

1 Monkspath Hall Road, Solihull

Framework Travel Plan

June 2017



LSH Auto Properties (UK) Ltd

Solihull, Mercedes-Benz

Framework Travel Plan

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Curtins
40 Compton Street
London, EC1V 0BD
Tel: 020 7324 2240
www.curtins.com


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Author	Signature	Date
Gideon Gasinu MSc Graduate Transport Planner		30 June 2017

Reviewed	Signature	Date
Irene O'Riordan BSc (Hons) Senior Transport Planner		30 June 2017

Authorised	Signature	Date
Mehmet Ahmet MSc BSc (Hons) CMILT Principal Transport Planner		30 June 2017

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Executive Summary

This Framework Travel Plan has been produced by Curtins on behalf of the LSH Auto Properties (UK) Ltd in accordance with planning obligations outlined in the NPPF, DfT Travel Plan guidance documents and the Solihull Local Plan (2013).

The main purpose of this Travel Plan is to set out a long-term collection of measures, which are aimed at reducing employees' dependence and reliance on travel by single occupancy car. The Travel Plan is not an anti-car policy but aims to promote the use of more sustainable modes of transport for travel both to and from the Site.

Measures to encourage sustainable travel include, inter alia:

- Increasing employee understanding and awareness of travel by more sustainable transport modes
- A package of both hard and soft measures with the aim of promoting and enhancing more environmentally friendly travel to the site.
- Consistent and regular communication with local authorities and public transport providers to facilitate improvements to existing infrastructure.

The main objective of the Travel Plan is to implement a modal shift away from single occupancy car use and towards more sustainable travel modes, simply by raising awareness of and facilitating travel by sustainable travel modes. This approach reflects current Government policy objectives, in relation to transport.

The Framework Travel Plan draws on 2011 Census data to establish a base for future mode shares and future iterations of the Travel Plan. Within 6 months of first occupation and annually thereafter, it is proposed to carryout employee and customer travel surveys to establish a Site specific mode share upon which realistic targets can be set.

The targets are estimated to reduce private car mode for by 10% and increase sustainable travel modes by 6% (walking and cycling) and 3% (public transport ie bus and rail) by the end of year 5.

This is a 5 year Framework Travel Plan; it will be reviewed on years 1, 3 and 5 after the opening date of the new car showroom and office. This Travel Plan and its commitments are specific to LSH Auto Properties (UK) Ltd and its implementation will become effective within three months of its formal approval by Solihull Metropolitan Borough Council.

1.0 Introduction

1.1 Introduction

1.1.1 Curtins has been appointed by LSH Auto Properties (UK) Ltd to provide traffic and transportation advice in relation to proposals to develop a new car showroom with workshop facilities and office space at Monkspath Hall Road, Solihull B90 4FY (the 'Site'). The Site is currently an office building which will be demolished as part of the proposals.

1.1.2 The proposed development is for a new car showroom with associated servicing facilities and workshop at the Site. In addition an office for LSH Auto headquarters will be provided with the development. The proposed layout for the Site is summarised as follows:

- Car showroom and workshop facility;
- LSH Auto headquarters office space;
- 223 car parking spaces;
- 140 showroom/used car parking spaces; and
- Retention of but widening of vehicle access with Monkspath Hall Road.

1.2 Purpose of this Report

1.2.1 This Framework Travel Plan (FTP) has been prepared to demonstrate a commitment to sustainable travel initiatives. It provides information on how LSH Auto Properties will be managed to discourage the reliance on the private car and promote alternative modes of travel.

1.2.2 This FTP will provide an overarching framework for future versions and iterations of the Travel Plan.

1.3 Structure of This Report

1.3.1 Following the introduction, the structure of the report will be as detailed below:

- Section 2 Background
- Section 3 Policy Review and Travel Plan Background
- Section 4 Existing Travel Situation
- Section 5 Objectives, Targets and Indicators
- Section 6 Travel Plan Measures and Initiatives
- Section 7 Monitoring and Review

2.0 Background

2.1 Site Description

- 2.1.1 The Site is located within the boundary of Solihull Metropolitan Borough Council (SMBC) and is situated to the southwest of Solihull town centre, adjacent to the A34 Stratford Road. The Site is bound by two roads; A34 Stratford Road to the south and Monkspath Hall Road to the east. The Site is bound by a mixture of retail and leisure units to the west and north.
- 2.1.2 There is currently one vehicular access point to the Site. This is located on Monkspath Hall Road on the eastern boundary of the site. Monkspath Hall Road is a dual carriageway therefore the site access serves as a left-in left-out access.
- 2.1.3 The site is currently an office building with on-site parking provision.

2.2 Proposed Development

- 2.2.1 The development will provide a new Mercedes-Benz car showroom with a used-car sales area and associated servicing/MOT facilities all on site (9,764m² excluding the car parking). In addition, a 473m² office space will be provided on Level 3 which will be used by LSH Auto as their headquarters. The development will include 20 workshop bays, 2 MOT and 2 wheel alignment bays.
- 2.2.2 The proposed development will provide the following parking provision:
- Total 223 spaces
 - Customer Parking – 52
 - Service and Valet Parking – 48
 - Staff and storage – 103
 - Overspill Parking - 20
- 2.2.3 In addition to the above parking provision there will be:
- Used Display and Demonstrators – 111
 - Showroom (new and used) – 29

3.0 Policy Review and Travel Plan Background

3.1 Introduction

3.1.1 This report has been compiled in line with a number of planning documents:

- National Planning Policy Framework (2012);
- Planning Practice Guidance: Travel Plans, Transport Assessments and Statements (2014);
- Solihull Local Plan Shaping a Sustainable Future (2013); and
- Solihull Metropolitan Borough Council (Solihull MBC) Travel Plan Template.

3.2 National Planning Policy Framework (2012)

3.2.1 The National Planning Policy Framework (NPPF) was adopted in March 2012 and replaces a series of 44 separate planning policy documents covering a wide range of areas of planning policy. The NPPF outlines the potential benefits and requirements for the production of TPs. It states that TPs are “key tools” to facilitate development.

3.3 Planning Practice Guidance: Travel Plans, Transport Assessments and Statements (2014);

3.3.1 The Department for Communities and Local Government provides advice on when Transport Assessments and Travel Plans are required and details of what they should contain. This was adopted in March 2014.

3.3.2 The documents states that Travel Plans are “*long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling).*”

3.3.3 It also states that “*Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.*”

3.3.4 The documents states that Travel Plans can positively contribute to:

- “*encourage sustainable travel;*
- *Lessening traffic generation and its detrimental impacts;*
- *Reducing carbon emissions and climate impacts;*

- *Creating accessible, connected, inclusive communities;*
- *Improving health outcomes and quality of life;*
- *Improving road safety; and*
- *Reducing the need for new development to increase existing road capacity or provide new roads.”*

3.3.5 The document sets out what should be included in a Travel Plan:

“Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

They should evaluate and consider:

- *Benchmark travel data including trip generation databases;*
- *Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- *Relevant information about existing travel habits in the surrounding area;*
- *Proposals to reduce the need for travel to and from the site via all modes of transport; and*
- *Provision of improved public transport services.”*

3.3.6 How the Travel Plan should be monitored is also set out: *“Travel Plans need to set out clearly what data is to be collected, and when, establishing the baseline conditions in relation to any targets. The length of time over which monitoring will occur and the frequency will depend on the nature and scale of the development and should be agreed as part of the Travel Plan with the developer or qualifying body for neighbourhood planning. Who has responsibility for monitoring compliance should be clear. Monitoring requirements should only cease when there is sufficient evidence for all parties to be sure that the travel patterns of the development are in line with the objectives of the Travel Plan. This includes meeting the agreed targets over a consistent period of time. At this point the Travel Plan would become a voluntary initiative.”*

3.4 Solihull Local Plan Shaping a Sustainable Future (2013)

3.4.1 The Solihull Local Plan sets out Solihull MBC’s objectives for transport and contains policies that aim to foster better transport integration, improve safety, promote the economy, reduce congestion, improve accessibility and social inclusion, and protect the environment

- 3.4.2 Policy 8 of the Solihull MBC Local Plan seeks to ensure that the travel demands associated with new development are managed in a sustainable manner and that subsequent traffic generated does not create or exacerbate network congestion or safety issues. This is set out below:

“Transport Assessments and Travel Plans will be required in association with particular types and scale of development to forecast the transport impacts associated with development, ensure that detrimental impacts are adequately mitigated and secure the implementation of, or contributions towards, appropriate measures to encourage and enable travel by non-car modes”

3.5 Background to Travel Plans

- 3.5.1 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 these goals.

- 3.5.2 In line with Central and Local Government Policies and Guidance, the aims and objectives of the Travel Plan (TP) are to:

- Reduce the need to travel;
- Discourage the use of unsustainable modes of transport and enable users of the development to make travel choices that benefit themselves and their community;
- Maximise social inclusion by making the development accessible to all members of the community; and
- Raise awareness of alternative modes of transport and thus encourage a modal shift towards more sustainable travel modes.

- 3.5.3 This FTP has been prepared on behalf of the development to:

- Show its commitment to addressing the access needs of the employees and customers alike through the promotion and implementation of a TP;
- Respond to congestion issues which may affect employees and customers and thereby reduce performance;
- Support the Government’s environmental and sustainable development initiatives;
- Remain in harmony with, and responsive to, changes to planning and fiscal policies regarding transport; and
- Work with others to ensure the availability of high quality alternatives to the car and thereby reduce environmental impacts;

3.6 Benefits of a Travel Plan

3.6.1 The most identifiable benefits are those that are directly related to reductions in vehicle use this includes a reduction in congestion, noise, air pollution and accidents. However, there are also a broader range of more intangible benefits that can occur from the implementation of the TP initiatives. These benefits include:

- Improved health (i.e. increased fitness and reduced stress);
- A reduction in travel costs;
- A cleaner local environment;
- Improved accessibility to local services;
- Increased road safety;
- Reduced travel times;
- Improved travel choice;
- Reduced congestion and demand for parking spaces; and
- A reduction in the need to travel.

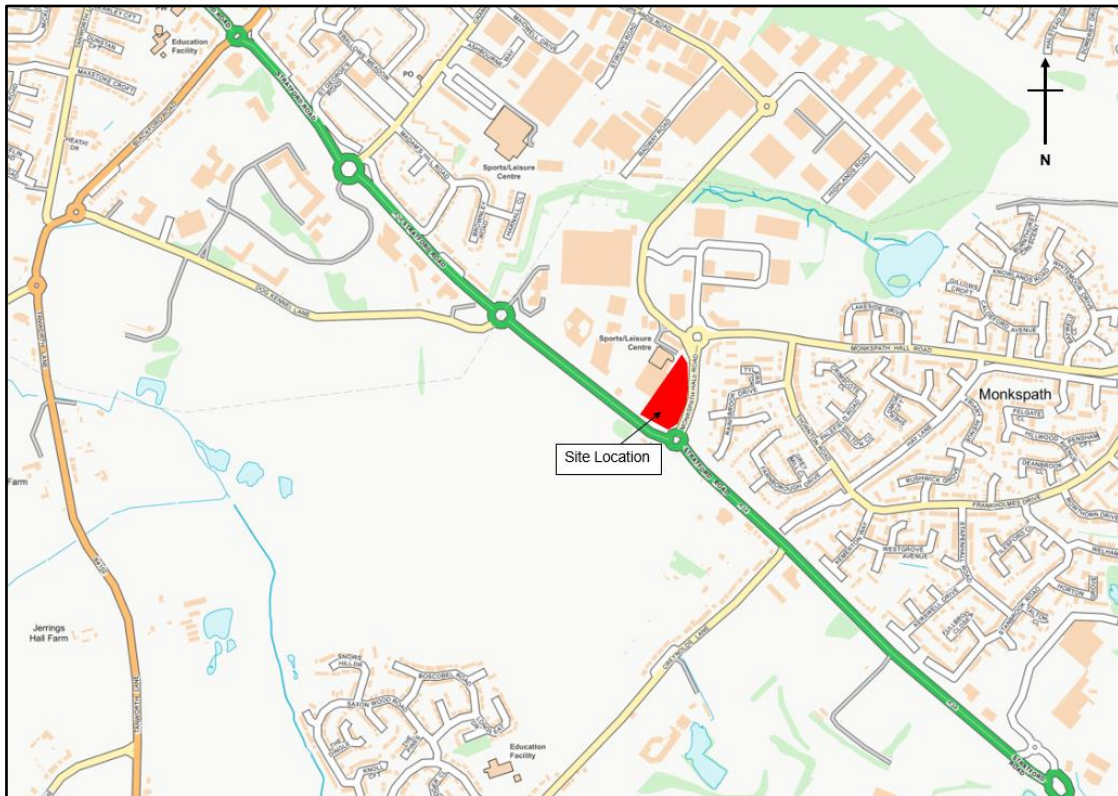
3.6.2 To achieve the aims of this FTP, it is anticipated that significant mode shifts towards sustainable modes can be achieved by primarily focusing on employees and customers.

4.0 Existing Travel Situation

4.1 Site Location

- 4.1.1 The location of the site is shown in **Figure 1** below. The site is located within the boundary of SMBC and is situated to the southwest of Solihull town centre, adjacent to the A34 Stratford Road.
- 4.1.2 The Site is situated to the south of the Highlands Road/Monkpath Hall Road/Solihull Business Park roundabout. It is within an area containing a mixture of commercial, industrial and residential buildings.

Figure 1 – Site Location



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- 4.1.3 The A34 Stratford Road and Monkpath Hall Road abuts the Site to the south and east and Johnsons Volkswagen and David Lloyd Fitness abuts the Site to the west.
- 4.1.4 The wider vicinity of the Site is mainly residential units to the east, industrial/commercial units to the north and west and undeveloped green fields to the south.

4.2 Site Accessibility

4.2.1 A key element of national, regional and local policy is to ensure that developments are located in areas where alternative modes of travel are available. Developments should be 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.

4.2.2 The accessibility of the Site is considered in this context for the following modes of travel:

- Pedestrian Accessibility;
- Cycle Accessibility; and
- Public Transport Accessibility

4.3 Pedestrian Accessibility

4.3.1 In the context of the availability and quality of walking infrastructure, it is noted that the site lies within an urbanised area which benefits from a network of pedestrian footways that facilitate the connectivity between the site and surrounding area. Subsequently, pedestrian infrastructure in the vicinity of the site is considered to be of a good standard.

4.3.2 In the vicinity of the site, footways are continuous on the western side of the carriageway and are in good repair with an approximate minimum width of 1.8m thus are able to cope with future pedestrian demand. The A34 Stratford Road benefits from a good quality footway on the northern side of the carriageway which is approximately 2m in width.

4.3.3 There is currently no pedestrian access through the site to the nearby retail and leisure units to the west of the site.

4.3.4 Monkspath Hall Road benefits from a toucan crossing immediately to the north of the roundabout with the A34 Stratford Road. Further pedestrian crossings with dropped kerbs and tactile paving are provided at the northern end of Monkspath Hall Road.

4.3.5 A dropped kerb pedestrian crossing facility is provided across the A34 Stratford Road adjacent to the roundabout with Monkspath Hall Road.

4.3.6 In summary, the application site's pedestrian accessibility is considered to be of a good standard. The surrounding pedestrian network is well maintained and provides access to surrounding amenities and facilities. As such, walking is considered to be a realistic and viable mode for journeys attracted by the site.

4.4 Cycle Accessibility

- 4.4.1 The footway on Monkspath Hall Road and the A34 Stratford Road is a shared pedestrian and cycle footway. These shared footways are of good quality with no formal markings on the carriageway to segregate the users.
- 4.4.2 The nearest National Cycle Network (NCN) is Route 55 which is approximately five miles west of the site.

4.5 Bus Accessibility

- 4.5.1 The proposed development benefits from a bus stop being located within a 30 metre walking distance of the site on Monkspath Hall Road. The site is served by three services; 811, 812, 894A. These are all school term time buses running from Cheswick Green and Three May Poles to Blossomfields Schools.
- 4.5.2 Further bus stops are located on the A34 Stratford Road (approximately 3 minutes walk). These stops are served by seven services which provide regular services to Cheswick Green, Stratford-upon-Avon, Dorridge, Solihull Town Centre and Birmingham.
- 4.5.3 A summary of bus services available from the closest stops within a 350 metre walking distance is provided in **Table 4.1**.

Table 4.1 – Local Bus Services

Service	Stop Location	Route	Frequency (buses/hr)			
			Peak	Day	Sat	Sun
811	Monkspath Hall Road / Highlands Road	Dickens Heath – Hockley Heath via Dingle La School	1 before school and 1 after school	-	-	-
812		Blossomfield School – Dickens Heath via Hockley Heath	1 before school and 1 after school	-	-	-
894A		Alderbrook School – Cheswick Green School	1 before school and 1 after school	-	-	-
62	A34 Stratford Road	Solihull – Leamington Spa	1 morning and 1 evening peak service	-	-	-
519		Solihull – Redditch via Earlswood, Tanworth	1 service every Monday and Thursday	1 per day	-	-
X20		Birmingham – Stratford via Henley in Arden	1	1	7 per day	-
X20A		Birmingham – Stratford via Henley in Arden	1 per day	-	-	-
S2		Cheswick Green – Dorridge via Solihull	2	2	1	-

4.6 Rail Accessibility

- 4.6.1 Widney Manor is situated approximately 2km (as the crow flies) east of the site. The station is served by Chiltern Railways and London Midland.
- 4.6.2 Chiltern Railways provide services to Birmingham and London Marylebone. London Midland provide connections to Leamington and Worcester.
- 4.6.3 Train services at this station run approximately 3 per hour in each direction Monday to Saturday and hourly on Sundays.

4.7 Conclusion

- 4.7.1 In conclusion, it has been demonstrated that the site has access to a number of different modes of transport including pedestrian, cycle and public transport interchanges. The site is considered accessible by numerous modes of transport.

5.0 Objectives, Targets and Indicators

5.1 Introduction

5.1.1 Objectives are deemed as the high-level aims of a Travel Plan, they give the Travel Plan focus and provide direction. Targets are goals that are used to measure and assess the progress of the Travel Plan. Throughout the process we will use aspects dubbed as 'indicators', as a method of measuring the progress to meeting the interim and final targets.

5.2 Objectives

5.2.1 In line with Central and Local Government Policies and Guidance, the aims and objectives of the TP are to:

- Reduce the need to travel;
- Discourage the use of unsustainable modes of transport and enable users of the development to make travel choices that benefit themselves and their community;
- Maximise social inclusion by making the development accessible to all members of the community; and
- Raise awareness of alternative modes of transport and thus encourage a modal shift towards more sustainable travel modes

5.3 Targets and Indicators

5.3.1 A key measure of the success of the Travel Plan will be the reduction in car journeys in favour of other sustainable modes of transport.

5.3.2 The targets for the Travel Plan are set out in Table 6.1 below. The targets set out the outcomes of the aims and objectives of the Travel Plan.

Table 5.1 - Summary of Outcome Targets

Target	Comment	Indicator	Target	Measured by
To achieve up to a 10% reduction of employees commuting to work by SOV (Single Occupancy Vehicle)	To reduce the impact of travel on congestion and the environment	Number of employees travelling to work by SOV.	10%	Travel Survey
To achieve 3% of employees commuting to work by public transport modes	To reduce the impact of travel on congestion and the environment	Number of employees travelling to work by public transport	3%	Travel Survey
To achieve 3% of employees commuting to work on foot	To reduce the impact of travel on congestion and the environment.	Number of employees travelling to work on foot.	3%	
To achieve 3% of employees commuting to work by bicycle	To reduce the impact of travel on congestion and the environment	Number of employees travelling to work on foot.	3%	Travel Survey
To achieve 1% of employees commuting to work by car sharing.	To reduce the impact of travel on congestion and the environment	Number of employees travelling to work by bicycle.	1%	Travel Survey

5.3.3 As this is a pre-occupation Travel Plan site specific survey data is not available, mode split data from the Journey to Work (JTW) data from the 2011 Census has been obtained for the workplace zones including and surrounding the proposed development Site. The mode shares for the output area within which the Site is located, the local Ward (Blythe Ward), adjacent wards and West Midlands have been summarised in **Table 5.2** below.

Table 5.2 - All Usual Residents Method of Travel to Work

Mode	Origin of Journey to Work			
	Output Area (E00051642)	Blythe Ward	Adjacent Wards	West Midlands
Underground, metro, light rail, tram	0%	0%	0%	0%
Train	6%	6%	8%	3%
Bus, minibus or coach	6%	3%	6%	8%
Taxi	0%	0%	0%	1%
Motorcycle, scooter or moped	0%	0%	1%	1%
Driving a car or van	77%	80%	73%	68%
Passenger in a car or van	4%	4%	5%	7%
Bicycle	1%	1%	2%	2%
On foot	6%	3%	6%	10%
Other	0%	0%	0%	0%
Total	100%	100%	100%	100%

- 5.3.4 This is intended to give an understanding of the travel characteristics of the area which is anticipated to be followed by the employees occupying the proposed development Site.
- 5.3.5 **Table 5.2** shows that there are some differences between JTW modal split depending on whether or not employees are resident of the output area, the local Ward or nearby Wards or further afield.
- 5.3.6 It is therefore considered to be a reasonable approach to set targets for employee modal share based on an initial employees' survey for the development, in order to ensure that the targets are both realistic and achievable.
- 5.3.7 Travel surveys are proposed within this FTP to be undertaken post occupation to establish site specific baseline mode splits for future iterations of the TP.
- 5.3.8 Clearly, the principal targets will focus on the reduction in single car driver trips and a shift of those trips to the more sustainable modes.
- 5.3.9 Notwithstanding the above, an appropriate 5 year target for the site is likely to be a reduction in peak hour single-driver car trips of 10% (or 2% per year), in absolute terms.

5.3.10 Another target not related to mode split targets include:

- To ensure 100% of the employees are aware of the Travel Plan and its aims and objectives by the end of Year 1.

5.4 Outcome Targets

5.4.1 The initial travel survey, following occupation of the development, will gather information that will provide a base year modal split for journeys to and from the site. This base year information will then be used to derive modal split targets for the Site. These targets will be agreed with the Travel Plan Officer at Solihull Metropolitan Borough Council.

5.4.2 **Table 5.3** below provides the anticipated modal splits for the entire Site based on 2011 Census data for the output area (E00051642) within which the Site is located. An annual travel survey will be carried out in order to monitor the progress and act as an indicator of whether the targets are being achieved and whether adjustment is necessary.

5.5 Future Mode Split

5.5.1 The suggested targets represent what is considered to be an achievable increase in sustainable travel by employees as a result of the introduction of the TP.

Table 5.3 - Employee Travel Mode Split Targets

Mode	Base Year	Year 1	Year 3	Year 5
Underground, metro, light rail, tram	0%	0%	0%	0%
Train	6%	6%	7%	8%
Bus, minibus or coach	6%	7%	7%	8%
Taxi	0%	0%	0%	0%
Motorcycle, scooter or moped	0%	0%	1%	1%
Driving a car or van	77%	74%	70%	67%
Passenger in a car or van	4%	4%	5%	5%
Bicycle	1%	2%	2%	3%
On foot	6%	7%	8%	9%
Other	0%	0%	0%	0%
Total	100%	100%	100%	100%

5.5.2 The targets above are estimated to reduce private car mode for employees by 10% and increase sustainable travel modes by 6% (walking and cycling) and 3% (public transport ie bus and rail) by the end of year 5.

6.0 Travel Planning Measures and Initiatives

6.1 Introduction

6.1.1 This section of the FTP suggests the measures and initiatives in order to ensure minimum dependency the private car and encourage carbon neutral modes of travel for employees and customers of the Site.

6.1.2 Given the TP objective to maintain a low level of car use and encourage a commitment to more sustainable travel, a series of measures and proposals have been developed to achieve this goal. The measures are grouped under five headings as follows:

- **Reducing the need to travel** – influencing the volume and timing of travel activity to lessen its impact;
- **Reducing the need for a car** – the development has been designed to limit car use;
- **Maintaining and increasing further use of sustainable modes of travel** –encouraging walking, cycling and public transport; and
- **Raising awareness** – promotion of travel choices.

6.2 Employees

6.2.1 The following measures will be implemented within the Travel Plan to encourage employees to travel to work by sustainable modes:

- Provide each employee with details of 'Cyclescheme', which is the UK's number one provider of tax-free bikes for the Government's 'Cycle to Work' initiative (www.cyclescheme.co.uk);
- A similar scheme for subsidising public transport season tickets will also be considered for implementation;
- Promotion of the use of public transport through detailed information packs for each employee, including bus stop locations and up-to-date timetables;
- The potential for an internally arranged car share scheme will be investigated to match employees travelling to common destinations.
- Cars, vans and taxis are all major contributors to both air pollution and greenhouse gas (GHG) emissions in town and cities across the UK. The uptake of Low Emission Vehicles (LEV) is central to improving local air quality and public health, tackling climate change and developing more integrated and substantial transport systems.
- To promote the use of green vehicles, the Site will provide 3 zero emission vehicles parking spaces on-site.
- The Travel Plan Coordinator will also investigate the opportunity for car clubs within the area.

- 6.2.2 It would also be expected (although not guaranteed) that the development will try to recruit locally; this will ensure that employees have the maximum choice of sustainable modes available for travel to work.

6.3 Production of Travel Pack

- 6.3.1 All employees will receive a copy of the Travel Plan with an induction pack, when they start to use the Site. Such packs can be critical in influencing travel patterns. The contents of the packs will include:
- Introduction to the TP concept detailing objectives and aspirations;
 - Literature on the health benefits of walking, cycling and environmental benefits of sustainable modes of transport;
 - Maps showing local walking / cycling routes and places of interest;
 - Details of public transport services, including timetables and routes; and
 - Details of the Travel Plan Co-ordinator.

6.4 Customers

- 6.4.1 It is acknowledged that it will be difficult to encourage customers to travel to Site by sustainable modes, on the basis that customer trips to car showrooms are generally undertaken by private car.
- 6.4.2 Therefore, specific measures (other than the proximity of bus services and direct pedestrian links) are likely to be limited to the promotion of sustainable modes of transport for onward travel, for example when having a vehicle serviced or MOT'd.
- 6.4.3 To encourage customers to travel sustainably to the Site, the Travel Plan Co-ordinator will investigate possible incentives (via surveys) to encourage sustainable travel.

6.5 Action Plan

- 6.5.1 To help enable the ideas of the Travel Plan an action plan has been developed. The action plan is summarised in **Table 6.1**.

Table 6.1 - Action Plan

Travel Mode	Initiative	Target Date	Person Responsible	Other Delivery Partners
Cycling	Cycle storage on site	Prior to occupation	Developer	
	Cycle scheme promotion	Offered to all employees at outset	Travel Plan Co-ordinator	Cyclescheme.co.uk
Walking	Publicise travel pack highlighting the health and environmental benefits of walking	Prior to occupation	Travel Plan Co-ordinator	
Car	Set-up car-share register	On occupation	Travel Plan Co-ordinator	
Public Transport	Public Transport Promotion through information and timetables on employees' noticeboards and in public areas	On occupation	Travel Plan Co-ordinator	
Publicity	New employees to be provided with Travel Plan induction pack	On occupation	Travel Plan Co-ordinator	
Monitoring	Undertake an annual employees and customer survey on years 1,3 and 5 and present the results in an annual monitoring report.	Year 1,3 and 5	Travel Plan Co-ordinator	

7.0 Monitoring and Review

7.1 Introduction

7.1.1 This section of the FTP describes the management and co-ordination processes that are to be introduced to support the FTP measures.

7.2 Appointment of a Travel Plan Coordinator

7.2.1 A TPC will be appointed by the LSH Auto Properties (UK) Ltd within three months of the occupation of the Site.

7.2.2 The TPC will have overall responsibility for the day to day management and implementation of the TP. He or she will be the first point of contact in relation to the TP and will take ownership of the TP.

7.2.3 The main duties of the TPC are summarised as follows:

- Overall management of the TP;
- Promotion of the TP's aims and objectives;
- Implementation of the specific measures identified in the plan;
- Identification and appraisal of further measures supporting the objectives;
- Collation and dissemination of transport information to employees and customers (if applicable);
- Co-ordination and liaison with local authority, public transport operators and adjacent organisations.
- Review of policies and procedures to understand and align the incentives that influence mode choice;
- Monitoring transport issues and reporting to senior management as appropriate; and
- Organise a Travel Plan steering group.
- Monitoring and Update of the Travel Plan

7.3 Travel Surveys

7.3.1 At this stage, it would be expected that the first travel surveys for the development can be completed within six months of occupation and annually thereafter.

7.3.2 These surveys will be completed during the same month each year (avoiding the holiday period) and using the same methodology, thus removing any potential problems associated with seasonal variations and/or inconsistent survey results.

7.3.3 The results of the surveys will then be reviewed with the local authority, illustrating the effectiveness (or otherwise) of the measures implemented at the site and agreeing the targets over the next 12 month period.

7.4 Timescales

7.4.1 **Table 7.1** details an example timetable for the implementation of the Travel Plan.

Table 7.1 - Travel Plan Implementation Timetable

Travel Plan Process	Implementation Date
Appoint Individual TPC	On occupation
Agree scope and methodology of employee travel surveys	Within 3 months of occupation
Undertake employee and customer travel surveys	Within 6 months of first occupation and annually thereafter
Prepare Annual Report and agree targets with local authority	Within 1 month of surveys

7.5 Remedial Actions

7.5.1 The target for the development is to maintain low levels of car driver trips to the development Site. This target will be fully reviewed following the first phase of monitoring.

7.5.2 Regardless of the exact level for the targets, the Travel Plan requires a Remedial Action Plan which can be set in motion following each monitoring phase, should the agreed targets not be met. A proposed Remedial Action Plan is set out in **Table 7.2**, with meetings undertaken by the TPC.

Table 7.2 - Remedial Action Plan

Order to be Taken	Action
1	Notification of potential failure to meet agreed target
2	Set in to action remedial measures (such as): <ul style="list-style-type: none">• Review surveys to establish measures most likely to encourage employees to alter their travel habits in favour of sustainable modes.
3	Continue to monitor progress of measures against the targets

Our Locations

Birmingham

2 The Wharf
Bridge Street
Birmingham B1 2JS
T. 0121 643 4694
birmingham@curtins.com

Bristol

3/8 Redcliffe Parade West
Bristol
BS1 6SP
T. 0117 925 2825
bristol@curtins.com

Cardiff

3 Cwrt-y-Parc
Earlswood Road
Cardiff
CF14 5GH
T. 029 2068 0900
cardiff@curtins.com

Douglas

Varley House
29-31 Duke Street
Douglas Isle of Man
IM1 2AZ
T. 01624 624 585
douglas@curtins.com

Edinburgh

35 Manor Place
Edinburgh
EH3 7DD
T. 0131 225 2175
edinburgh@curtins.com

Kendal

28 Lower Street
Kendal
Cumbria LA9 4DH
T. 01539 724 823
kendal@curtins.com

Leeds

Woodside Mews
Clayton Wood Close
Leeds LS16 6QE
T. 0113 274 8509
leeds@curtins.com

Liverpool

Curtin House
Columbus Quay
Riverside Drive
Liverpool L3 4DB
T. 0151 726 2000
liverpool@curtins.com

London

Units 5/6
40 Compton Street
London
EC1V 0BD
T. 020 73242240
london@curtins.com

Manchester

10 Oxford Court
Bishopsgate
Manchester M2 3WQ
T. 0161 236 2394
manchester@curtins.com

Nottingham

7 College Street
Nottingham
NG1 5AQ
T. 0115 941 5551
nottingham@curtins.com