

**DRIVE THRU UNIT WITH EV CHARGING HUB
DEVIZES, LONDON ROAD**

Highgrove Group (Reading) Limited on behalf of
PRZM Real Estate and Aldi Stores Limited

Travel Plan

23 February 2026

Staff Travel Plan
Proposed Drive-Through Unit with EV Charging Hub
London Road, Devizes

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of the plans for a coffee drive-through with EV charging hub, a Travel Plan will be implemented to focus primarily on future staff travel.

1.2 Development Proposals

- 1.2.1 The proposal is for an outline planning permission for a coffee drive-through with EV charging hub with associated parking.
- 1.2.2 The coffee drive-through with EV charging hub will be accessed via a new, all-movements, ghost island priority junction located on the northern side of the Site onto the A361 London Road. The proposed ghost-island is protected by a physical island to the west of the turning lane. The Site access proposal has been designed with reference to current highway design standards and has been independently assessed with a Stage 1 Road Safety Audit.
- 1.2.3 A brief description of the proposed access arrangements is set out below: -
- New pedestrian access from Horton Road with a designated footway around the proposed Aldi foodstore which will connect to the coffee drive-through café.
 - New pedestrian access from the A361 London Road via a new footway c.2.0m in width along the Site's northern boundary from the proposed vehicle access up to a proposed pedestrian crossing (via tactile paving and a refuge island) to the north of the junction which will connect to a new footway c.2m in width which will connect to the existing pedestrian infrastructure on Waller Road / the Hopton Park Industrial Estate.
 - New vehicle access via a priority junction onto the A361 shared with the proposed Aldi foodstore which is located on the southern side of the Site.

1.3 Travel Plan Background

- 1.3.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.3.2 The document 'Delivering Travel Plans through the Planning Process'¹ has been reviewed with reference to the development of the site Travel Plan.
- 1.3.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:

¹ Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

² Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

- Increases in walking and cycling, with associated health gains.
- Improved social inclusion.
- The opportunity to contribute to environmental management standards such as ISO 14001.
- Financial savings.
- Increases in bus use and associated ticket revenue.
- Better estate management.
- Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
- Better security and less fear of crime from better car parking management.

1.4 References

1.4.1 The Travel Plan has been prepared with reference to the following documents: -

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons From UK Case Studies (July 2002).
- 'Delivering Travel Plans through the Planning Process', Department for Transport, April 2009.
- Wiltshire Council Development related Travel Plan Guidance

1.4.2 This Travel Plan has been prepared with due regard to the Government's National Planning Practice Guidance note 'Travel Plans, Transport Assessments, and Statements in Decision-Taking'. The guidance note provides advice on when transport assessments and travel plans are required and what they should contain.

1.4.3 Under the heading 'What are Travel Plans?' the guidance indicates the following:

"Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

1.4.4 Under the heading 'How do Travel Plans, Transport Assessment and Statements relate to each other?' the guidance goes on to say the following:

"The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as way of unfairly penalising drivers."

1.5 Status

- 1.5.1 This Travel Plan has been produced for the coffee drive-through with EV charging hub, focusing primarily on future staff travel. The Travel Plan will be updated to provide the details of the Travel Plan Co-ordinator / Champion (TPC) when appointed, and when the measures have been implemented and the necessary staff travel surveys have been completed.
- 1.5.2 Baseline travel surveys will be carried out within 3 months of the coffee drive-through café opening. A period of three months will then be allowed to complete the survey response analysis and draft the Travel Plan. At that time a copy of the updated Travel Plan will be submitted to Wiltshire Council.

1.6 Objectives

- 1.6.1 The plan is a strategy for reducing dependence on travel by private car. Within the context of this Travel Plan, the word 'car' or 'vehicle' is used as a catch-all term to cover cars or vans that are powered in part or whole by fossil fuels. Electric vehicles are considered by government to be a sustainable form of travel and thus within this Travel Plan have the same environmental benefit as travelling by public transport, walking or cycling.
- 1.6.2 The primary purpose of this Travel Plan is to determine a realistic range of actions to encourage the use of more sustainable modes of transport to travel to and from the site. The principal objectives of the Travel Plan are therefore: -
- To encourage staff to use more sustainable modes of transport to travel to and from the Site
 - To improve awareness of transport issues and reduce the impact of traffic on the local environment
 - To raise customer awareness of sustainable travel options
 - To minimise the proportion of private car journeys to and from the proposed development
 - To increase the proportion of journeys to and from the proposed development by sustainable modes of transport in particular car share
 - To minimise the number of single occupancy car trips to and from the proposed development

1.7 Implementation

- 1.7.1 By definition, the travel patterns of people will change when they change job, move house or relocate, so it is an ideal opportunity for them to review their car use. Logically, it is more difficult to change travel behaviour once regular travel patterns have been established, hence

it is important that as many as possible, if not all, of the Travel Plan measures are in place as early as possible.

- 1.7.2 The Travel Plan will have a five-year lifetime from the coffee drive-through café opening.

1.8 Travel Plan Content

- 1.8.1 A key feature of any Travel Plan is an initial review of staff travel patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point, and will go on to inform the various Plan measures and the identified targets. Over time the travel review surveys will provide the monitoring framework whereby travel data will allow key trends to be identified on a site-specific basis, for the five-year life of the Plan.
- 1.8.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 3.0.
- 1.8.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.
- 1.8.4 The remainder of this report is divided into four further sections, which are as follows: -

Section 2.0 Site Specific Travel Statement

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 SITE SPECIFIC TRAVEL STATEMENT

2.1 Introduction

2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target proportions of travel modes by staff. This section of the Travel Plan provides details of the existing local modes of travel for employment purposes, based on local Census statistics; in the updated Travel Plan, this section will present the results of the travel survey and will specify the modal share targets.

2.2 The Site and the Surrounding Area

2.2.1 The proposal site (herein referred to as 'the Site') is located to the east of the A361 London Road. The Site is currently occupied by a motorcycle training school. The Site is surrounded by a mixture of land uses including industrial and business parks, proposed discount foodstore, petrol station, and residential dwellings.

2.2.2 Figure 2.1 below shows the location of the Site in its wider context.

Figure 2.1 – Site in Wider Context



Source: Ordnance Survey | Proposal site is denoted by a blue star

2.2.3 The Site is bound to the north by the A361 London Road, to the east a permitted development for an industrial park, to the south by Horton Road, and to the west by a car wash.

2.2.4 Figure 2.2 below shows the context of the Site in relation to the local area, where the green boundary indicates the approximate location of site for the discount foodstore, and purple boundary indicates the approximate location of the site for the drive through unit and EV charging hub. The orange arrow is the location of the existing access (which sits outside of the red line boundary for this planning application). The blue arrow is the approximate location of the proposed new vehicular access, and the yellow arrows represent the approximate location of the non-car accesses. The western side of the adjacent employment site (ref PL/2022/00977) is indicated in yellow.

Figure 2.2 – Site in Local Context

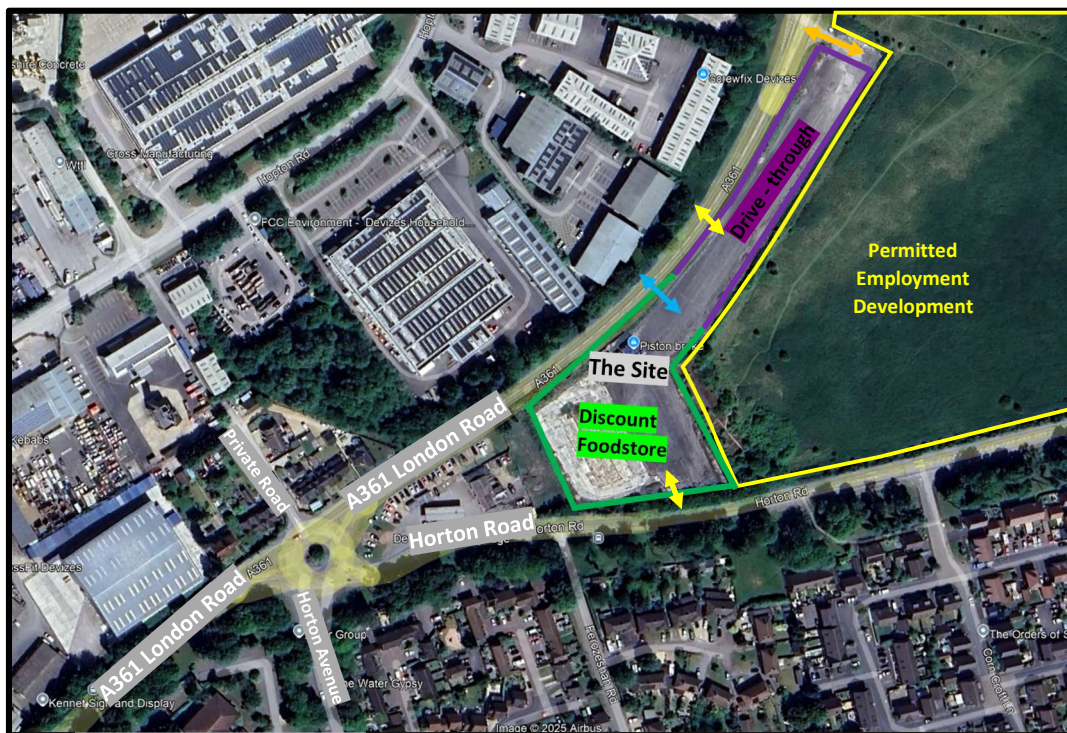


Image Source: Google Earth. N.B. The orange line represents the approximate site boundary and the red arrows show the location of the proposed accesses.

2.3 Local Transport Facilities

2.3.1 This section of the report considers the accessibility of the Site in terms of a range of transport modes. It draws on information provided in the Transport Assessment prepared by Connect Consultants.

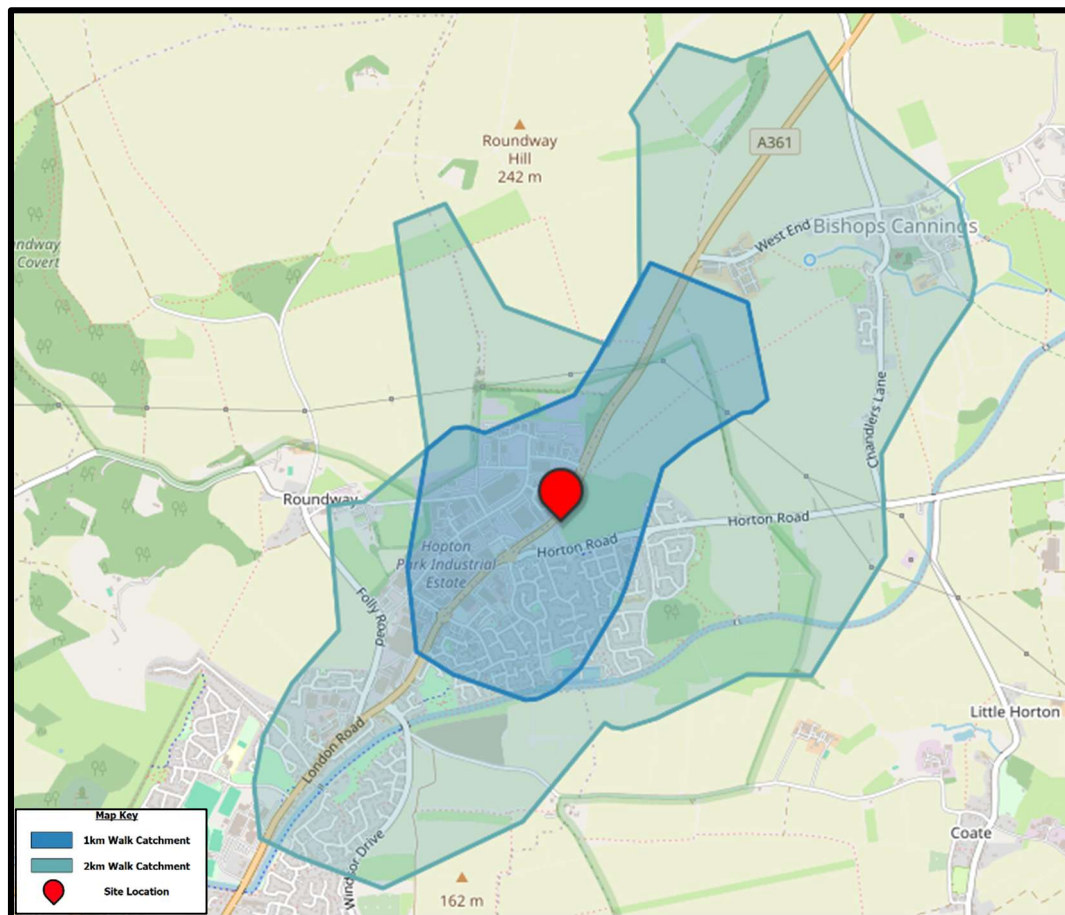
Walking

2.3.2 The Department for Transport's (DfT) document titled 'Manual for Streets' dated 2007 provides guidance in relation to walk distances. Section 4.4 gives the following advice:-

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot".

- 2.3.3 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.4 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings, terrain, the attractiveness of the environment and their mobility. For retail trips, the likely maximum walk distance is 800m due to the fact that shoppers will be carrying bags on their return journey, while for work-based / commuting trips, people are likely to be prepared to walk further.
- 2.3.5 The 800m and 2km walking catchment of the proposed development are shown approximately as 1km and 2km catchments at Figure 2.3 below. The walk catchments indicate that the residential areas of Horton Road, Horton Avenue and Hambleton Avenue, as well as existing and permitted employment destinations are located within a 1km walk of the Site. There is a substantial staff and customer pool within the 2km walk catchment.

Figure 2.3 – Indicative 1km and 2km Walk Catchments



Map source: OpenRouteService.

- 2.3.6 As previously detailed in this document, the pedestrian access from the Site will be via the A361 London Road (from Waller Road) and via Horton Road, passing the Aldi foodstore site.
- 2.3.7 Horton Road is flanked by a shared foot/cycle way on the southern side of the road and a pedestrian island crossing will be provided with the Aldi foodstore development to connect the development to the existing pedestrian infrastructure.

- 2.3.8 In light of the existing and proposed pedestrian facilities, the Site is well connected to the local pedestrian network which provides significant opportunities for future staff and customers to make trips by foot.

Cycling

- 2.3.9 The 2024 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.5.3km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.10 Indicative cycle catchments are shown at Figure 2.4 below, being a 5km catchment (representing the 5.3km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

Figure 2.4 – Indicative 5km and 8km Cycle Catchment Areas

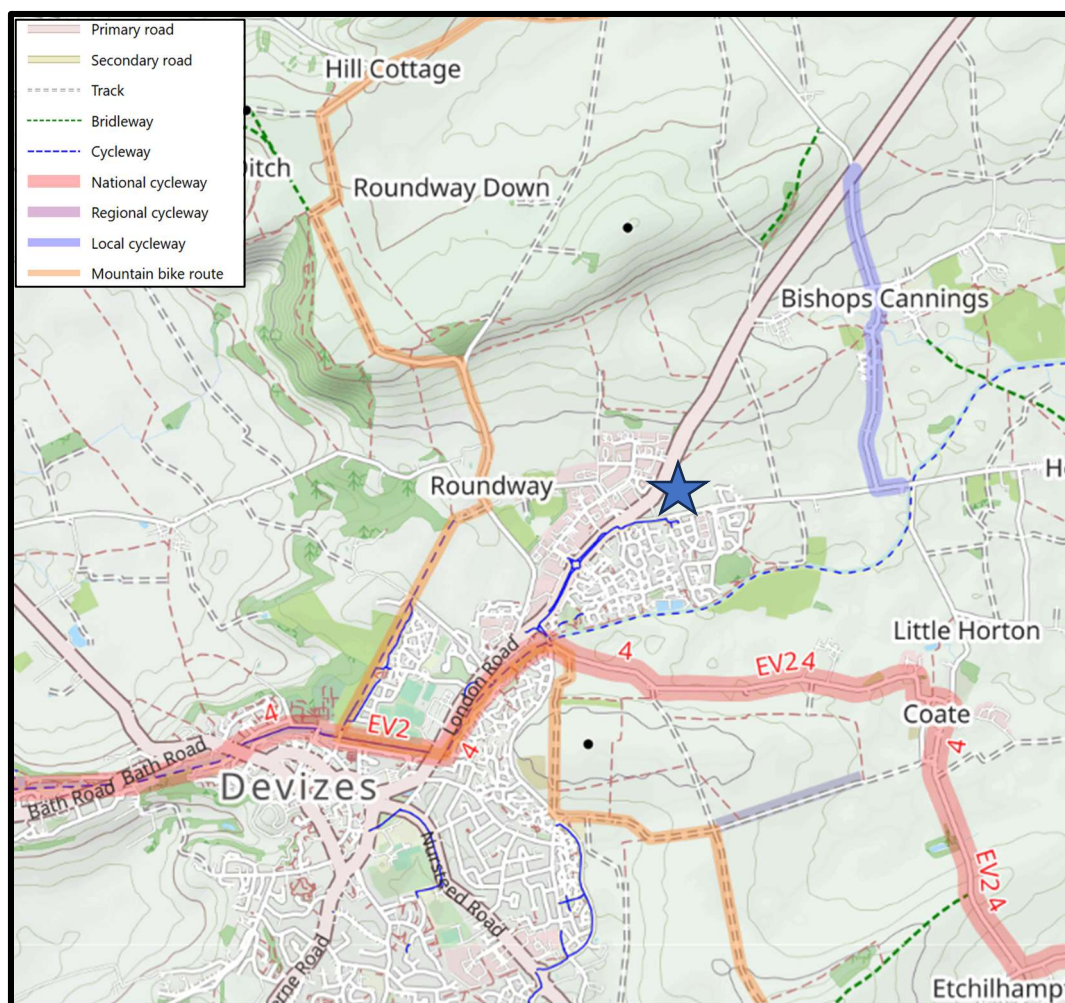


Map source: OpenRouteService.

- 2.3.11 The 5km cycle catchment includes all of Devizes. There is therefore a significant local population within cycling distance of the Site.

- 2.3.12 The 8km catchment includes the surrounding villages of All Cannings, Potterne, Poulshot, Rowde, and Heddington.
- 2.3.13 Additionally, the National Cycle Routes EV2 and 4 terminate near to the Site and connects with the local cycle route which passes in front of the Site. The National Cycle Route EV2 provide a connection from Pewsey to Devizes and EV4 provides a connection between Bowerhill / Melksham to Devizes. These routes are shown below in Figure 2.5.

Figure 2.5 – Local Cycle Map



Source: OpenStreetMap.

- 2.3.14 Considering that the roads local to the Site are conducive to cycling, and that the local topography is generally gentle, there are good opportunities for members of staff and residents/visitors to travel to the Site by cycle.

Bus Access

- 2.3.15 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop.
- 2.3.16 The nearest bus stops to the Site are located on the southern site boundary on Horton Road. Both the eastbound (called 'Devizes Ferozeshah Road E-bound') and westbound (called 'Devizes Ferozeshah Road W-bound') stops have flag-and-poles with timetables.

2.3.17 As demonstrated in Table 2.1 below, several bus services currently operate near the site serving a wide range of local destinations.

Table 2.1 – Local Bus Services

Service	Bus Stop	Route	Approximate Peak Frequency / Period		
			Monday - Friday	Saturday	Sunday
1C	Devizes Ferozeshah Road	Devizes Town Loop	Two per hour	Two per hour	None
49	Devizes Ferozeshah Road	Swindon – Wroughton – Devizes – Trowbridge	Two Per hour	Two per hour	None
101	Devizes Ferozeshah Road	Devizes – Pewsey	Every three hours	None	None

2.3.18 2.3.18 The bus stops are served by routes 1C (the town loop), 49 and 101. There are regular buses between the Site and the local area.

2.3.19 Having regard to the proximity of the bus stops, the frequency of buses and the areas that the existing local buses serve, the site is accessible by public transport.

Access by Rail

2.3.20 There is no station in Devizes.

2.3.21 The nearest station to the Site is Melksham Station which is 16km from the Site.

Vehicular Access and the Local Highway Network

2.3.22 As shown in Figure 2.1 and Figure 2.2 the Site will be accessed from the A361 London Road via a priority junction, with right turners protected by a physical island to the west of the turning lane.

2.3.23 The A361 London Road is a single carriageway road of approximately 7.3m width, the speed limit in the vicinity of the Site is derestricted (60mph for cars). Speed survey data indicates 85th percentile vehicles speeds of 44.6 mph southbound and 47.4 mph northbound.

2.3.24 The A361 to the north of the Site leads to Beckhampton where it meets the A4; the A361 to the south of the Site leads to Trowbridge, passing through Devizes on the way.

2.3.25 Overall, the Site has a prominent location in relation to the local road network from which it is readily accessible.

Disabled Access

2.3.26 The pedestrian footway along Horton Road is street-lit, and the proposals include dropped-kerbs with tactile paving at the crossing which will connect the wider Site to the existing pedestrian infrastructure.

2.3.27 Given the nature of this development, the Site has been designed to allow mobility and independence by users with varying levels and types of disability.

Public Transport Accessibility Index (AI)

- 2.3.28 As part of the BREEAM assessment, it is necessary to also calculate the Accessibility Index (AI) of the development site. The AI functions as an indicator for the accessibility and density of the public transport network relevant to the development site.
- 2.3.29 The AI is described in the 'SD5078: BREEAM UK New Construction 2018' Technical Manual as follows: -
- "The index is influenced by the proximity and diversity of the public transport network and the frequency of services at the accessible nodes. The greater the number of compliant nodes, services and their proximity to the building, the higher the AI."*
- 2.3.30 Information on the local public transport network, as detailed above, is inputted into the BREEAM Accessibility Index tool to provide a value of accessibility.
- 2.3.31 For the Site, a score of 2.76 has been calculated. It should be noted that the Accessibility Index in BREEAM terms is not a transport planning reference. Instead, the factual bus timetable at table 2.1 should be referenced.

2.4 Staff Travel Patterns

- 2.4.1 In order to establish the initial travel patterns of the future staff, a comprehensive baseline staff travel survey will be conducted once within three months from the coffee drive-through café opening.
- 2.4.2 One of the key outputs of the surveys will be the modal split for travel in particular the most common mode of travel for future staff. The two key subjects that will be surveyed have been provided below:
- Typical Mode of travel, travel distance and travel time.
 - Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.
- 2.4.3 Once the questionnaires have been completed and the results analysed, the Travel Plan will be updated with the modal split information.
- 2.4.4 An example staff travel survey questionnaire is provided at Figure 2.6 below.

Figure 2.6 – Example Survey Questionnaire

CONFIDENTIAL

TRAVEL SURVEY

1: Name (BLOCK CAPITALS):

2: Home Post Code (BLOCK CAPITALS):

3: What are your typical working hours?

3i. Start Time:

3ii. Finish Time:

3iii. Do your hours vary significantly from the above?

☐ Yes
☐ No

3.iv How many days do you typically work a week?

3i. What is your main mode of transport when travelling to work?
(i.e. The mode that makes up the majority of your trip)

☐ Walk
☐ Cycle
☐ Public Transport (Bus / Train)
☐ Motorcycle or Scooter
☐ Electric Car or Van
☐ Carshare or lift
☐ Drive Private Car/Van alone
☐ Other (Please Specify in the box below):

3ii. If you carshare or get a lift, do you:

☐ Share with other members of staff
☐ Share with non-staff (e.g. Partners, Friends)
☐ Share with both staff & non-staff

3iv. If you drive to work in car/van powered in part or in whole by fossil fuels, do you:

☐ Drive to work for Health / Disability reasons
☐ Drive as part of your job (Outside of Commuting)
☐ Regularly visit other destinations as part of your trip (e.g. a School, Partner's workplace)
☐ Drive to work for an alternate secondary purpose (Please specify in the box below):

4i. What would encourage you to walk to work?

☐ A walking buddy
☐ Showers and Locker Facilities at work
☐ Information on Walk Routes
☐ Nothing, not willing to walk
☐ Alternative Incentive
(Please Specify in the box below):

4ii. What would encourage you to cycle to work?

☐ A cycling buddy
☐ Ability to purchase bicycles at a discount
☐ Showers and Locker Facilities at work
☐ Improved Cycle Parking at Work
☐ Information on Cycle Routes
☐ Nothing, not willing to cycle
☐ Alternative Incentive
(Please Specify in the box below):

4iii. What would encourage you to take Public Transport?

☐ Information on local bus routes
☐ Discounted Bus Tickets
☐ Nothing, not willing to take public transport
☐ Alternative Incentive
(Please Specify in the box below):

4iv. Would you be interested in joining a Carshare scheme?

☐ Yes
☐ No

5. Do you have any other comments regarding your journey?

- 2.4.5 Once the questionnaires have been completed and the results analysed, the modal split information for the coffee drive-through café will be inserted in Table 2.2 below.

Table 2.2 – Modal Split of Staff Travel

Mode of Travel	Percentage of Staff
Car driver alone	
Carshare	
Public Transport	
Cycle	
Walk	
Motorcycle or Scooter	
Electric car or van	
Other	
Total	100%

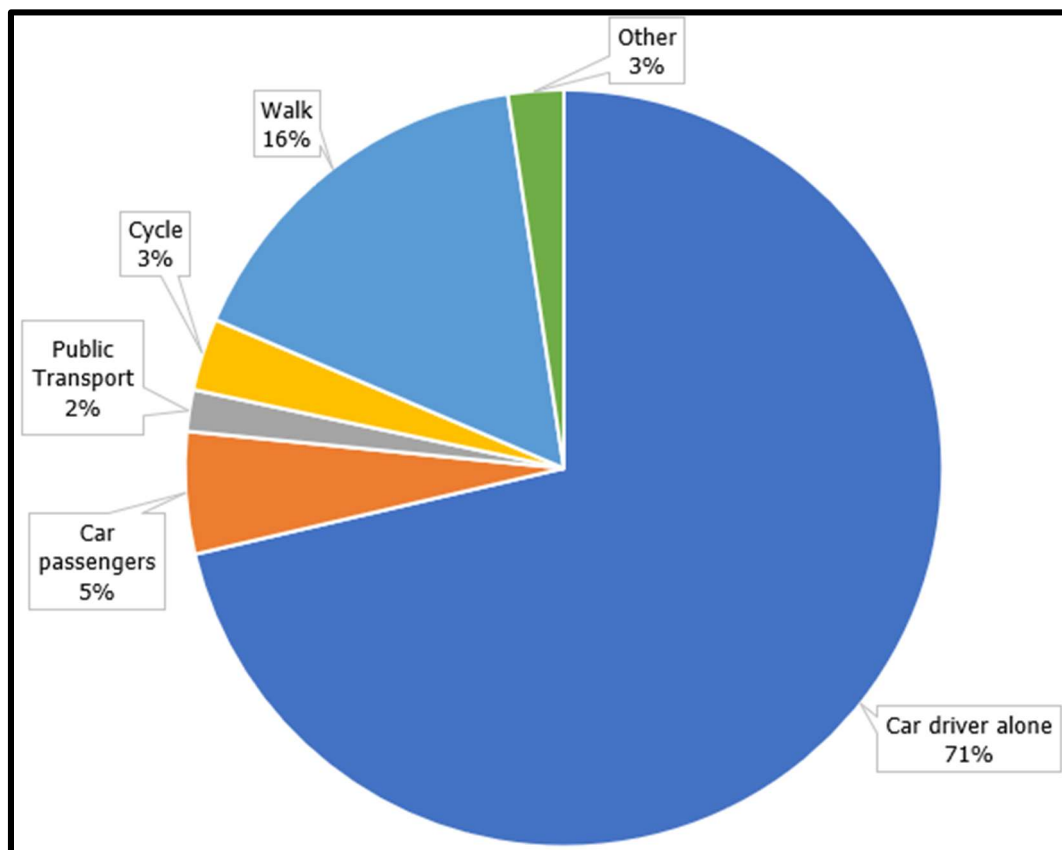
- 2.4.6 Following the staff survey, a comprehensive analysis of the results of the staff survey will be included within its own sub-heading.

2.5 Census Review and Targets

Census Review

- 2.5.1 As the Site has not yet been built or occupied, a preliminary review of local community travel habits has been undertaken to establish an initial indication of how future staff may travel. Data has been taken from table *TS061 – Method of travel to work* of the 2021 census as a proxy for the potential typical methods of travel for future staff.
- 2.5.2 The preliminary review of local travel mode proportions is based on the 2021 census data for the Middle Super Output Areas of Wiltshire 025, 026, and 034, which contains the area around Devizes.
- 2.5.3 The average proportion of trips by each travel mode (with work mainly at or from home removed), as identified by the 2021 census, is set out at Figure 2.7.

Figure 2.7 – Travel to Work Census Statistics – Travel Mode



Source: 2021 Census, Table TS061 - Method used to travel to work.

Targets

- 2.5.4 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.5.5 The initial target of the Travel Plan should be to achieve a modal split in line with the average figures at Figure 2.7 above, and set out at Table 2.3 below, and to then reduce the proportion of staff driving single occupancy single purpose private car journeys by 10%, absolute, within five years of the Travel Plan being adopted. However, the future target will take into consideration the modal split identified from the initial travel surveys.
- 2.5.6 Targets for individual mode shares have been set; however, the reduction of single occupancy private car journeys, with an associated transfer to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing) will contribute towards achieving the main objective of the Travel Plan.

Table 2.3 – Staff Travel Mode Targets (Example)

Mode of Travel	Target – Initial	Target – 5 Years
Car driver alone	71%	66% (-5%)
Car passengers	5%	6% (+1%)
Public Transport	2%	3% (+1%)
Cycle	3%	4% (+1%)
Walk	16%	17% (+1%)
Other	2%	3% (+1%)
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 The role of Travel Plan Co-ordinator / Champion (TPC) will be appointed by the occupier prior to the occupancy of the development. The TPC is responsible for implementing and administering the plan. The TPC will be responsible for implementing the Travel Plan on-site and will be allocated sufficient time to complete all of their TPC duties, as well as for investigating potential Travel Plan measures and sustainable travel opportunities. The amount of time needed for this is likely to vary from week to week.
- 3.1.2 Connect Consultants will act as the interim TPC, up until the appointment of a TPC by the coffee drive-through operator shortly prior to first occupation of the Site. The TPC's contact details will be supplied to both the LHA and LPA upon appointment.
- 3.1.3 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.4 Once appointed, the contact details of the TPC will be inserted below: -

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

- 3.2.1 The duties of the TPC are permanent. The TPC will be responsible for the operation and implementation of the Travel Plan, which includes the following actions:
- Implementing the Travel Plan, including delivery of the measures contained within the action plan in Section 5.4 of this report.
 - Monitoring the Travel Plan in line with Section 5.2 of this report.
 - Marketing the Travel Plan to encourage interest and involvement.
 - Liaison with the TPC for the wider site, including the coffee drive-through TPC, where appropriate.
 - Liaison with the Local Planning Authority and Local Highways Authority where appropriate.
 - Liaison with the local bus operators where appropriate.
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority.

3.3 Promotion of the Travel Plan

- 3.3.1 All staff will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these objectives.
- 3.3.2 Upon signing an employment contract, new staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their travel prior to commencement.

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

- 4.1.1 This section of the Plan outlines the specific physical and management measures to be implemented as part of the Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Plan.
- 4.1.2 As far as possible, the measures and initiatives outlined in this section are designed to be suitable for review and monitoring. The list is not exhaustive and the TPC will be free to investigate other potential initiatives. This list will be reviewed following the completion of the travel survey and the setting of the Travel Plan targets. An Action Plan has been included at Section 5.0.

4.2 General

- 4.2.1 Before starting, each new member of staff will be provided with a Travel Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys. The pack will comprise the following: -
- A summary page introducing the Travel Plan.
 - Copies of local bus timetables and maps.
 - Promotional material about walking and cycling.
 - Promotional material about public transport.
 - A plan showing local walk and cycle routes.
 - A promotional leaflet about car sharing.
 - A list of informative websites which promote sustainable travel.
 - Information on personal travel planning options such as the TraveLine website.
- 4.2.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel. The TPC will be free to investigate other potential ways of encouraging staff to travel by sustainable modes.

4.3 Walking & Cycling

- 4.3.1 Walking and cycling will be promoted as healthy and cost-efficient methods of travel. In order to encourage staff to walk and cycle the following measures will be implemented: -
- Subject to availability, local cycle and walking maps will be provided in the travel information pack.
 - The travel information pack will include information on the health benefits of walking and cycling.
 - Details of facilities within walking and cycle distance of the site will be provided within the travel information pack.
 - The potential for providing free or discounted walking equipment, such as personal alarms or umbrellas, from local suppliers will be investigated by the TPC.
 - The TPC will liaise with the Highway Authority to report any issues with local cycle routes.

- Cycle parking spaces will be provided for staff and customers, as well as staff lockers, and staff welfare areas. The use of cycle parking facilities will be monitored and increased if demand warrants it.
- Should demand warrant it, the TPC will investigate the potential for a Bicycle User Group (BUG).
- Bike week will be promoted by the TPC. Information can be obtained from www.bikeweek.org.uk
- The potential for providing free or discounted cycling equipment, such as bikes or helmets, from local suppliers will be investigated by the TPC.
- The TPC will promote the 'Bikeability' cycle training courses, and will organise group training sessions if demand warrants.
- The TPC will promote cycle maintenance services such as Bike Doctor, RideRide and Purple Bike Shed and will investigate discounts for these services.

4.4 Bus Services

4.4.1 Measures for encouraging bus travel will include:

- The travel information pack will identify the nearest bus stops and the services that operate from them.
- Timetables, maps and fare information will be provided within the travel information pack.
- The TPC will investigate potential bus fare discounts for staff with local bus operators.
- The TPC will liaise with the local authority and the local bus operators to ensure that the information remains valid.
- The TPC will bring to the attention of the relevant bus operators any issues raised periodically by staff.

4.5 Car Sharing

4.5.1 Car sharing represents a relatively convenient alternative form of travel. It can reduce the total vehicle mileage, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to staff and the environment.

4.5.2 Some may be concerned about the logistics and security of car sharing, so to maximise the potential pool for those who are interested in car sharing, residents and care staff will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk

4.5.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.

4.6 Electric Vehicle Charging

4.6.1 Electric vehicle charging facilities will be provided for use by staff and customers.

4.6.2 The EV demand will be monitored and the potential to bring into active use spaces adapted for EV provision will be explored if demand warrants it.

4.7 BREEAM Travel Plan Measures

4.7.1 The BREEAM guidance requires that a specified range of measures should be considered, as a minimum, when developing the travel plan. Those measures are set out below, alongside commentary relating to this specific Travel Plan.

BREEAM Travel Plan Measure	Site Specific Commentary
Negotiation with local bus, train or tram companies an increase in the local service provision for the development	Discussions will be held with the local bus companies.
Provision of a public transport information system in a publicly accessible area	Bus service information will be provided to residents.
Provision of electric recharging stations	An EV charging hub is proposed.
Provision of parking priority spaces for car sharers	Car-sharing will be promoted. The priority spaces have been allocated to disabled parking, which is considered a more appropriate use of space for this development.
Consultation with the local authority on the state of the local cycling network and on improvements	A shared cycle and pedestrian access will be provided to the Site. This access will have tactile paving and dropped kerbs to connect to the existing shared pedestrian and cycleway on the opposite side of Horton Road.
Provision of dedicated and convenient cycle storage	Secured, covered and lit cycle parking spaces will be provided within the development for both staff and customers.
Provision of cyclists' facilities	Cycle parking spaces will be provided for staff and customers, as well as staff lockers, and staff welfare areas.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas	The development and its landscaping has been designed to create a pleasant environment for pedestrians.
Restrictions or charging for car parking	Parking may be restricted to 90-minute stay for customers.
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes	The Site has been designed to allow mobility and independence by users with varying levels and types of disability.

BREEAM Travel Plan Measure	Site Specific Commentary
Provision of suitable taxi drop-off or waiting areas.	A drop-off bay is not deemed necessary as there are sufficient parking bays available close to the coffee drive-through café entrance.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

- 5.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

5.2 Monitoring

- 5.2.1 The outputs of an on-going monitoring programme will be used to inform the content of the Travel Plan reports (as detailed in Section 5.3) and will include the following:
- Monitoring the use of the cycle parking.
 - Monitoring the demand for additional cycle parking by staff and customers.
 - Monitoring the number of staff registered for car sharing.
 - Recording of comments received on transport and travel to the site.
 - Monitoring the use of EV charging points and demand for additional provision.

5.3 Process and Review

- 5.3.1 In order to establish the initial travel patterns of the future staff, a comprehensive baseline residential travel survey will be conducted within 3 months of the café opening.
- 5.3.2 A travel survey will be conducted biennially in years 1, 3 and 5 after the initial survey, after each of which a Travel Plan Review Report will be submitted to the Local Authority.
- 5.3.3 The Travel Plan Review Report will be produced following the results of each survey, and will include the following:
- Analysis of the latest questionnaire responses.
 - The latest targets (existing targets will need evaluation and refinement in light of the updated staff survey results. The success in achieving existing targets will also be considered).
 - Any additional measures and any changes or refinements to existing measures.
 - Evaluation of the success of the various measures implemented to date.
 - Implementation of remedial measures if targets are not being met. The specific focus of the remedial measures will be determined by the outcomes of the monitoring and review process, but may include measures such as refreshing the travel packs, special travel events, reprovision of walking/cycling/bus information and incentives, etc.

5.4 Action Plan

5.4.1 The Action Plan for the Travel Plan is provided at Table 5.1.

Table 5.1 – Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	3 months prior to the launch of the Plan	TBC
Display promotional walking material	Before the Launch of the Plan	TBC
Display promotional cycle maintenance poster in communal areas	Before the Launch of the Plan	TBC
Display bus and rail timetables	Before the Launch of the Plan	TBC
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers	Before the Launch of the Plan	TBC
Investigate discounts on walking and cycling equipment	Before the Launch of the Plan	TBC
Investigate discounted bus fares	Before the Launch of the Plan	TBC
Issue Travel Information Packs	At the Launch of the Plan	TBC
Organise the baseline travel survey	Within 3 months of the café opening and then in years 1, 3, and 5 after that	TBC
Analyse results of biennial travel surveys, conduct review and produce Full Travel Plan (or prepare review report as appropriate)	Within 3 Months of each Travel Survey	TBC
Report any relevant findings from the travel survey to the Local Authority	Within 3 Months of each Travel Survey	TBC
Record and address any comments made verbally	On-going to inform biennial review	-
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Inform new residents about Travel Plan and issue them with a Travel Plan Pack	On-going	-
If demand warrants it, organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, people registered with car share websites	On-going to inform biennial review	-