

AVAL CONSULTING GROUP.

CIVIL, ENVIRONMENT & STRUCTURAL ENGINEERS



Travel Plan

Midland Distribution Centre, Markfield Road, Groby LE6 0FS

ATC Design and Build Ltd

20th May 2025

Transport Statement
Midland Distribution Centre, Markfield Road, Groby LE6 0FS
ATC Design and Build Ltd

94170

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1 Introduction

1.1 Overview

AVAL Consulting Group Limited (ACGL) has been commissioned by ATC Design and Build Ltd to provide the Travel Plan for the planning application. The site address is Midland Distribution Centre, Markfield Road, Groby LE6 0FS. This is to accompany the Planning Application to the Local Authority (Hinckley and Bosworth Borough Council (HBBC)) for consent to undertake the proposed work at the site.

A description of the proposed scheme is provided below:

A two-storey extension of the Westermans industrial building.

This TP has been carried out in accordance with good practice guidelines and has been prepared in accordance with National Planning Policy Framework (NPPF) (2025) and current Planning Guidance documents for HBBC.

1.2 Objective

Although this is a Full Travel Plan document, which sets out specific objectives, targets, measures and details about predicted travel behaviour and mode share, some elements are considered 'interim'. These are interim as the result is not yet known i.e., the targets and mode share are predictions, as a baseline travel survey will not be undertaken until within three months of first occupation or at 75% occupancy, whichever occurs first. The targets and mode share will be updated based on the travel patterns from the baseline survey.

The TP will be a living document, providing detailed long-term transport solutions for the commercial scheme.

1.3 Accommodation Travel Plans

A TP is becoming increasingly important in delivering new developments, as it ensures a range of sustainable transport solutions are implemented. As such it should be considered an important, integrated element to the development.

In this instance, the aim of the TP process is primarily to assist in ensuring the success of the development.

1.4 Definition of a Travel Plan

"A Travel Plan is a long-term management strategy for an organisation, site or area, which is aimed at promoting the use of sustainable modes of transport and providing choice for the user, with an end objective of reducing the environmental impacts of travel and dependency on the private car for single-occupancy trips."

As set out in the previous Chapter, this TP will include specific objectives, targets, and measures, as well as details about predicted travel behaviour and mode share.

The objectives and supporting measures may need adjusting throughout the planning process, and thereafter throughout the lifespan of the development. This may result in the introduction of new objectives if required, and/or alternate measures to achieve these.

A Travel Plan Coordinator (TPC) will be appointed to be responsible for implementing, monitoring, and updating the TP following site occupation and every year thereafter. This coordination role will be undertaken by someone from the developer team or the Concierge team on site.

1.5 Site Location and Details

The Midland Distribution Centre is ideally situated on Markfield Road in Groby, Leicester, offering excellent transport links and accessibility. The site has direct access to the A50 and is located close to Junction 22 of the M1 motorway, enabling efficient distribution across both regional and national networks. Set within a well-established industrial and logistics zone, the unit is neighboured by a range of commercial enterprises and benefits from proximity to local amenities in Groby village. Leicester city centre lies approximately 5 miles to the southeast, providing access to a large workforce and additional business infrastructure. This strategic location makes the site highly suitable for logistics, warehousing, and light industrial uses.

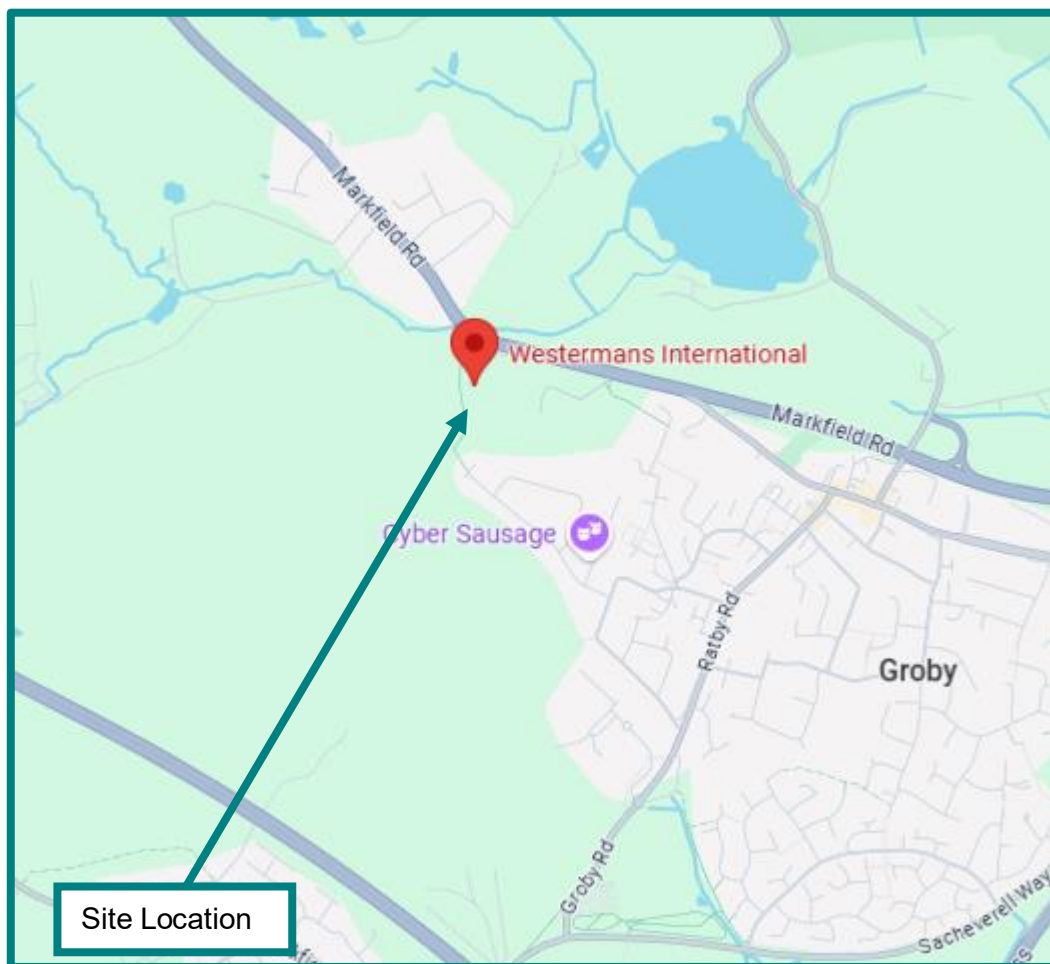


Figure 1.1: Site Location (image source: Google Maps)

2 Policy and Guidance

This section lists all the latest regional and local policies, and statutory and non-statutory guidelines relevant to the permitted development.

2.1 National Guidance

2.1.1 National Planning Policy Framework (2025)

The principal national planning policy guidance concerning the proposed development is the National Planning Policy Framework (NPPF). The most recent update of the NPPF was published in February 2025 by the Ministry of Levelling Up, Housing & Communities. The NPPF sets out the government's planning policies for England and how these are expected to be applied.

This revised Framework replaces the previous National Planning Policy Framework published in March 2012, revised in July 2018 updated in February 2019, July 2021, September 2023 and December 2024.

The NPPF outlines the Government's planning policies for England and how they are expected to be applied. This has a "presumption in favour of sustainable development" and includes the following principles of relevance to this site:

- To drive and support economic development;
- To seek to secure high-quality design; and
- Manage growth by making full use of public transport, walking and cycling and focusing development in locations which are or can be made sustainable.

The policy suggests that plans and decisions should ensure developments that generate significant movement are located where the need to travel will be minimised and the use of sustainable modes can be maximised. Development should be located and designed where practical to achieve the following:

- Give priority to pedestrian and cycle movements, and have access to high-quality public transport facilities;
- Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians; and
- Consider the needs of disabled people by all modes of transport.

2.1.2 National Planning Practice Guidance (NPPG, 2014)

NPPG is a web-based resource which brings together planning guidance on various topics into one place. It was launched in March 2014 and coincided with the cancelling of the majority of Government Circulars which had previously given guidance on many aspects of planning.

The guidance note on 'Travel Plans, Transport Assessments and Statements' provides advice on when Travel Plans are required, and what they should contain. This has been referred to when preparing this report.

The guidance highlights that TAs, TSs and TPs are important because they can positively contribute to:

- Encouraging sustainable travel;
- Lessening the traffic generation and its detrimental impacts;
- Reducing carbon emissions and climate impacts;
- Creating accessible, connected, inclusive communities;
- Improving health outcomes and quality of life;
- Improving road safety; and
- Reducing the need for new developments to increase existing road capacity or provide new roads.

2.2 Regional Guidance

2.2.1 Local Transport Planning in Leicestershire 2011-2026 - Leicestershire Local Transport Plan 3

The Leicestershire Local Transport Plan 3 (LTP3) outlines the county's long-term strategy for transport from 2011 to 2026. Its core aim is to support economic growth, improve connectivity, and enhance quality of life through a more efficient, safe, and sustainable transport system. The plan focuses on managing and maintaining existing infrastructure, reducing congestion, promoting accessibility, and encouraging the use of public transport, walking, and cycling. Environmental considerations and the need to reduce carbon emissions are also central to the strategy. LTP3 guides local decision-making and investment in transport to align with broader planning and development goals across Leicestershire.

2.3 Local Guidance

2.3.1 Hinckley and Bosworth Borough Council – Core Strategy (Adopted December 2009)

The Hinckley and Bosworth Core Strategy (2009) sets out the long-term spatial vision and planning framework for the borough up to 2026. It establishes key development priorities, including housing growth, economic development, and infrastructure delivery, while aiming to protect the environment and promote sustainable communities. The strategy identifies specific areas for development and regeneration, supports improvements in transport and accessibility, and encourages high-quality design. It also guides decisions on land use and planning applications, ensuring that development aligns with both local needs and national planning policy objectives. The policies regarding transport are as follows:

Policy 5: Transport Infrastructure in the Sub-regional Centre states that:

“The following transport interventions (as detailed in the Hinckley Core Strategy Transport Review 2007) are proposed to support the additional development in and around the Hinckley sub-regional centre, particularly the urban extensions at Barwell

and Earl Shilton, to promote sustainable development within the area: • Improvements to the A47/A5 'The Long Shoot' junction to provide for additional public transport priority measures • Links to existing urban area for buses (particularly the railway station), walking, cycling, and local traffic. Cycle routes to be implemented are identified in the Hinckley & Bosworth Borough Council's Hinckley Cycle Network Plan. Priority will be given to those strategic routes which connect the Hinckley, Burbage, Barwell and Earl Shilton urban areas • Improvements to the A47 (Hinckley Northern Perimeter Road and Earl Shilton by-pass) and A447 to facilitate improved public transport movement along those corridors • New public transport linkages from proposed developments to Barwell and Earl Shilton, and improved public transport linkages between Barwell, Earl Shilton, Hinckley town centre and Hinckley Northern Perimeter Road employment areas • New pedestrian and cycle linkages from proposed developments into Barwell and Earl Shilton • Traffic calming measures in Barwell and Earl Shilton, e.g. along the Common and routes through Earl Shilton/Barwell • Improvements to the provision and management of car parking and public transport to support the increased use of Hinckley town centre. Details of proposed schemes will be brought forward in the Barwell/Earl Shilton Area Action Plan and the Hinckley Town Centre Area Action Plan. Developers will be required to contribute towards the implementation of these initiatives through developer contributions where they meet the tests set out in national guidance. New development that would prejudice their implementation will not be permitted. In addition, to the measures identified above, the council will: • Support the use of the canal system for cyclists, walkers and other leisure uses. Where appropriate, developers will be expected to provide developer contributions to improve path surfacing • Support canal freight loading and unloading points along the Ashby Canal to encourage the use of canal based transport for business • Support the reopening of the Elmes Thorpe passenger railway station to serve Earl Shilton and Barwell."

Policy 14: Rural Areas states that:

"Transport To support accessibility within the rural areas, the council will: • Support the safeguarding of the route of the National Forest line and stations at Desford and Bagworth, in case, in the longer term a cost effective passenger service reinstatement on that line may be achievable • Support the delivery of a viable, high quality public transport network between the Key Rural Centres and their nearest urban centre and between the Rural Villages and their nearest Key Rural Centre or urban centre • Support the provision of accessible transport services for mobility impaired and rurally isolated residents • Support further development of quality and reach of accessible transport services, including expansion of Shop Mobility • Support the continuation of the Leicestershire hourly services network (this network provides access within 800 metres to a service of at least hourly daytime frequency for 95% of Leicestershire people) and improving access at other times of the day • Support the continuation of demand responsive transport networks (for example, shared taxi services, community minibuses and rural dial a ride) to the following villages and hamlets that are not covered by the hourly services network: Kirkby Mallory, Peckleton, Shackerstone, Congerstone, parts of Carlton, Sutton Cheney, Shenton, Kirkby Grange and Botcheston • Deliver safe cycle paths as detailed in the Hinckley & Bosworth Council's Rural Parishes Cycling Network Plan. This will deliver safe routes to school, to residential and employment areas, Key Rural Centres/urban areas, community and leisure facilities and into the countryside Developers will be required

to contribute towards these initiatives through developer contributions and/or land where they meet the tests set out in national guidance. New development that would prejudice their implementation will not be permitted.”

2.3.2 Hinckley and Bosworth Borough Council – Hinckley and Bosworth Parking Guidance

The parking standards set out in Appendix D of the Hinckley and Bosworth Borough Council (HBBC) Local Plan provide specific guidance for developments based on their use class. For Class B8 warehouse use, which applies to the proposed extension, the required provision is 1 car parking space per 100 square metres of floor space. For warehouse facilities exceeding 9,300 square metres, a lower standard of 1 space per 150 square metres applies. Additionally, one HGV parking space is required for every 400 square metres of warehouse space.

The total floor area of the development at Midland Distribution Centre, will be approximately 4,944 square metres. Based on the standard parking requirement of 1 space per 100 square metres, the development will need to provide around 49 car parking spaces. In addition, using the 1:400 square metre ratio for HGV parking, approximately 12 dedicated HGV spaces will be required. These parking provisions are intended to ensure the development complies with local planning standards and adequately supports the operational requirements of the site.

2.4 Overall Guidance

The proposed development at Unit 4, Midland Distribution Centre is guided by a comprehensive set of national, regional, and local planning policies. At the national level, the National Planning Policy Framework (NPPF, 2025) emphasises sustainable development with a focus on economic growth, high-quality design, and transport sustainability. It supports developments that minimise the need to travel and prioritise walking, cycling, and access to public transport. Supporting this, the National Planning Practice Guidance (NPPG, 2014) outlines the importance of Transport Statements and Assessments in planning, especially in encouraging sustainable travel, reducing emissions, and improving accessibility and road safety.

Regionally, the Leicestershire Local Transport Plan 3 (2011–2026) underlines the importance of efficient, safe, and sustainable transport systems to support economic development and reduce environmental impact. It encourages investment in public transport, walking, and cycling infrastructure. Locally, the Hinckley and Bosworth Core Strategy (2009) sets the spatial planning vision for the borough, prioritising development that enhances transport infrastructure, promotes sustainable communities, and supports regeneration. Policies within this strategy include specific transport improvements in urban and rural areas and advocate developer contributions toward infrastructure enhancements.

In terms of site-specific requirements, the Hinckley and Bosworth Parking Guidance stipulates that Class B8 (warehouse) developments must provide 1 car parking space per 100 sqm of floor space and 1 HGV space per 400 sqm. Accordingly, the proposed 1,482 sqm extension will require around 15 car parking spaces and 4 HGV spaces to meet these local standards. These measures ensure the development remains

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compliant with policy objectives while supporting functional and sustainable site operation.

3 Existing Transport Conditions

Unit 4, Midland Distribution Centre is located on Markfield Road in Groby, Leicester (LE6 0FS), within a well-established industrial and logistics zone. The site forms part of a larger warehousing complex and is surrounded by other commercial operations, such as Westermans International Ltd and Keltruck Limited (a Scania distributor), along with adjacent parking provision. The area designated for the proposed extension lies to the rear and side of the current warehouse and is presently used for external storage and includes unused land.

The site enjoys excellent connectivity via the local highway network, with direct access from Markfield Road linking efficiently to the A50 and M1 motorway. The existing infrastructure and industrial setting support the suitability of this location for further warehouse development, with minimal disruption to neighbouring operations.

3.1 Site Location

The site's approximate National Grid Reference is X451576, Y307791.

Situated on Markfield Road in Groby, the location offers excellent logistical advantages due to its proximity to the A50 and Junction 22 of the M1. This strategic positioning provides direct regional and national distribution routes across the UK, making it highly suitable for logistics, warehousing, and industrial functions.

Public transport connections in the area are robust, with regular bus services along Markfield Road linking Groby to Leicester city centre, Coalville, and surrounding settlements. This enhances accessibility for employees without access to private transport. Leicester—located around 5 miles southeast—serves as a key urban centre, offering a large workforce, major infrastructure, and rail services to cities including Birmingham, Nottingham, and London.

The site lies within a cluster of commercial enterprises such as Westermans International Ltd and Keltruck Limited, offering potential for synergy and shared infrastructure. The area is supported by local facilities in Groby village and includes existing car parking, adding to its operational practicality. This combination of strategic road links, public transport access, and integration within a wider industrial zone positions the Midland Distribution Centre as a prime site for sustainable expansion.

A regional map showing transport routes is provided in Appendix A.

3.2 Existing Local Area Conditions

3.3.1 Pedestrian Facilities

The pedestrian infrastructure near the Midland Distribution Centre includes a footway on the eastern side of Markfield Road, connecting to the A50 and forming part of a designated safe walking route for local areas and schools. To improve pedestrian safety—especially given HGV traffic volumes—a zebra-style crossing is proposed

near the site entrance. Additionally, a public footpath located just west of the site boundary runs through adjacent green space, providing an off-road walking route.

3.3.2 Public Transport Facilities

Public transport is conveniently accessible near the site. Bus stops are located within easy walking distance at Lena Drive (approx. 38m), Wallace Drive (approx. 212m), and Quarry House (approx. 278m). These stops are served by several routes connecting Groby with Leicester and nearby towns. The nearest railway station is Leicester (approx. 8.9 km), providing regional and national rail links. Other accessible stations within 11.5 km include Barrow upon Soar, Syston, Narborough, and Sileby.

3.3.3 Road Network

The site benefits from direct access off Markfield Road, linking immediately to the A50—an important arterial route feeding into the M1 motorway. The surrounding highway network supports both local and regional traffic, facilitating efficient movement throughout Groby and the wider Leicestershire area. Markfield Road serves as the main access point for the distribution centre, accommodating high volumes of commercial vehicles, including regular HGV traffic due to the nature of site operations.

3.3.4 Local Parking Facilities

On-site parking is provided to meet the operational needs of the development. In addition, several off-site car parks are available nearby, including the Stamford Arms car park (Leicester Road), the village hall car park (Forest Rise), and parking adjacent to Groby Community College. These facilities offer supplementary parking capacity for visitors and local residents.

4 Proposed Development

4.1 Proposed Development

The proposal involves the construction of a two-storey extension to the existing Westernmans industrial building.

Refer to Appendix A for the proposed site layout plan.

4.2 Proposed Site Access

According to the block plan, access to Unit 4 will be via an upgraded entrance off Markfield Road, just south of the A50 junction. The access route will consist of a two-way carriageway leading into the site through a landscaped corridor, arriving at the service yard and parking areas. The entrance is designed to accommodate both HGVs and smaller vehicles, with adequate turning radii and circulation space.

The internal access road loops around the building's southern and eastern edges, supporting efficient site movement for deliveries, staff, and visitors. A security gate is positioned near the entrance, and circulation routes are arranged to clearly separate service traffic from car parking, promoting operational safety. Footpath links from the site entrance also provide safe pedestrian access to Markfield Road.

4.3 Parking Provision

4.3.1 Car Parking

The development includes 50 on-site car parking spaces, located along the southern and eastern site boundaries. These comprise 35 standard bays, 5 accessible bays for disabled users, and 9 bays with electric vehicle (EV) charging points, all within a dedicated parking area accessible from the internal road network.

This provision exceeds the local policy requirement of 1 space per 100 m² of floor area. With an approximate total GIA of 4,944 m², 49 spaces are required; 50 are provided to ensure compliance and accommodate peak operational needs.

The range of parking types reflects the scheme's commitment to inclusive and sustainable design. Accessible bays are positioned near entrances for ease of use, and EV bays promote low-emission vehicle uptake. The parking area is well-defined and separated from the service yard to facilitate safe circulation for vehicles and pedestrians. Overall, the parking provision is compliant, sufficient, and effectively integrated into the layout.

4.3.3 Cycle Parking Spaces

The scheme includes 8 cycle parking spaces located near the building's main entrance, under a weather-protected shelter for year-round usability. This visible and convenient location encourages sustainable travel for staff and visitors.

Local planning policy generally requires 1 cycle space per 500 m² for B2 and B8 uses, equating to a minimum of 10 spaces for this development. While the provision is slightly below this standard, it is considered proportionate given the semi-rural location and expected mode share, which favours vehicle access.

Despite the shortfall, the high-quality design and positioning of the cycle stands support the promotion of active travel and align with broader sustainability objectives in planning policy.

4.4 Waste and Recycling Storage Provision / Waste Strategy

The proposed development includes a dedicated waste storage area to facilitate responsible waste and recycling practices, in line with national and local policy, including the National Planning Policy for Waste (2014) and Policy WDC6 of the Leicestershire Waste Development Framework.

This storage area is located at the rear of the building—out of public view and segregated from operational and parking zones—to ensure waste handling does not interfere with daily site activity. It will house clearly labelled bins for general waste, recyclable materials (paper, plastics, metal, cardboard), and any specific waste streams generated by logistics or warehousing operations.

The layout supports easy access for commercial waste collection vehicles, integrating with the service yard to allow smooth removal without disrupting site functions. Internal waste protocols will include staff training to ensure correct separation and disposal.

The strategy aligns with the wider Leicester and Leicestershire Waste and Recycling Strategy by promoting waste minimisation, use of suppliers with reduced packaging, and futureproofing for additional recycling streams. Overall, the proposal supports efficient and sustainable waste management, consistent with best practices and planning policy.

5 Travel Plan Objectives and Targets

5.1 Travel Plan Objectives

The ultimate objective this TP seeks to achieve is to facilitate the movement of the staff to and from the commercial scheme through the promotion of more sustainable methods of transport. This is to the broader goals of HBBC Travel Plan policies, sustainable travel policies and the borough's transport objectives.

The objectives of the TP are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Timed) targets so that progress towards achieving them can be measured. They will be modified once baseline travel surveys have been conducted and tailored as appropriate. The objectives are provided below:

- To raise awareness of sustainable transport options and encourage individuals to change their travel behaviour;
- To increase the use of alternative modes of transport to the single-occupancy private car, including walking, cycling and public transport use;
- To reduce traffic-related air pollution associated with the development within the area surrounding the site; and
- To reduce congestion and traffic impacts associated with the development of roads within the local area, therefore also improving road safety.

5.2 Travel Plan Targets

The principal objective of the Travel Plan over a five-year period is to achieve a measurable reduction in car use (excluding motorcycles) associated with the development. This target aligns with national and local policies that encourage sustainable travel choices and aim to reduce reliance on private vehicles in urban areas.

Travel Plan targets are typically informed by a baseline understanding of travel behaviour, which may be established through surveys or—where no staff and visitors yet occupy a development—through the use of predictive modelling tools. In this case, the targets have been derived using forecast trip generation data, as outlined in the Transport Statement prepared by Aval Consulting Group (May 2025).

The forecasts were developed using the nationally recognised TRICS (Trip Rate Information Computer System) database, which draws on trip data from comparable sites with similar characteristics, including location, accessibility, and scale. This data has been used to set interim mode share targets for the development, as detailed in Table 5.1.

Importantly, the mode share data is based on daily travel patterns across a day, rather than being limited to peak hours. This provides a more representative overview of travel behaviour throughout the day and supports the setting of realistic, evidence-based targets.

In the first year following occupation, the key target is to reduce the proportion of trips made by car (excluding motorcycles) by 10% compared to the forecast baseline. Over the five-year period, the goal will be to continue reducing car usage incrementally, while promoting and increasing the uptake of more sustainable travel modes.

The core aims of the Travel Plan include:

- Encouraging walking and cycling by providing high-quality infrastructure, secure cycle parking, and wayfinding information.
- Promoting the use of public transport.
- Raising awareness of sustainable travel options through personalised travel planning, welcome packs, and community engagement initiatives.
- Monitoring and reviewing progress annually, allowing the plan to be adjusted as needed to remain effective and responsive.

These measures will collectively support a long-term modal shift, contributing to reduced traffic impact, improved air quality, and healthier, more active lifestyles for staff and visitors.

Table 5.1 Interim Mode Share Targets (from TRICS data)

Method of Transport	Forecast % of Trips	Target % – Year 1
CARS	42.4	32.4
PEDESTRIANS	-	+3.33%
PUBLIC TRANSPORT	-	+3.33%
CYCLISTS	1.2	4.53
OGVS	41.1	41.1
LGVS	14.5	14.5
PGVS	1.2	1.2
TOTAL VEHICLES	100	90

6 Travel Plan Measures and Action Plan

6.1 Introduction

The following key sustainable transport strategies are recommended to keep single-occupancy use of the private car down to zero use and increase walking and cycling. These strategies are also required to meet the objectives of the Travel Plan. It is proposed that a combination of strategies be adopted within this TP for the development which include:

- Walking Strategy;
- Cycling Strategy;
- Public Transport Strategy; and
- Promotional/Marketing Strategy.

6.2 Strategy Details

Each strategy encompasses a range of measures which will be acceptable and effective at the site to reduce dependency on the private car and encourage changes in travel behaviour. Efforts to implement the measures would be concentrated in the initial period post-completion and then maintained to enable behaviour change from the start, as opposed to gradual implementation.

The measures include both 'hard measures' i.e. infrastructure on and around the site that will help to achieve the travel plan objectives and targets and 'soft measures' to encourage behavioural change from car to sustainable travel e.g. bus timetable information and maps of cycle routes etc. The measures are described in detail within Table 6.1 in this Chapter, alongside an action plan showing how the measures will be delivered and communicated to staff, timescales and responsibilities. Each measure also includes short, medium and long-term actions and an estimated level of cost, which have been rated low, medium or high.

The developer will be responsible for ensuring initial measures are in place before the occupation of the units; the Travel Plan Coordinator (TPC) will then assume the role of reviewing and updating the target and action plan and introducing new measures as appropriate in the future.

Table 6.1 Travel Plan Measures and Action Plan

Proposed Measure	Description	Timescale	Responsibility	Costs to Implement
WALKING STRATEGY				
Promotion of Health & Fitness	Raising staff's awareness of the health benefits associated with regular walking. Undertake specific awareness activities with that in mind and present posters and leaflets on site containing factual information about the health benefits of walking. This measure is most effective when factual statements and examples are used to catch people's attention e.g. according to the Health Education Authority, 'Walking briskly for half an hour a day can halve the risk of heart disease'.	On occupation and on-going	Travel Plan Coordinator	Low
Develop a Pedestrian Route Map	Provision of a pedestrian route map to help staff's plan their routes to and from the site, and to nearby facilities. This will include locations of pedestrian crossings. It will also include locations of facilities.	On occupation	Travel Plan Coordinator	Low
Promotion of Campaigns	Promotion of events linked to annual national travel awareness campaigns such as 'Walk-to-Work Week' and 'Bike Week'.	On occupation	Travel Plan Coordinator	Low
CYCLING STRATEGY				
Provide Secure Cycle	Provision of appropriate cycle parking for staffs within easy reach of the units. The cycle	Implemented when the site is built	ATC Design and Build Ltd	(Included within Scheme)

Parking On-Site	store on site for staff will contain 8 spaces for bikes.			
Develop a Cycle Route Map	Provision of a cycle route map showing staff's local cycle routes and facilities for cycling to and from the site.	On occupation	Travel Plan Coordinator	Low
PUBLIC TRANSPORT				
Providing Public Transport Route Maps and Timetables	Making up-to-date timetables and route maps for buses, buses and trains available to staff at travel information points.	On occupation	Travel Plan Coordinator	Low
CAR PARKING STRATEGY				
Tenancy Agreement	A statement indicating that it is a breach of the staff's tenancy agreement to bring a private car with them.	On occupation	ATC Design and Build Ltd	Low
Car Clubs	Advertising the local car clubs and nearest car club spaces to staffs. They will be encouraged to join a car club scheme if they require access to a car.	On occupation	Travel Plan Coordinator	Low
PROMOTIONAL / MARKETING STRATEGY				
Welcome Packs	Provision of travel welcome packs to staff's, which outline sustainable travel options to and from the site. They will also identify nearby facilities in place for walking, cycling and using public transport to access the site and will contain the maps which were discussed in various other strategies proposed in this Chapter.	On occupation	Travel Plan Coordinator	Low

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	Details of on-site (i.e. cycle parking) and local facilities / services within Gateshead. Travel packs are also an effective way of communicating the benefits of using sustainable modes of transport to people, which include health, financial, environmental and social benefits.			
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7 Delivery, Management, Monitoring and Review

7.1 Introduction

The following sections describe the next steps that would occur towards implementation.

7.2 Travel Plan Management

Management, review and monitoring of the TP are essential aspects in ensuring that objectives and targets are being met, and measures are being implemented, and in taking remedial action where necessary. Usually, the onus for TP management and monitoring is placed on the developer.

7.3 Travel Plan Coordinator

The Travel Plan Coordinator (TPC) will be appointed before occupation. They will play a key role in ensuring the objectives and targets are being met and that the measures are being implemented, as set out in Chapter 6. They will also maintain commitment and support from staff by being the main point of contact for staff requiring information and raising campaigns to promote the Travel Plan and the measures within it. Although the individual is responsible for the day-to-day running and coordination of the TP initiatives, it will not be a full-time post.

The TPC could be someone from the developer team or staff but is most likely to be someone from the staff members, such as someone in the facilities team. It would involve approximately 1 to 2 hours of management time per week.

7.4 Travel Plan Monitoring

Monitoring of Travel Plans is required to ensure compliance with the planning Conditions and Obligations. Monitoring is also an essential consideration in the implementation of this TP as the results determine what measures are successful whether any new measures should be adopted and if the targets are being met. It also helps to set new objectives and targets in future.

The TP will be legally enforced by HBBC. The Council will require a robust monitoring strategy to:

- Meet the requirements of their Travel Plan monitoring process;
- Monitor progress in achieving the Travel Plan's SMART targets and identify refinements to be made to the plan if it is not on course for achieving what it set out to;
- Assess the effectiveness of the travel plan and specific measures implemented to encourage sustainable travel; and
- Assess whether further measures or targets need to come forward.

Following the occupation of the site, a baseline survey will be undertaken within the first three months of occupation or at 75% occupancy, whichever comes first. The results of the survey will provide the revised baseline travel patterns and will determine the future targets for years 1, 3 and 5. The interim targets shown in this Travel Plan will therefore be revised.

The travel monitoring surveys will be undertaken in interim years 1 (a year after the initial baseline survey) and 3 and year 5 will be undertaken by the council's survey monitoring methodology. This methodology involves a one-day survey of the site including multi-modal counts at the site's entrances to establish the number of vehicle, pedestrian and cycle movements and a staff online travel questionnaire asking for their travel patterns on the day of the survey. Information such as time of departure and arrival, postcode of where they travelled to and methods of travel (main and final mode) to and from the site is collected.

Surveys will need to record not just the travel patterns but also the uptake and effectiveness of individual measures.

The TPC will be responsible for ensuring the above travel surveys are undertaken and will report the results to the HBBC. The results will feed into the TP monitoring and the TPC will use the results to establish whether mode share targets are being met and will set new targets for the following period. A review of measures will also be undertaken, as above to establish the most effective ones, and new measures which would be beneficial at the site will be suggested.

If in years 3 and 5 the targets are not being achieved, then the HBBC may require additional surveys and data collection to ascertain how best the travel patterns could be influenced to achieve the required targets.

Monitoring reports will be prepared for the HBBC within 3 months of the completion of the surveys. The monitoring data can provide the HBBC with data to inform their annual monitoring reports and to assist in borough-wide progress in achieving their local objectives.

8 Securing and Review

8.1 Funding the Travel Plan

ATC Design and Build Ltd will need to ensure that suitable funding is provided to make sure measures can be implemented and that ongoing monitoring and review can take place by that set out in this TP.

8.2 Reviewing

If the monitoring and review process finds that the TP is underperforming and targets are not being achieved, the TPC will need to arrange for a meeting with the HBBC to discuss the issues and identify where improvements need to be made.

