

Annex F

Annex F – Framework Staff Travel Plan

Introduction

Given the nature of the proposed EfW CHP facility and its primary functions, as presented within the TA report, it has been considered that the principal trips which will be able to be influenced through sustainable travel measures will be those associated with staff and visitors.

It is recognised that some trips will be associated with the Nature Reserve, although these are likely to be made by school children, who will travel by coach. As such, these trips will be arranged in advance, to ensure that the coach parking space provided on site will be available. In light of this, it was considered that a Visitor Travel Plan would not be required.

Purpose

A Framework Staff Travel Plan (FSTP) is a key tool which can be employed to manage staff travel patterns and encourage alternative modes to be considered. As such the FSTP has been developed in support of a number of objectives, namely:

- Promoting the attractiveness of walking, cycling and public transport; and,
- Reducing the need to travel by private car.

In light of the above, the FSTP aims to:

- Promote awareness of the opportunities to travel to and from the site, using sustainable modes;
- Reduce dependency on sole-occupancy, private car travel; and,
- Provide suitable parking facilities for bicycle and motorcycle users, as well as those who need to travel by car, to ensure that off site implications are effectively managed.

Policy Guidance

Awareness of the effect of car use on society, the economy and the environment is increasing. The establishment of Travel Plans in association with new developments can therefore make a significant contribution to reducing traffic impacts. Travel Plans are not designed to be anti-car but instead to promote alternatives that may be more appropriate for the journey to be undertaken.

UK best practice methods have been consulted in the production of this FSTP. The recommended approach takes account of a number of key documents which are designed to help to deliver the optimum uptake of sustainable transport modes, and that the framework for implementation is logical, flexible and clearly sequenced. The key sources of this information include:

- Planning Policy Guidance Note 13: Transport (2001)
- Department for Transport (DfT) (2007) The Essential Guide to Travel Planning
- Transport Energy (2005) Best Practice - A Guide on Travel Plans for Developers
- Transport Energy (2002) A Travel Plan Resource Pack for Employers
- Development Guidelines Supplementary Planning Document (PCC, 2010)

Plymouth City Council Policy Guidance

Guidance on Travel Planning in Plymouth specifically is contained within the Development Guidelines Supplementary Planning Document produced by PCC (2010), as discussed above.

The document states that a Travel Plan is a *'long term management strategy which enables an organisation / development to achieve increased levels of sustainable travel modes for all journeys to and from a site. It should consist of a package of measures aimed at promoting sustainable travel and reducing reliance on single occupancy car journeys'*.

The document also states that it is the responsibility of the developer / organisation to develop, implement and monitor the success of the plan, in conjunction with the Council.

As such, the remainder of this FSTP document sets out the proposed method for establishing a Staff Travel Plan at the EfW CHP facility, its onward implementation and monitoring. As a framework, the role of this document is to establish and agree the principles for the detailed Travel Plan which will be prepared following the granting of planning permission, in advance of the site being occupied in 2014.

Her Majesty's Naval Base, Devonport – Existing Staff Travel Plan

It is also noted that the HM Naval Base at Devonport already has its own Travel Plan. This Travel Plan, dated 2002, gives general advice and instructions applicable to all Naval Base departments and applies to all staff working at the Naval Base.

The objectives of the plan include:

- To promote non travel (work at home) or greener travel alternatives wherever possible
- To provide staff with information on transport alternatives to from and within the Naval Base

The Naval Base Travel Plan includes a list of recommendations, along with an Action Plan. By way of summarising the Travel Plan, the key recommendations are provided below:

- The health benefits of walking or cycling are to be promoted to encourage these modes
- Secure cycle stowage to be located close to the workplace where required
- Safe cycle routes through the Naval Base to be designated, if appropriate
- Facilities to enable car-sharing information to be communicated between staff
- Home working packages to be encouraged for eligible staff where mutually agreeable

The Travel Plan for the EfW CHP facility will therefore consider the objectives of the Naval Base Staff Travel Plan, to ensure that an appropriate level of consistency is provided.

Sustainable Travel

Sustainable travel is considered within the Transport Assessment report (see **SECTION 4**), and identifies that the site is relatively well served in terms of sustainable travel, including walking, cycling and both bus and rail based forms of public transport. The site is located within, Devonport Dockyard, which is an established employment area. There are therefore a number of opportunities to travel sustainably to the site from a number of locations around Plymouth and the surrounding areas.

Details relating to the existing opportunities for sustainable travel to take place within the vicinity of the development site have been presented, which includes an overview of the bus network operating near to the site. This has highlighted that there are a number of bus routes serving the locality and providing travel to and from destinations within Plymouth and the surrounding urban and rural localities.

Available rail services have also been investigated and this has shown that there are two stations within easy reach of the development site and these provide access to the national rail network. It is considered that Plymouth North Road Rail Station, situated 3.4km from the development site, is likely to be the station of choice for future rail travellers due to the rail frequencies and destinations available. It is therefore possible that walking, cycling, taxi and bus travel will be used to travel to and from the station.

Notwithstanding the above, it is recognised that mode choice is a decision taken by the individual. The presence of realistic journey alternatives enhances opportunities to minimise trips undertaken using private motor vehicles however, and promote sustainable modes. It is thereby noted that there are a number of opportunities available at this site.

Methodology

As part of the development of the FSTP, a number of potential measures have been considered in relation to the following criteria:

- Location: Travel Plan measures vary according to the location of the site
- Size: The size of development influences the potential effectiveness of the Travel Plan measures
- Cost: Travel Plan measures should be selected to maximise effectiveness and value for money
- Effectiveness: Effective measures are usually considered to be those which are Specific, Measurable, Achievable, Realistic and Timely (SMART)
- Influence: The proposed measures should be capable of influencing travel decisions
- Measurability: The success of the measures to achieve the objectives should be 'measurable'
- Potential for Success: Only measures which have the potential to achieve the objectives should be delivered, otherwise they can contribute to the devaluation of the overall Travel Plan

Targets

The Travel Plan aims to achieve a deliverable level of sustainable travel practices, rather than focusing on a change from any particular baseline. The objective is therefore to promote the use of sustainable modes of transport and encourage drivers to consider whether or not single occupancy car trips are necessary.

To achieve the aforementioned objectives, the Travel Plan will aim to establish realistic targets, which will be reviewed at regular intervals, following the occupation of the site and the preparation of the detailed Travel Plan. The use of a number of measures will allow for a degree of flexibility to be built in, as well as ensuring a suitable mix of incentives is available.

Quantified Targets

Quantified targets are the 'measurable' elements of the Travel Plan. The targets that are set are designed to be achievable, but challenging at the same time. As such, the progress made towards achieving these targets can be measured at both the end date of the Travel Plan period (assumed to be five years after occupation), as well as through the scheme's initial period whilst the development is becoming established.

Action Targets

In order to support the attainment of the quantified target outlined above, it is important that a number of action targets are also specified. This is to ensure that the quantified target is sufficiently supported, promoted and consequently taken up by staff and users.

The action targets therefore comprise dates or ‘milestones’ by which time pre-defined measures have been implemented.

Potential Travel Plan Measures

It is important that the design of the development supports and meets the access needs of the intended users of the site. As such, consideration was given through the pre-planning and Transport Assessment processes to the design and implementation of the EfW CHP within the context of encouraging the uptake of sustainable transport and subsequently supporting the underlying principles of the FSTP. The Travel Plan will help to ensure that the opportunities created by the aforementioned proposals are delivered as an integrated and holistic package of Travel Plan measures.

In the context of the EfW CHP facility, a cross section of initiatives has been derived which will be considered as part of the Travel Planning process to develop a suitable mix of measures for the site. A summary of these initiatives is presented in the table below.

Initiative	Potential Travel Plan Measure	Responsibility	Timeframe
Walking	Ensure all pedestrian routes are lit, safe & direct	Architect	Prior to Occupation
	Ensure pedestrian routes are signed	Architect	Prior to Occupation
	Personal safety training for staff who walk to work	Travel Plan Co-ordinator	On-Going
Cycling	Provide covered, secure cycle parking on site	Architect	Prior to Occupation
	Provide shower & changing facilities	Architect	Prior to Occupation
Public Transport	Service information publicised & circulated	Travel Plan Co-ordinator	On-Going
	Incentives to use the bus e.g. discount vouchers	Site Operator	On-Going
	Provide site specific travel information packs including details of discounts & initiatives	Travel Plan Co-ordinator	On-Going
Car Sharing	Use of a car share database such as Car Share Devon, to enable staff to share regularly	Travel Plan Co-ordinator	On-Going
	Monitor the use of parking and parking spaces (possibly prioritising car share spaces on site)	Travel Plan Co-ordinator	On-Going
	Emergency ride home facilities for car sharers	Site Operator	On-Going
Marketing	Support national & local awareness such as green transport week	Travel Plan Co-ordinator	On-Going
	Employment of a Travel Plan Coordinator	Site Operator	Prior to Occupation

The active promotion of the Travel Plan through the marketing process is seen as a catalyst for successful implementation. By providing key infrastructure, facilities and services it will make it feasible for employees and visitors to the development to adopt more sustainable travel choices. Nevertheless, it is essential that these options are effectively marketed and promoted to ensure their uptake.

The appointment of a Travel Plan Coordinator (TPC) will be important to the success of the Travel Plan. The TPC should be a suitably trained individual who could be a consultant or member of staff with sufficient authority to act and implement the Travel Plan.

The role of the TPC is to liaise with the staff, directors, local public transport providers and the local council to ensure that sustainable modes of transport are promoted. Furthermore, they will be responsible for both the implementation and monitoring of the plan. The TPC will also be responsible for the dissemination of travel information to staff and visitors (e.g. via travel information boards), and would also act as the 'first point of call' for anybody with questions concerning travel.

Monitoring

The monitoring process of the Travel Plan will be essential to ensure that the measures are delivered effectively and that the overall plan is successful. Monitoring should be an on-going process, with regular reviews for a specified period of time to ensure that it is implemented and utilised to its full extent. As such, it is proposed that monitoring will be undertaken at the end of Years 1, 3 and 5 of the Travel Plan.

The surveys will be utilised by the TPC to allow a report on areas where performance can improve and the progress of the site in meeting the respective targets to be prepared. This information could then be used to understand the requirements of the site in greater detail. It is intended that the Travel Plan actions and initiatives will be reviewed with representatives of Plymouth City Council.

As part of the monitoring framework, data will be collected on employee and visitor movements. Information can also be gathered and analysed in tandem with other indicators such as:

- Use of car parking spaces and any overspill
- Use of cycle stands
- Cycle and pedestrian counts

Summary

This Framework Staff Travel Plan has been prepared alongside the Transport Assessment associated with the EfW CHP facility, to accompany the planning submission. The document seeks to demonstrate the commitments which will be made towards developing a strategy for promoting sustainable staff travel to and from the facility, as a management measure of the overall development.

UK best practice methods have been utilised to inform the production of the FSTP. A number of key documents designed to help to increase the uptake of sustainable transport modes have been consulted, and the resulting framework for implementation is logical, flexible and clearly sequenced.

This document has outlined quantifiable and action targets which will be developed as part of the Travel Plan, which seek to result in improvements which will be measurable and well supported. Measures have been discussed which can be considered in more detail, as part of the development of the full site Travel Plan, prior to occupation.

The importance of installing robust monitoring techniques to ensure the attainment of the targets and the success of the plan has been discussed, with the appointment of an appropriate TPC being identified as a fundamental element of this process.