



Travel Plan

Unit 2, Griffen Park, Desford

AUKLOGIS UK LTD

Apartment 5, The Anchorage, B74 2PJ

Prepared by:

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Basis of Report

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Table of Contents

1.0 Introduction	1
2.0 Site Details.....	3
3.0 Site Accessibility Review.....	5
4.0 Aims, Objective and Targets	12
5.0 Measures and Actions	14
6.0 Delivery of the Travel Plan.....	18
7.0 Action Plan	20

Tables in Text

Table 2.1: Parking Spaces	4
Table 3.1: Summary of Bus Services	11
Table 7.1: Action Plan	20

Figures in Text

Figure 1.1: Site Location	1
Figure 2.1: Sheffield Stands at Building Entrance	3
Figure 2.2: Site Entrance	4
Figure 3.1: Secured Active Travel Access to Desford Road	6
Figure 3.2: Internal Footway Provision	7
Figure 3.3: Walking Catchment Plan	8
Figure 3.4: Cycling Catchment Plan	10

Appendices

Appendix A Site Layout Plans



1.0 Introduction

- 1.1 SLR Consulting Limited (SLR) has been appointed by AUKLOGIS UK LTD to produce an Occupier's Travel Plan (TP) in support of the discharge of condition no. 42 of planning permission (ref: 21/00619/FUL) for Unit 2 at Griffen Park in Desford.

"42. No individual unit hereby permitted shall be first brought in to use until a framework Travel Plan, which sets out actions and measures with quantifiable outputs and outcome targets (including the offer of a six month bus pass for all employees) for that unit has been submitted to and approved in writing by the Local Planning Authority. Thereafter the agreed Travel Plan shall be implemented in accordance with the approved details."

- 1.2 **Figure 1.1** indicates the location of unit 2 which is going to be occupied by AUKLOGIS UK LTD.

Figure 1.1: Site Location



Purpose of the Travel Plan

- 1.3 The purpose of any TP 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 TP is to ensure that all reasonable actions are considered and implemented to promote awareness of the sustainable transport options available to staff.



- 1.4 This TP 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 TP focusses primarily on the needs of the workforce at the site, the measures promoted within the TP may also be of incidental benefit to visitors.

Scope of the Travel Plan

- 1.5 This TP incorporates the following details:
- Details of the AUKLOGIS UK LTD's operation at Unit 2, including on-site facilities and parking provision;
 - A review of the existing transport infrastructure in the vicinity of the site, including for journeys on foot, bicycle and public transport;
 - Identification of the Travel Plan Coordinator role for the site;
 - Reference to SMART (Specific, Measurable, Achievable, Realistic and Time-Related) targets associated with the TP;
 - Reasonable measures for achieving the targets set out; and
 - A monitoring regime to measure progress.
- 1.6 This TP will be updated throughout the lifetime of its implementation (with the results of the baseline and monitoring travel surveys and any new measures).



2.0 Site Details

Site Plan and Operations

- 2.1 AUKLOGIS UK LTD will occupy Unit 2 of Giffen Park. Plans of the building layout is provided in **Appendix A**.
- 2.2 Unit 2 benefits from shower and changing room facilities, including staff lockers, which support and encourage travel by sustainable modes such as walking and cycling.
- 2.3 All staff will be employed on a full-time basis, working Monday to Friday, with proposed working hours of 08:00 to 17:00. The number of staff members has yet to be confirmed, and at present, no overtime or shift arrangements are proposed. However, occasional overtime and weekend working may be required depending on operational needs.
- 2.4 All staff are expected to be employed on a full-time basis, working Monday to Friday between 08:00 and 17:00. The total number of staff has not yet been finalised. At this stage, no formal overtime or shift patterns are proposed. However, occasional overtime and weekend working may be required subject to operational needs.

Cycle and Motorcycle Parking

- 2.5 The site provides 12 cycle parking spaces located close to the building entrance. The cycle parking is in the form of Sheffield stands, offering a high-quality provision that supports and encourages cycling to and from the site.

Figure 2.1: Sheffield Stands at Building Entrance



Figure 2.2: Site Entrance



Vehicular Access and Parking

- 2.6 Griffin Park is accessed via a priority junction from Peckleton Lane, with Unit 2 served by an internal road within the industrial estate. The internal road has a carriageway width of approximately 7 metres and is provided with footways on both sides, typically between 1.0 - 1.5 metres in width.
- 2.7 Unit 2 is accessed from this internal road and benefits from two separate access points, one serving the service yard and the other providing dedicated access to the car park.
- 2.8 A total of 105 car parking spaces are provided on site, with further details set out in **Table 2.1**.

Table 2.1: Parking Spaces

Parking Space	Count
Standard Car Parking Spaces	94
EV Spaces	5
Disabled Spaces	6
Total	105



3.0 Site Accessibility Review

Pedestrian Accessibility

- 3.1 This section considers the accessibility of the site to local facilities using the available infrastructure, together with the improvements and access points which are being delivered as part of the wider Griffen Park development.

Peckleton Lane

- 3.2 A footway is provided along the western side of Peckleton Lane, linking the Griffen Park to the village of Desford to the north. This footway is approximately 1.5 metres in width adjacent to Unit 1, narrowing to circa 1 metre (with an additional circa 1 metre grass verge) over a distance of approximately 220 metres, before widening again within the village boundary. Beyond this point, footways of approximately 2 metres in width are provided on both sides of Peckleton Lane, offering direct pedestrian access to the High Street within the village centre.
- 3.3 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.
- 3.4 No footways are provided on Peckleton Lane to the south of the main access junction, 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

- 3.5 There is a Public Right of Way [PRoW], known as R119, which has been diverted to accommodate the development. 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.

Pedestrian Access Point to the Site

- 3.6 To maximise pedestrian and cyclist connectivity, there will be four direct points of access between the PRoW and Griffen Park. 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.



Figure 3.1: Secured Active Travel Access to Desford Road



Figure 3.2: Internal Footway Provision



Walking Distances and Catchments

- 3.7 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*”.
- 3.8 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*”.
- 3.9 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).
- 3.10 Taking the above criteria into consideration, a walking catchment plan is presented as **Figure 3.1** which 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.



The map displays the Peckleton area with the following features:

- Site Boundary:** A red outline indicating the proposed development site.
- Site Access Point:** A blue dot located on the site boundary.
- Public Right of Way:** Indicated by green dashed lines.
- Bus Stop:** Indicated by red dots.
- Pedestrian Isochrones:**
 - 500m Walk:** Shaded in pink.
 - 1km Walk:** Shaded in yellow.
 - 2km Walk:** Shaded in light blue.

The map also includes a legend, a north arrow, and a scale bar in kilometres (0 to 1 km).

- All houses within Desford are well within a 2,000 metre walk of the 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 (Desford Food) within an 1500 metre walk of the site off Manor Street should staff require this during lunch breaks, or before and after working hours. This is within a twenty minute walk and therefore accessible; and
- 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.

3.12 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.

- 3.13 Based on the above it is considered that the site is highly accessible on foot for any employees living locally, and that walking is therefore a viable option as opposed to a private car journey for these trips.
- 3.14 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.

Cycle Accessibility

Local Infrastructure

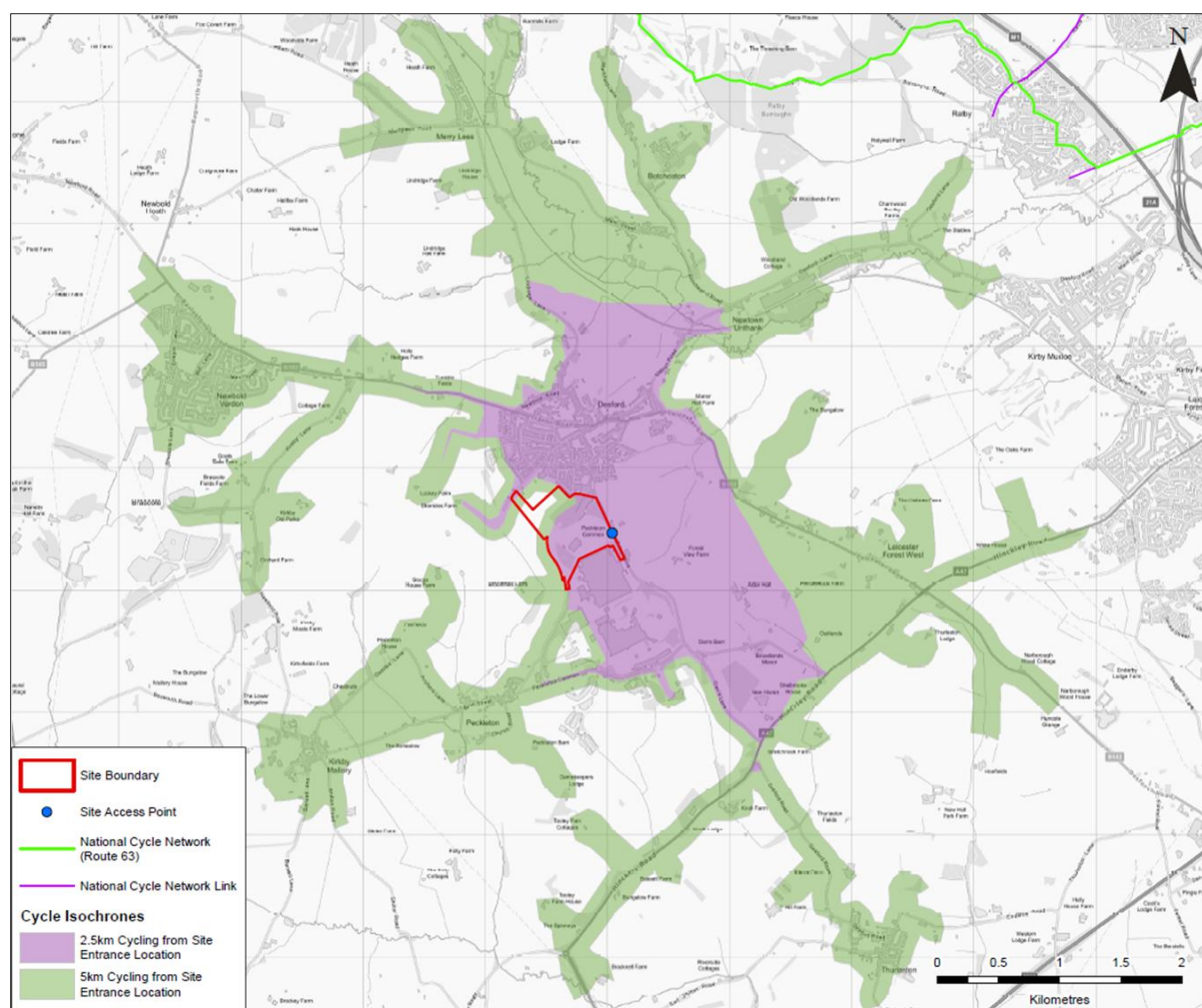
- 3.15 Adjacent to the site, the surrounding streets to the north do not have dedicated cycle lanes, however they are conducive to cycling for local trips to and from the village of Desford, with speed limits of 30mph in place and with the streets being residential in nature. Furthermore, the PRow running 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.
- 3.16 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.

Cycling Distances and Catchments

- 3.17 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.
- 3.18 A Cycle Catchment Plan is provided as **Figure 3.2**. 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 less, albeit for many "regular" journeys distances of up to 3 miles (4.8 kilometres) is more palatable - noting that a 3-mile cycle ride equates to approximately 20 minutes.



Figure 3.4: Cycling Catchment Plan



- 3.19 For the purposes of cycle accessibility, the Cycling Catchment 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.
- 3.20 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 staff commuting trips within a 10 to 20 minute cycle time of the site.

Public Transport Access

- 3.21 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 users of the site. The following section provides details of the public transport options available within the proximity of Griffen Park.

Bus

- 3.22 The nearest existing bus stop by foot from the proposed development site is approximately 960 metres to the north on Manor Road. This is served by the 153 bus service, which



operates between Leicester and Market Bosworth with a frequency of one service per hour for Monday to Saturday.

- 3.23 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. Services are approximately one per hour between Monday and Friday, with a slightly reduced service on a Saturday and no services on a Sunday.
- 3.24 In addition to the above, further bus stops are located along A47 which is about 2000 metre to the south of the proposed site. This is served by 148 and 158 bus services. The service 148 operates between Leicester and Coventry via Hinckley and Bedworth. While 158 operates between Leicester and Nuneaton via Hinckley. **Table 3.1** below provides a summary of the services available.

Table 3.1: Summary of Bus Services

Service	Route	Frequency		
		Mon	Sat	Sun
148	Leicester – Market Bosworth	Every 30 Minutes (07:05* – 22:15)	Every 30 Minutes (07:05* - 21:45)	Limited Services
153	Leicester – Hinckley – Bedworth – Coventry	Every Hour (06:40 – 20:15)	Every Hour (07:28 – 19:55)	No Services
158	Leicester – Hinckley – Nuneaton	Every 30 Minutes (05:20 – 18:45)	Every 30 Minutes (06:20 – 22:45)	Every Hour (09:45 – 19:45)

*Note there are earlier buses are available which only operates from Nuneaton Bus Station to Coventry

Rail Services

- 3.25 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.
- 3.26 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 employees and visitors.



4.0 Aims, Objective and Targets

Introduction

- 4.1 Delivery of an effective TP requires the identification of aims, objectives and targets. Without these a TP may be all too easily overlooked or forgotten by those individuals for which it is produced or by those it is intended to benefit.

Aim

- 4.2 The primary aim at the core of a TP 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.
- 4.3 The main focus of this TP 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 the site.

Objectives

- 4.4 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 wherever reasonably possible;
 - 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.

Targets

- 4.5 Targets, and the achievement thereof, form a visible measure of the implementation and effectiveness of the TP; they also provide a point of focus for the Travel Plan Coordinator (TPC) to conduct their role (the TPC role is expanded upon in Section 6).

SMART Targets

- 4.6 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...).
- 4.7 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.'
- 4.8 Fundamental to the commitment and delivery of this TP is the appointment of a TPC, specifically dealing with the promotion of the TP to staff at the site (see Section 6).
- 4.9 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.
- 4.10 The 'action' targets for this TP are as follows:
- Baseline Travel Surveys to be conducted on site by the nominated TPC to identify the number of staff travelling by car/other modes; and



- Future targets to be set by the TPC based on the results of the Baseline Travel Surveys – within a three-month period of completion of the initial surveys.

4.11 Travel surveys early on in the lifetime of the development will enable the TPC to establish the initial modal split of travel to and from the site. 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 this TP to be determined.



5.0 Measures and Actions

Introduction

- 5.1 The measures in this TP have been designed to effectively deliver the objectives and subsequent targets. 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.
- 5.2 The categories listed above are each discussed in the following sections.

Raising Awareness

- 5.3 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 the site and particularly those classified as 'single occupancy' car trips.

Staff Inductions and Travel Forums

- 5.4 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.
- 5.5 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. As well as providing information on walking, cycling and public transport opportunities, the AUKLOGIS UK Ltd. will 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.
- 5.6 Staff inductions will include information on the travel options available to employees to seek to minimise single occupancy car trips. The staff induction meetings will include provision of travel information covering all relevant travel modes, focused on the individual's specific travel requirements.
- 5.7 Travel forums will also be held regularly with staff on an at least a 6-monthly basis to remind staff of the importance of the TP and to review travel needs and travel plan measures. These will be organised and chaired by the TPC (see **Section 6.2**) and will involve both management and staff.

Staff Travel Information Packs

- 5.8 AUKLOGIS UK Ltd. will provide Travel Information Packs to all employees as part of the recruitment in order to inform and encourage the use of sustainable transport modes. The packs will include:
- Details of the TP and its purpose;
 - Contact details for the TPC, and an outline of the 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.

5.9 Staff Travel Information Packs will be kept up to date throughout the life of the TP.

Staff Information Boards

- 5.10 Notice boards with travel information will be placed in a communal area of the unit, providing the contact details of the TPC and relevant information on local sustainable travel opportunities.
- 5.11 As well as details on walking, cycling, public transport and car share opportunities, the notice boards will also include information on up-and-coming events and activities. Staff e-mails, newsletters and text messages will also be sent, as appropriate, to provide information on the TP.

Measures to encourage Walking and Cycling

Pedestrian Initiatives

- 5.12 As highlighted earlier in this TP, opportunities for walking to work 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.
- 5.13 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.
- 5.14 Taking the above into consideration, the following measures will 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 are available upon request for all staff regularly walking to work;
 - Staff who have walked to work are entitled to a taxi ride home in emergency situations; and
 - Personal attack alarms can be provided on request to all staff walking to work as a means to address issues of personal security, particularly during night time conditions.

Cycle Initiatives

- 5.15 The opportunity for employees 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 TP, 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.



- 5.16 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 provided on site for staff to use.
- 5.17 With the above in mind, the following initiatives will therefore be adopted:
- Staff will be made aware of the benefits of cycling, including the money it can save and the reduced environmental emissions compared to driving a car;
 - Staff will be made aware of the parking arrangements for bicycles and where these are located;
 - Staff will be made aware of changing facilities available to allow clothes to be changed as weather conditions demand;
 - Staff will be made aware of the cycle training programme run by LCC.
 - AUKLOGIS UK Ltd. will establish a “cycle to work” scheme to enable their employees to purchase a bicycle and equipment at a discounted price; and
 - Maps and plans detailing local cycle amenities and facilities will be placed in staff break areas.
 - TPC to investigate the provision of Dr Bike maintenance sessions for staff.

Measures to encourage Public Transport Use

- 5.18 In terms of opportunities to use public transport to and from Griffen Park, this will be limited to the 148,153 and 158 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 960 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.
- 5.19 Notwithstanding the above, AUKLOGIS UK Ltd. will encourage employees to adopt public transport use as a means of commuting where possible, including the following initiative:
- AUKLOGIS UK Ltd. will promote the use of the bus to employees and offer a free six month bus pass for all employees; and
 - Public transport information will be made available to staff including timetable details, and directions to key websites they can access. This will include the Choose how you move's journey planner website where staff can find all the information including timetable and fare, together with the Traveline website where a journey can be planned from the local bus stop in the village.
 - TPC to liaise with local bus operators to monitor service and network changes, ensuring travel information remains up to date.

Measures to encourage Car Sharing

- 5.20 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”.

5.21 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 will 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.



6.0 Delivery of the Travel Plan

- 6.1 In order to ensure that the Full TP when brought forward remains realistic and relevant for employees of the future occupier, it is essential that an effective delivery and monitoring strategy is put in place.
- 6.2 This section discusses the delivery of the TP in practice and the approach to monitoring that will be encouraged.

Travel Plan Coordinator

- 6.3 The key to the implementation of the TP is the nomination of a TPC who will act as a “champion” for this process. Whilst the overall function of the TPC will be undertaken by a team (Health and Safety, Facilities and Human Resources), the main point of contact will be Wenyi Tong and his contact details are:

Wenyi Tong
Mob: +49 176 6439 5264
Email: uk.admin@wpglb.com

Roles and Responsibilities

- 6.4 The roles and responsibilities of the TPC include:
- Overseeing the implementation of the TP;
 - Holding regular meetings with senior management to discuss the TP;
 - Designing and implementing effective marketing and awareness-raising measures and events to promote sustainable forms of travel;
 - Acting as a point of contact for all employees requiring local travel information when required;
 - Supplying relevant information as necessary to increase awareness of transport and environmental issues;
 - Conducting Employee Travel Surveys and submitting feedback through reports; and
 - Liaising with the local highway authority and local public transport operators where necessary.

Monitoring Approach

- 6.5 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”¹.
- 6.6 Regular monitoring by the AUKLOGIS UK Ltd. will be undertaken and the outputs of this will be used to agree changes to this TP and to develop new measures and targets as appropriate. As such, the TP becomes a continuous and on-going process of monitoring and review, rather than a one-off event.

¹ Good Practice Guidelines: Delivering Travel Plans through the Planning Process, 2009, Department for Transport.



Monitoring Framework

- 6.7 It is suggested that the monitoring framework for the TP will be for a period of five years from the date of the AUKLOGIS UK Ltd. occupying the site, and will comprise the following elements during that timeframe:
- Questionnaire travel surveys to be conducted in the 1st, 3rd and 5th years for staff. This will be undertaken using Google Forms and emailing / texting this to each member of staff to complete online;
 - Recording all feedback from those directly using the TP; and
 - Consulting with the management and relevant 3rd parties to identify if alternative measures and initiatives are required.
- 6.8 The data gathered as a result of the above actions will inform a report after each monitoring period to be submitted to the LCC and will be instrumental in identifying any necessary revisions to the plan and its component initiatives.



7.0 Action Plan

7.1 The Action Plan outlined in Table 7.1 sets out the measures included within the FTP that are directed at influencing staff's travel behaviour.

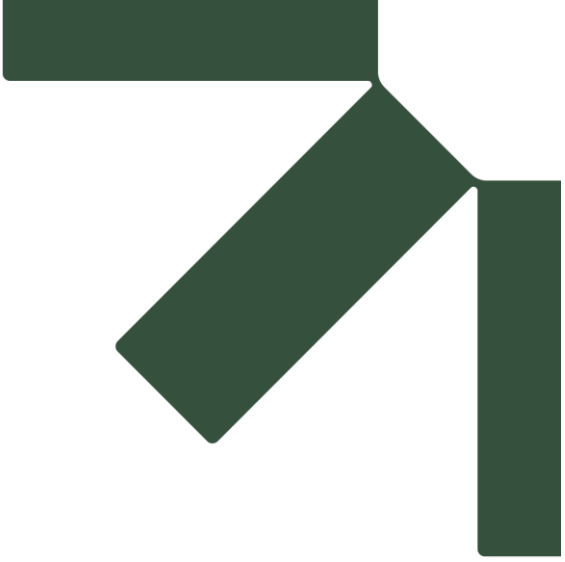
Table 7.1: Action Plan

Element of Travel Plan / Mode of Transport	Action	Timeframe
Travel Plan Implementation	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	As part of staff training / induction programmes
	Provide local bus and train information	As part of staff training / induction programmes
	TPC to investigate Dr. Bike maintenance session for staff	As appropriate
Public Transport	Provide fare information and offer of free 6 month bus pass	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
	Liaise with local bus operators to monitor service and network changes	On-going
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
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



Element of Travel Plan / Mode of Transport	Action	Timeframe
	Produce final Travel Plan	3 Months after results of initial travel survey
	Based on the report findings Consider new initiatives	Ongoing





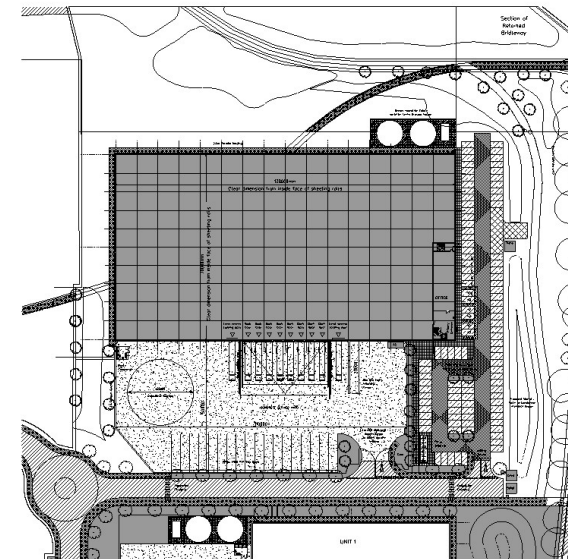
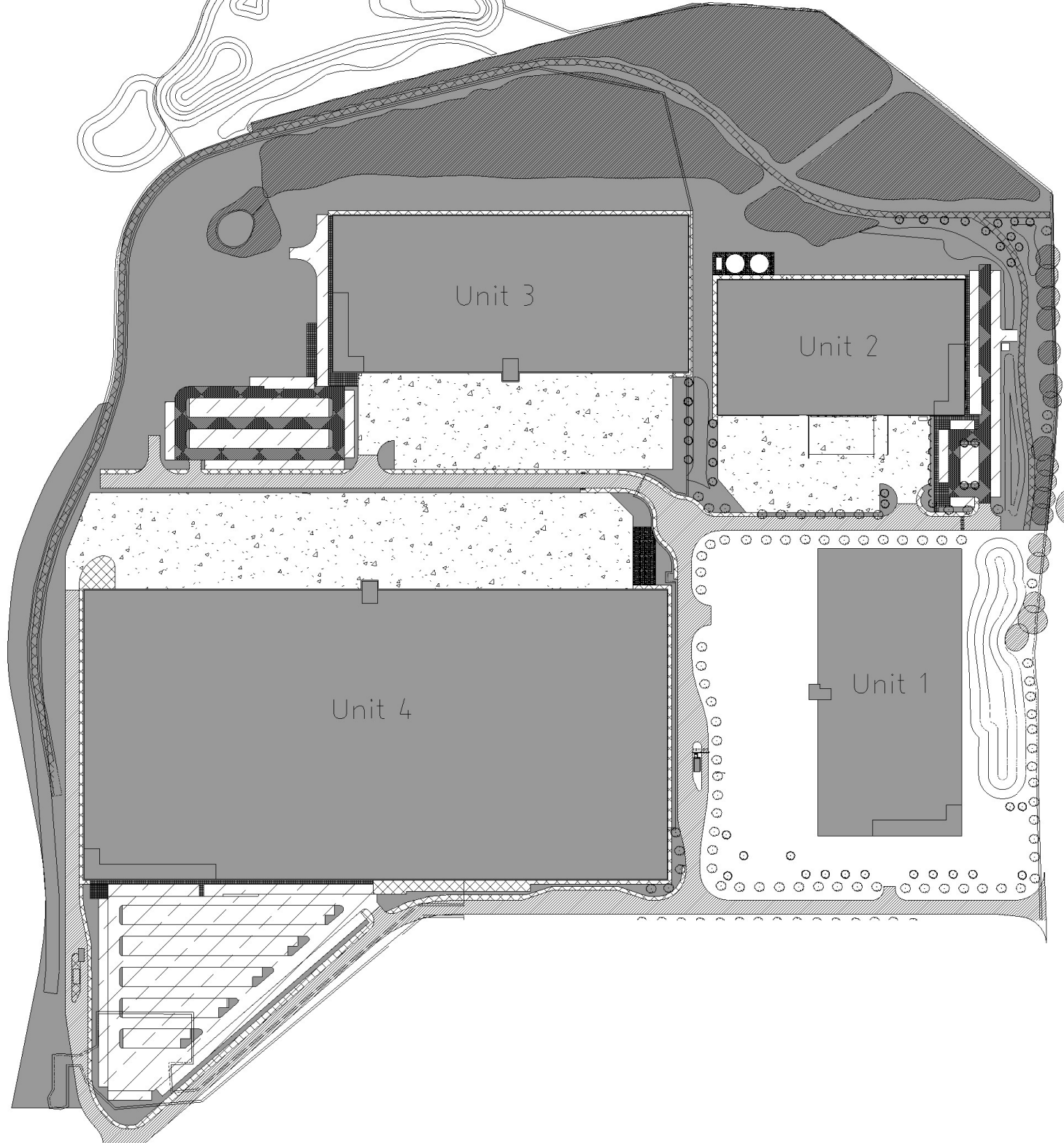
Appendix A Site Layout Plans

Travel Plan

Unit 2, Griffen Park, Desford

AUKLOGIS UK LTD

SLR Project No.: 410.067802.00001





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