



Framework Travel Plan

41-49 & 49-59 Battersea Park Road, Wandsworth

Watkin Jones Group

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1.0 Introduction

Overview

- 1.1 SLR has been appointed by Watkin Jones Group to provide highways and transport advice in relation to the proposed mixed use residential development located at 41 – 49 Battersea Park Road, and 49 - 59 (BMW) Battersea Park Road Wandsworth. The development is located on the existing Bookers Wholesale Warehouse and former BMW Nine Elms Garage. The site is located within the London Borough of Wandsworth (LBW).
- 1.2 The proposals seek to develop the site for a mix of circa. 762 student accommodation units and 55 affordable housing units spread across three blocks, with associated flexible commercial space at ground floor level. The site is proposed to be car-free in nature, with the exception of Blue Badge parking spaces and one car club space. Cycling parking will be provided in accordance with adopted London Plan standards (2021).
- 1.3 This Framework Travel Plan (FTP) has been prepared to support a 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:
 - Developers of individual plots (i.e. the residential block and the student accommodation blocks) will prepare Residential Travel Plans. However, it is expected that the same Travel Plan template will be used for all blocks; and
 - The Occupier(s) of the employment space (i.e. the commercial space) 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;
- **Section 8:** A broad action plan for implementation of the TP.



2.0 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.

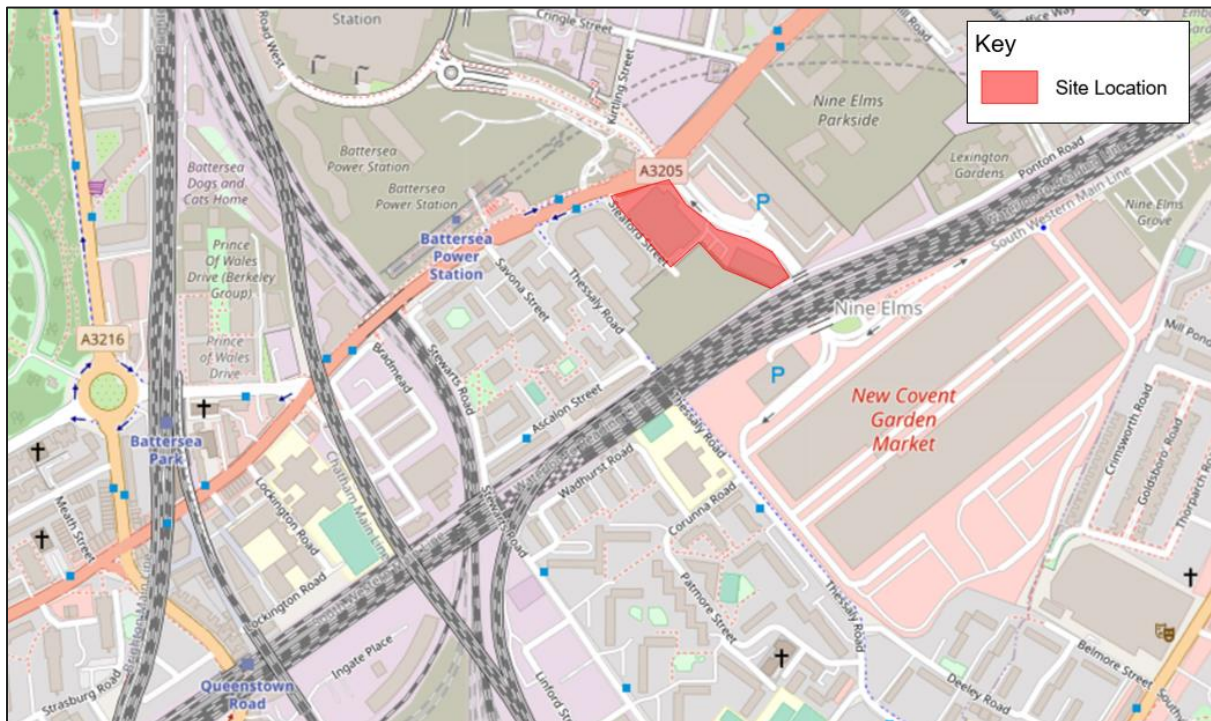
Site Location

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 proposed development is located on Battersea Park Road, 2.1km to the east of Battersea and 4.7km south of Central London. The site is bound to the north by Battersea Park Road, east by New Covent Garden Market Access Road, south by a railway line operated by South Western Railway and west by a pre-existing residential development. Further development is in progress to the southwest of the site.

2.4 The site location is shown within **Figure 2.1**.

Figure 2.1: Site Location



Walking and Cycling

2.5 Pedestrian access to the site is good with wide and well surfaced pavements along Battersea Park Road. Drop down kerbs and tactile paving are also present. This pavement continues along Battersea Park Road to both the east and west, ensuring that local residential areas and transport services can be accessed on foot. Battersea Park Road is also well lit.

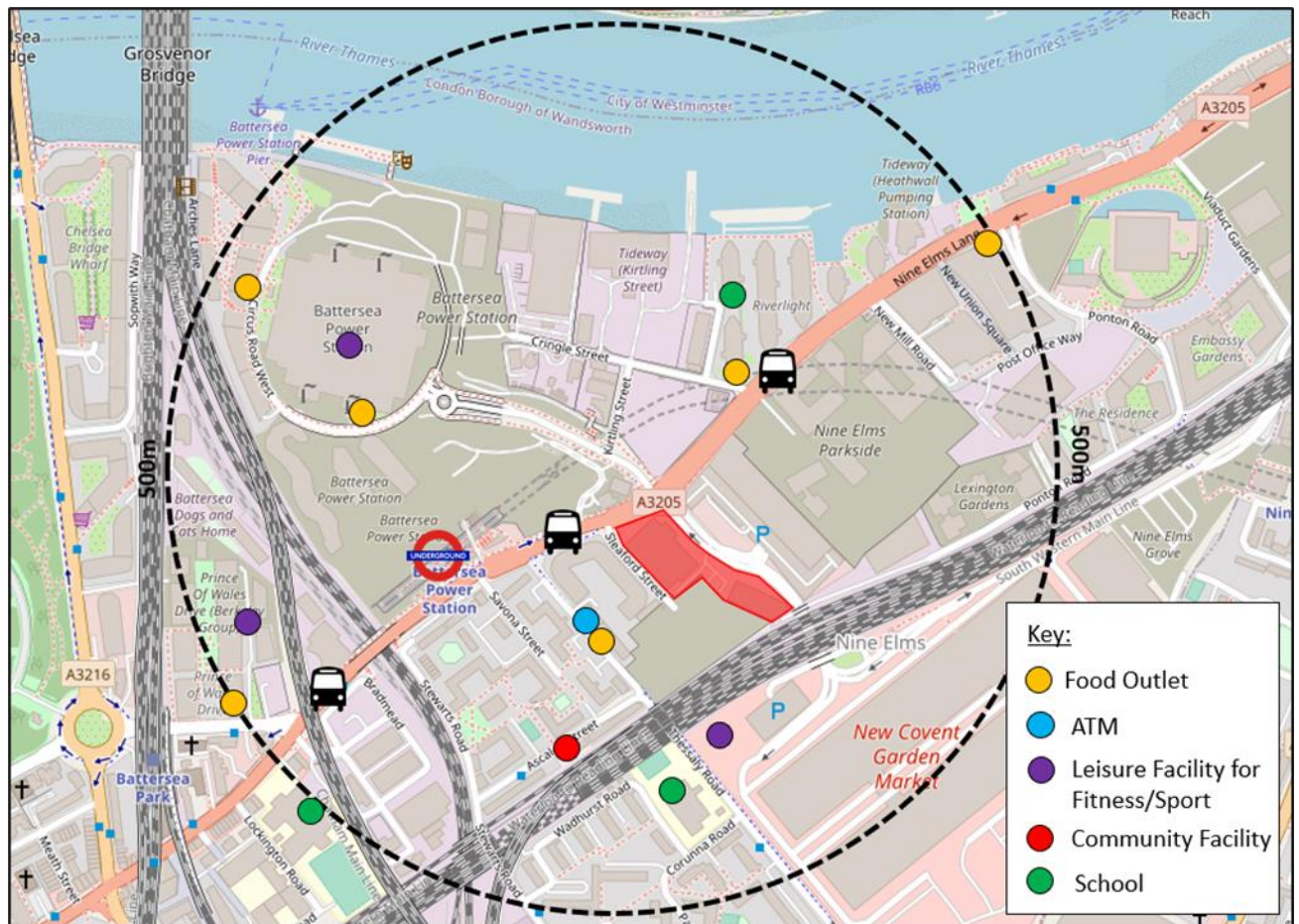


- 2.6 Further footways are available along both the eastern and western boundaries of the site. A signalised pedestrian crossing is present directly outside the site which ensures that the crossing of the road can be done with ease. A second signalised junction is then present to aid the crossing of Battersea Park Road.
- 2.7 There is a shared cycle/footway located along New Covent Garden Market Access Road which travels along the eastern border of the site. Additionally, an on-carriageway cycle lane is present along Battersea Park Road. This cycle lane at times merges to become a shared bus, taxi and cycle lane. This cycle lane continues west for 1km before joining the CS8 cycle highway.
- 2.8 The CS8 cycle highway provides a cycle route between Wandsworth and Lambeth Bridge. From here central London can be accessed.

Local Amenities

- 2.9 As part of the BREEAM document, it is a requirement to show facilities within 500m of the site. **Figure 2.2** shows a 500m walking isochrone from the site taking into account the proposed red line boundary and the main point of access onto Battersea Park Road.

Figure 2.2: Local Amenities within 500m



- 2.10 As can be seen the site is well served by local facilities and services within 500m that will be available to future residents/employees of the site. A summary is shown in **Table 2.1**.



Table 2.1: Local Amenities within 500m

Amenity Type	Amenity Description	Distance
Food Outlet	Sainsburys Local, Nine Elms	240m
	Waitrose & Partners, Nine Elms	450m
	Tesco Express, Prince of Wales Drive	500m
	Battersea General Store	500m
	M&S Simply Food Battersea Power Station	450m
	Costcutter	210m
ATM	Costcutter ATM, Thessaly Road	210m
Leisure Facility for Fitness or Sport	The Gym Group, Battersea	500m
	Boom Cycle Battersea Power Station	500m
	Powerleague Nine Elms	400m
Community Facility	R.O.S.E Community Clubroom, Ascalon Street	400m
School	The Battersea Nursery Pre-School	350m
	St George Church of England Primary School	450m
	Newton Preparatory School	500m

Public Transport

Bus

- 2.11 The closest bus stops to the site are Battersea Power (Stop A) and Battersea Power (Stop F). Both these stops are located under 100m from the site access and are serviced by the 156, 344 and 436 TfL bus services.
- 2.12 Both of these bus stops have shelters, seating and timetables. The area they are located within is also lit with large pavements. A summary of the bus services and their frequencies is outlined within **Table 2.2**.



Table 2.2: Bus Services Stopping at Battersea Power (Stop A or F)

Bus Service	Bus Stop	Route	Approximate Frequency		
			Weekday	Saturday	Sunday
156	Battersea Power (Stop A) Eastbound	Wimbledon Bus Station – Vauxhall Bus Station	8	7	5
156	Battersea Power (Stop F) Westbound	Vauxhall Bus Station – Wimbledon Bus Station	8	7	5
344	Battersea Power (Stop A) Eastbound	Clapham Junction Station – Liverpool Street Station	8	8	8
344	Battersea Power (Stop F) Westbound	Liverpool Street Station – Clapham Junction Station	8	8	8
436	Battersea Power (Stop A) Eastbound	Molesworth Street – Battersea Park Station	6	6	5
436	Battersea Power (Stop F) Westbound	Battersea Park Station – Molesworth Street	6	6	5

- 2.13 The closest railway station to the site is Battersea Power Station which is located approximately 200m west of the site. This station can be access on foot using the pavements along Battersea Park Road.
- 2.14 Battersea Power Station opened on 20 September 2021, and therefore has new and modern infrastructure. The station is serviced by the Northern Line.
- 2.15 Battersea Park Station is located 650m west of the site and can be accessed by foot or public transport along Battersea Park Road. Both the London Overground and Southern Rail operate at this station.
- 2.16 An overview of the services and frequency of services available at both Battersea Power Station and Battersea Park Station is provided within **Table 2.3**.

Rail Stations

- 2.17 The closest railway station to the site is Battersea Power Station which is located approximately 200m west of the site. This station can be access on foot using the pavements along Battersea Park Road.



- 2.18 Battersea Power Station opened on 20 September 2021, and therefore has new and modern infrastructure. The station is serviced by the Northern Line.
- 2.19 Battersea Park Station is located 650m west of the site and can be accessed by foot or public transport along Battersea Park Road. Both the London Overground and Southern Rail operate at this station.
- 2.20 An overview of the services and frequency of services available at both Battersea Power Station and Battersea Park Station is provided within **Table 2.3**.

Table 2.3: Underground and Railway Services

Operator	Route	Approximate Frequency (one-way)		
		Weekday	Saturday	Sunday
Underground				
Northern Line	Battersea Power Station - High Barnet	10 per hour	8 per hour	8 per hour
Northern Line	Battersea Power Station - Edgware	10 per hour	No Service	No Service
Overground				
Overground	Battersea Park Station - Dalston Junction	5 per day	5 per day	No Service
Southern Railway	Selhurst – London Victoria	4 per hour	2 per hour	2per hour
Southern Railway	Epsom Downs – London Victoria	2 per hour	2 per hour	2 per hour
Southern Railway	West Croydon – London Victoria	4 per hour	4 per hour	2 per hour
Southern Railway	London Victoria – London Bridge	2 per day	2 per hour	No Service

Car Clubs

- 2.21 Zipcar is the largest car club network currently operating in London. It provides easy and convenient access to cars and vans on a short-term rental basis, therefore allowing employees to use a car when they require one, without having to use a private vehicle. Car clubs have grown significantly in popularity over recent years and have the potential to reduce car ownership and use across London.
- 2.22 There are four Zipcar vehicles located within 1km of the site. The closest is 400m, or a 5-minute walk south of the site on Ascalon Street.



- 2.23 Additionally, Enterprise offers three car club vehicles within 1km of the site. Two of these are located in the same place, 500m to the west of the site access at the Battersea Power Station. One further vehicle is available from New Mill Road, 400m, or a 5-minute walk east of the site.
- 2.24 As outlined within the Transport Assessment, it is proposed that the site will provide one additional car club space. The car club space will deliver a scheme for car sharing and will be made available to occupiers/residents of the site and general members of the public who wish to become members of the scheme.

Electric Vehicle Charging Points

- 2.25 There is one Electric Vehicle Charging Point (EVCP) located within walking distance of the site. The EVCP is located at Battersea Power Station off Kirtling Street and is within 150m, or a 3-minute walk, from the site. The EVCP is available 24-hours a day and is operated by Pod Point.

Cycle Hire

- 2.26 There are 8 Santander Cycle docking stations within 1km of the site. Each of these docking stations has between 22 and 30 bicycle docks. The nearest docking station is located just 120m from the site on Battersea Park Road, 27 bicycles are available here.
- 2.27 Multiple docking stations are located west of the site, with two docking stations located around the south-eastern access to Battersea Park and a further docking station located further west on side streets connecting to Battersea Park Road. Two docking stations are also located near Chelsea Bridge.
- 2.28 Travelling east out of the site, two further docking stations 'Riverlight South, Nine Elms' and 'Riverlight North, Nine Elms' are available. 'Riverlight South' has 26 bicycles and is located just 400m from the site.
- 2.29 The ample number of docking stations in the area would allow residents to hire a bicycle when they may not wish to use public transport. It should also be noted that there are numerous Santander docking stations located throughout Inner London and as such this promotes the use of bicycle hire as part of a multi-modal journeys to and from the site.

Summary

- 2.30 The proposed development is located on Battersea Park Road, 2.1km to the east of Battersea and 4.7km south of Central London.
- 2.31 Pedestrian access to the site is more than adequate considering the pavements and pedestrian crossing located within the vicinity of the site.
- 2.32 The site is located within close proximity to CS8 cycle superhighway along with other on and off-road cycle lanes.
- 2.33 Public transport facilities are also available within very close proximity to the site, with both bus stops and the new Battersea Power Station Underground Station located within 200m of the site.



- 2.34 Further developments and improvements are proposed close to the site along Battersea Park Road. These improvements would further support those wishing to travel by public or active modes of transport.



3.0 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 active travel i.e. 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. the residential block and the student accommodation blocks) of the development as well as oversee the Occupier Travel Plan(s) (OTP);
 - 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 LBW’s Travel Plan Officer following the initial baseline travel surveys. The targets will be tailored to 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**).



4.0 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 student 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 LBW and if agreed with LBW 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;
- Student accommodation representative;
- LBW; 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**.



5.0 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 student accommodation elements of the proposed development. The proposed employment use (i.e. commercial space) 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 Sharing and Car Clubs;
 - Smart Technology; 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 overall design of the scheme.

Design

- 5.6 The masterplan design will reflect this, with high quality routes created for pedestrians and cyclists to link the various areas of the development with the surrounding area.

Reducing the Need to Travel

- 5.7 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. This includes the provision of flexible working



spaces and breakout spaces. Home working/studying will assist in reducing the overall need to travel, especially during peak periods.

Action Measures

Cycling

- 5.8 Short-stay and long-stay cycle parking will be provided in accordance with the adopted London Plan, with safe and secure cycle stores located within each block for residents.
- 5.9 Information with regard to local cycle hire opportunities would also be made available for docking stations in close proximity to the site (outlined within **Section 2**).
- 5.10 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

- 5.11 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

- 5.12 Car Clubs make car ownership unnecessary and are a good way of reducing the number of cars on the development amongst residents. There are a number of companies operating Car Clubs throughout the UK, including Zipcar and Enterprise.
- 5.13 There are four Zipcar vehicles located within 1km of the site. The closest is 400m, or a 5-minute walk south of the site on Ascalon Street.
- 5.14 Additionally, Enterprise offers three car club vehicles within 1km of the site. Two of these are located in the same place, 500m from the site access at the Battersea Power Station. One further vehicle is available from New Mill Road, 400m, or a 5-minute walk east of the site.
- 5.15 Furthermore, one car club space will be provided on-site along Sleaford Street which can be used by residents.

Appreciation Measures

Information Provision / Marketing

- 5.16 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.



5.17 Types of information:

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

Travel Packs

5.18 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.

5.19 The packs will provide residents with relevant public transport information (such as maps, routes, timetables, fares, etc); contact details of local black cab/licensed minicab operators, 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

5.20 Long-stay and short-stay cycle parking will be provided for each unit in line with adopted London Plan cycling parking standards as a core measure to ensure that cycling is possible, and routes will be provided through the development connecting to the strategic cycle network along Battersea Park Road.

5.21 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

5.22 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

5.23 Up-to-date details of bus, underground 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.

Summary

5.24 Attitudes, behaviours and technological advances in sustainable movement will continue to evolve over the next 10-15 years and beyond.

5.25 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.



6.0 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 active travel by 10%-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 10% increase in active travel modes (i.e. walking and cycling)	Modal split monitoring surveys	As surveyed within the Workplace Travel Plan Baseline Survey	+5%-point	+10%-point



Achieve a corresponding 10% decrease across other modes including: Car driver, car passenger, taxi, motorbike, and public transport	Modal split monitoring surveys	As surveyed within the Workplace Travel Plan Baseline Survey	-5%-point	-10%-point
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Measures

- 6.7 Companies will be encouraged to facilitate home working where appropriate and also flexible working hours to allow employees to travel off-peak.

Travel Pack

- 6.8 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

- 6.9 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, underground 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

- 6.10 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

- 6.11 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

- 6.12 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.
- 6.13 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.
- 6.14 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.
- 6.15 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

- 6.16 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 LBW as appropriate.



7.0 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 six months of occupation of the residential element of the scheme, including the student aspect. 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 LBW Travel Plan Officers.

Reporting

7.8 The TPC will submit annual monitoring reports to LBW. 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.



8.0 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 commercial space). 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
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 LBW to discuss and agree any amendments to the Travel Plan going forward.	Within 3 months of monitoring survey	Travel Plan Co-ordinator/LBW



