

GRIFFEN PARK, DESFORD

Framework Travel Plan
Prepared for: Gulf Ventures 2 Ltd

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Appendix 02: Proposed Masterplan
Appendix 03: Drawing 403.10671.00001.002, Pedestrian Accessibility Plan
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1.0 Introduction

1.1 Overview

SLR Consulting Limited [SLR] has been appointed by Gulf Ventures 2 Ltd to provide transport planning advice and produce a Framework Travel Plan [FTP] for a proposed commercial development scheme at the Former Neovia site in Desford; referred to as Griffen Park for the remainder of this report. The proposals are for a cluster of four buildings with a combined Gross Floor Area [GFA] of 84,378 sq.m, and would comprise of B2 and B8 facilities together with ancillary Class E office space. This FTP should be read in conjunction with the Transport Assessment [TA] also produced by SLR for the site.

It should be noted that the local highway authority for this area is Leicestershire County Council [LCC], whilst the local planning authority is Hinckley and Bosworth Borough Council [HBBC].

1.2 Purpose of the Travel Plan

The purpose of any FTP is to demonstrate the importance of the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. The overarching objective of the FTP is to ensure that all reasonable actions are considered and implemented to promote awareness of the sustainable transport options available to staff at the site.

This FTP sets out details of the initiatives and measures that will be considered to provide for the travel needs of employees at the site, with a focus on promoting the use of sustainable modes of transport (such as bus, cycling and walking) as an alternative to the use of the private car where feasible. Whilst the FTP focusses primarily on the needs of the workforce at the site, the measures promoted within the FTP may also be of incidental benefit to visitors of the site.

Future occupiers of the four buildings that would be delivered on the site will be required to produce their own subsidiary Travel Plan's in line with the principles of this site-wide framework; this responsibility will be with those individual businesses so that the subsidiary documents can be tailored to their staff and business operation.

1.3 Choose How You Move

This FTP has been informed by the "Choose How You Move" initiative which is run in partnership between LCC and Leicester City Council, and which has created a guidance document (Writing a Successful Travel Plan: A guide to developers, July 2013) for the production of workplace Travel Plans.

In line with this guidance, this FTP incorporates as a minimum the following details:

- Details of the existing site and proposed development content, together with an accompanying location plan and proposed points of access;
- A review of the existing transport infrastructure in the vicinity of the site, including for journeys on foot, bicycle and public transport;
- Details of any "daily needs" services that will be available to users of the site, and which reduces the need to travel off-site;
- Identification of the Travel Plan Coordinator role for the site;
- Reference to SMART (Specific, Measurable, Achievable, Realistic and Time-Related) targets associated with the FTP;
- Reasonable measures for achieving the targets set out; and
- A monitoring regime to measure progress.

2.0 Site Context and Development Proposals

2.1 Location

The site is located to the south of the village of Desford in Leicestershire, and is accessed from Peckleton Lane. Immediately to the north of the site is residential dwellings, whilst to the east of the site is the Peckleton Lane carriageway. To the west of the site is open agricultural land and to the south of the site is the existing Neovia distribution warehouse.

The location of the site is shown in **Drawing 403.10671.00001.001** enclosed with this report in **Appendix 01**.

2.2 Existing Site

The land ownership of Gulf Ventures 2 Ltd encompasses a number of existing commercial warehousing buildings (referred to as Buildings C, C1, C3, 1 and 42), and are occupied by Neovia Logistics. In addition, the land ownership includes an area of agricultural land to the north west which is to be used as part of the ecological / biodiversity mitigation strategy and the drainage strategy for the proposed development.

To the south of the Neovia Logistics buildings, there are a series of buildings occupied by Caterpillar. These do not form part of the land ownership of Gulf Ventures Ltd 2.

Access to the existing Neovia and Caterpillar buildings are provided from Peckleton Lane via three points. The northernmost junction provides access for cars only to Buildings 1 and C, whilst a further junction adjacent to Building C1 provides access for cars and Heavy Goods Vehicles [HGV] to the Neovia operation. The southernmost junction provides access to the Caterpillar buildings. The first two junctions referenced fall within the ownership of Gulf Ventures 2 Ltd, however it should be noted that there is an internal link between the junction adjacent to Building C1 and the Caterpillar access to the site.

The land ownership and existing site layout is shown in **Figure 2-1** below for context.

Figure 2-1 Land Ownership and Existing Site Layout



2.3 Proposed Development

2.3.1 Development Schedule

The proposed development to be delivered at the site is summarised in the schedule set out in **Table 2-1** below, whilst the layout of the site is shown in **Figure 2-2** below for context. The full masterplan drawing is also included in **Appendix 02**.

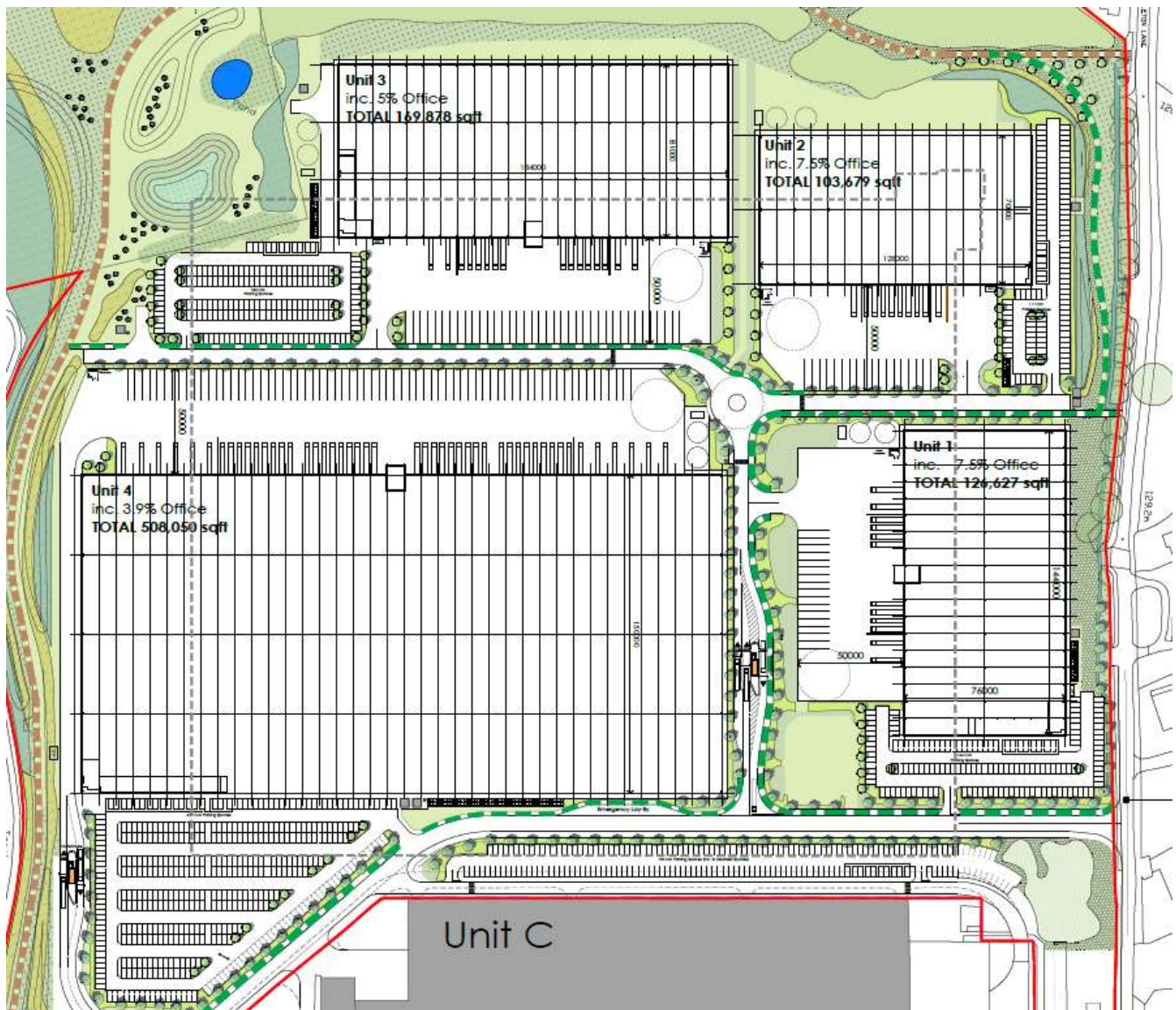
In summary, this would provide 84,378 sq.m of B8 / B2 commercial warehouses (including ancillary office space), split across four individual buildings. The scheme may also provide a coffee drive-thru facility, which is subject to a separate planning application; if approved, this is envisaged to predominately serve employees and visitors of the proposed development as a “daily needs” facility, together with the wider Neovia and Caterpillar sites.

As part of the development scheme, the existing Building 1 on the site would be demolished, however all other existing units would remain.

Table 2-1 Proposed Development Schedule

Unit	Gross Internal Area (sq.m)			
	B8	B2	Ancillary Class E	Total
1	7,128	1,782	722	9,632
2	8,705	2,176	882	11,764
3	11,994	2,999	789	15,782
4	36,287	9,072	1,841	47,199
Total Commercial	64,114	16,029	4,235	84,378

Figure 2-2 Proposed Site Layout



2.3.2 Vehicular Access

The proposed development units would be accessed from a new priority junction on Peckleton Lane. This would be located approximately 100 metres south of the northernmost existing access junction to the site, which would be closed as part of the development proposals.

2.3.3 Pedestrian and Cycle Access

As part of the development proposals, the Public Right of Way [PRoW] R119 which runs along the northern and western boundary of the site, will be diverted along the revised northern boundary. This PRoW is a Bridleway, and has a tarmac finish along its length, with segregated sections for pedestrians and cyclists. The same surface finish and segregation for users will also be provided once the route has been diverted.

To maximise pedestrian and cyclist connectivity, there will be four direct points of access between the PRow and the development site. These will be operated on a secure fob access basis at the site boundary, and will also link directly into a network of shared footway / cycleways throughout the site. The intention of these is to create a

site wide jogging trail to promote health and wellbeing to future employees of the site, together with promoting the use of sustainable modes of transport.

In addition to the above, there will be two further points of access for pedestrians from the existing footway which runs along the western side of Peckleton Lane.

Further details of the pedestrian and cycling environment in the vicinity of the site is set out in Section 3 of this FTP.

2.3.4 Parking

The proposed levels of parking for the development units is set out in **Table 2-2** below.

Table 2-2 Proposed Parking Levels

Unit	Car Parking			Cycle Parking
	Standard	Disabled	Total	Staff
1	103	8	111	24
2	136	8	144	35
3	171	12	183	48
4	409	18	427	120
Total Commercial	819	46	865	227

With regard to the above parking provision, the following should be noted:

- The overall number of car parking spaces proposed for the site is lower than the maximum standards (set out by Leicestershire County Council) would permit. This therefore demonstrates the developer's commitment to providing the most sustainable site possible by not overproviding in car parking;
- Electric vehicle parking is not specifically shown on the current masterplan, however it is envisaged that up to 5% of the total spaces could be provided for these vehicles [or the infrastructure to enable the conversion of spaces to EV charging spaces in the future as demand increases]; and
- In terms of cycle parking, no specific numbers are set out for visitors to the commercial units as there is no LCC standard for these, however it is envisaged that future occupiers would permit the use of staff spaces to visitors if required. It should also be noted that cycle spaces for the commercial units would be covered with shelters.

3.0 Site Accessibility Review

3.1 Pedestrian Accessibility

This section considers the accessibility of the site to local facilities using the available infrastructure, together with the improvements and access points which will be delivered as part of the proposed development.

3.1.1 Local Infrastructure

Peckleton Lane

On the eastern boundary of the site, a footway is provided along the western side of Peckleton Lane linking the location for the proposed site access with the village of Desford to the north. This is approximately 1.5 metres in width from the proposed access to the northernmost access of the existing site (which will be closed as part of the development scheme), but then narrows to circa 1 metre in width (plus a circa 1 metre grass verge) for a distance of approximately 220 metres before widening again once within the village boundary. Beyond this to the north, footways of circa 2 metres in width continue on both sides of Peckleton Lane, providing direct access onto High Street in the centre of the village.

Street lighting is provided along this length of footway on Peckleton Lane, and vehicles are subject to a 30 miles per hour [mph] speed limit. Vehicles above 7.5 tonnes in weight are not permitted on Peckleton Lane north of the northernmost access of the existing site.

No footways are provided on Peckleton Lane to the south of the proposed access to the site, or on the western side of Peckleton Lane. Given that the site is located on the southern boundary of the village of Desford, however, with only the commercial premises associated with Neovia and Caterpillar to the south, the main infrastructure requirement for pedestrian connections is to the north of the site.

Public Right of Way R119

There is a Public Right of Way [PRoW], known as R119, which runs along the northern and western boundary of the site. This PRoW is a Bridleway, and has a tarmac finish along its length, with segregated sections for pedestrians and cyclists. This connects the southern extent of the village of Desford with Desford Lane on the western side of the site. No street lighting is provided along this PRoW.

As part of the development proposals, this PRoW will be diverted along the revised northern boundary of the site. The same surface finish and segregation for users will also be provided once the route has been diverted.

Proposed Pedestrian Access Points to the Site

To maximise pedestrian and cyclist connectivity, there will be four direct points of access between the PRoW and the development site. These will be operated on a secure fob access basis at the site boundary, and will also link directly into a network of shared footway / cycleways throughout the site. The intention of these is to create a site wide jogging trail to promote health and wellbeing to future employees of the site, together with promoting the use of sustainable modes of transport.

In addition to the above, there will be two further points of access for pedestrians from the existing footway which runs along the western side of Peckleton Lane.

3.1.2 Walking Distances and Catchments

Manual for Streets (DfT, 2007), notes at Section 4.4.1 that:

“walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes’ (up to 800m) walking distance of residential areas”.

It is also noted, however, that this is not an upper limit and that:

“walking offers the greatest potential to replace short car trips, particularly those under 2km”.

In addition to the above, the Chartered Institution of Highways & Transportation [IHT] document, Guidelines for Providing Journeys on Foot, provides further comprehensive advice on pedestrian accessibility and walking trips. In terms of commuting journeys by foot, the desirable distance is 500m, the acceptable distance is 1,000m and the preferred maximum is 2,000m. These distances equate to an approximate 6 minute walk (500 metres), 13 minute walk (1,000 metres) and 25 minute walk (2,000 metres) based on an average speed of 4.8 km/hr (1.33 m/s).

Taking the above criteria into consideration, a pedestrian accessibility plan is provided as **Drawing 403.10671.00001.002** in **Appendix 03** of this report for information and illustrates the extent of residential properties that would fall within the catchments of a 500 metre, 1,000 metre and 2,000 metre walk of the site, together with local amenities and facilities that would be available to staff at the site. It should be noted that these are measured approximately from the pedestrian entrance on Peckleton Lane between Units D and E. To summarise from this plan, the following can be noted:

- All houses within Desford would be well within a 2,000 metre walk of the proposed site and therefore any potential future employees living locally in the village would be within the preferred maximum distance outlined by the IHT for commuting journeys. Furthermore, it should be noted that a large proportion of the houses in Desford are also within the IHT defined “acceptable” distance of 1,000 metres;
- There is a local convenience store (The Co-operative Food) within an 800 metre walk of the site on High Street should staff require this during lunch breaks, or before and after working hours. This is within a ten minute walk and therefore highly accessible;
- There is a children’s day nursery (Topsham House Children’s Nursery) within a 500 metre / 6 minute walk of the site on Peckleton Lane. Given the proximity of this facility, this may be convenient for parents living in Desford and working at the proposed site to combine a commuting trip with a childcare drop off and pick up trip on foot. Whilst not directly on the site itself, this can still be viewed as a “daily needs” service as defined in the LCC Travel Plan Guidance document, potentially reducing the need for additional journeys by car; and
- On the site itself, and if approved under a separate planning application, the coffee drive-thru facility will be within a 400 metre / 5 minute walk of all of the proposed employment units on the site. As a “daily needs” service providing food and drink, therefore, this has great potential to reduce any off-site car journeys by staff and visitors during the working day given the proximity and ease of access to this facility on foot.

As set out above, the proposed development site falls within the “preferred maximum” commuting distance of 2,000 metres of all houses in Desford, whilst a large proportion also fall within the “acceptable” distance outlined by the IHT. Furthermore, there are also convenient local facilities located within a short distance of the site for future workers, such as the Co-operative Food store and nearby nursery, together with the on-site coffee drive-thru (if approved under a separate planning application).

Based on the above it is considered that the site is highly accessible on foot for any future employees living locally, and that walking is therefore a viable option as opposed to a private car journey for these trips.

It should be noted that the plan also shows that the site is well located in terms of public transport provision with bus stops within a comfortable walking distance; further commentary on access to public transport facilities is set out later in this section.

3.2 Cycle Accessibility

3.2.1 Local Infrastructure

In terms of the proposed site, the number of cycle spaces to be provided across the site was outlined in Section 2. These would be in the form of covered Sheffield Stands, providing a good level of infrastructure to promote cycling to and from the site.

Adjacent to the site, the surrounding streets to the north do not have dedicated cycle lanes, however they are conducive to cycling for local trips to and from the village of Desford, with speed limits of 30mph in place and with the streets being residential in nature. Furthermore, the PRow running along the northern edge of the site does provide an off-road cycle connection, and this will provide a future cycle link through to Kirkby Road on the western edge of Desford once the development is built out.

To the south of the site, Peckleton Lane is subject to a 60mph speed limit and there are again no dedicated on or off carriageway cycle lanes. Once Peckleton Lane joins the A47 carriageway, however, advisory cycle lanes are provided on this carriageway for journeys through to Desford Crossroads to the north-east and towards Earl Shilton and Barwell to the south-west. At the junction between the A47 / Leicester Road to the east of Earl Shilton, the on-carriageway cycle lanes terminate and cyclists are guided onto a shared footway / cycleway. This shared facility continues around the A47 to the south-west, thereby providing off-carriageway links for cyclists towards these villages.

3.2.2 Cycling Distances and Catchments

As previously stated future employees and visitors will have the opportunity to cycle to and from the site with a good standard of cycle infrastructure in the local area, and cycle parking provided at the site.

A Cycle Access Plan is enclosed as **403.10671.00001.003** in **Appendix 04** of this report for information. Cycling offers the opportunity to replace short distance car trips, with the IHT 2014 document "Planning for Cycling" recognising that cycling is a viable mode for many people in relation to distances of five miles (8 kilometres) or less¹, albeit for many "regular" journeys distances of up to 3 miles (4.8 kilometres) is more palatable² - noting that a 3 mile cycle ride equates to approximately 20 minutes.

For the purposes of cycle accessibility, the Cycle Access Plan included shows isochrones for a cycle time of 10 minutes which equates to 2.5km at an average speed of 15km/hr, and a 20 minute isochrone which equates to 5km. As can be seen from this plan, the village of Desford could be comfortably reached within a 10 minute cycle from the site. The western edges of Leicester, together with some surrounding villages such as Earl Shilton, can also be reached within a 20 minute cycle of the site.

Based on the above, and whilst it is acknowledged that the site is rural, it is considered that the site is accessible by cycle using the local highway infrastructure and cycle routes available. Cycling is therefore a viable option as opposed to a private car journey for future staff commuting trips within a 10 to 20 minute cycle time of the site.

3.3 Public Transport Access

The frequency and proximity of public transport services have a significant bearing on whether these modes of transport are a realistic alternative to a private car journey, and will be used by future users of the site. The

¹ Planning for Cycling, IHT, 2014, p.4

² LTN 2/08, Cycle Infrastructure Design

following section provides details of the public transport options available within the proximity of the proposed development at Griffen Park.

3.3.1 Bus Services

The IHT document “Guidelines for Planning for Public Transport in Developments” suggests that, as a general guide, the walking distance between a proposed development site and a bus stop should be no more than 400 metres. This equates to an approximate 5 minute walk based on an average speed of 4.8 km/hr (1.33 m/s).

Notwithstanding this, however, the guidance also states that³:

“These standards should be treated as guidance, to be achieved where possible by services that operate at regular frequencies and along direct routes. It is more important to provide services that easy [sic] for passengers to understand and attractive to use than to achieve slavish adherence to some arbitrary criteria for walking distance. Residential areas in particular need sensible routes that do not spoil the quality of the place.”

Existing Stops and Services

The nearest existing bus stop by foot from the proposed development site is approximately 600 metres to the south on Peckleton Lane, adjacent to the Caterpillar access, however no footway is provided as a connection to this. This is served by the 152 bus service, which operates between Leicester and Market Bosworth. The 152 service is specifically scheduled and routed to serve the existing Neovia and Caterpillar sites, providing four daily services on a weekday in each direction. Services are not provided on weekends.

In addition to the above, further bus stops are located on Main Street, near to its junction with High Street, and are approximately 900 metres from the site; a continuous footway connection is provided between the site and this public transport facility. These stops are served by the 153 bus service, which again operates between Leicester and Market Bosworth (note that the 152 is a variant of this). Services are approximately one per hour between Monday and Friday, with a slightly reduced service on a Saturday and no services on a Sunday.

Table 3-1 below provides a summary of the services available.

Table 3-1 Summary of Bus Services

From	To	Weekday Frequency; First & Last Bus	Saturday Frequency; First & Last Bus
Peckleton Lane (Caterpillar Access)	Leicester	Four Daily; 05:45 & 23:10	No Services
	Market Bosworth	Four Daily; 05:43 & 22:55	No Services
Main Street	Leicester	Hourly; 05:52 & 20:05	Six Daily; 07:58 & 18:36
	Market Bosworth	Hourly; 06:57* & 21:19	Seven Daily; 07:30 & 19:21

*Note there is an earlier bus at 05:45 that terminates in Newbold Verdon.

Based on the above, it can be seen that the nearest bus stops to the site are in excess of the recommended distance of 400 metres. As set out above, however, this distance should only be treated as a guide and should be set in the context of the relatively rural location of the site. Focussing on the bus stops in the village of Desford to the north, due to the better footway connections with the site, a walk of 900 metres equates to only

³ Guidelines for Planning for Public Transport in Developments, IHT, 1999: p.73

approximately 11 minutes. Should the services available from these bus stops connect with the home destinations of some future employees of the site, it is considered that this walk distance / time is reasonable and that a bus journey for some in these circumstances could therefore be a viable sustainable transport option.

3.3.2 Rail Services

The IHT document “Guidelines for Planning for Public Transport in Developments” advises that a reasonable walking distance between a proposed development site and a rail station is up to 800 metres, if people are to use rail as means of travel to and from a development. This again is intended as a general guide, and local circumstances, individual preference and multi-modal journeys will dictate differences in this.

With regard to this site, however, the nearest railway station is in Narborough, approximately 10 kilometres to the south-east of the site. It is unrealistic to consider, therefore, that a journey to the site would be made via rail for future employees and visitors.

4.0 Delivery of the Travel Plan

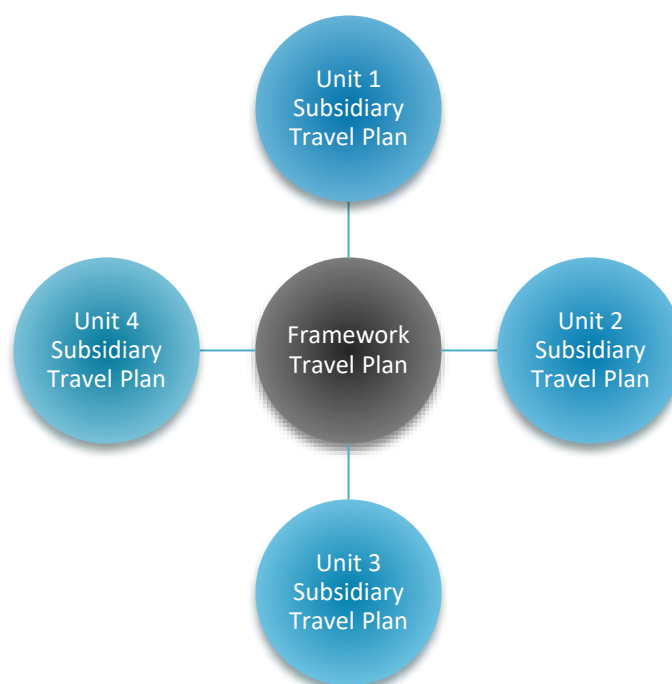
4.1 Introduction

This section considers the delivery of the FTP in practice, and sets out the overarching responsibilities for travel planning at Griffen Park. The FTP is intended to set the principles for the four units proposed at the site, however clearly each of the individual businesses that ultimately occupy these units will have different operational and management requirements and priorities. Individual occupiers are therefore expected to contribute positively to the sustainability of the site, and in achieving the targets set for it.

4.2 Travel Plan Management Structure

An overview of the structure for travel planning at the site is shown in **Figure 4-1** below. This demonstrates that the FTP sits at the heart of the process for the site, with each of the individual occupier Travel Plans feeding into this and supporting its principles.

Figure 4-1 Travel Plan Management Structure



4.3 Site Wide Travel Plan Coordinator

4.3.1 Nominated TPC

The key to the implementation of the FTP is the nomination of a site-wide TPC who will act as a “champion” for the travel planning principles for the site, ensuring that the individual unit Travel Plans are implemented, managed, monitored and reviewed over time.

At the time of writing, SLR Consulting Ltd has been nominated by Gulf Ventures 2 Ltd to act as the site-wide TPC. SLR can be contacted on the following details:

SLR Consulting Ltd,
15 Middle Pavement,
Nottingham,
NG1 7DX
Tel: 0115 964 7280

4.3.2 Roles and Responsibilities

The roles and responsibilities of the site-wide TPC include:

- Overseeing the implementation of the FTP, issuing this to all new occupiers and ensuring they develop their own Subsidiary Full Travel Plan's;
- Encouraging individual businesses at each unit on the site to be promoting sustainable travel behaviour amongst their staff; and
- Supporting Subsidiary Travel Plan Coordinators where appropriate in developing and maintaining the Subsidiary Travel Plans.

4.4 Subsidiary Travel Plans and Co-ordinators

Each of the individual units on the site are expected to prepare stand-alone Subsidiary Travel Plans in the future, which will be based on the over-arching principles set out in this FTP. The Subsidiary Travel Plan must include the nomination of an individual Subsidiary Travel Plan Co-ordinator, who will liaise with the Site-Wide TPC as required to discuss the Travel Plans and to set out the occupier's obligation to the FTP.

Whilst the site-wide Travel Plan Co-ordinator would be expected to offer assistance, it would remain the responsibility of the individual occupier to complete, implement and maintain their Subsidiary Travel Plans. Specifically, the Subsidiary Travel Plan Co-ordinators are expected to:

- Prepare the Subsidiary Travel Plans;
- Liaise with the Site-Wide Travel Plan Co-ordinator and other Subsidiary Travel Plan Co-ordinators on the site to share ideas, co-ordinate efforts and review progress;
- Actively promote sustainable travel measures and provide relevant information to the Travel Plan stakeholders;
- Represent the 'human face' of the Travel Plans to their staff, explaining their purpose and the opportunities on offer;
- Act as a focal point on transport related issues;
- Ensure that the approved Travel Plan and its component parts are being implemented effectively;
- Undertake annual reviews of the FTP to monitor progress;
- Organise and submit feedback to LCC and
- Liaise with LCC and stakeholders as and when appropriate.

As each new organisation joins the site, the site-wide TPC will coordinate between each organisation to maximise sustainable opportunities for the site as a whole and all future occupiers will be required to endorse the principles of the FTP.

5.0 Aims, Objectives and Targets

5.1 Introduction

Delivery of an effective Travel Plan requires the identification of aims, objectives and targets. Without these a Travel Plan may be all too easily overlooked or forgotten by those individuals for which it is produced or by those it is intended to benefit. The following sub-sections clarify each of the above in context of the FTP, and which individual Subsidiary Full Travel Plans for each unit are expected to follow the principle of.

5.2 Aim

The primary aim at the core of a Travel Plan is to influence a modal shift away from single occupancy car use - and indeed car use in general - and encourage the use of sustainable forms of transport, such as walking, cycling and public transportation.

The main focus of this FTP is in relation to employee trips, however it is also recognised that initiatives designed for this purpose are equally suitable to be used for and by any visitors to Griffen Park.

5.3 Objectives

In support of the above-stated aim, several objectives have been identified and are listed below:

- Reduce as far as possible vehicular trips generated by or associated with the site, and specifically 'single occupancy' trips;
- Promote amongst the work force, the environmental repercussions associated with all available modes of transport;
- Actively promote walking, cycling and public transportation to improve sustainable accessibility to the site;
- Increase as far as possible the choices available to staff through innovation; and
- Identify, and implement where possible, all opportunities to reduce the need to travel.

5.4 Targets

Targets, and the achievement thereof, form a visible measure of the implementation and effectiveness of a Travel Plan; they also provide a point of focus for the site-wide and subsidiary TPC's to conduct their role.

Targets should be **site-specific, measurable, achievable, realistic and time-related (SMART)**. They may be phased year on year and can be 'aim' type [e.g. percentage using non-car modes by...] or 'action' type [e.g. appoint a travel coordinator by...].

An example of an 'aim' target would be:

'A target of a 10% reduction in the number of single car occupancy trips by year three of the implementation of the final Travel Plan.'

Fundamental to the commitment and delivery of the Framework Travel Plan will be the appointment of suitable subsidiary TPC's, specifically dealing with the promotion to their staff of the Full Travel Plan's that will be required for each Unit at Griffen Park.

As staff at the site have not yet been employed, it is not known at this stage where they will be travelling from and their initial preferred method of travel. With regard to detailed mode share targets for walking, cycling, public transport and car sharing, therefore, these will be established after the completion of staff travel surveys for each unit as the site begins to open and reported in the Travel Plan's for each of those units.

The 'action' targets for this FTP are as follows:

- Appointment of Subsidiary TPC's for each unit on the site - prior to any unit opening;
- Baseline Travel Surveys to be conducted on site by the Subsidiary TPC's to identify the number of staff/visitors travelling by car/other modes – within six months of an individual unit opening; and
- Future targets to be set by the Subsidiary TPC's based on the results of the individual unit Baseline Travel Surveys – within a three-month period of completion of the initial surveys.

Travel surveys early on in the lifetime of the development will enable each Subsidiary TPC to establish the initial modal split of travel to and from the individual unit. These surveys will then act as a realistic base against which targets can be set. This record of the initial travel habits of staff will also enable comparisons to be drawn as time passes, enabling the success of the Full Travel Plan for each unit to be determined.

6.0 Measures and Actions

6.1 Introduction

Several indicative measures have been designed to effectively deliver the objectives and subsequent targets that will ultimately be set out within the Full Travel Plans for each unit. These measures have been divided among the following categories:

- Raising staff awareness;
- Encouraging walking and cycling;
- Encouraging the use of public transport; and
- Encouraging car sharing among staff.

The categories listed above are each discussed in the following sections. It should be noted that these measures and initiatives are provided as a guide and a Framework; it will be the responsibility of each individual unit to tailor their own measures and actions to the needs of their business and staff, and in agreement with the local highway authority.

6.2 Raising Awareness

Raising awareness is the first and most vital step in the process of encouraging individuals to alter their travel habits with the overarching goal of reducing vehicular trips associated with Griffen Park and particularly those classified as 'single occupancy' car trips.

6.2.1 Staff Inductions and Travel Forums

Influencing peoples travel habits is most achievable when there is a significant change of circumstance in their lives; such as starting a new job or moving home. The former is most relevant to this site, and there is therefore a significant opportunity to encourage more sustainable travel behaviour from the outset by promoting sustainable travel options. It is also crucial that appropriate information on travel options is given to employees at the site that do not have access to a car.

There is a greater chance of influencing modal shift if employees are provided with tailored information as part of the recruitment and induction/training process by individual businesses on the site. As well as providing information on walking, cycling and public transport opportunities, individual businesses on the site should endeavour to facilitate car sharing amongst staff by identifying other staff with a car that live nearby during staff inductions and introducing them to suitable car share partners.

Staff inductions should include information on the travel options available to employees to seek to minimise single occupancy car trips. The staff induction meetings should include provision of travel information covering all relevant travel modes, focused on the individual's specific travel requirements.

Travel forums should also be held regularly with staff on an at least a 6-monthly basis to remind staff of the importance of the Travel Plan and to review travel needs and travel plan measures. These should be organised and chaired by the appropriate subsidiary TPC and will involve both management and staff from those businesses.

6.2.2 Staff Travel Information Packs

Individual businesses on the site should be encouraged to provide Travel information packs to all employees as part of the recruitment process in order to inform and encourage the use of sustainable transport modes. The packs could include:

- Details of the Travel Plan and its purpose;
- Contact details for the subsidiary TPC, and an outline of the site-wide and subsidiary TPC responsibilities;
- Details and routes for local walking, cycling and public transport options, tailored to the staff member's home location and travel requirements;
- Details of car sharing options, including potential car-sharers with other members of staff. These would again be tailored to the individual's home location and travel requirements; and
- An outline of the various environmental, health and financial benefits of sustainable travel.

Staff Travel Information Packs should be kept up to date throughout the life of the Travel Plan.

6.2.3 Staff Information Boards

Notice boards with travel information should be placed in a communal area of each unit by the relevant individual businesses, providing the contact details of the subsidiary TPC and relevant information on local sustainable travel opportunities.

As well as details on walking, cycling, public transport and car share opportunities, the notice boards should also include information on up-and-coming events and activities. Staff e-mails, newsletters and text messages should also be sent, as appropriate, by each individual business to provide information on the Travel Plan.

6.3 Measures to encourage Walking and Cycling

6.3.1 Pedestrian Initiatives

As highlighted earlier in this FTP, opportunities for walking to work at Griffen Park will be limited to those living in Desford only based on the maximum distances that employees would be willing to walk. The opportunity to increase the numbers of people walking to work will therefore be dependent on how many people employed at the site live in the village, regardless of any measures introduced.

Notwithstanding the above, there is existing pedestrian infrastructure in place surrounding the site to allow staff to make journeys on foot to and from work, and to encourage staff to walk to local amenities in Desford on lunch breaks for example rather than undertaking a journey by car. Furthermore, an on-site coffee drive thru facility is subject to a separate planning application and, if consented, would further help to reduce the need for employees to travel off site during the working day.

Taking the above into consideration, the following measures could be adopted to actively encourage staff at the site to adopt walking as a primary means of commuting to the site if they live locally:

- Publicity of specific walking events, such as those organised by the charity Living Streets that promotes walking. These will include initiatives such as National Walking Month and how employees can get involved;
- Umbrellas could be made available by individual businesses upon request for all staff regularly walking to work;
- Individual businesses to allow their staff who have walked to work to be entitled to a taxi ride home in emergency situations; and
- Personal attack alarms could be provided by individual businesses on request to all staff walking to work as a means to address issues of personal security, particularly during night time conditions.

6.3.2 Cycle Initiatives

The opportunity for employees at Griffen Park to cycle to work is limited to a catchment area of up to approximately 5 kilometres (20 minutes cycle time) in reality and in line with IHT guidance. As indicated earlier in this FTP, this means that future employees living in Desford, the western edges of Leicester and some surrounding villages such as Earl Shilton could potentially commute by cycling.

As with the infrastructure serving pedestrians, cycle infrastructure in the vicinity of the site is considered to be adequate to serve the needs of employees wishing to cycle (including the cycle lanes on the A47) and a significant number of cycle parking spaces are to be provided on site for staff to use.

With the above in mind, the following initiatives could therefore be adopted:

- Staff should be made aware of the benefits of cycling, including the money it can save and the reduced environmental emissions compared to driving a car. They can be directed to the free cycle to work online calculator tool, <http://www.cycletoworkcalculator.com/>, that will demonstrate whether they can save money and time by cycling to work, and any associated health benefits;
- Staff should be made aware of the secure parking arrangements for bicycles and where these are located;
- Staff should be made aware of changing facilities available to allow clothes to be changed as weather conditions demand;
- Cycle training could be offered free of charge to employees (where interest warrants), and would be arranged by the Subsidiary TPC;
- Individual businesses will be encouraged to establish a “cycle to work” scheme to enable their employees to purchase a bicycle and equipment at a discounted price;
- Consideration could be given by individual businesses to the provision of ‘pool cycles’ for employees use; and
- Maps and plans detailing local cycle amenities and facilities will be placed in staff break areas by individual businesses.

6.4 Measures to encourage Public Transport Use

In terms of opportunities to use public transport to and from Griffen Park, this will be limited to the 152 / 153 bus service, with the site too far from the nearest railway station for train travel to be a viable option. With regard to the bus services, these are available to employees via a footway connection approximately 900 metres from the site and on an hourly frequency for large parts of the day, however the opportunity for staff to utilise these services will be dependent on their home location, distance from the site and their typical hours of work.

Notwithstanding the above, individual businesses occupying the units on the site should encourage their employees to adopt public transport use as a means of commuting to the site where possible, including the following initiatives:

- Public transport information should be made available to staff including timetable details, and directions to key websites they can access. This will include the [Arriva website](#) where staff can find the timetable and fare information for the 152 / 153 service, together with the [Traveline website](#) where a journey can be planned from the local bus stop in the village;
- Individual businesses should promote the use of public transport for work purposes where practicable; and

- Where practicable, individual businesses could offer staff a limited number of discounted bus tickets to encourage continued use of public transport, however this will be a decision for those businesses and for agreement in the Full Travel Plans alongside LCC.

6.5 Measures to encourage Car Sharing

As the name suggests, car sharing is when two or more people share a car and travel together. It offers the convenience of car travel, whilst helping to reduce the congestion and pollution they cause. Given the relatively rural location of the site and that a large proportion of future employees are likely to live in locations where the options for walking, cycling and the use of public transport to travel to the site are limited, car sharing is therefore considered to be the best opportunity to influence travel behaviour and reduce single occupancy car trips further. Car sharing also has a greater chance of success as an initiative on a large employment site such as Griffen Park given the number of people who will be travelling to the same place, and therefore representing a better opportunity of finding a “car share match”.

With the above in mind, the following measures would actively encourage staff at the site to car-share as an alternative to single occupancy car use:

- Staff of individual businesses should be directed to the Liftshare website (www.liftshare.com) which operates a national car share scheme and allows registered users to find individuals with compatible transport requirements. It should be noted that Liftshare also includes provision for users to find walking and cycling partners, and an option geared toward sharing taxis;
- Incentives could be offered to further attract drivers to car sharing. Examples may include a free car wash or regular prize draw, but this will ultimately be a decision for individual businesses on the site; and
- Individual businesses on the site will be encouraged to develop an ‘Emergency Ride Home’ procedure for car sharers to ensure that any employee with a domestic emergency, or who is feeling unwell will be provided with a lift or taxi home.

7.0 Monitoring and Review

7.1 Introduction

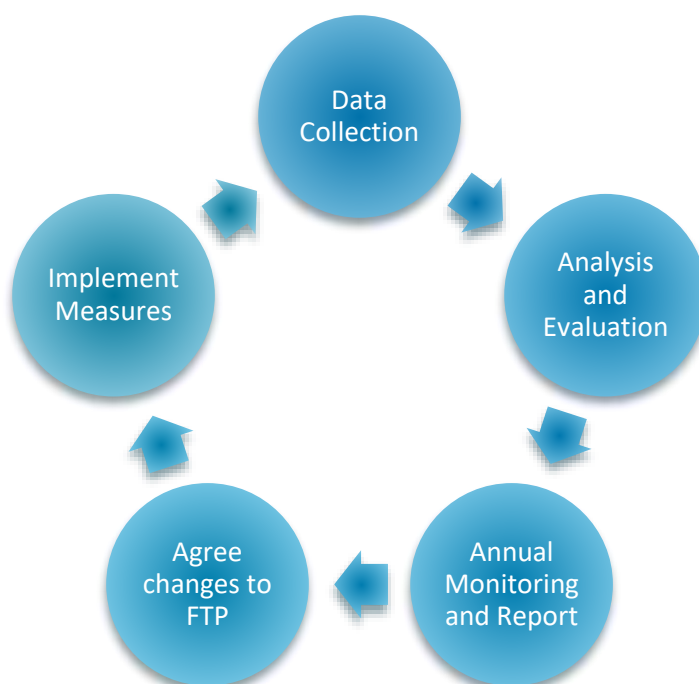
In order to ensure that the Full Travel Plans of each unit when brought forward remain realistic and relevant for employees at Griffen Park, it is essential that an effective monitoring strategy is put in place. This section discusses the approach to monitoring that will be encouraged and the overall Monitoring Framework.

7.2 Monitoring Approach

Although now archived, the Department for Transport Good Practice Guidelines (2009) for delivering Travel Plans helpfully set out that Travel Plans should be seen as “living” documents, and the implementation of such plans involves “a continuous process for improving, monitoring, reviewing and adjusting the measures in the plan to reflect changing circumstances”⁴.

Taking the above into consideration, a cyclical approach to managing each Full Travel Plan is shown in **Figure 7-1** below.

Figure 7-1 TP Monitoring Approach



As shown in the above diagram, regular monitoring by each individual occupier will be undertaken and the outputs of this will be used to agree changes to its Full Travel Plan and to develop new measures and targets as appropriate. As such, the Travel Plan becomes a continuous and on-going process of monitoring and review, rather than a one-off event.

⁴ Good Practice Guidelines: Delivering Travel Plans through the Planning Process, 2009, Department for Transport.

7.3 Monitoring Framework

It is suggested that the monitoring framework for the Travel Plan of each individual Unit will be for a period of five years from the date of that particular Unit opening, and will comprise the following elements during that timeframe:

- Questionnaire travel surveys to be conducted in the 1st, 3rd and 5th years for staff of that Unit;
- Recording all feedback from those directly using the Travel Plan; and
- Consulting with the management and relevant 3rd parties to identify if alternative measures and initiatives are required.

The data gathered as a result of the above actions will inform a report after each monitoring period, to be submitted to LCC by the Subsidiary TPS of that Unit and be instrumental in identifying any necessary revisions to the plan and its component initiatives.

7.4 Implementation Plan

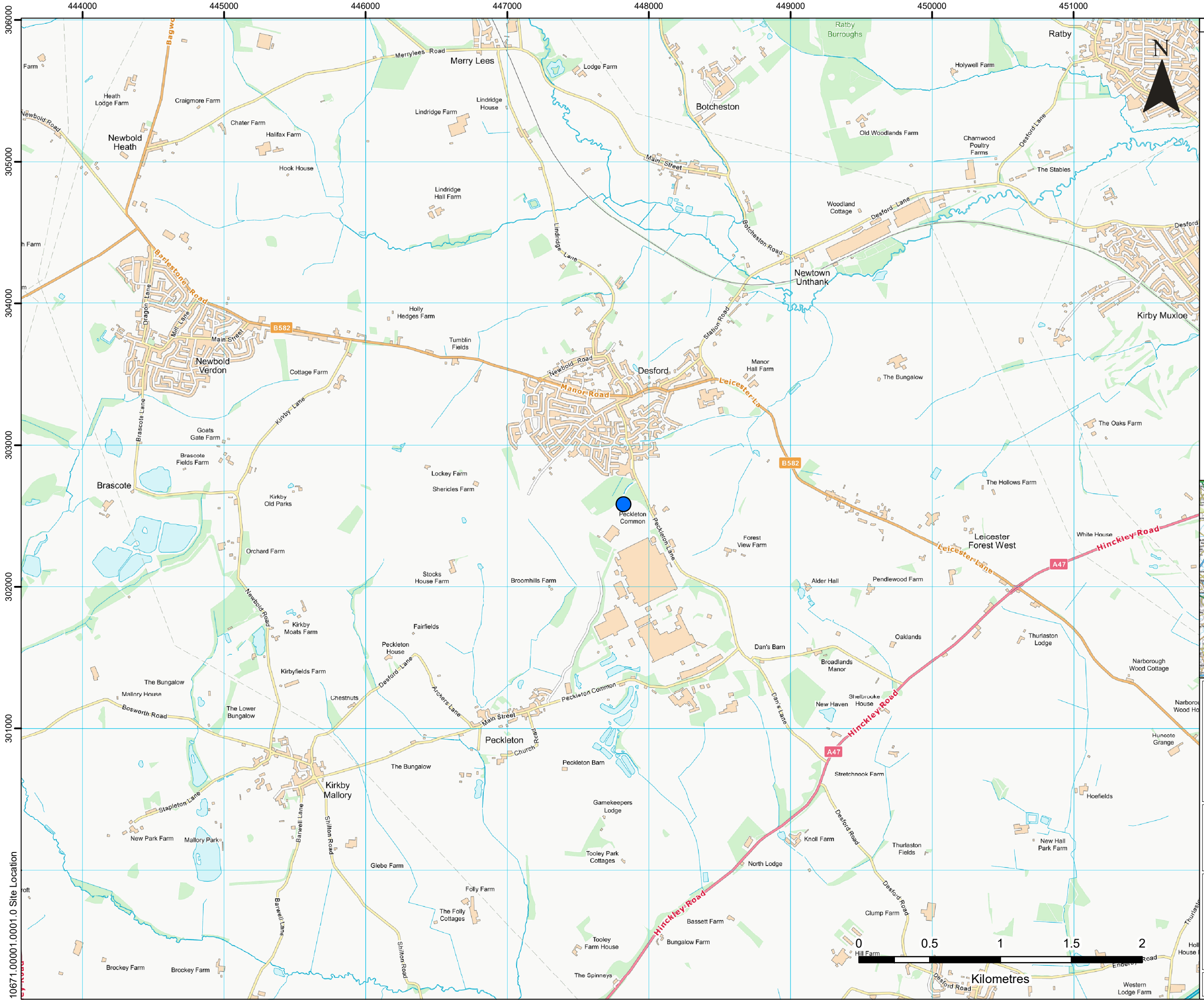
The following table clearly sets out a typical programme that would be expected of each business occupying an individual Unit on Griffen Park in terms of implementing the chosen strategies of the Travel Plan.

Table 7-1 Implementation Plan for Individual Unit Subsidiary Travel Plans

Element of Travel Plan / Mode of Transport	Action	By When
Travel Plan Implementation	Appointment of Subsidiary Travel Plan Co-ordinator	Prior to Unit opening
	Provide Travel Information Packs to all staff members	During staff induction / any new recruitment thereafter
Ongoing Staff Awareness	Update information boards	As required
	Update information packs and information boards	As required
Walking and Cycling	Provide walk and cycle maps to each member of staff	As part of staff training / induction programmes
	Provide walking/cycling equipment to staff	As appropriate
	Provide information on Walk and Cycle to Work and Cycle scheme vouchers to all staff	As part of staff training / induction programmes
	Provide local bus and train information	As part of staff training / induction programmes
Public Transport	Provide fare information including operator season ticket discounts	As part of staff training / induction programmes
	Provide a personalised journey plan	As appropriate
	Provide staff with links to journey planning websites	As part of staff training / induction programmes
Car Sharing	Provide car share posters	As appropriate
	Provide information on car sharing opportunities and informal car share meetings	As part of staff training / induction programmes, and as appropriate
	Explore incentives to increase car sharing	As appropriate
Monitoring –1st, 3rd and 5th years over five-year period	Disseminate initial staff travel surveys	Within 6 months of site opening during neutral period [i.e. not typical holiday times].
	Undertake additional staff surveys	Same time each year as initial surveys
	Review staff travel requirements	At least annually
	React to changes in transport conditions	Ongoing
Reporting	Collate survey results, analyse and summarise actions, results and success of the Travel Plan.	Annually
	Produce final Travel Plan	3 Months after results of initial travel survey
	Based on the report findings Consider new initiatives	Ongoing

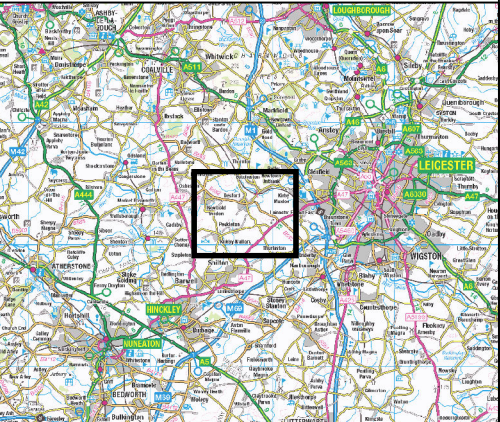
APPENDIX 01

Drawing 403.10671.00001.001: Site Location Plan



LEGEND

● Site Location



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GRIFFEN PARK, DESFORD
TRANSPORT ASSESSMENT
SITE LOCATION PLAN
403.10671.00001.001

Scale 1:25,000 @ A3 Date SEPTEMBER 2020

APPENDIX 02

Proposed Masterplan

General Notes

All site dimensions shall be verified by the Contractor on site prior to commencing any works.

Do not scale from this drawing.

Only work to written dimensions.

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Legend

- Planning Boundary
- Proposed Right of Way
- Proposed building footprint that has been submitted for planning application
- Acoustic Fence
- Jogging Track



H	Unit 4 access road modified and jogging track between units 2 and 3 omitted.	16.09.2020	h
G	Project information and unit numbers updated.	11.09.2020	g
F	Coffee shop removed. Planning boundary updated.	07.09.2020	f
E	Gatehouse, substations and junctions updated.	12.08.2020	e
D	Amended to suit client comments.	08.07.2020	d
C	Amended to suit client comments.	03.07.2020	c
B	Ops office removed from Unit D.	01.07.2020	b
A	Ops offices and additional gatehouse added.	29.06.2020	a

Revision
Scale 1:1000@A0
Status S
Drawn by CF
Date 22.06.20
Client
GULF Ventures 2 Ltd

Project
Griffen Park
Drawing Description
Proposed Site Plan
Fixed Units D & E - Option 4
Drawing No. 20011_SK53 Rev. H

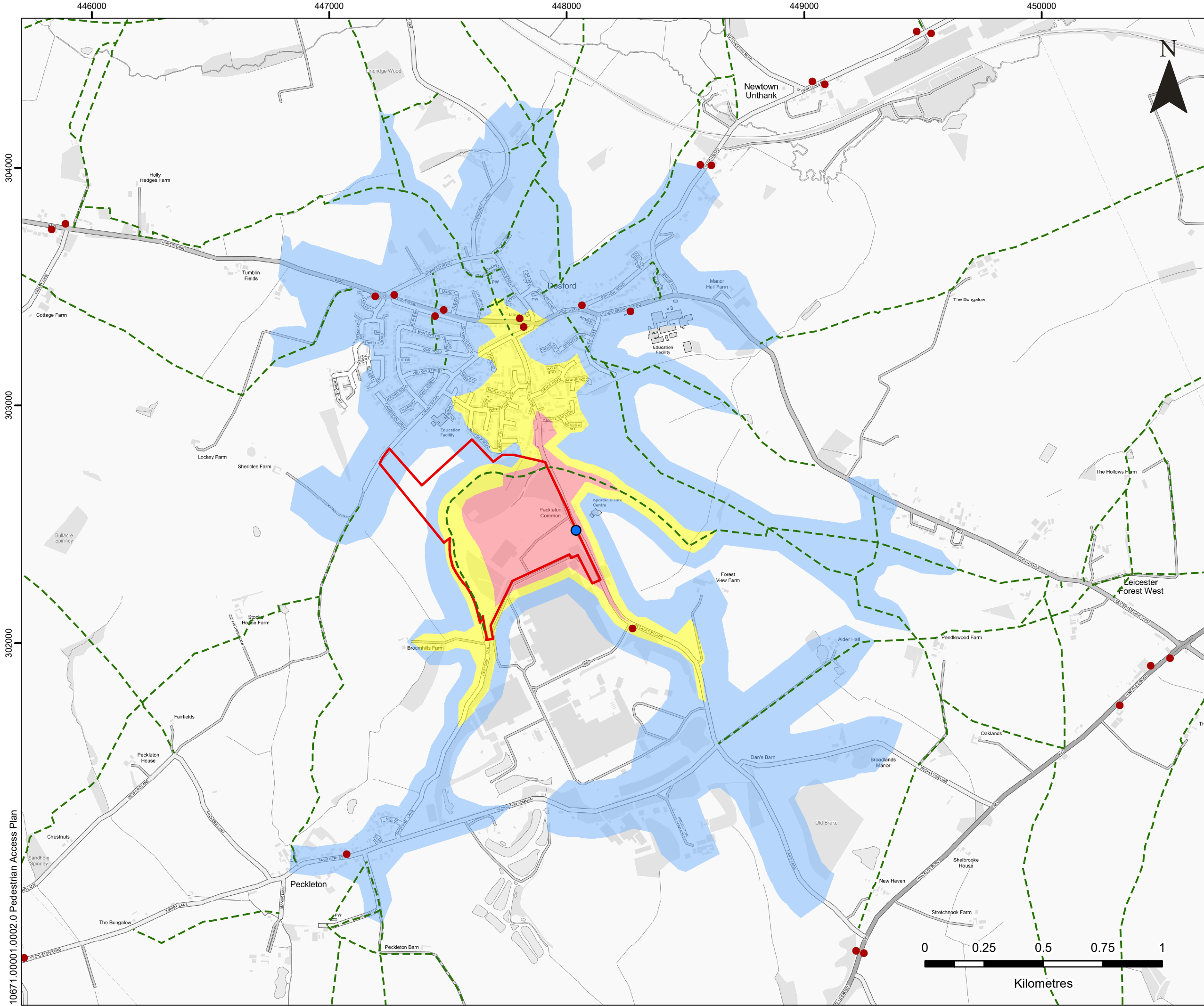
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APPENDIX 03

Drawing 403.10671.00001.002: Pedestrian Accessibility Plan



LEGEND

- Site Boundary
- Site Access Point
- Public Right of Way
- Bus Stop

Pedestrian Isochrones

- 500m Walk
- 1km Walk
- 2km Walk

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TRANSPORT ASSESSMENT

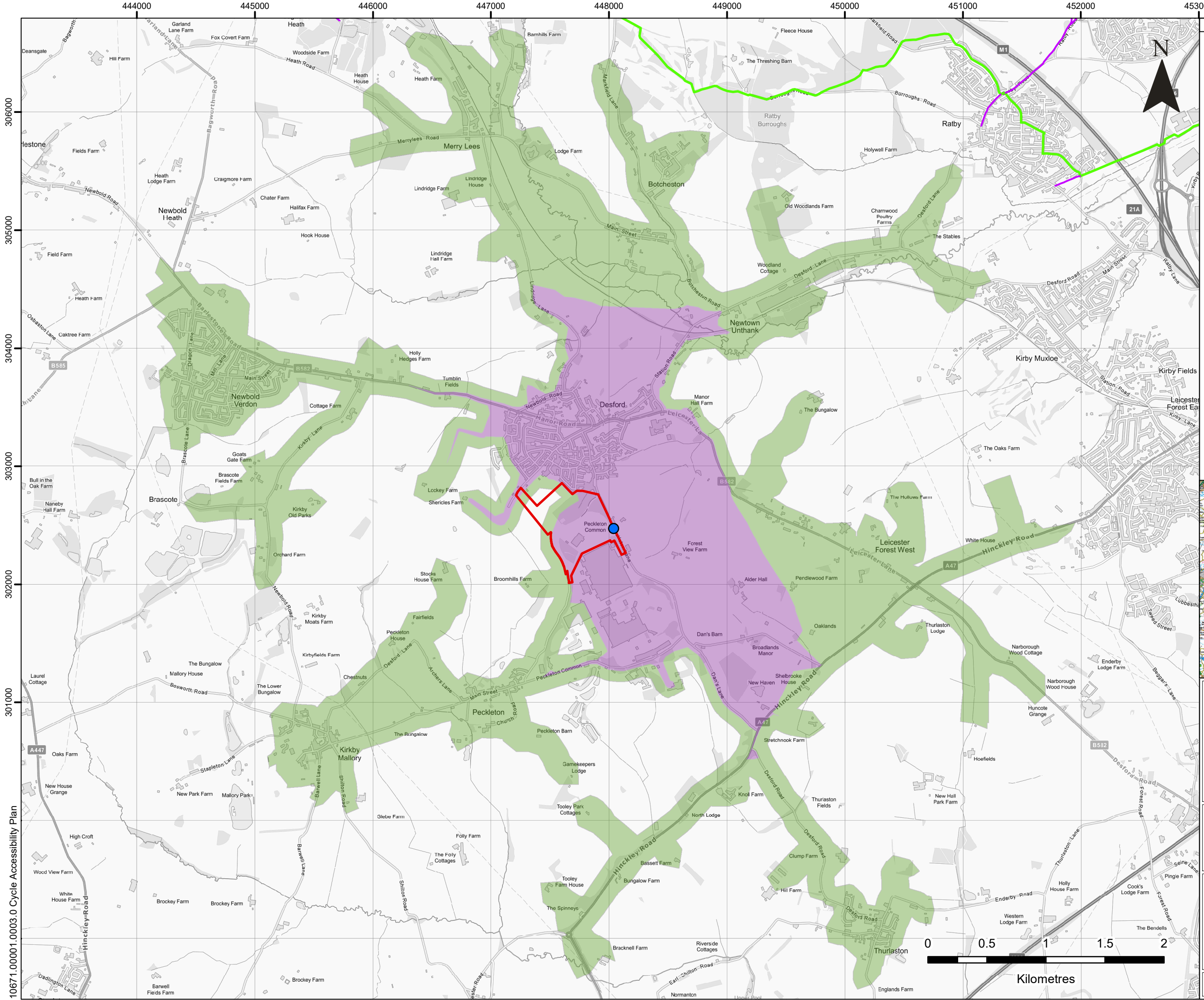
PEDESTRIAN ACCESSIBILITY PLAN

403.10671.00001.002

Scale 1:15,000 @ A3 Date SEPTEMBER 2020

APPENDIX 04

Drawing 403.10671.00001.003: Cycle Accessibility Plan

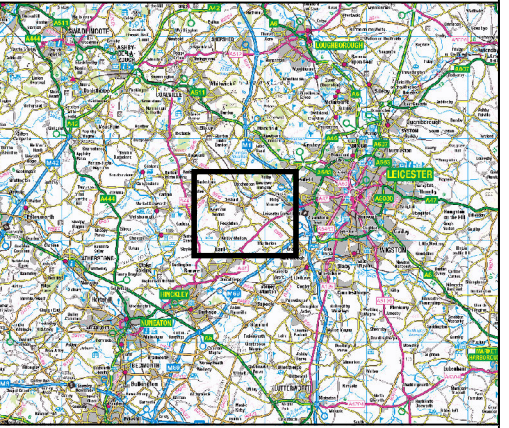


LEGEND

- Site Boundary
- Site Access Point
- National Cycle Network (Route 63)
- National Cycle Network Link

Cycle Isochrones

- 2.5km Cycling from Site Entrance Location
- 5km Cycling from Site Entrance Location



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TRANSPORT ASSESSMENT

CYCLE ACCESSIBILITY PLAN

403.10671.00001.003

Scale 1:30,000 @ A3 Date SEPTEMBER 2020

10671.00001.0003.0 Cycle Accessibility Plan

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