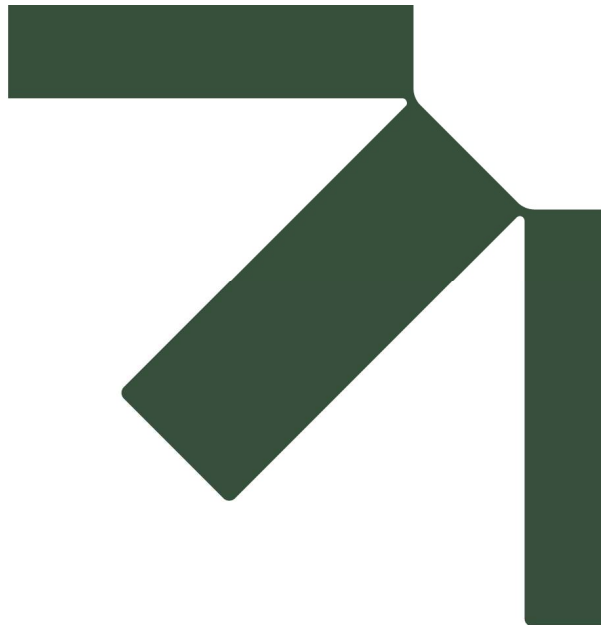




Travel Plan

Proposed Day Care Centre, Thornton

Markfield Day Nursery Ltd.

Prepared by:

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SLR Project No.: 415.064561.00001

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Basis of Report

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1.0 Introduction

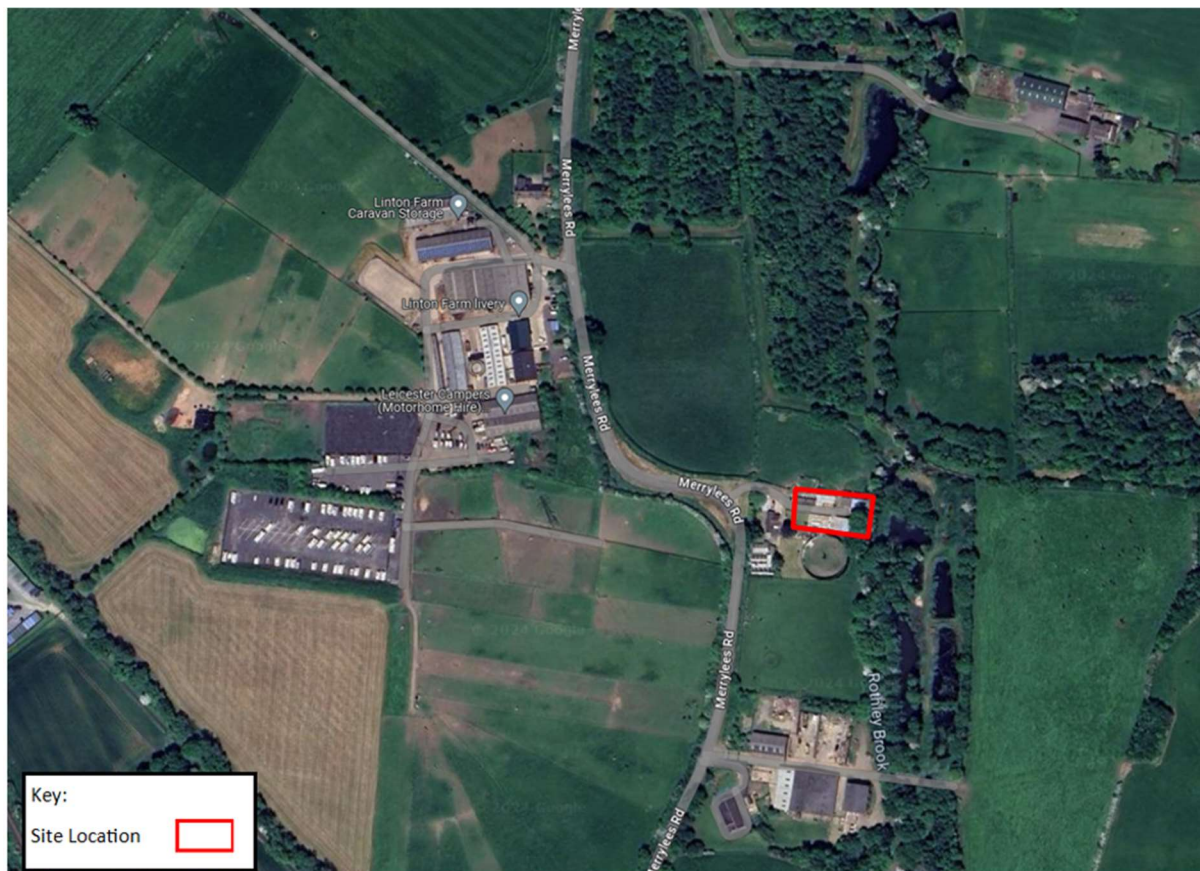
Background

- 1.1 SLR Consulting have been appointed by Markfield Day Nursery Ltd. to provide traffic and transportation advice in relation to the proposed development of a day care centre at Barnhills Farm, Thornton.
- 1.2 The objective of this Travel Plan (TP) is to outline a set of practical measures and initiatives that can help to reduce the impact of travel associated with the proposed development upon the environment.

Site Location and Development Proposals

- 1.3 The site is located on Barnhills Farm, which is located in the area of Merry Lees and to the south of the village of Thornton in Leicestershire.
- 1.4 Barnhills Farm is surrounded predominantly by agricultural land and woodland, however, in the wider area there are a number of pre-existing commercial properties and residential dwellings in the area surrounding the site. The village of Thornton is located approximately 1.3km to the north of the site. **Figure 1.1** illustrates the site location.

Figure 1.1: Site Location



- 1.5 The development proposals seek to replace the current outbuildings at Barnhills Farm and replace them with a new day care centre. This new day care centre will be able to



accommodate 72 children. The day care will be accessed via the existing farm access from Merrylees Road and supported by a 17-space car park. Details of the site layout are shown on the plan provided at **Appendix A**. The facility will be open between 08:00 and 18:00 to cater for childcare for parents working full time who live in the area, typical 'playschool' hours (09:00 – 15:00) will not be offered.

What is a Travel Plan?

- 1.6 A Travel Plan is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:

“A long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

Sources: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT, 2009; and National Planning Policy Framework, DCLG, 2012.

- 1.7 In essence, a Travel Plan is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

Scope of the Travel Plan

- 1.8 This report has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the TP itself. It has been prepared in accordance with the national planning practice guidance and travel planning guidance provided by Leicestershire County Council (LCC) and Hinckley and Bosworth Borough Council (HBBC).

- 1.9 The remainder of this report is structured as follows:

- **Section 2** describes the site and sets out the accessibility of it by all modes of transport;
- **Section 3** sets out the objectives, targets and benefits of the Travel Plan;
- **Section 4** summarises the measures and incentives of the Travel Plan which will be implemented;
- **Section 5** sets out the strategy for implementing the TP, discusses the roles and responsibilities of the TPC and identifies a strategy for communicating the TP to all.
- **Section 6** details the methodology for monitoring and reviewing the TP, including how often the monitoring will take place, travel surveys, and who will be involved in the process; and
- **Section 7** contains an Action Plan for the implementation of the Travel Plan.

- 1.10 This Travel Plan document has been written to encourage active travel, in line with the following core national guidance documents:



- a) Department for Communities and Local Government, "Guidance on Travel Plans, Transport Assessments and Statements", (2014);
- b) Department for Transport, "Good Practice Guidelines: Delivering Travel Plans through the Planning Process", (2009);
- c) Ministry of Housing, Communities and Local Government, "National Planning Policy Framework", (2023); and
- d) Leicestershire County Council, "Travel Plans in Leicester" website (2024).



2.0 Accessibility by Sustainable Modes of Transport

Overview

- 2.1 A key element of national and local policy is to ensure that developments are located in areas where alternative modes of travel are available. It is important to ensure that developments are not isolated but located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.
- 2.2 It is acknowledged that in the pre-application response provided by LCC raised concerns over the accessibility of the site by non-car modes. Despite this, this section identifies a range of options for travel by sustainable modes which could be utilised to access the site by staff living locally, as it is understood that many parents / carers who are dropping off their child may not be able to utilise the sustainable travel options to the site, given they have young children with them.

Pedestrian Accessibility

- 2.3 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, topography and other local facilities.
- 2.4 The Chartered Institution for Highways and Transportation (CIHT) document entitled 'Providing for Journeys on Foot' suggests walking distances which are relevant to this planning application. These are reproduced in **Table 2.1**.

Table 2.1: CIHT Suggested Acceptable Walking Distances

CIHT Classification	Town Centres (m)	Commuting/School/ Sightseeing (m)
Desirable	200	500
Acceptable	400	1,000
Preferred Maximum	800	2,000

- 2.5 As is shown from the above, the preferred maximum walking distance for pedestrians is 2km (for both staff and site users), with this catchment area presented as **Figure 2.1** overleaf.
- 2.6 As can be seen in **Figure 2.1**, within 2km of the site the nearby settlements of Thornton and Merry Lees can be accessed. These areas are likely to be where a number of staff, parents and children will live, meaning that they are within a walkable distance from the site.
- 2.7 Owing to the relatively rural nature of the site, there is currently no footway provision in the vicinity of the site access along Merrylees Road to either Thornton or Merry Lees. Despite the lack of footway provision, it is acknowledged that there are wide verges which could accommodate pedestrian movements for much of the route towards Thornton.
- 2.8 Despite the current lack of footway provision along Merrylees Road, it is noted that the site is well located to access a number of existing public footpaths and bridleways which connect the



site to Thornton, Merry Lees and a number of surrounding areas. Details of the closest public footpaths and bridleways in relation to the site location are illustrated in **Figure 2.2**.

Figure 2.1: 2km Pedestrian Catchment Plan

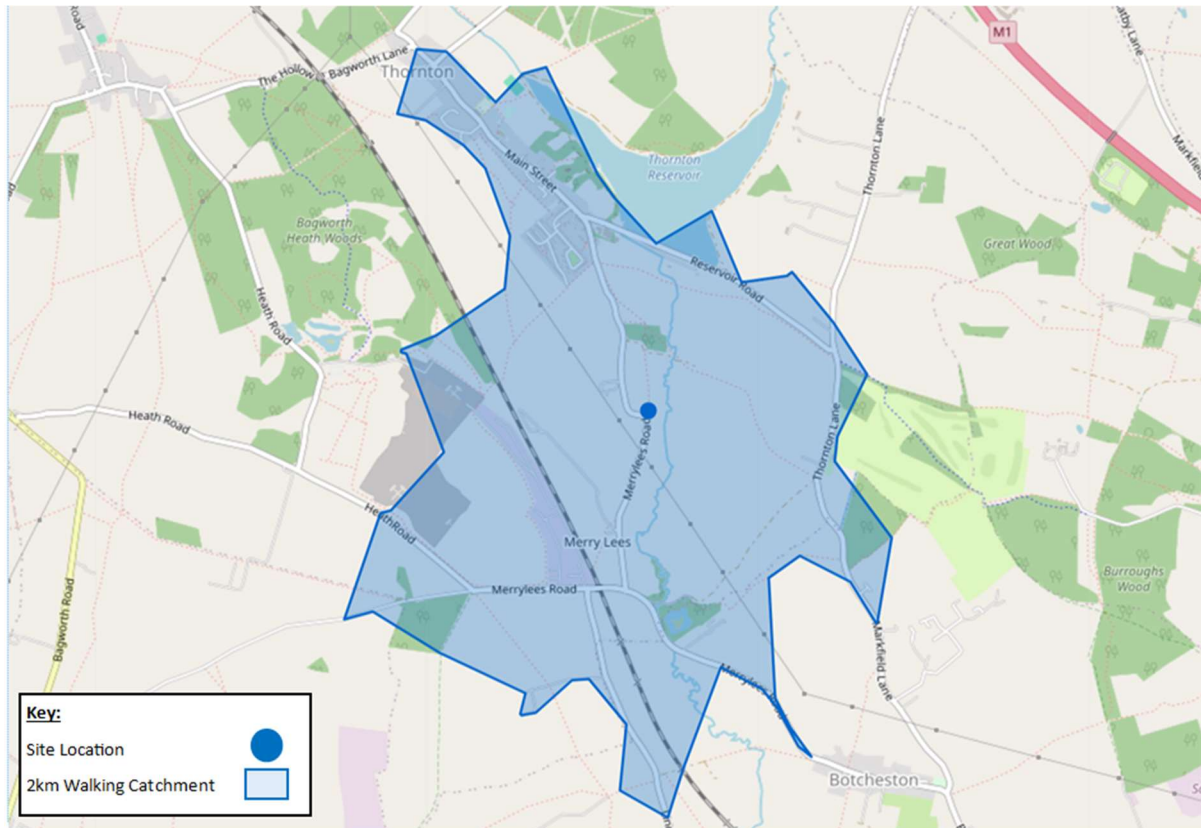
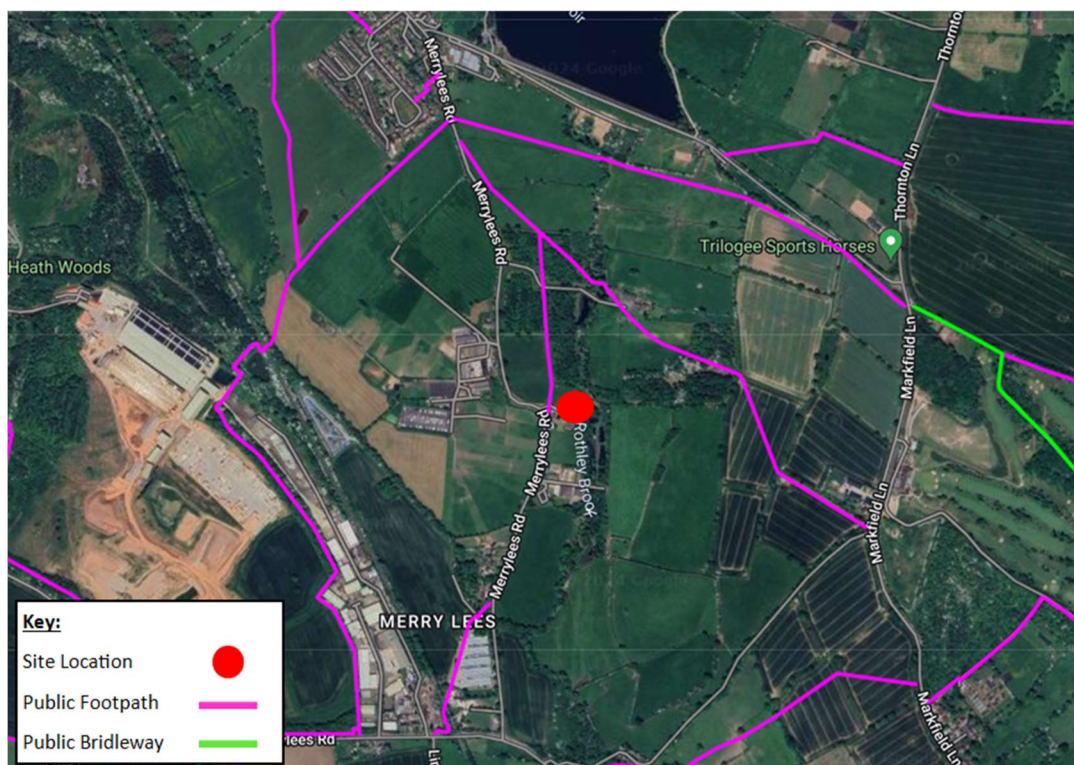


Figure 2.2: Public Footpaths and Bridleways Close to the Site



- 2.9 As can be seen above, the site is located adjacent to a public footpath which runs along a north south alignment through the surrounding fields and woodland. This footpath connects onto another footpath which runs along a northwest to southeast alignment which in turn facilitates a pedestrian route into Thornton and to Markfield Lane. Additionally, there are also other footpaths and bridleways that could be utilised to access surrounding destinations in lieu of the footway provision along Merrylees Road.
- 2.10 It is acknowledged that the adjacent footpath to the site will be bettered as a result of the proposals, with the footpath crossing the car parking area, this will improve access to this route than what is currently in place. Currently, the footpath is accessed via a styal located adjacent to the farm access to Barnhills Farm; the improved access will help improve pedestrian access to the site. This existing arrangement to access the footpath is shown in **Figure 2.3** below.

Figure 2.3: Existing Access Arrangement to Public Footpath



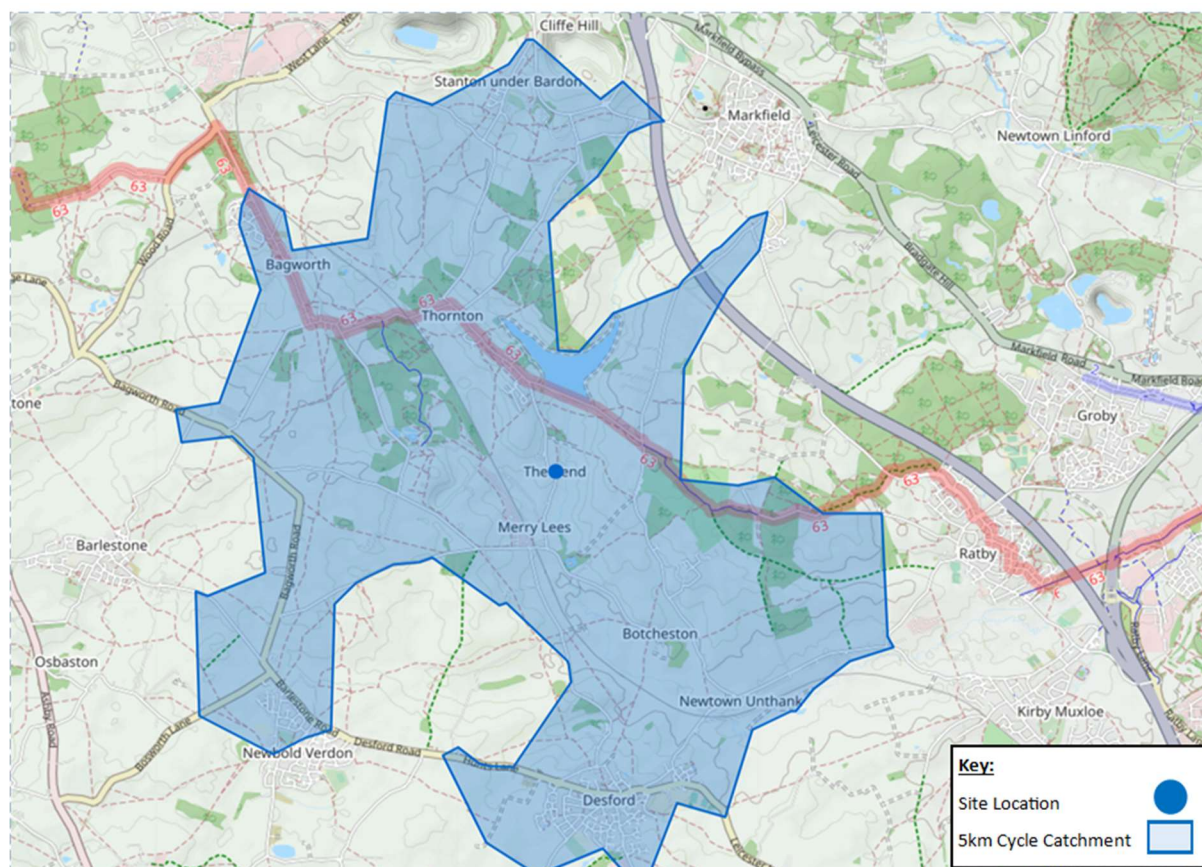
Accessibility by Bike

- 2.11 Cycling is increasingly being recognised as a viable alternative to the car and there has been sustained growth in cycling as both a mode of travel and leisure activity. DfT 'Local Transport Note 1/20 Cycling Infrastructure Design' states that, "*two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people*". It is, however, acknowledged that cycling is likely to only be a viable option for staff at the site, rather than parents and their children due to the age of the children attending the day care centre.



- 2.12 Consequently, cycling has the potential to replace short car journeys, particularly those under 5 kilometres. At a leisurely cycle speed of 10 miles per hour this would equate to a journey of around 25 minutes. Based on the guidance above, **Figure 2.4** displays a 5km cycle catchment from the site.

Figure 2.4: 5km Cycle Catchment Plan



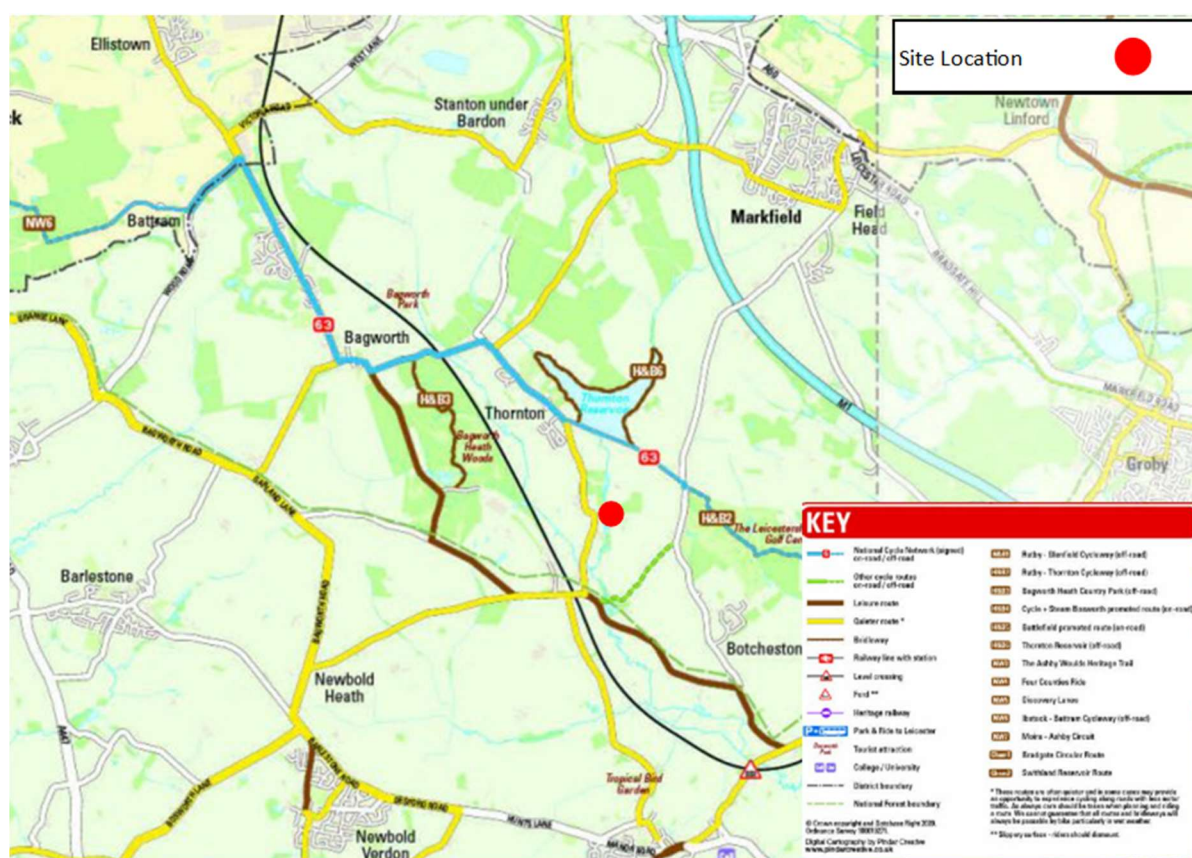
- 2.13 As can be seen in **Figure 2.4**, within a 5km cycle from the site a range of destinations including Thornton, Merry Lees, Botcheston, Desford, Newtown Unthank, Bagworth and the northern part of Newbold Verdon. These locations are where a number of staff would likely choose to live, meaning that cycling to the site would be a viable travel option for them.
- 2.14 An excerpt of the Leicestershire cycle map is provided in **Figure 2.5** which illustrates the site location in relation to the surrounding cycle routes which could be utilised to access the site.
- 2.15 Although there is no formal cycle provision along Merrylees Road, it is noted that the typical traffic conditions along it would make cycling along it favourable, something identified in the Leicestershire cycle map above. In this cycle map, Merrylees Road and many surrounding roads are classified as “quieter routes”, meaning that cyclists of all abilities could utilise them to access the site and surrounding destinations.
- 2.16 In addition to the number of “quieter routes” in the vicinity of the site, National Cycle Network Route (NCN) 63 passes to the north of the site along Reservoir Road and Main Street in Thornton. This route forms part of a national east – west route between Wisbech and Burton-on-Trent which more local to the site can be followed to reach destinations including Thornton,



Ratby, Bagworth and Leicester. This route (NCN route 63) would represent an attractive cycle route from these surrounding areas which staff could use to commute to the site.

- 2.17 To the south of the site, it is acknowledged that cyclists could access a number of leisure routes which can be accessed off Merrylees Road which can be used to access Botcheston and Bagworth. These leisure routes are off-road and may not easily be accessible in bad weather but represent further alternate routes to the surrounding areas.
- 2.18 Based on the above, it has been identified that there are a number of options to travel to the site by bike with the site itself being located on a route which would favour cyclists of all ability. Given the site's use as a day care centre, it is acknowledged that cycling would be restricted to staff only at the site, who could utilise the range of favourable cycle routes to the surrounding areas that have been identified.

Figure 2.5: Leicestershire Cycle Map



Accessibility by Bus

- 2.19 Bus stops are located along Merrylees Road to the north and south of the site in Thornton and Merry Lees, which are approximately 900m and 750m respectively from the site both of which could be accessed in a short walk from the site. Owing to the rural nature of the area, the bus stop facilities are limited in Thornton with only a flag and timetable information provided at the Merrylees Road stop in Thornton, and no formal provision provided at the Merry Lees stop. The stop facilities in Merry Lees mean that bus drivers will stop by request for any passengers currently, meaning that buses would stop closer to the site on request if required.



- 2.20 Currently, the only bus service along Merry Lees Road is the 28 service which runs between Leicester and Coalville, via Hugglescote, Ellistown, Bagworth, Thornton, Ratby and Groby. This service runs Monday to Friday at an hourly frequency, meaning that it could be used to access the site.
- 2.21 Travel by bus represents a viable travel option for staff commuting to the site, particularly as the 28-bus service stops at many local destinations and Leicester itself, which would likely cover the residences of many staff.

Accessibility by Train

- 2.22 Owing to the relatively rural nature of the site, access by rail is limited with the nearest train station located in Narborough, some 13.5km southeast of the site. From this station, services to destinations including Leicester, Birmingham and Peterborough can be accessed. This station could be accessed by cycle or bus as well as by car from the site, but the journey times to the station would make the use of this station to access the site unrealistic for the requirements of the site users.

Accessibility Conclusions

- 2.23 The pre-application response indicated concern with accessibility of the site by non-car modes; whilst it is acknowledged that the site is situated in a relatively rural location, a range of options for access by these modes has been identified. Following discussions with the client, it is acknowledged that travel by non-car modes is unlikely by parents dropping off / picking up their children, however, for staff a number of options have been identified with access by bike or bus particularly viable from the surrounding areas.



3.0 Objectives, Targets and Benefits

3.1 This section sets out the overarching objectives, targets and benefits of this TP.

Objectives

3.2 Objectives are the high-level aims of the TP. They assist in providing a direction and focus for the document.

3.3 This TP has been developed in line with the developer's transport objectives for the project which are:

- To minimise the need to travel;
- To reduce reliance on the private car, with a strategy of mode shift away from single occupancy car use for staff at the site; and
- To promote a healthy lifestyle for all users of the site and to make them aware of the environmental effects of their journey to / from the site.

Targets

3.4 Targets are set within this TP and will be modified once travel surveys have been carried out, and after each new set of travel surveys following discussions with and approval from LCC. The targets will be 'SMART'. This means;

- **S**ite specific;
- **M**easurable;
- **A**chievable;
- **R**ealistic; and
- **T**ime related.

3.5 There are two types of targets, namely: 'Action' and 'Aim' targets. Action targets set out specific commitments to implement measures to ensure delivery. Aim targets provide numerical goals for mode shifts.

3.6 Targets, or outcomes, can be reviewed and once achieved will be maintained at no less than that level, subject to review as part of the monitoring programme.

Action Targets

3.7 The action targets for the TP include:

- The first set of travel surveys, which will be undertaken within three months of the occupation of the development;
- Further travel surveys, undertaken in years 3 and 5 following occupation; and



- Increase in the mode split of active travel (walking and cycling).

Aim Targets

- 3.8 **Table 3.1** contains indicative targets for staff and parents/carers based on the modal split of all Hinckley and Bosworth 001 MSOA's employees, obtained from the 2011 Census. The definitive modal split targets will be refined after the baseline survey. Three different timescales for the 'SMART' targets for staff members to be met included the short term (first year after adoption of the TP), the medium term (targets for Year 3) and the long term (Year 5).
- 3.9 Three different timescales for the 'SMART' targets for staff members and parents/carers to be met included the short term (first year after adoption of the TP), the medium term (targets for Year 3) and the long term (Year 5).
- 3.10 The definitive baseline modal split and targets will be refined after the baseline survey.

Table 3.1: Indicative Aim Travel Plan Target Splits

Travel Mode	Existing Hinckley and Bosworth 001 MSOA Modal Split Percentage	Year 3 Target Modal Shift Change	Year 5 Target Modal Shift Change
Car Driver	78%	-3%	-6%
Car Passenger	8%	+1%	+2%
Public Transport	3%	+1%	+2%
Cycling and Walking	11%	+1%	+2%

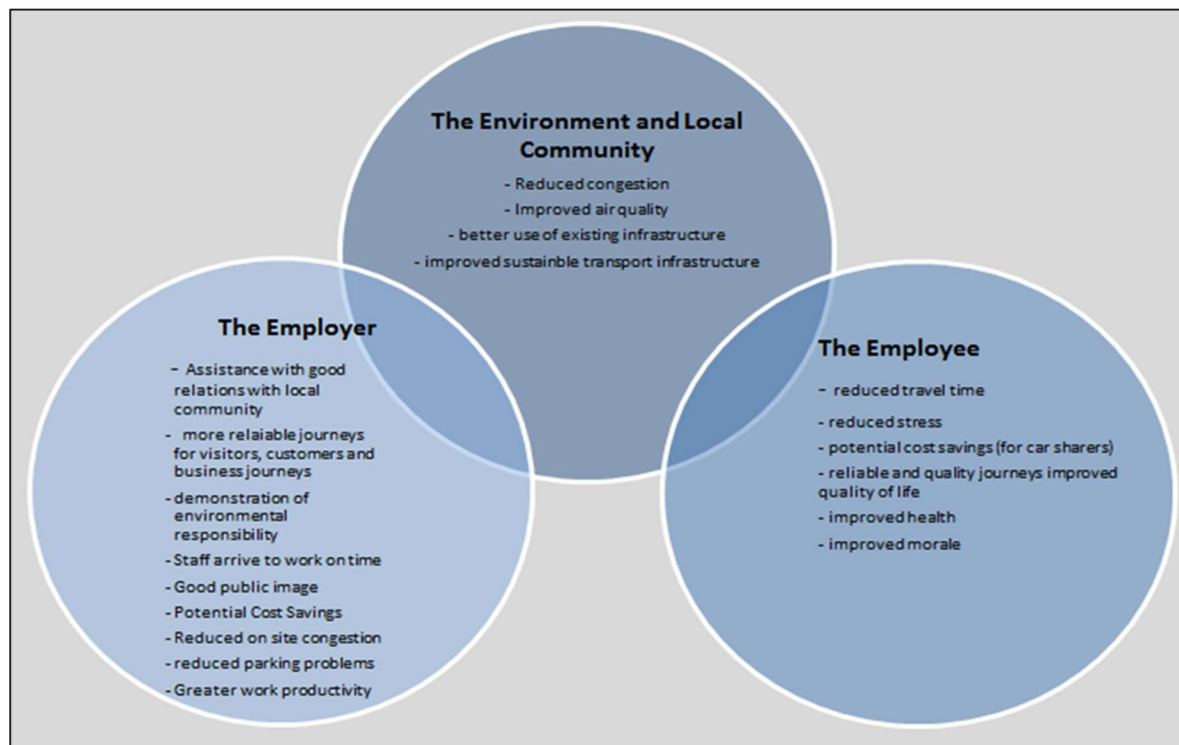
- 3.11 As it can be observed from the indicative targets in **Table 3.1**, there will be an overall aim to reduce the number of employees travelling to work in a vehicle as a single occupant, whilst increasing the proportion of employees on site who travel by more sustainable modes (car share, bus or train services, cycling and walking).
- 3.12 Targets, or outcomes can be reviewed and once achieved will be maintained at no less than that level, subject to review.

Benefits

- 3.13 There are well documented health benefits associated with active travel, such as walking and cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.
- 3.14 Supporting site staff members and parents/carers in walking, cycling or using public transport to travel would encourage them to make smarter choices in the way they travel can also reduce the congestion, carbon emissions, pollution and noise that developments across Leicestershire.
- 3.15 Achievement of these objectives and targets will benefit staff members and carers and also the wider community as illustrated overleaf in **Figure 3.1**.



Figure 3.1: Travel Plan Benefits

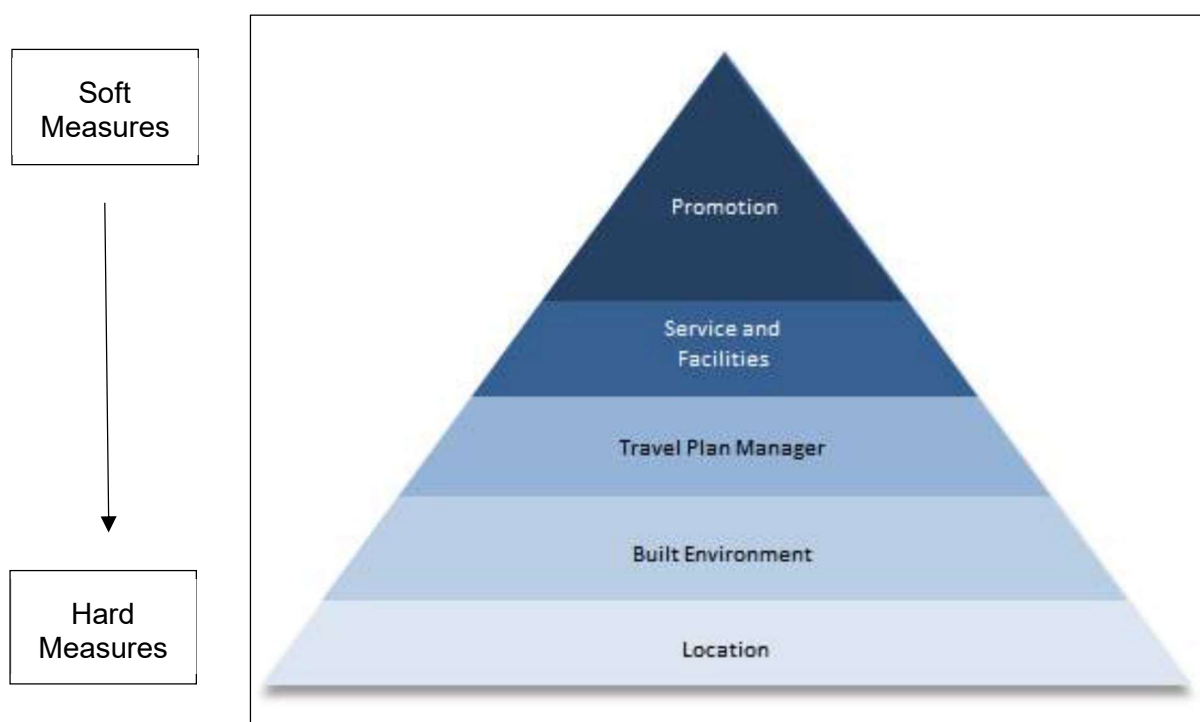


4.0 Travel Plan Measures

Background

- 4.1 This section of the TP outlines the specific measures to be implemented to help achieve the objectives. The listed measures, which include promotion and awareness of incentives, will be validated following undertaking the baseline travel surveys then modified accordingly.
- 4.2 The implementation of the listed measures is the core of this TP.
- 4.3 Appropriate measures are the key to achieving the targets set out within this TP. To help demonstrate how the TP strategy has been built, reference has been made to the 'The Travel Plan Pyramid' contained in the Department for Transport's 'Making Residential Travel Plans Work: Good Practice Guidelines' replicated at **Figure 4.1**.

Figure 4.1: Travel Plan Pyramid



- 4.4 The Travel Plan Pyramid helps to demonstrate how a successful TP strategy is built on the firm foundations of good site location and effective site layout design. This pyramid approach has been used as a guide for ensuring that all aspects of encouraging sustainable travel are addressed within the TP.
- 4.5 In order to help achieve progress towards sustainable transport objectives, the strategy combines a number of specific “hard” and “soft” TP measures.



Travel Plan Promotion Measures

- 4.6 An essential element of the TP strategy, and one which largely determines the success of the TP, is promotion. In order to promote and increase awareness of the TP, a number of measures will be adopted, such as:
- Provision of travel information to staff;
 - Promotion of walking and cycling initiatives to staff such as Bikeability courses, Cycle to Work scheme, National Bike Week, 10,000 Step a Day and Change for Life; and
 - Display of Travel Plan posters and leaflets in reception areas, public notice boards and in the communal areas.
- 4.7 The Induction Pack will be produced based on the information in this document. The Induction Pack will be distributed to all staff. This document will be reviewed and updated on a regular basis and consequently re-issued if deemed necessary.
- 4.8 Communal notice boards will be provided throughout any communal areas for staff and also to parents/carers (e.g. in reception) to allow for continued promotion of the TP. All notice boards will have a similar layout and content so that they become familiar and accessible to users. The notice boards will contain up-to-date public transport information and information detailing local cycling and walking opportunities.
- 4.9 In order to raise awareness of sustainable modes of travel, it is suggested that the TPC organises a 'Sustainable Transport Week' aimed at promoting cycling, walking, and public transport.
- 4.10 To maintain engagement with the TP process, an online newsletter could be brought out every 6 or 12 months. The newsletter could include, but not necessarily be limited to;
- Infrastructure improvements- both recently completed and future;
 - TP monitoring updates;
 - Any relevant public transport information; and
 - Stories of staff members who travel sustainably to the development site published to inspire others.

Walking and Cycling Measures

- 4.11 Details of local walking routes will be included within the travel information packs provided to staff, as well as being displayed in communal areas across the site. Additionally, information relating to the benefits of walking (financial, health and wellbeing) will be provided in the travel information for the site.
- 4.12 Safe and secure cycle parking will be provided within the site to meet the demands of the users of the site (parents and staff). The use of cycle parking will be monitored as part of the overall monitoring strategy on the site. The cycle stores for the staff members will be located



for easy access to Headstone Drive where the majority of cycle trips are expected to route. All gates and doorways leading to cycle stores will be fob controlled for ease of access for cyclists.

- 4.13 Additionally, it is recommended that a puncture repair kit should be made available on the cycle parking store so that employees could fix their bike if they have any maintenance issues. This is a low-cost measure which can increase the reliability, and therefore the perceived viability, of travelling by bicycle.
- 4.14 The 'Cycle to Work' government initiative helps to reduce the financial burden of purchasing bicycles by reducing the amount of tax consumers pay on bicycles whilst spreading the cost over 12 months. This would encourage some of the staff to cycle to site and therefore the day care centre management will enrol in this scheme. Furthermore, local cycle shops will be contacted in order to find out if they can make any kind of discounts for staff in case, they decided to purchase a bicycle or other related products.
- 4.15 A 'pool' high visibility vest could be available at reception for staff members who forgot theirs and want to cycle back home from site. This will encourage those who have safety concerns to use a sustainable mode of transport to commute and will help reduce the chance of a cyclist being involved in an accident.
- 4.16 Users of the site will be provided with information and advice concerning safe cycle routes to the site as well as providing information on resources such as the Leicestershire Cycle Map which can be used to plan safe cycle journeys.

Public Transport Measures

- 4.17 Details of the local bus services (the 28) will be provided within the aforementioned travel information provided to staff. This will be provided in the form of the bus timetable (and updated as necessary).
- 4.18 In many instances public transport is cheaper when using a season ticket; however, there is often a financial strain on the customer as they have to provide a relatively large up-front fee. The day care management can pay the full annual ticket for bus or rail services for an employee and then this employee repays the value of the ticket via net deduction from their salary every month.
- 4.19 Additional information on bus ticket pricing / offers will also be provided.

Car Sharing Measures

- 4.20 Given that many of the staff live within the surrounding local area to the site it is anticipated that car sharing will represent a viable alternative to single occupancy vehicle trips. The TPC will actively promote and encourage staff to car share where possible through the provision of information which summarises the benefits of car sharing (environmental and financial) and the Liftshare service; this information will be displayed within the aforementioned travel information.



5.0 Travel Plan Management and Communication

- 5.1 This section sets out the proposed management structure for this TP and the responsibilities of each stakeholder. The overall responsibility of the TP will be the responsibility of the day care centre operator that will be appointed to maintain the TP.

Management Strategy

- 5.2 DfT Good Practice Guidelines outline six key messages regarding implementation and management:
- a) *“Travel plans are living documents that need to be updated in the light of experience and sustained throughout the life of a development.”*
 - b) *At all times a named individual needs to be responsible for leading the delivery of the travel plan.*
 - c) *The developer/occupier should take the lead in respect of delivering the site-specific elements of the travel plan.*
 - d) *Local authorities need to establish robust databases of all travel plans in their areas.*
 - e) *Post-implementation management arrangements must be identified and included in the travel plan.*
 - f) *Transport Management Associations may be an appropriate mechanism for assisting with the implementation and on-going management of travel plans within a wider area.”*

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process. DfT, 2009.

- 5.3 It is clear from the above that a TP document should be considered as merely the starting point of the process. The implementation of a TP is an on-going requirement and will require support and leadership in achieving its objectives.

Travel Plan Co-ordinator (TPC)

- 5.4 The TPC for the site will oversee the implementation of the TP. The TPC will be available to talk to staff about their travel needs and answer any questions about the TP.
- 5.5 The operator of the day care centre (Markfield Day Nursery Ltd) will appoint a TPC prior to occupation. The TPC will have an annual fund available from the operator for the administration of the TP and it may form part of the role of the building manager or similar.
- 5.6 In the event that the TPC has to step down from the role (e.g. due to resignation or dismissal), the operator will appoint another TPC as soon as is reasonably possible. Once appointed, the contact details of the nominated TPC will be provided to TP Officers at the LCC.
- 5.7 The key responsibilities undertaken by the TPC are set out below, cognisant that these will be reviewed / amended as necessary as the development progresses:
- Looking after the day-to-day operation of the plan;



- Keeping all relevant databases, information, and administration up to date;
- Liaising with appropriate partners;
- Leading on the delivery of the TP;
- Representing the human face of the TP;
- Promoting the TP by explaining its purpose and opportunities;
- Promoting individual measures in the TP;
- Monitoring the TP; and
- Reviewing the TP using regular surveys.
- Addressing any travel queries that staff or parents may have;
- Coordinating the necessary data collection to develop a 'Welcome Pack' for each staff members and parents/carers, or to be made available online, containing for example:
 - Maps of local walking and cycling routes;
 - Public transport timetables;
 - Benefits of walking, cycling and car sharing; and
 - Contact details for local bus and taxi companies.

Communications Strategy

5.8 The initiatives proposed in **Section 7** of this TP need to be communicated by a clear strategy to ensure maximum effectiveness and encourage large levels of uptake. The Communications Strategy is therefore considered to be a vital step in ensuring the success of any TP.

5.9 The benefits of this TP must be communicated correctly:

"It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment."

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.

5.10 It is key to publicise the Travel Plan successes as People may be more likely to continue mode shift if commended as well as encouraging others.

Promotion of the Travel Plan

5.11 Promotion of the TP around the site should take the following forms:

- Produce TP information leaflet;



- Produce regular TP newsletter every six months;
- Publicise the TP with posters in communal areas; and
- Provide information on the TP to staff members.

Travel Plan Distribution

- 5.12 A version of this TP document and any subsequent TP review documents should be made readily accessible to staff members (through a link to an electronic copy) as previously discussed.

Securing the Travel Plan and Funding

- 5.13 Funding for the monitoring and management of the Travel Plan is to be secured by the developer, including compliance with agreed Travel Plan measures. The costs will relate to the implementation of measures outlined within the Travel Plan and also for surveys and monitoring.



6.0 Monitoring and Review

Introduction

- 6.1 Monitoring and review are of central importance to the progression of the TP. Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009) state that:

“Monitoring and review are essential to ensure Travel Plan objectives are being achieved.”

- 6.2 However, too much monitoring and review of TPs is thought to be damaging to the overall effectiveness and impact of the document. It is important to find the right balance of monitoring.
- 6.3 As stated earlier in this TP, there is a clear commitment to liaise with LCC and to use these links to monitor the effectiveness of the Travel Plan and their monitoring systems.

Travel Surveys

- 6.4 The monitoring of travel behaviour is essential to measure progress towards the objectives and targets outlined on previous sections.
- 6.5 In order to fully understand travel and transportation issues at the site, it is considered necessary to undertake staff travel surveys. The baseline survey will be completed within the first year after occupation, further surveys will then be undertaken throughout the implementation period.
- 6.6 Therefore, the information obtained will be used to undertake travel performance indicator and modal split analysis.
- 6.7 The monitoring of travel behaviour is essential to measure progress towards the objectives and targets outlined on the next subsection.
- 6.8 In order to fully understand travel and transportation issues at the site, there will be a commitment to undertake surveys every other after the baseline survey (years 3 and 5 post-occupation), in order to effectively monitor the evolution of the modal split figures and therefore the effectiveness of the initiatives within the TP. The surveys will also provide an appropriate evidence base for changes to those initiatives if it is felt that alternative measures may be more effective.

Survey Design and Distribution

- 6.9 A questionnaire to be used in the baseline staff travel survey has already been designed by SLR and is ready to be used. This questionnaire is in line with current local and national TP guidance and questions will be designed to provide an indication of staff members' travel habits. It can be found in **Appendix B** at the rear of this report.
- 6.10 SurveyMonkey, which is an online survey service widely used by both private and public sector organisations for data collection, could be used for these surveys. Paper copies can be available for those who may require it.



Survey Analysis

- 6.11 The completion of the questionnaires will be pushed forward as a requirement for staff members with the aim of achieving a response rate above two thirds.
- 6.12 All data collected for the travel surveys in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the databases and be responsible for the release of information, with all data held being used solely for the purpose of the TP.

Targets

- 6.13 Indicative modal split targets are shown in **Table 3.1** in order to encourage sustainable travel in a way which is still practical and helpful to staff members. These targets will be refined once the baseline surveys are completed.
- 6.14 There will be an overall aim to reduce the number of employees travelling to work in a vehicle as a single occupant, whilst increasing the proportion of employees on site who travel by more sustainable modes (car share, bus or train services, cycling and walking).

Annual Review

- 6.15 In order to record and communicate the progression of the Travel Plan, the TPC should produce an annual review report, which should, as a minimum, include the following:
- Reporting of progress against the targets set once the Travel Survey is completed;
 - Provision of information relating to new initiatives introduced;
 - Provision of information on proposed initiatives due for implementation; and
 - Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure).



7.0 Action Plan

7.1 This section of the report sets out the Action Plan for the TP and outlines the key measures and timescales and responsibilities for implementing these. This is set out in **Table 7.1**.

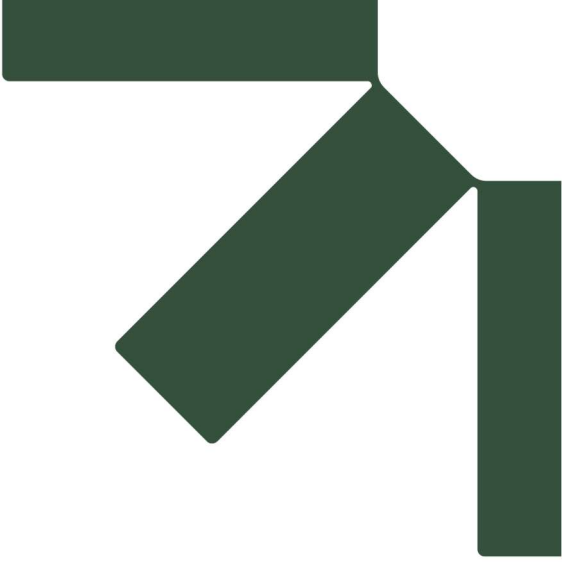
Table 7.1: Action Plan of Travel Plan Measures

Measure	Notes	Timescale	Monitoring Method	Responsibility
General Measures				
Appointment of Travel Plan Coordinator	Part time role	Prior to occupation of development	N/A	Markfield Day Nursery
Agree Travel Plan Objectives, Targets and Measures with LCC		Prior to occupation of development	N/A	TPC
Preparation of Induction Packs	Staff to be provided with Induction Packs	Upon first occupation	N/A	TPC
Undertake initial travel surveys		Within first year of occupation	N/A	TPC
Agree target values for mode split with LCC		1 month after initial travel survey	N/A	TPC
Undertake travel surveys and analysis years 1, 3 and 5 and discuss results with LCC		Every other anniversary of the initial travel surveys	N/A	TPC
Transport Newsletter	Detailing all the relevant transport information to staff members.	Every 6 months	N/A	TPC
Sustainable Transport Week	A week aimed at promoting cycling, walking, and public transport.	Annually	N/A	TPC
Walking Measures				
Health benefits of walking to be promoted (10,000 Steps a Day)	Promoted in conjunction with the organisation and walk to work days	Spring and Summer (annually)	Monitor uptake through travel surveys	TPC
Information related to safe walking routes	Staff to be provided with relevant information	Upon occupation	Monitor uptake through travel surveys	TPC
Cycling Measures				
Provision of cycle parking		As part of construction	N/A	Markfield Day Nursery



Measure	Notes	Timescale	Monitoring Method	Responsibility
Provision of a puncture repair kit	Free-to-use for any staff or parents/carers if required	Short-term	Staff letting know TPC if any there is any issue with the kit	TPC
Cycle to Work	Enrol in the 'Cycle to Work' scheme to encourage staff to purchase a bicycle	Short-term	Monitor uptake through TP checking this	TPC
Liaison with local shops	Find out if they can offer discounts to employees	Short-term	If discounts agreed, calling shops to check uptake	TPC
Provide cycle route maps and other information relating to cycle facilities	Staff to be provided with relevant information	Ongoing	Monitor uptake through travel surveys	TPC
Promote available cycle training	Making cycling more accessible	Ongoing	TPC to monitor uptake through travel surveys	TPC
Reflective clothing	Pool high visibility vest to those cycling from site and forgot it home.	Short-term	Admin staff to make sure the vest is returned	Admin staff
Public Transport Measures				
Timetable and Journey planner information to be provided	Staff to be provided with relevant information	Ongoing	N/A	TPC
Season tickets and loans	Promote the availability of season tickets and arrange loans for them to be made available for staff where a monthly deduction is made from their pay packet	Ongoing	Monitor uptake through TP checking this	TPC
Car Share Incentives				
Liftshare	Promote car sharing benefits and Liftshare.	Ongoing	Monitor uptake through TP checking this	TPC





Appendix A Proposed Layout

Travel Plan

Proposed Day Care Centre, Thornton

Markfield Day Nursery Ltd.

SLR Project No.: 415.064561.00001

13 December 2024



Proposed Site Plan

1:500

Printed or electronic copies of this drawing can be scaled for planning purposes only. Any discrepancies with this drawing to be reported and clarified prior to commencing work on site, if in doubt - Ask.
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North point:

Notes:

Zoning Legend

- New Building 12m x 37m
- New Building Perimeter Zone
- Staff / Parent Parking
- Play Area Zone (2 x 225m²)
- Animal Housing
- Animal grazing zone
- Recreational Area

LEGEND

- Site Boundary
- Gate - Lugged and braced timber gate.
- Proposed Round top Picket fence and posts.
- Line of Proposed post and rail fencing.

Revision Log:			
C	Updated to revised scheme	PG	20.05.24
B	Updated to revised scheme	TN	17.04.24
A	Updated to revised Client scheme	JB	30.11.23

Rev:	Description:	By:	Date:
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Project:
New Childcare Nursery at:
Barnhills Farm
Merrylees Road
Thornton
LE67 1AP

Client:
Mr & Mrs Gary and Amy Knight

Scale:
0 5m 10m 15m 20m 25m 1:500

Drawn by:	Checked:	Date:	Paper Size:
JB	TJN	Nov '23	A1

Drawing Title:
Proposed Site Plan

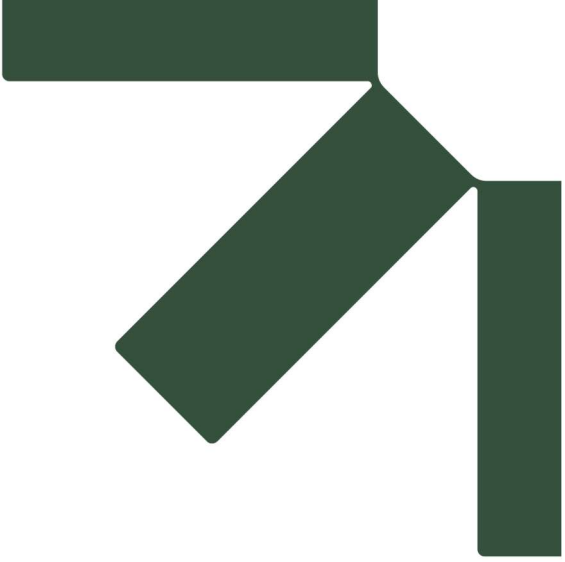
Drawing Status:
PLANNING ISSUE

Drawing Number:	Revision Number:
5681/MN/23/004	C



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Appendix B Travel Survey Questionnaires

Travel Plan

Proposed Day Care Centre, Thornton

Markfield Day Nursery Ltd.

SLR Project No.: 415.064561.00001

13 December 2024

This short travel survey aims to capture information on staff members' travel habits and preferences.

Please answer all relevant questions - the survey should take less than 5 minutes. The information you provide will be treated as confidential and processed in accordance with Data Protection Act 1998.

1. What is your home postcode? *(Full postcode required e.g. LE1 1AA)*

2. How do you normally travel to work?

- | | | |
|--|--------------------------------|---|
| ☐ Car – as driver, single occupant | ☐ Taxi | ☐ Motorbike or powered two wheeler |
| ☐ Car – as driver, with passenger/s | ☐ Train | ☐ Bicycle |
| ☐ Car – as passenger | ☐ Bus | ☐ On foot |
| ☐ Other (please specify): _____ | | |

3. If your normal mode of travel is unavailable, how would you travel to work? Please tick a different mode than the one chosen on Q2.

- | | |
|--|---|
| ☐ Car – as driver, single occupant | ☐ Train |
| ☐ Car – as passenger | ☐ Taxi |
| ☐ Car – as driver, with passenger/s | ☐ On foot |
| ☐ Bus | ☐ Motorbike or powered two-wheeler |
| ☐ Bicycle | |
| ☐ Other (please specify): _____ | |

4. How long does your journey to work take?

- | | |
|--|---|
| ☐ 0 – 15 minutes | ☐ 61 – 75 minutes |
| ☐ 16 – 30 minutes | ☐ 76 – 90 minutes |
| ☐ 31 – 45 minutes | ☐ More than 90 minutes |
| ☐ 46 – 60 minutes | |

A) Questions only for Car Users (if you use public transport services then go to section B; if you cycle or walk to work, go to section C).

5A. In case you drive alone to work, would you be prepared to car share... (if you already car share –drive with passenger(s) or driven by someone else–, please go to Question 12A):

- | | |
|---|--|
| ☐ With a colleague? | ☐ Through a car sharing database? |
| ☐ With a friend or family member | ☐ I would not car share |

6A. In case you regularly car share, do you do it... (those driving alone please do not answer):

- ☐ With a colleague?
- ☐ With a friend or family member?
- ☐ Through a car sharing database?

7A. What are your top reasons for choosing to travel by car? (You can tick a maximum of 3 answers)

- | | |
|--|--|
| ☐ To save time | Work Commitments |
| ☐ To save money | ☐ Security concerns |
| ☐ Transporting equipment | ☐ Too far away from home |
| ☐ Bad weather | ☐ Convenience |
| ☐ Disability | ☐ Lack of alternatives |
| ☐ Personal Commitments / Childcare | ☐ Inadequate public transport links |
| ☐ Other (please specify your answer): | |

B) Questions only for Public Transport Users (if you drive, cycle or walk to work, please go to section C).

5B. Which services do you use to travel to work? Please write down the bus route number/rail service:

.....

C) Questions for All Users

5C. What would you encourage to start travelling by sustainable modes of transport? If you are already doing so, what are the reason behind it?

.....

.....

6C. Please write below any other relevant comments about your current or future travel to work patterns

.....

Once the survey is complete, please return to the Travel Plan Coordinator.



Making Sustainability Happen