

**Proposed Light Industrial Development
High Post, near Salisbury, Wiltshire**

Callen Lenz

WORKPLACE TRAVEL PLAN

March 2026

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Connect Consultants Limited is a firm of transport planning and highway design consultants that have been instructed in relation to a proposed light industrial development at High Post, near Salisbury, Wiltshire.
- 1.1.2 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.
- 1.1.3 As part of Callen Lenz's plans to relocate to a new site at High Post, they will be implementing a Workplace Travel Plan to focus primarily on employee travel.
- 1.1.4 The applicant and the project team have consulted with Callen Lenz throughout the preparation of the planning application and the Travel Plan, and also with Wiltshire Council as both the Local Planning Authority and the Local Highway Authority in pre-application discussions which have helped shape the development proposals.

1.2 Development Proposals

- 1.2.1 The proposal is for the erection of a building amounting to 6,968 sqm GIA (Use Classes E(g), B2 and B8) with associated facilities, access with security, parking and a new roundabout from the A345 with footways and bus stops.
- 1.2.2 The building comprises 4,645 sqm GIA of office space, 232 sqm for warehouse/assembly and an industrial unit of 2,090 sqm.
- 1.2.3 Callen Lenz currently has 250 employees, and the new premises would mean that it could grow to up to 500 employees.
- 1.2.4 The site will provide car parking for 235 cars, including disabled spaces and electric vehicle charging facilities, and will provide secure, covered cycle storage with electric bike charging facilities.
- 1.2.5 Vehicular access to the site will be via a proposed new roundabout junction on the A345.
- 1.2.6 The proposal includes a 3.0m wide shared pedestrian/cycle route along the proposed access road, and pedestrian routes to both the proposed new building and to the adjacent Chemring Countermeasures site.
- 1.2.7 The pedestrian route extends to the A345 and the proposed pair of bus stops, including crossing facilities, thereby providing a pedestrian route to the both the northbound and southbound bus stops.
- 1.2.8 A 3.0m wide shared pedestrian/cycle route is proposed through the Site to its boundary with the C292, thereby providing a route for cyclists from Salisbury and Amesbury to access the proposed development via the designated cycle route 45 and the lightly-trafficked C292.

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:
- 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.
- 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 Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

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

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 with the involvement of Callen Lenz, focusing primarily on 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 staff travel surveys will be carried out at years 1, 3 and 5. The Travel Plan will have a 5-year lifetime.

1.6 Objectives

1.6.1 The plan is a strategy for reducing dependence on travel by private car. The primary objective of the strategy is to:

- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff.
- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.
- Reduce single occupancy, single purpose vehicle use by staff.

1.6.2 Secondary objectives of the Travel Plan are to:

- Minimise the impact on the local community of traffic associated with the site by minimising noise and pollution.
- Show a commitment to improving traffic conditions within the local area.
- Reduce the adverse effects on health associated with increased car use.
- Reduce air pollution and the consumption of fossil fuels.
- Increase the attractiveness and hence the proportion of journeys made to and from the site by sustainable modes of transport such as walking, cycling and public transport.

- Promote walking and cycling as a health benefit to employees.
- Promote social inclusion by widening the travel options available for non-car-owning employees.
- Reduce the cost to employees of their journeys by promoting alternatives that are both cheaper and more environmentally friendly.
- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

1.6.3 The adoption of the Plan will also help Callen Lenz to project a more environmentally friendly image to the local community. Therefore, it will be beneficial for the company to fully support the adoption of the Travel Plan at the site.

1.7 Implementation

1.7.1 As part of the relocation of the business, staff will likely be undergoing significant changes to their current travel patterns, making it an ideal opportunity for them to review their travel arrangements. 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.

1.8 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 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

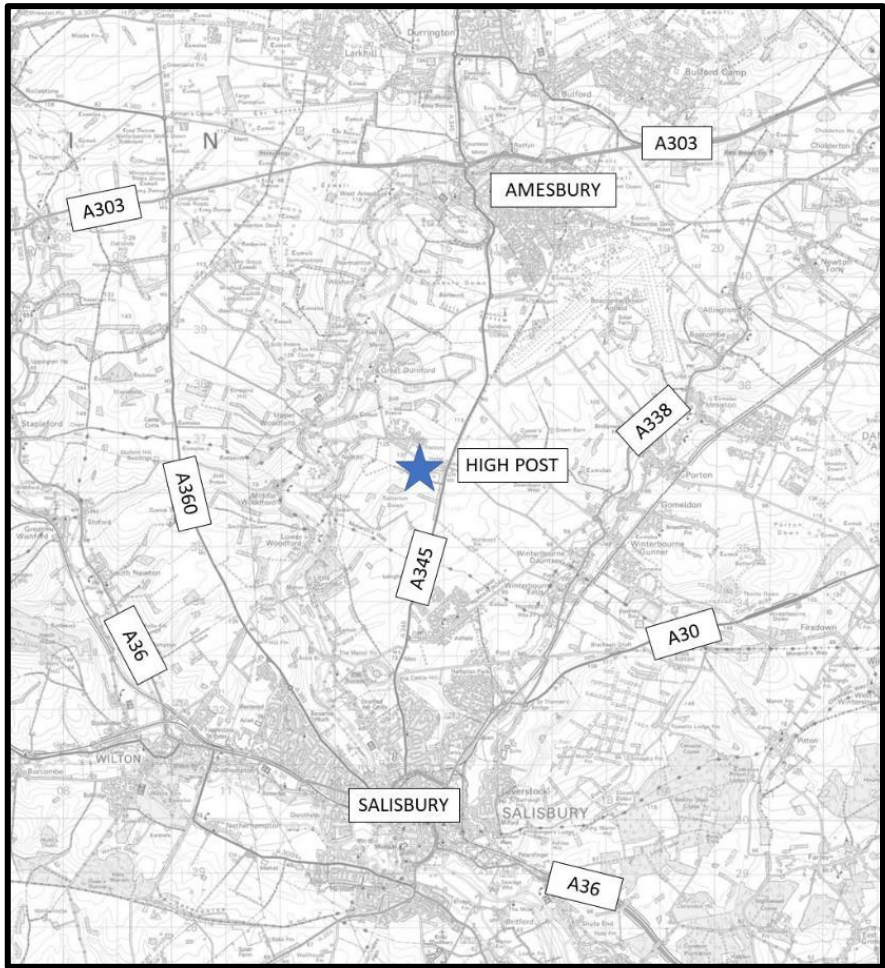
2.1 Introduction

- 2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target proportions of travel modes by employees. 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 development site (herein referred to as 'the Site') is agricultural land located to the north of the High Post Crossroads on the A345, approximately six kilometres north of Salisbury and five kilometres south of Amesbury with direct frontage onto the A345 which forms the northern arm of the crossroads.
- 2.2.2 The Site is located in the vicinity of High Post Business Park, Wiltshire Council's salt store and gritter depot, the defence firm Chemring Countermeasures' facility, and also a petrol filling station with convenience store, a hotel/restaurant, golf club, and other commercial/industrial premises.
- 2.2.3 The plot immediately west of Wiltshire Council's salt store site received planning approval in early 2020 for a development of two new factory facilities and associated access road, parking, service yard and refuse storage (reference number 19/09327/FUL).
- 2.2.4 The land surrounding the High Post Crossroads is clearly considered by Wiltshire Council to be a location suitable for employment development.
- 2.2.5 Figure 2.1 below shows the location of the site in its wider context.

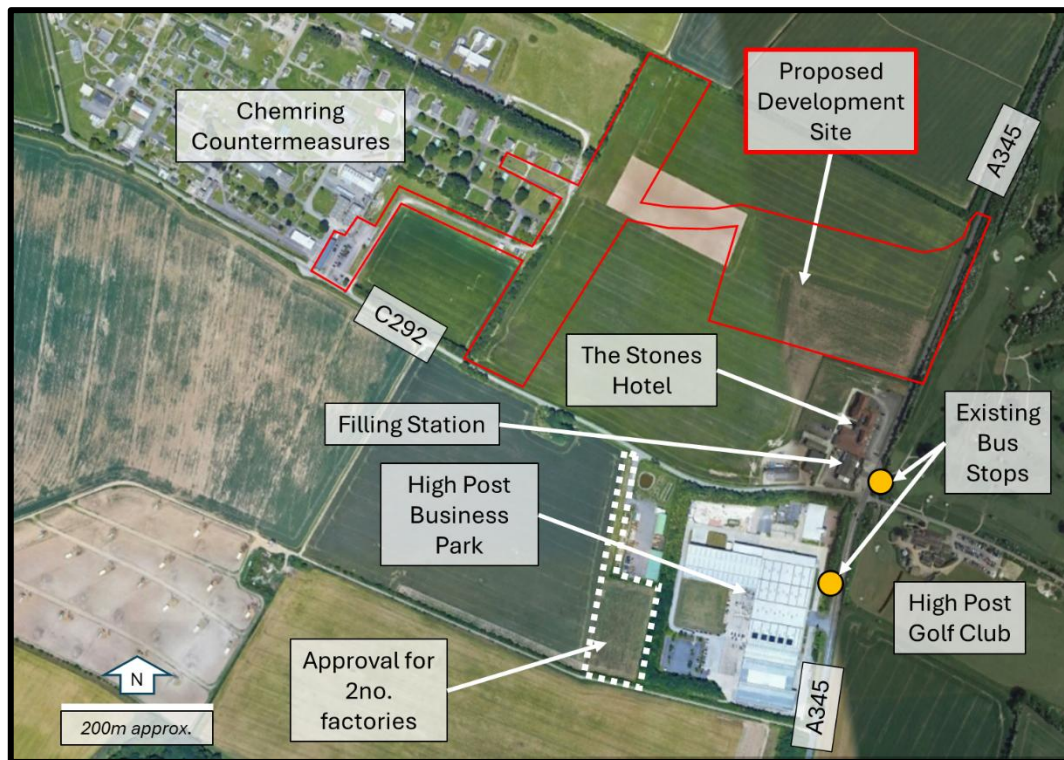
Figure 2.1 – Site in Wider Context



Source: Ordnance Survey / Bing

2.2.6 Figure 2.2 below shows the context of the site in relation to the local area.

Figure 2.2 – Site in Local Context



Source: Google Earth.

2.3 Current Local Environment for Pedestrians and Cyclists

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 Statement 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: -

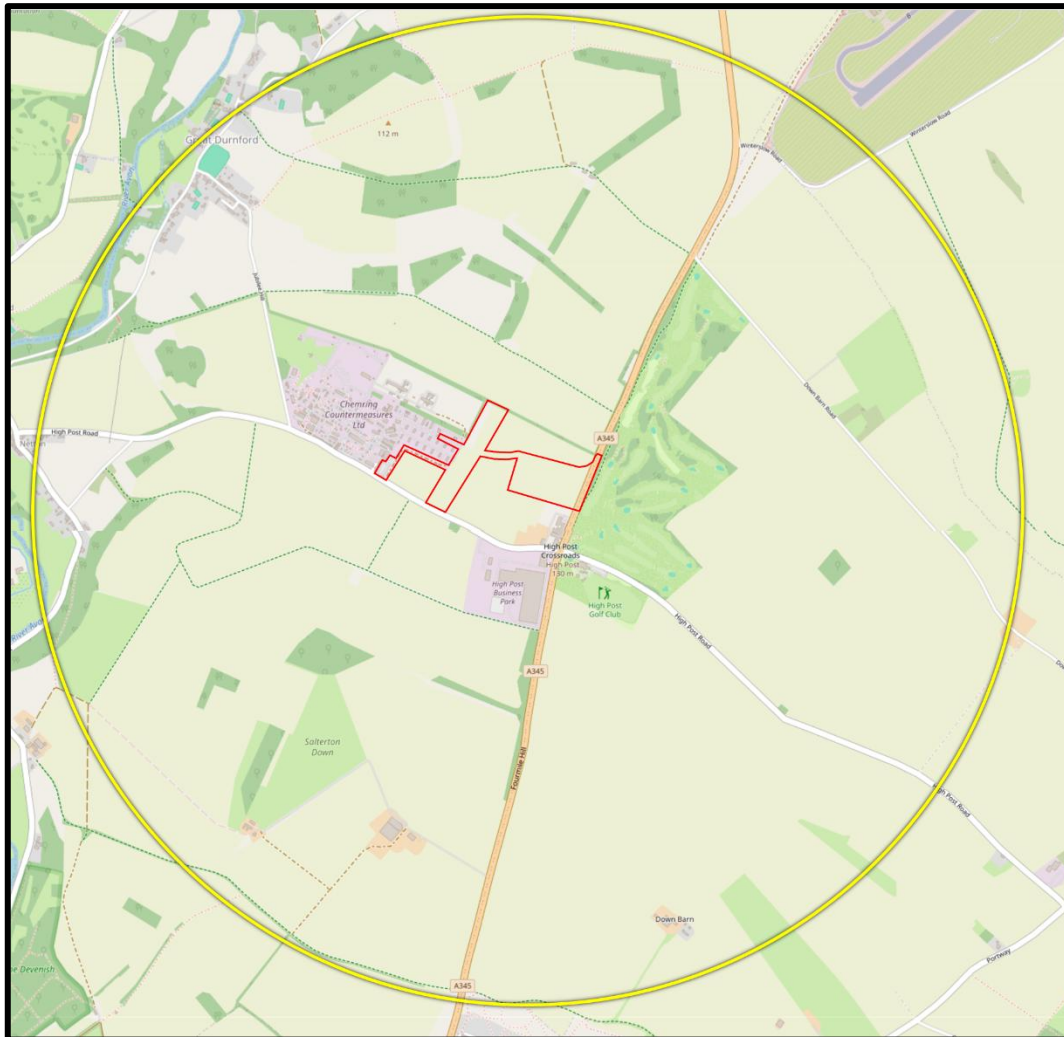
"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot".

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 and terrain.

2.3.5 Based on the above, the 2km walk-distance cited by the IHT will be applicable to staff members. The approximate 2km walking radius of the proposed development is shown at Figure 2.3 below.

Figure 2.3 – 2km Walking Radius



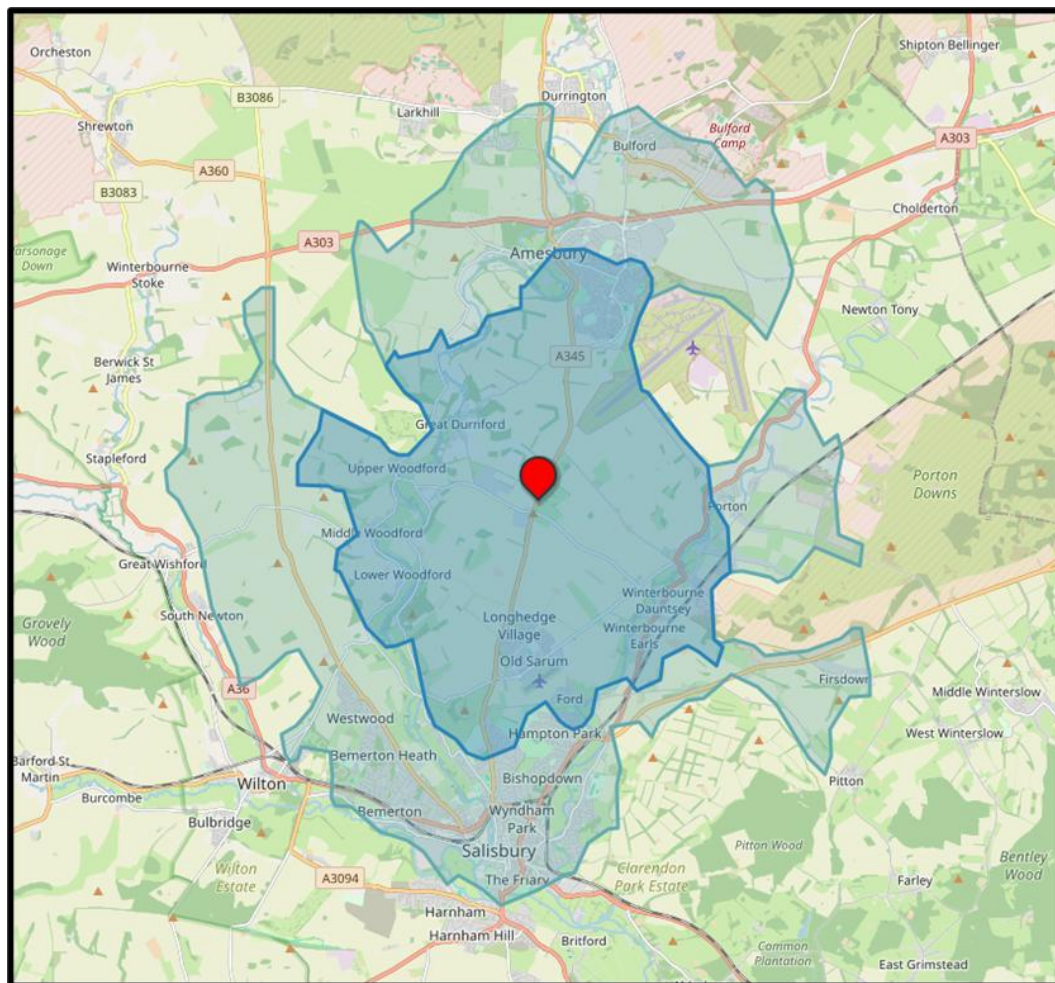
Source: Openstreetmap. Approximate Site boundary shown in red.

- 2.3.6 The 2km walk catchment indicates that there are a limited number of residences within the commuting walk catchment area, from where future employees might walk.
- 2.3.7 However, there are two bus stops on the A345 which are well within the catchment, and the proposal includes the provision of two new bus stops adjacent to the proposed Site access with footways connecting into the Site. There are therefore opportunities for future employees of the proposed development to travel to High Post by bus or car-sharing, and to make the last part of their commuting journey on foot.
- 2.3.8 In summary, while it is unlikely that many future employees or visitors of the proposed development will live within walking distance of the Site, the proposed new bus stops, access road, and footways will provide a the opportunity for employees and visitors to travel by bus and walk the last part of the journey.

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).

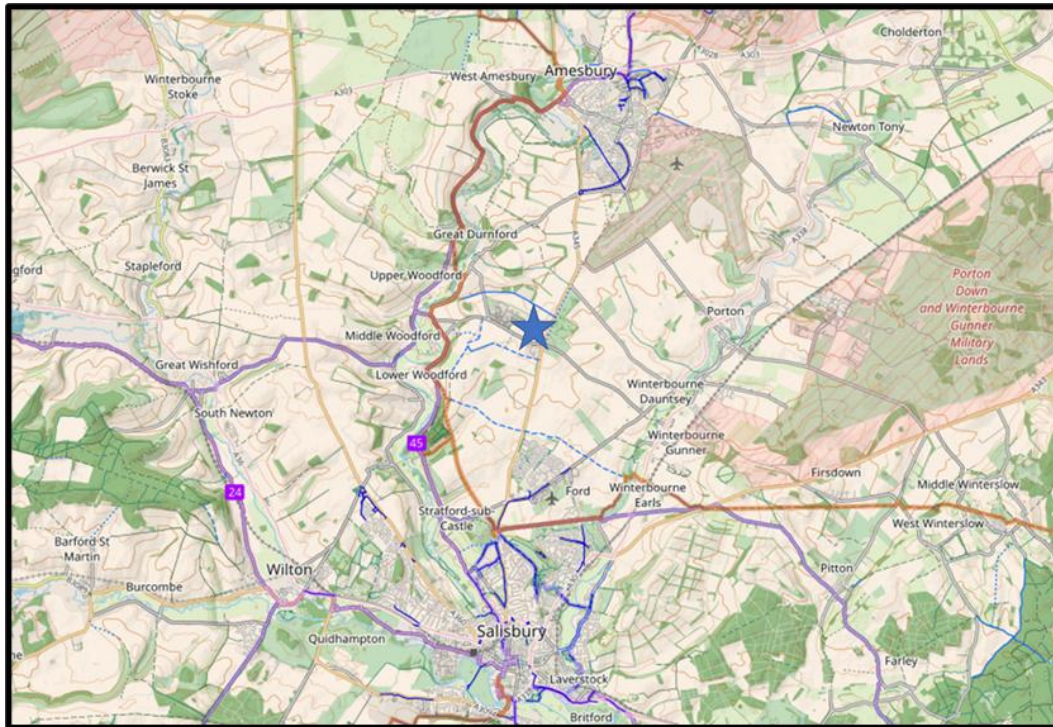
Figure 2.4 – Cycle Catchment Area



Map source: *OpenRouteService.org*

- 2.3.11 The 8km cycle catchment includes most of Salisbury and Wilton, Amesbury, and a number of villages in the Woodford Valley, the Winterbournes, and Porton.
- 2.3.12 Figure 2.5 below, shows a cycle map for the surrounding area taken from OpenStreetMap, showing local and national cycle ways in the area.

Figure 2.5 – Local Cycle Map



Source: OpenStreetMap. N.B. The Site is indicated by a blue star.

- 2.3.13 The most direct route to the site from Salisbury and Amesbury is the A345.
- 2.3.14 Cyclists travelling from Salisbury to the Site at High Post who prefer not to use the A345 can readily use the roads through the Woodford Valley – there is a designated cycle route between the city centre and Netton, part of National Route 45, which passes c.1 mile (1.7km) to the west of the site. The cycle route is on-road, using lightly-trafficked lanes on the east side of the River Avon.
- 2.3.15 Similarly, cyclists from Amesbury also have the choice of the A345 or the same designated cycle route (National Route 45) via the Woodford Valley to Netton.
- 2.3.16 From Netton, cyclists can make the connection between the National Route 45 and the Site by continuing to cycle on-road for c.1 mile. This connection is via lightly-trafficked lanes which are very much the same character as those used by National Route 45.
- 2.3.17 The proposal includes a new shared footway/cycleway through the Site, extending from the southwestern corner of the Site's frontage on the C292 through the Site to the proposed buildings.
- 2.3.18 For those who might consider the climb up from the valley to the Site (c.60m climb over c.1,100m) to be a barrier to cycling, electric bikes can help overcome this, which can be purchased tax-efficiently through the government's Cycle Scheme, and which can be stored and charged at the Site.
- 2.3.19 There is also a public bridleway / byway route from Amesbury which runs parallel to the A345 directly to High Post.

Bus Access

- 2.3.20 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.
- 2.3.21 The nearest bus stops to the site are located on the A345 north and south of the High Post Crossroads, approximately 450m – 600m from the proposed Site access junction. Both the northbound and southbound stops have shelters with seating and timetables.
- 2.3.22 There are no footways between the Site and the existing bus stops.
- 2.3.23 The proposal includes a pair of new bus stops on the A345 adjacent to the proposed roundabout, with crossing points incorporated into the roundabout design, and with footway connections into the Site. These new stops will provide shelters, seating, and real time travel information, and it is anticipated that they will be served by the same buses as the existing stops at High Post.
- 2.3.24 The High Post bus stops are served by the X4, X5, and Activ8 buses, which provide a combined frequency of typically five buses per hour between Salisbury, Amesbury and beyond.
- 2.3.25 The journey time from Salisbury centre to High Post is c.13 minutes, and the new Long Henge residential development is only 2-3 minutes from High Post.
- 2.3.26 The journey time from Amesbury centre to High Post is c.10 minutes.
- 2.3.27 Table 2.1 below summarises the routes that serve the existing bus stops, showing that there are regular and frequent buses between the Site and the local area.

Table 2.1 – Local Bus Services

Service	Bus Stop	Route	Approximate Peak Frequency / Period		
			Monday - Friday	Saturday	Sunday
X4	Northbound / Southbound	Salisbury / Amesbury / Larkhill	Two per hour	Two per hour	One per hour
X5	Northbound / Southbound	Salisbury / Amesbury / Pewsey / Marlborough / Swindon	One per hour	One per hour	None
Activ8	Northbound / Southbound	Salisbury / Amesbury / Tidworth / Andover	Three per hour	Three per hour	Two per hour

- 2.3.28 Having regard to the proximity of the proposed new bus stops, the frequency of buses and the areas that the existing local buses serve, the Site will be accessible by public transport..

Access by Rail

- 2.3.29 Salisbury station is operated by South Western Railway, with frequent trains between Portsmouth and Cardiff, and London and Exeter.
- 2.3.30 The station is approximately 4.7km from High Post, via the A345. It is therefore feasible that some longer journeys to/from the proposed development can be made by train, with the connection between the station and the site being made by bike, taxi, bus, or car-share.

- 2.3.31 Salisbury station has facilities including a ticket office, ticket machines, waiting rooms/seating and refreshment facilities. A car park with 269 spaces, including disabled/accessible spaces, is available. In addition, there are 110 sheltered cycle parking spaces.

Vehicular Access and the Local Highway Network

- 2.3.32 The proposed development will be accessed via a proposed new roundabout junction on the A345.
- 2.3.33 The A345 is single-carriageway and subject to the national speed limit of 60mph in the vicinity of High Post.
- 2.3.34 The A345 is single-carriageway and subject to the national speed limit in the vicinity of High Post.
- 2.3.35 The A345 extends from Salisbury, north to Amesbury, Pewsey, and Marlborough.
- 2.3.36 The northernmost residential areas of Salisbury are approximately 2.5km south of the site; Salisbury city centre is approximately six kilometres south, where the A345 connects to a number of strategic routes radiating from the city.
- 2.3.37 Amesbury is approximately five kilometres north of High Post; the A345 connects to the A303, part of National Highways' Strategic Road Network, approximately one kilometre northwest of Amesbury.
- 2.3.38 Figure 2.1, above, shows the proposal site in its local highway context.
- 2.3.39 Overall, the site has a prominent location in relation to the local strategic road network from which it is readily accessible.

2.4 Accessible Amenities within 500m

- 2.4.1 This assessment is based on Table 7.1 of the "BREEAM New Construction UK Version 7.0 Technical Manual – SD6074", which lists the key amenities applicable to this type of development (which is classified as a BREEAM BG1 building type).
- 2.4.2 Table 2.2 lists the distances to the closest accessible amenities within 500m of the site; Figure 2.6 below shows the locations of these amenities.
- 2.4.3 There may be opportunity to provide enhancements to the accessibility to the local amenities, subject to demand, viability, and land ownership.

Table 2.2 – Accessible Amenities within 500m

Appropriate food outlet (i.e. groceries, convenience)	Spar Convenience Store at PFS	440m although not connected via a footway
Access to cash	ATM in Spar Convenience Store	440m although not connected via a footway
Access to an outdoor open space (public or private, suitably sized and accessible to building users)	On site amenity space	0m
Access to a recreation or leisure facility for fitness or sports	High Post Golf Club	500m although not connected via a footway
Publicly available postal facility	None within 500m walk	
Community facility	The Stones Hotel	400m although not connected via a footway
Over the counter services associated with a pharmacy	None within 500m walk	
Public sector GP surgery or general medical centre	None within 500m walk	
Childcare facility or school	None within 500m walk	

Figure 2.6 – Accessible Amenities within 500m

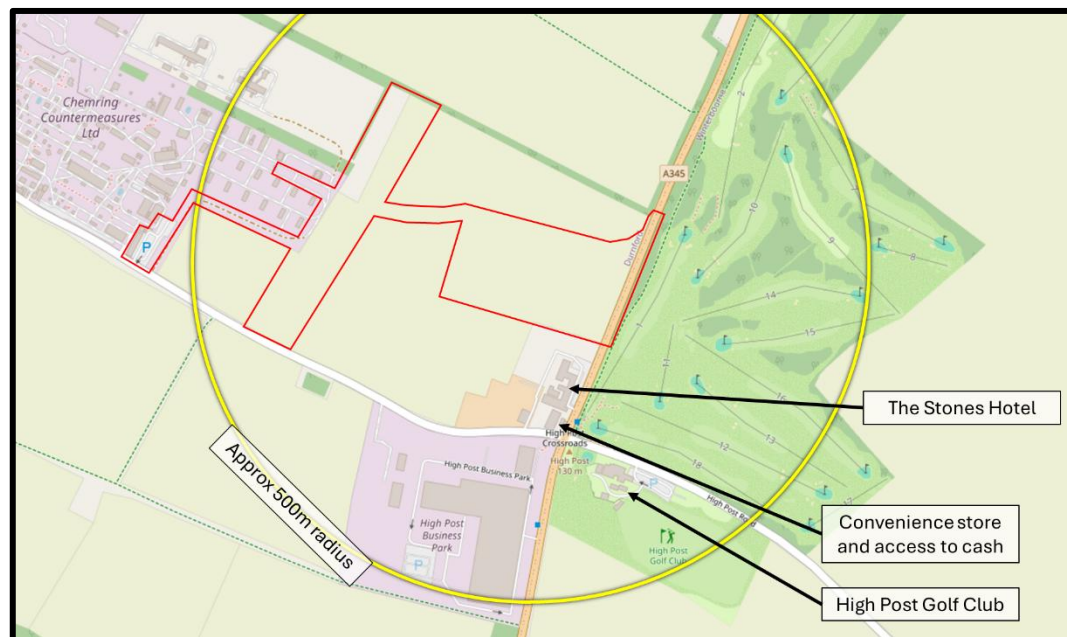


Image source: Openstreetmap. Approximate Site boundary shown in red.

2.5 Disabled Access

- 2.5.1 The accessibility of the Site has been considered when designing the proposed site layout.
- 2.5.2 The proposed development provides twelve disabled/accessible bays, which equates to 5% of total parking capacity.
- 2.5.3 The disabled/accessible bays are located in close proximity to the building entrances.

- 2.5.4 Given the nature of this development, the site has been designed to allow mobility and independence by all users with varying levels and types of disability.
- 2.5.5 The building accesses and internal pedestrian routes will waymarked, legible, and level, crossings will have dropped kerbs and tactile paving, and the proposed new bus stops will be raised to provide a level access to/from the buses.

2.6 Public Transport Accessibility Index (PTAI)

- 2.6.1 As part of the BREEAM assessment, it is necessary to also calculate the Public Transport Accessibility Index (PTAI) of the development site. The PTAI functions as an indicator for the accessibility and density of the public transport network relevant to the development site.
- 2.6.2 The PTAI should be calculated based on current information, and the distance to a compliant public transport node (bus stop) within 650m is measured via a safe pedestrian route. While the two bus stops at High Post are within 650m of the Site, there is no footway provision connecting them to the Site. On this basis, the Site currently has an AI of 0.
- 2.6.3 The proposal includes the provision of two new bus stops and pedestrian footways and crossings. With those in place the Site has a PTAI of 4.64 (between the range of 0 (worst) to 40 (best)).

2.7 Current Facilities for Cyclists

- 2.7.1 The Site's accessibility by bike is described in section 2.3 above.
- 2.7.2 The proposed development provides a total of 28 cycle parking spaces in the form of secure covered Sheffield stands located on the eastern side of the proposed office building, and with provision of 6 cycle spaces with electric charging facilities.

2.8 Accessibility Summary

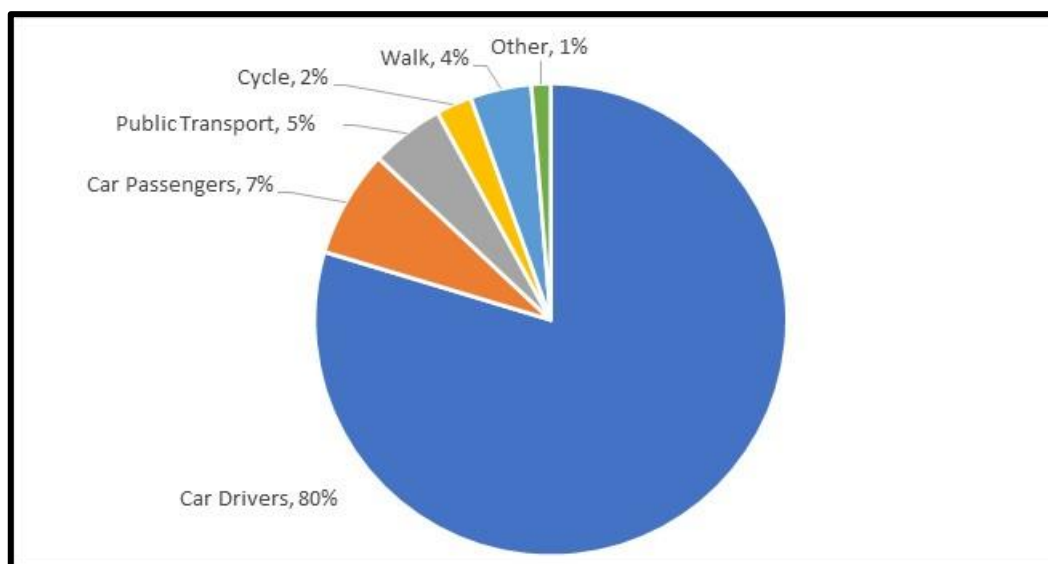
- 2.8.1 Frequent buses from Salisbury, Amesbury, and beyond, call at the nearby High Post bus stops, and it is anticipated that the same buses will call at the proposed new bus stops adjacent to the proposed Site access.
- 2.8.2 The proposed new footways and crossings will provide a pedestrian route between the Site, and the bus stops.
- 2.8.3 There are therefore opportunities for future employees to travel to the Site by bus or car-sharing and to walk the last stage of the journey.
- 2.8.4 The Site is within cycling distance of Salisbury and Wilton, Amesbury, and a number of villages in the Woodford Valley, the Winterbournes, and Porton.
- 2.8.5 There are viable route options for cyclists to ride between the Site and Salisbury/Amesbury without using the A345.
- 2.8.6 Salisbury rail station is also within cycling distance of the Site; some longer journeys to/from the proposed development can be made by train, with the connection between the station and the Site being made by bike, taxi, bus, or car-share.
- 2.8.7 The Site has a prominent location in relation to the local road network.
- 2.8.8 Overall, the Site has a good level of accessibility by all relevant transport modes, and importantly, the proposed development is accessible by non-car travel modes.

2.9 Census Review and Targets

Census Review

- 2.9.1 For the purposes of establishing a baseline and setting initial targets, a preliminary review of the modal proportions of employee work trips is based on 2011 census data for people whose usual workplace is in the Output Area in which the Site is situated (Wiltshire 049).
- 2.9.2 Census 2021 data has not been used as it tends to be disproportionately skewed towards home-working due to Covid-19. Whilst home-working has become relatively normalised post-Covid, many employees have returned to their place of work and so use of the 2011 census is considered reasonable.
- 2.9.3 The census data shows 87% of work trips are made by private car, either as drivers or passengers, while 5% utilise public transport. The results are provided at Figure 2.7.
- 2.9.4 The census data also shows 6% of residents travelling to work by either walking or cycling.

Figure 2.7 – 2011 Census Data for Travel to Work



Targets

- 2.9.5 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.9.6 The initial/indicative target of the Travel Plan for employees of the development will be to achieve a modal split of methods of travel to work in line with the average figures at Figure 2.7, albeit recognised that walking to Site is not likely to be as popular as the Census data indicates, and to then reduce the proportion of employees travelling to work by single occupancy single purpose private car journeys by 5%, absolute, within five years of the Travel Plan being adopted.
- 2.9.7 The targets of the travel plan will be reviewed at Year 1 and Year 3, and will take into consideration the modal split established from the travel surveys. Should the targets require changing, this will first be agreed with Wiltshire Council.
- 2.9.8 Targets for individual mode shares have been set, as shown in Table 2.3, however, the minimisation of single occupancy, single purpose, 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 Plans.

Table 2.3 – Initial Modal Targets

Mode of Travel	Target – Initial	Target – 5 Years
Car driver alone	80%	75% (-5%)
Car passengers	7%	8% (+1%)
Public transport	5%	6% (+1%)
Cycle	2%	3% (+1%)
Walk	4%	5% (+1%)
Other	1%	2% (+1%)
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 At their discretion, the management team at Callen Lenz will appoint a Travel Plan Co-ordinator (TPC) for the company. The TPC will be responsible for implementing and administering the Travel Plan measures, as well as investigating additional potential Travel Plan measures and sustainable transport opportunities.
- 3.1.2 The TPC will be provided with a copy of this Travel Plan to encourage research into how to best promote and evolve the Travel Plan over its lifetime.
- 3.1.3 The role of the TPC will be active throughout the lifetime of the Travel Plan.
- 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 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, including new employees upon commencement of employment, 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 On confirmation of employment, new staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their journey prior to commencement of employment.

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 undertaken 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 These measures are focussed on staff but some will also be relevant to visitors of the company.
- 4.1.3 The TPC will be free to investigate other potential ways of encouraging staff and visitors to travel by sustainable modes.
- 4.1.4 The TPC will be responsible for organising staff involvement in travel planning days/events for all modes of sustainable travel.
- 4.1.5 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 staff travel survey(s) and setting the Travel Plan targets. An Action Plan has been included at Section 5.4.
- 4.1.6 The Travel Plan measures for the proposed development are set out below. The measures include the production and distribution of a Travel Information Pack to the employees, and offering flexible working practices including flexitime, teleworking, homeworking, video conferencing etc., where appropriate.

4.2 General

- 4.2.1 Before first occupation of the development and/or commencement of employment, each 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: -

- A promotional poster highlighting the benefits of walking and cycling will be displayed in staff room/s and communal areas.
- The TPC will liaise with the Highway Authority to report any issues with local pedestrian and cycle routes and infrastructure.
- Staff will be provided with secure lockers for storage of wet clothes, umbrellas, etc.
- Walk to Work Week will be promoted by the TPC(s).
- Promotional material highlighting the benefits of walking to work, as well as promotional material from websites such as www.walkit.com, www.livingstreets.org.uk, www.ramblers.org.uk, www.walkingforhealth.org.uk, www.walk21.com, and www.transportdirect.info, will be displayed in the staff rooms / communal areas.
- Promoting the 'Cycle to Work' scheme and actively encourage existing and new members of staff to participate: www.cyclescheme.co.uk
- Cycle parking spaces will be provided for staff and visitors. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by either staff or visitors warrant it.
- Promotional material on bicycle maintenance will be available in the staff room/s communal areas.
- Promotion of an adult cycle training programme and/or a bicycle maintenance course.
- Promotion of web-based and app-based cycling tools such as Love to Ride (www.lovetoride.net) for recording cycle mileage, and the Cycle streets Journey Planner (www.cyclestreets.net/journey)
- The potential to offer Dr Bike, or other cycle maintenance services to employees will be investigated.
- Should demand warrant it, the TPC will investigate the potential for a staff Bicycle User Group (BUG).
- Bike week will be promoted by the TPC. Information can be obtained from www.bikeweek.org.uk
- Promotional material highlighting the benefits of cycling to work, as well as promotional material from websites such as www.walkit.com, www.livingstreets.org.uk, www.ramblers.org.uk, www.walkingforhealth.org.uk, www.walk21.com, and www.transportdirect.info, will be displayed in the staff rooms / communal areas.

4.4 Public Transport

4.4.1 Measures for encouraging bus travel will include:

- Up to date information on bus services, including route information and service frequencies, will be available in the staff room and communal areas.
- An electronic screen or tablet will be installed in the lobby with the Salisbury Reds website as the default page.

- 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.
- The potential to offer free/discounted taster travel tickets to employees will be investigated with the local operator/s.
- The potential to offer a 'free-ride-home' service will be considered for employees who travel to work by non-car mode, so as to provide a guaranteed back-up if their initial travel plans fail.

4.5 Car Sharing and Taxi

- 4.5.1 Car-sharing represents a relatively convenient alternative form of travel to work, and would reduce the total private-vehicle mileage by the employees, therefore reducing overall fuel consumption which is of benefit to both employees and the environment.
- 4.5.2 Car Share Wiltshire, an internet-based car sharing scheme controlled by Wiltshire Council, is open to the public to find car share opportunities by signing up. Alternatively, organisations can choose to set up their own private group for their staff only.
- 4.5.3 Taxis also have an important role in providing a method of transport for employees when other modes of transport may not be available, for example when a car share arrangement fails on a particular occasion.
- 4.5.4 The following car sharing and taxi related measures will be implemented as part of the Travel Plan:
- To maximize the potential pool for employees who are interested, employees will be encouraged to register with the appropriate car sharing website (liftshare.co.uk/uk/community/wiltshire).
 - Promotional material from liftshare.co.uk will be displayed in the staff rooms / communal areas.
 - National Liftshare week will be promoted by the TPC.
 - The TPC will act as an agent to facilitate car-sharing within the development, if demand warrants it.

- 4.5.5 The developer is aware of the sensitivity of potential traffic impacts on the Woodford Valley west of the Site, and will take active measures to prevent development traffic travelling west via the C292. This will include signage at the Site's access junction supported by a notice in the Travel Information Packs advising drivers to avoid using the Woodford Valley roads to access the Site.

4.6 BREEAM Travel Plan Measures

- 4.6.1 The BREEAM guidance requires that a specified range 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	Not considered appropriate for the scale of the development.
Provision of a public transport information system in a publicly accessible area	Bus service information will be provided to staff (Section 4.4 above).
Provision of electric recharging stations	Twelve electric vehicle charging points will be provided.
Provision of parking priority spaces for car sharers	Car-sharing will be promoted (Section 4.5). Spaces close to the building entrance have been reserved/appointed for disabled motorists and additional spaces can be allocated for car-sharers if required.
Consultation with the local authority on the state of the local cycling network and on improvements	Not considered appropriate for the scale of the development.
Provision of dedicated and convenient cycle storage	A total of 28 covered cycle parking spaces will be provided within the development for staff with 6 spaces provided with electric charging facilities (Section 2.9 above).
Provision of a pedestrian and cyclist-friendly environment	The proposal includes a 3m shared-use pedestrian/cycle route through the Site, marked crossing points with tactile paving, legible direct pedestrian routes, new bus stops with shelters and seating, and signing/waymarking within the Site. Cycle parking spaces will be provided for staff, as well as lockers for storage of cycle equipment, wet clothes, umbrellas etc.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas	The development and its landscaping have been designed to create a pleasant environment for pedestrians.
Restrictions or charging for car parking	It is not the intention of Callen Lenz to restrict or charge for employee parking.
Pedestrian and cyclist friendly (for all types of users 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 all users with varying levels and types of disability.
Provision of suitable taxi drop-off or waiting areas.	Taxis will be able to park within the car park

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.
 - Monitoring the number of staff registered for car sharing.
 - Recording of comments received on transport and travel to the Site.

5.3 Process and Review

- 5.3.1 Staff travel surveys will be done at years 1, 3 and 5 for monitoring and updating the Travel Plan, the results of which will be disseminated to employees at the Site. The monitoring 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
Obtain up to date information on local walking routes	Before the Launch of the Plan	TBC
Obtain up to date information on local cycle routes and cycle maps	Before the Launch of the Plan	TBC
Obtain up to date information on bus stops, maps and bus services	Before the Launch of the Plan	TBC
Obtain up to date information on rail services	Before the Launch of the Plan	TBC
Obtain up to date information on local taxi services	Before the Launch of the Plan	TBC
Assemble Travel Information Pack	Before the Launch of the Plan	TBC
Obtain information on regional and local car share databases	Before the Launch of the Plan	TBC
Discuss Travel Pack with Wiltshire Council	Before the Launch of the Plan	TBC
Check information remains current in Travel Information Packs	Prior to Occupation of Site	TBC
Appoint Travel Plan Coordinator (TPC)	Prior to Occupation of Site	TBC
Issue Travel Information Packs	Upon first employment of staff	TBC
Carry out ongoing monitoring and reviews	On-going	-
Arrange 1, 3 and 5 year surveys	On-going	-
Analyse survey data, review targets, review measures and re-issue travel plan if necessary	On-going	-
Consider remedial measures if targets are not met	On-going	-