is not currently a network operating within Tandridge, or specifically Nutfield. However, the developer is keen to understand from SCC if there is future scope for extension of such services into the area.
- 5.31 Access to a DRT service would offer residents an alternative to traditional public transport modes via a non-fixed bus service that responds to actual demand in the local area. The developer is keen to engage with the local authorities to actively promote any DRT services to future residents/visitors of the proposed development.

Summary

- 5.32 Attitudes, behaviours and technological advances in sustainable movement will continue to evolve over the next 10-15 years and beyond.
- 5.33 A wide range of measures are proposed to be implemented both within the design of the proposed development and following occupation. The development also provides an opportunity to target residents and employees from the outset, before they form travel habits and become less susceptible to the measures included within this FTP.

6 Workplace Travel Plan

- 6.1 This section of the FTP outlines the specific measures to be implemented as part of the Workplace Travel Plan. This will be the responsibility of the future occupier of any employment use employing more than 20 full time equivalent staff.

Aims, Objectives and Targets

- 6.2 In order to assess whether a Workplace Travel Plan is successful, a set of objectives have been set within this FTP.

Action Targets

- 6.3 The key action targets are set out below. These will be included within an Action Plan to form part of the Workplace Travel Plan:
- A Travel Plan Co-ordinator (TPC) will be appointed prior to the first occupation by 20 permanent employees (full time equivalent);
 - The first travel plan survey will be undertaken within 3 months of first opening; and
 - The finalised Travel Plan will be agreed within 9 months of first opening for the 5 years post occupation.

Aim Targets

- 6.4 **Table 6.1** outlines the proposed Aim Targets.
- 6.5 The baseline mode split figures for employees should be taken from the results of the first Travel Plan survey. It is recognised that it is not possible to set out accurate targets far in the future, even when based on actual modal share data. Given this, it should be acknowledged that the targets will change over time as the results of on-going monitoring becoming available.
- 6.6 Until the development is operational, it is difficult to set clear targets for encouraging changes in travel behaviour. Initially, the overall target of the Workplace Travel Plan will be to increase sustainable travel by 5%-points across the site. Further targets can be introduced by the occupier once the baseline has been established.

Table 6.1 – Workplace Travel Plan AIM Targets

Target	Indicator	Mode Split		
		Baseline	Year 3	Year 5
Achieve a 5% increase in sustainable travel modes (i.e. public transport, shared travel, walking and cycling)	Modal split monitoring surveys	As surveyed within the Workplace Travel Plan Baseline Survey	+3%-point	+5%-point
Achieve a corresponding 5% decrease across other modes including: Car driver, car passenger, taxi and motorbike	Modal split monitoring surveys	As surveyed within the Workplace Travel Plan Baseline Survey	-3%-point	-5%-point

Travel Pack

6.7 All employees, upon commencement of their employment, will be provided with a Travel Pack. This will include the following information:

- Name and contact details of the TPC and the availability of the TPC to speak with employees;
- An introduction to the Travel Plan, its purpose, and a summary document;
- Information on the health benefits of using active modes of transport;
- Bus route maps and timetables and any other public transport information;
- Maps showing walking and cycling routes close to the site;
- Any Company policy related to travel; and
- Details of any cycle discounts and loan schemes.

Public Transport

6.8 The following measures are proposed to promote public transport:

- Let employees know the real cost of travelling on public transport, for example monthly or annual tickets;
- Details of local bus and rail services will be made available to staff where possible through the use of information boards in prominent positions;
- National Rail and Traveline Journey Planner websites/apps and enquiry phone numbers will also be promoted through all relevant means; and

- The TPC will investigate the possibility of obtaining interest free season ticket loans to allow staff to spread the cost of travelling by public transport.

Walking and Cycling

6.9 The following measures are proposed in order to promote walking and cycling to and from the site:

- The internal pedestrian/cycle routes will provide safe, low-traffic or traffic-free routes;
- All staff will be provided with a Travel Pack which will include maps of local walking and cycle routes and information;
- High quality cycle parking will be provided at convenient and visible locations within the site and uptake will be monitored;
- The TPC will raise awareness of the health benefits of walking and cycling;
- If there is sufficient demand a Bicycle User Group (BUG) will be set up by the Travel Plan Working Group to provide suggestions for further improvements to encourage cycle use;
- Details of participation in the government's tax saving cycle scheme (cyclescheme.co.uk), or similar such scheme, to provide employees with tax-free bicycles;
- Organise social lunchtime or after work walks or cycle rides;
- Organise cycle training for those that are interested – again this could be more effective at a Site-wide level for all commercial premises on the site. The individual employers would need to fund any cycle training but if there is sufficient interested in cycle training then it could be co-ordinated by the TPC;
- Mileage allowance for use of bicycles on company business; and
- Where possible, facilities will be provided for cyclists including shower facilities, lockers and/or changing facilities.

Other Measures and Incentives

6.10 Measures to raise travel awareness will be promoted by the TPC. National events such as those listed below will be promoted:

- National Liftshare Week;
- Walk to Work Day; and
- National Bike Week.

Monitoring Strategy

6.11 The Workplace Travel Plan will be part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the occupier.

- 6.12 The monitoring programme will begin with the initial travel survey, to be undertaken within 3 months of the site having 20 permanent employees in place (full time equivalent), or later if agreed with the Local Planning Authority. The initial travel survey will include surveys of staff, which will be marketed by the TPC to encourage a high response rate.
- 6.13 Further surveys will be carried out annually up to and including Year 5, or less if agreed by the Local Planning Authority, to monitor progress towards the interim and final targets.
- 6.14 Monitoring is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored as part of the programme:
- The level of usage of cycle stands;
 - Demand for additional cycle parking facilities; and
 - Comments received from employees relating to the operation and implications of the Travel Plan.

Reporting

- 6.15 An annual Travel Plan review will be undertaken every year for a period of 5 years, or less if agreed with the Local Planning Authority, from the unit becoming operational, by the TPC, to assess the progress of the Plan. This will outline the results of the monitoring in the preceding period, measures that have been implemented and any suggested changes to targets and measures as a result of the survey data. This report will be submitted to SCC as appropriate.

7 Monitoring and Review

- 7.1 This FTP is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the site. This section sets out the proposals for monitoring and review.

Monitoring

- 7.2 Monitoring will take place throughout the life span of the Travel Plan. All monitoring will follow the most up to date national, regional and local best practice guidance.
- 7.3 The monitoring programme will begin with the initial travel survey, to be undertaken within the first 6 months of occupation of the residential element of the scheme. The survey will be used to adjust and ratify the baseline travel patterns and the targets.
- 7.4 Further surveys will take place annually, to monitor progress towards the Year 3 and Year 5 targets.
- 7.5 An action plan will be developed following the annual monitoring to address any issues and will set out any mitigation should targets not have been met.
- 7.6 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a regular basis:
- Demand for additional cycle facilities; and
 - Comments received from residents relating to the operation and implications of the Travel Plan.
- 7.7 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to SCC Travel Plan Officers.

Reporting

- 7.8 The TPC will submit annual monitoring reports to SCC. The monitoring reports will include the results of any site wide surveys conducted, details of any new measures introduced and provide a general summary. As noted previously, action plans will also be submitted detailing any issues and the mitigation measures put in place should the targets not have been met.
- 7.9 Further details of monitoring for the Workplace Travel Plan in **Section 6**.
- 7.10 Should the monitoring identify that progress towards the mode share targets is not being achieved then further mitigation measures may be required. It will be the responsibility of the TPC to discuss this with the TPF.

8 Action Plan

- 8.1 The broad measures for implementation are outlined in **Section 5** for the site and **Section 6** specifically for the employment uses (i.e the care home and community uses). An indication of the timescale and responsibility for implementation is included at **Table 8.1**.
- 8.2 This does not represent an exhaustive list of measures for the site but aims to provide an indication of the types of measure that may be applicable. Many of them are site-wide initiatives which form the basis of this Residential Travel Plan(s), and additional measures or initiatives could be developed over time.

Table 8.1 – Action Plan

Measure	Description	Timescale	Responsibility
Travel Plan Funding (Site-Wide)	A fund for the Travel Plan will need to be defined and agreed by the Owner.	Prior to first occupation	Owner
Workplace Travel Plan Funding	A fund for the Workplace Travel Plan will need to be defined and agreed by the future Occupier of the workspace.	Prior to first occupation	Occupier of Commercial Space
Travel Plan Coordinator	The Travel Plan Coordinator should be appointed by the Developer of the Application Site	Prior to first occupation	Developer
Travel Plan Forum	The Travel Plan Coordinator will set up the Travel Plan Forum	Within 3 months of first occupation	Travel Plan Co-ordinator
Workplace Travel Plan Coordinator	The Workplace Travel Plan Coordinator will be appointed by the future Occupier	Prior to the first occupation by 20 employees	Occupier of Commercial Space
Travel Packs	The Travel Plan Coordinator will prepare the Welcome Pack for new residents	Prior to First Occupation	Travel Plan Co-ordinator
Walking	Residents will be made aware of walking routes and information as part of the Welcome Pack	As new residents occupy units	Travel Plan Co-ordinator
	Information will be displayed within the site detailing walking routes and events	As events occur	Travel Plan Co-ordinator
Cycling	The Welcome Pack will include details of cycling routes.	As new residents occupy dwellings	Travel Plan Co-ordinator
	Secure cycle parking will be provided for the residential and workplace elements of the proposed development	As units / workplace come into use	Developer
Public Transport	The Welcome pack will include details of public transport services and frequencies	As new residents occupy dwellings	Travel Plan Co-ordinator

Car Clubs	The TPC will liaise with the TFP to establish demand for a Car Club space	As new residents occupy dwellings	Travel Plan Co-ordinator
Demand Responsive Transport	The TPC will liaise with SCC to establish whether residents can participate in any existing/future DRT offerings	Within 6 months of occupation	Travel Plan Co-ordinator
Monitoring	The TPC will undertake/commission a survey of resident's travel habits to establish the baseline mode share	Within 6 months of occupation	Travel Plan Co-ordinator
	The TPC will set targets for the next 12-month period based on survey results	Within 3 months of initial baseline survey	Travel Plan Co-ordinator
	The TPC will undertake/commission annual monitoring surveys every 12 months.	Every 12 months following survey	Travel Plan Co-ordinator
	The TPC will liaise with officers of SCC to discuss and agree any amendments to the Travel Plan going forward.	Within 3 months of monitoring survey	Travel Plan Co-ordinator/SCC

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