

# Appendix E

## Draft Travel Plan

# elliottwood

36-40 Abingdon Street, Blackpool FY1 1DA

## Draft Travel Plan

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## 1. Introduction

### Overview

- 1.1 Elliott Wood Partnership Ltd has been retained by Ashall Projects Ltd ('The Applicant') to provide traffic and transportation advice in relation to their proposed redevelopment of the former Royal Mail Post Office and Sorting Office at 36-40 Abingdon Street, Blackpool FY1 1DA.
- 1.2 The site is currently vacant but was previously occupied by a Royal Mail Post Office and Sorting Office across two buildings, the former accessed from Abingdon Street in the west and the latter from Edward Street in the east.
- 1.3 The proposed development seeks to refurbish the existing listed buildings to be used as a 148-bedroom hotel (the operator of the hotel is still to be confirmed). Parking and servicing facilities will be provided on-site.
- 1.4 The proposed hotel will have a ground floor bar and restaurant. The restaurant will contain approximately 148 covers which will cater for the guests breakfast and evening meals and will also be open to the public.
- 1.5 The purpose of this Travel Plan (TP) is to put in place the management tools necessary to enable employees, guests and visitors of the hotel to make more informed decisions about their travel choices, which therefore minimises the adverse impacts of their travel on the environment and local highway networks. This is achieved by setting out a strategy for eliminating the barriers keeping employees, guests and visitors from accessing the site using sustainable modes.
- 1.6 In preparing this Travel Plan, Elliott Wood has reviewed relevant national guidance and best practice documents. This Travel Plan aims to address the council's transport objectives as set out in Policy CS5 of the Core Strategy, specifically, *"changing travel behaviour by pro-actively working with developers and other organisations to increase the proportion of journeys that use sustainable transport, while working with residents and businesses to reduce the need for work related journeys where alternative means or technologies make this possible."*
- 1.7 The responsibility to implement the Travel Plan will pass from the Applicant onto the hotel operator once they have been confirmed.

### Benefits of a Travel Plan

- 1.8 Implementing a Travel Plan will result in several benefits for the employees, guests and visitors, including:
  - Better accessibility for building users by public and sustainable travel modes.
  - Increasing the health and fitness of employees, guests and visitors by encouraging walking and cycling more, leading to an improved quality of life.

- Reduced travel costs for employees, guests and visitors.
- Better relations with neighbours and nearby properties, by helping to alleviate congestion around the development.
- More satisfied and happier employees, guests and visitors, increasing the attractiveness of the development.
- Reducing emissions and improving air quality around the development.
- Helping to meet the environmental targets of organisations on the site such as International Standard ISO9001.

### Report Structure

1.9 The remainder of the report is set out as follows:

- Chapter 2: Site Assessment
- Chapter 3: Development Proposals
- Chapter 4: Travel Demand
- Chapter 5: Objectives and Targets
- Chapter 6: Travel Plan Management
- Chapter 7: Travel Plan Measures and Action Plan
- Chapter 8: Monitoring and Review
- Chapter 9: Funding and Applicant/Operator Involvement

## 2. Site Assessment

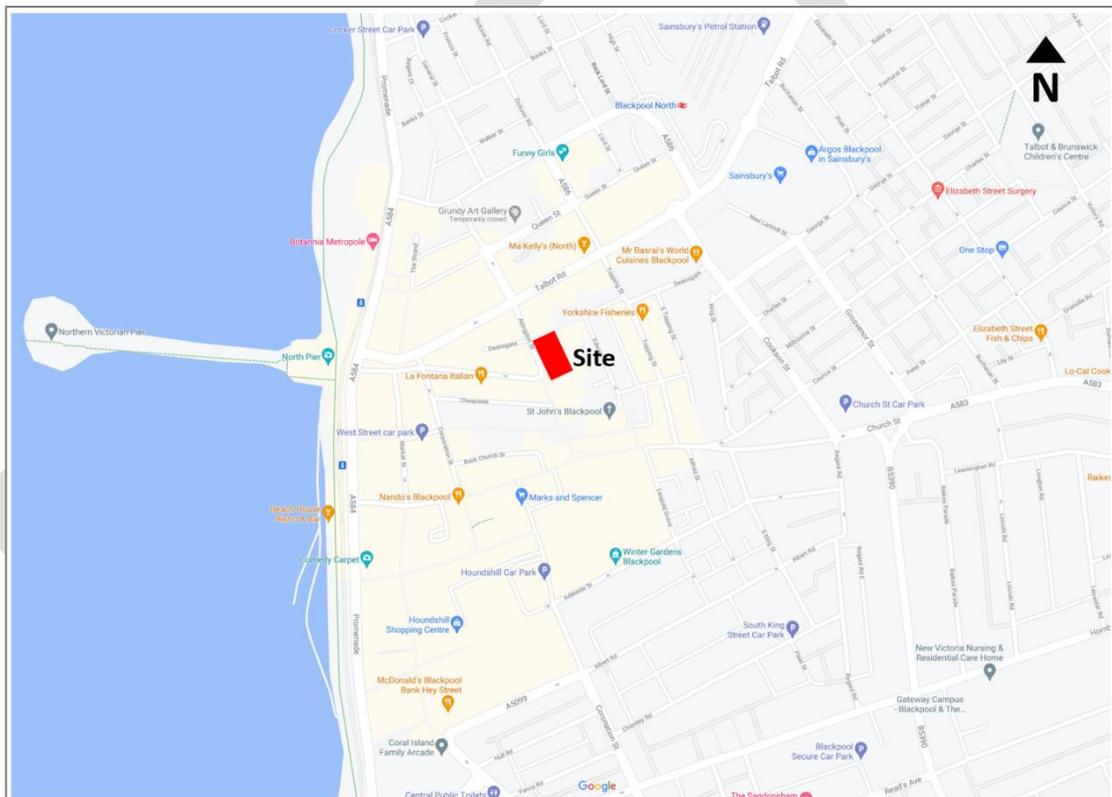
### Introduction

- 2.1 The site has excellent access to a wide range of amenities in the immediate surrounding area for employees including shopping, leisure, healthcare and education opportunities. This provides an ideal opportunity to reduce reliance on travel by private car and vehicle ownership.

### Site Location

- 2.2 The site is located between Abingdon Street and Edward Street within easy access of a range of public transport services and facilities within the town centre. These are discussed in further detail in the following section.
- 2.3 The location of the site is shown on **Figure 2-1**.

**Figure 2-1: Site Location Plan**



### Local Highway Network

- 2.4 North of the site is the A586 Talbot Road, which runs one-way in a south-western direction. Talbot Road links Westcliffe Drive in Queenstown, north-east of the site, to the A586 Promenade in the west. The road passes Blackpool North station along its route, which is the primary rail link to Blackpool.
- 2.5 The A586 Promenade for the main north/south route within Blackpool, running parallel to the seafront and tram, providing a link to a number of the main leisure attractions within the town.

- 2.6 Topping Street runs from Talbot Road to Deansgate, which leads to the site access on Edward Street. Between Talbot Road and Deansgate the road is two-way, with the section south of Deansgate one-way northbound.
- 2.7 Deansgate east of Topping Street is one-way eastbound, while west of Topping Street is one-way westbound. The road is narrow with double yellow lines along both sides of the road. Access is restricted to west of Edward Street to service vehicles and a 20mph street restriction is in force.
- 2.8 Edward Street runs north-south in a southbound direction, linking Deansgate and Cedar Square. Recent public realm improvements have removed the on-street car parking by widening the western footway. Double yellow lines are present along the length of the road, excluding the inset bays on the eastern side of the road, and the loading bay in the south-eastern corner of the development site. Access to the site is provided from Edward Street.
- 2.9 Cedar Square runs eastbound from the southern end of Edward Street, providing access to Wood Street, Toppings Street and E Toppings Street.
- 2.10 The section of Church Street between Cedar Square and Abingdon Street falls within the pedestrian zone, which prohibits vehicle traffic, except taxis.
- 2.11 The southern section of Abingdon Street falls within the pedestrian zone, with vehicle access permitted north of Clifton Street. Abingdon Street runs northbound between Clifton Street via Talbot Road to Queens Road. There are bus stops on the western side of Abingdon Street, north of the site, which serve bus routes 2, 2c and 42. The eastern side of the road is controlled by double yellow lines.
- 2.12 The local area has benefited from the street modernisation programme, funded by Lancashire Enterprise Partnership and Blackpool Council. The programme has given some of Blackpool's key roads a face lift through resurfaced and/or widened footpaths, new trees, new bins and street furniture, improvement crossing facilities and public art. In addition to the highway works, properties along Topping Street, Church Street, Talbot Road, Cedar Square, Deansgate and Edward Street, have been supported by a £2.3 million Property Improvement Scheme to help improve the external appearance of properties and aid the kerbside appeal.

### Public Car Parking

- 2.13 **Table 2-1** provides a summary of the long-stay public car parks within a convenient 5-minute walk to the site. Hotel guests, without mobility issues, will be able to use one of the car parks if arriving by car.

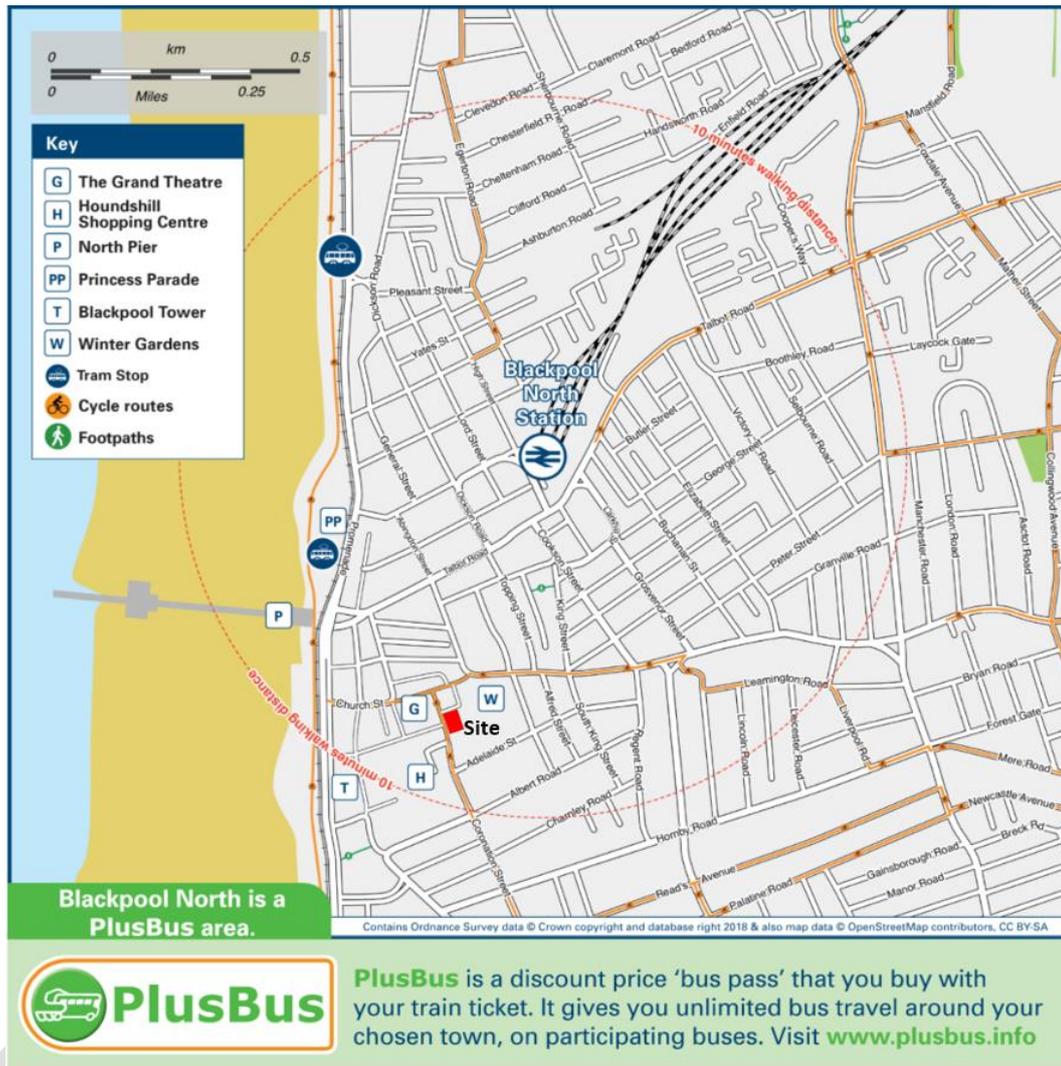
Table 2-1: Long-Stay Local Public Car Parks

Car Park	Distance from Site (m)	Charges	Opening Times	Spaces Available
West Street	280m (4 minutes)	24 hours: £14.00 2 days: £16.00 3 days: £18.00 4 days: £20.00	Mon-Sun: 07:00-00:30	177
Talbot Road Multi-Storey	400m (5 minutes)	24 hours: £14.00 2 days: £16.00 3 days: £18.00 4 days: £20.00	Mon-Sun: 07:00-00:00	558
Queen Street	200m (3 minutes)	24 hours: £14.00 2 days: £16.00 3 days: £18.00 4 days: £20.00	Mon-Sun: 24 hours	38
61 Adelaide Street	350m (4 minutes)	24 hours: £10.00 2 days: £15.00	Mon-Sun: 24 hours	80
Houndshill Car Park	350m (4 minutes)	24 hours: £12.00	Mon-Sun: 07:00-23:30	770
East Toppings	290m (3 minutes)	24 hours: £14.00 2 days: £16.00 3 days: £18.00 4 days: £20.00	Mon-Sun: 24 hours	

Site Accessibility

- 2.14 The location of the site relative to local public transport services, walking and cycling routes is shown on **Figure 2-2**.

Figure 2-2: Local Public Transport and Cycle Facilities



Source: Website

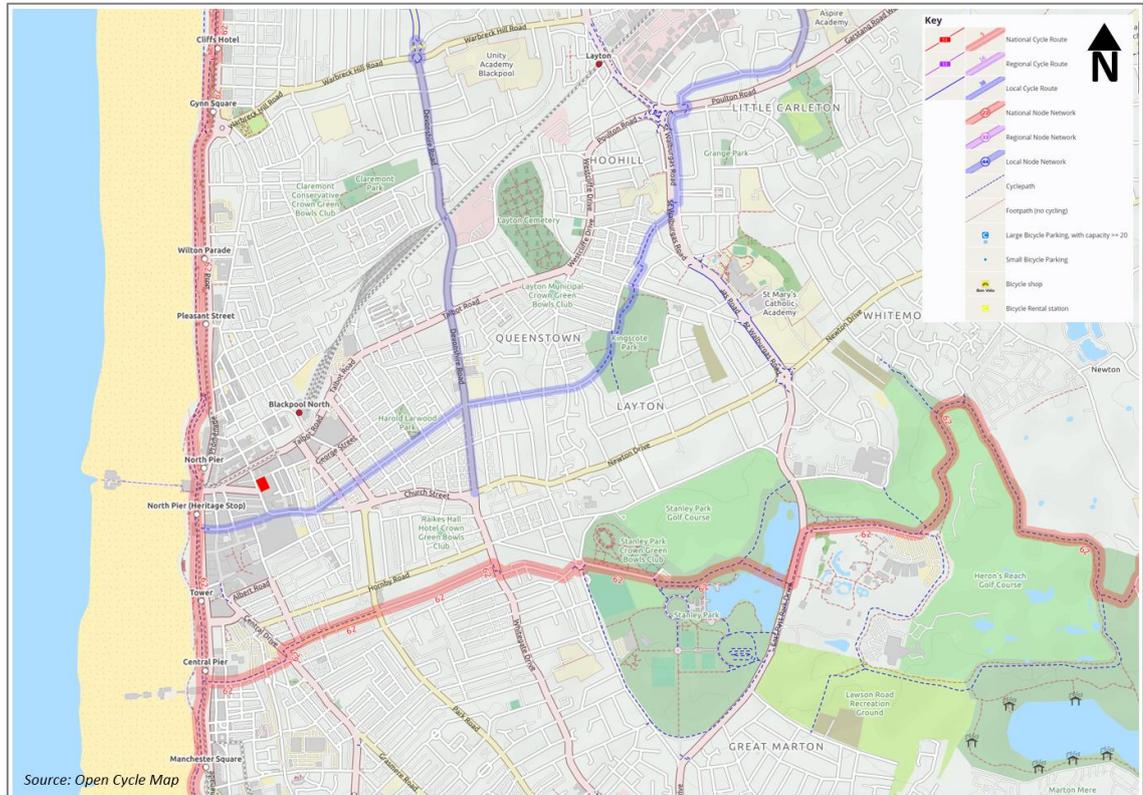
### Pedestrian Accessibility

- 2.15 Walking is considered to offer the greatest potential to replace short car trips, particularly those under 2km. With most of the town centre and numerous residential areas falling within this catchment area, walking could be a highly attractive option for staff accessing the proposed development. The excellent public transport access and location relative to Blackpool North railway station, make trips by public transport, with a final walk to the site a preferred travel option.
- 2.16 Footway facilities around the site are generally of a good quality. Tactile paving and dropped kerbs are provided at most crossing points, with signalised crossings in place at most major junctions.
- 2.17 Talbot Road benefits from recent significant public realm improvement improvements. These enhancements prioritise pedestrians and create a more attractive walking environment between the site and Blackpool North station.

Cycling Accessibility

2.18 The cycle facilities in the vicinity of the site are shown on **Figure 2-3**.

**Figure 2:3: Local Cycle Routes**



- 2.19 Cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport. The entirety of the town centre, Blackpool North station and a number of surrounding residential areas fall within a 5km catchment of the site, making cycling an attractive option to access the site.
- 2.20 National Cycle Route 62 is located 300m west of the site. This section of the route is off-road and runs in a north-south alignment along the coast between Blackpool and Fleetwood to the north. To the south, the route is a mixture of on- and off- road, providing a connection to Lytham St Anne's. National Route 62 also provides a primarily off-road route to the east to Staining.
- 2.21 In addition to this route, there are further cycle routes along Devonshire Road providing further north/south links, and along Counce Street which links the town centre (and National Cycle Route 62) with residential areas north-east of the site, including Layton, Queenstown, Hoohill and Little Carleton.

### Public Transport Accessibility

- 2.22 The site has excellent access to public transport services, including National Rail, Blackpool Tramway, bus and taxi services.
- 2.23 A completed Accessibility Report is included at **Appendix A**. The report shows that the site is classified as having a High Accessibility Level.

#### *Bus*

- 2.24 There are several bus stops in the vicinity of the site, the closest located 30m north the site on western side of Abingdon Street. Seating, shelter and timetable information is provided at these bus stops. A further two bus stops are also located north of this stop on Abingdon Street.
- 2.25 In addition to the above, further bus stops are located on Clifton Street, Talbot Road, Corporation Street, Market Street and the Promenade. These bus stops are all located within 400m of the site, thus a 5 minute walk. Facilities at these stops vary, with some providing seating and shelter and others comprising of a flag and pole.
- 2.26 **Table 2-2** summarises the 14 bus routes operating in the vicinity of the site with bus stops within 400m.
- 2.27 The table shows that a high frequency of services travel between the site and surrounding key destinations.

Table 2-2: Bus Services with Bus Stops within 400m of the Site

Route No.	Destination	Services per hour		
		Weekday	Saturday	Sunday
1	Fleetwood to Starr Gate	2	2	2
	Starr Gate to Fleetwood	2	2	2
2, X2	Poulton to Blackpool Town Centre	2	1	1
	Blackpool Town Centre to Poulton	2	1	1
2C, X2C	Knott End to Blackpool (via Poulton)	2	1	every 90min
	Blackpool (via Poulton) to Knott End	2	1	every 90min
3, X3	Mereside Tesco to Cleveleys Park	3	2	1
	Cleveleys Park to Mereside Tesco	3	2	1
4	Cleveleys Crecent to Mereside Tesco	3	2	1
	Mereside Tesco to Cleveleys Crecent	3	2	1
5, X5	Victoria Hospital to Halfway House	4	2	2
	Halfway House to Victoria Hospital	4	2	2
6, X6	Mereside to Grange Park via Blackpool Town Centre & Layton	3	2	2
	Grange Park to Merside via Blackpool Town Centre & Layton	3	2	2
7, X7	Cleveleys to St Annes via Blackpool	2	2	1
	St Annes to Cleveleys via Blackpool	2	2	1
9	Cleveleys to Blackpool via Bispham	3	2	2
	Blackpool to Cleveleys via Bispham	3	2	2
11, X11	Lytham to Blackpool Town Centre via St Annes	3	2	2
	Blackpool Town Centre to Lytham via St Annes	3	2	2
14, X14	Fleetwood to Blackpool via Layton	5	3	2
	Blackpool to Fleetwood via Layton	5	3	2
17, X17	Blackpool Town Centre to Lytham (Saltcotes Road)	2	1	1
	Lytahm (Saltcotes Road) to Blackpool Town Centre	2	1	1
18	Blackpool Town Centre to Mereside Tesco via South Shore	1	1	1
	Mereside Tesco to Blackpool Town Centre via South Shore	1	1	1
20	Staining to Blackpool via Victoria Hospital (Main Entrance)	every 90min	every 90min	every 90min
	Blackpool via Victoria Hospital (Main Entrance) to Staining	every 90min	every 90min	every 90min

### *Rail*

- 2.28 Blackpool North rail station is located 500m (a 6 minute walk) north-east of the site. The station provides regular services to a range of major destinations including Manchester Airport, London Euston, York, Liverpool Lime Street and Birmingham New Street.
- 2.29 High frequency services are also available to local and regional destinations such as Poulton-le-Fylde, Leyland, Preston, Blackburn, Burnley and Bolton. The proposed hotel is therefore accessible to a wide range of destinations by rail.

### *Tram*

- 2.30 The North Pier tram stop is located 350m west (a 4 minute walk) from the site. The Blackpool Tramway runs from Blackpool to Fleetwood along the Fylde Coast, and operates a daytime frequency of one tram every 10 minutes in each direction.
- 2.31 The Blackpool Tramway Extension is currently under construction and due for completion in summer 2022. The extension will route via Talbot Road, connecting the existing promenade tramway with Blackpool North rail station.

### *Car*

- 2.32 The site is approximately 10 minutes from the M55. Limited car parking is available on-street within the town centre. However, 24-hr car parking is available in public car parks near the site, discussed above. Access to the site by car is currently from Edward Street and this would be unchanged due to the proposed hotel.

### *Summary*

- 2.33 The site provides good accessibility to nearby public transport nodes with numerous bus services within a short walking distance. Local bus services provide connections to the surrounding area in addition to Blackpool North station and the town centre, where interchanges can be made to other services.
- 2.34 The site also provides good accessibility for pedestrians with footpaths and dedicated pedestrian access to the site. In addition, there are nearby crossing facilities on surrounding roads.

### 3. Development Proposals

#### Overview

3.1 This chapter provides a description of the development proposals. It outlines how the site will be accessed by employees, guests, visitors and operational vehicles.

#### Proposed Layout

3.2 The Architects Ground Floor and Basement layout plans are included at **Appendix B**.

3.3 The proposed development seeks to refurbish the existing Grade II listed building, which is set across two buildings, for use of a hotel. The building in the west, fronting and accessed from Abingdon Street, is the former Royal Mail Post Office. The building in the east, fronting and access from Edward Street, is the former Sorting Office.

#### Access Strategy

3.4 Pedestrian, cycle, motorcycle and vehicle access at the site is shown on **Figure 3-1** and described below.

**Figure 3-1: Ground Floor Access Strategy**



### *Pedestrian Access*

- 3.5 Pedestrian access to the bar and restaurant will be provided within the former Post Office building and accessed from Abingdon Street. The former Sorting Office will primarily house guest rooms, with the entrance to the guest lobby provided in the south-eastern corner of the building. The two buildings will be joined by a connecting corridor.

### *Cycle Access*

- 3.6 Cycle parking will be provided in the courtyard, which will be accessed via the existing access on Edward Street.

### *Taxi Pick-Up/Drop-Off*

- 3.7 Taxi pick-up/drop-off will occur near the main access to the site on Abingdon Street. Taxi pick-up/drop-off can also take place within the courtyard, with taxi's able to access and egress the site in forward gear.

### *Vehicle Access*

- 3.8 The car parking at the site will be provided in the courtyard and will be accessed via the existing access on Edward Street. The access has a height restriction of 3.2m, which will be sufficient for all private vehicles, passenger transporters and commercial vans. No change to the site access is proposed.
- 3.9 Temporary parking for operational vehicles will be provided within courtyard to accommodate operational vehicles when required to access the site for maintenance, repairs etc.
- 3.10 Deliveries and refuse collection will take place via Queen Vera's Street.

## **Parking**

### *Car Parking*

- 3.11 The car parking provision on site will provide for the mobility impaired, while other guests will be required to make use of one of the town centre car parks if arriving by car. The Applicant is in the process of agreeing discounted rates for guests at the local car parks – details to be provided when available. The use of public car parks is common, with the Ibis and Premier Inn operating in this manner.
- 3.12 Based on the site's town centre location with excellent access to public transport, 12 car parking spaces are proposed. All the spaces will cater for the mobility impaired, including disabled users and parent and child spaces. Six of each will be provided upon occupation. The allocation of car parking will be monitored via the Travel Plan.
- 3.13 Active electric charging points will be provided for 20% of the car parking spaces, while the remaining spaces will have passive EV provision.

### *Cycle Parking*

- 3.14 20 cycle parking spaces or 10 Sheffield stands will be provided at the site. All cycle parking will be provided as Sheffield stands in the courtyard.
- 3.15 Lockers, showers and changing rooms will be provided in the basement for staff (see **Appendix B**). These are accessible via lift or stairs.

### *Motorcycle Parking*

- 3.16 Five motorcycle parking spaces will be provided within the courtyard along with infrastructure to lock motorcycles to.

### *Electric Charging Points*

- 3.17 Charging points for mobility scooters, electric wheelchairs and electric bicycles will be provided on-site.

### *Operational Parking*

- 3.18 When required, operational vehicles (typically transit type vans) will park within a temporary allocated parking bay within the courtyard.

## 4. Travel Demand

### Baseline Travel Data

- 4.1 The proposed development will be a generator of travel of various types. This chapter describes the likely quantum of those movements, the anticipated mode of travel used for these journeys.
- 4.2 A full TRICS-compliant survey will be undertaken within six months of operation. These baseline surveys will include multi-modal counts together with guest, visitor and employee questionnaires.

### Person Trips

- 4.3 The proposed hotel will provide 148 rooms. Person trip rates have been derived from the TRICS database (v7.7.3) for hotels in town centre locations. The person trip rate derived from TRICS and the associated person trips is provided in **Table 4-1**.

**Table 4-1: Hotel Person Trip Rates and Forecast Person Trips**

Time Period	Hotel Person Trip Rates (Per Room)			Forecast Person Trips		
	In	Out	Total	In	Out	Total
06:00-07:00	0.071	0.039	0.110	11	6	17
07:00-08:00	0.115	0.115	0.230	17	17	34
08:00-09:00	0.231	0.357	0.588	34	53	87
09:00-10:00	0.177	0.287	0.464	26	42	68
10:00-11:00	0.153	0.308	0.461	23	46	69
11:00-12:00	0.204	0.255	0.459	30	38	68
12:00-13:00	0.188	0.174	0.362	28	26	54
13:00-14:00	0.225	0.193	0.418	33	29	62
14:00-15:00	0.206	0.228	0.434	30	34	64
15:00-16:00	0.166	0.107	0.273	25	16	41
16:00-17:00	0.228	0.225	0.453	34	33	67
17:00-18:00	0.282	0.185	0.467	42	27	69
18:00-19:00	0.284	0.284	0.568	42	42	84
19:00-20:00	0.169	0.158	0.327	25	23	48
20:00-21:00	0.193	0.166	0.359	29	25	54
21:00-22:00	0.161	0.099	0.260	24	15	39
<b>Total</b>	<b>3.053</b>	<b>3.18</b>	<b>6.233</b>	<b>453</b>	<b>472</b>	<b>925</b>

- 4.4 Further details about the trip generation can be found in the Transport Assessment.

### Mode Share

- 4.5 The forecast mode share at the site was extracted from the TRICS data. No adjustment to the mode share has been made due to the limited car parking provision at the site, as the trips that do not access the hotel, are likely to use local car parks. Based on the level of car parking on-site and the proximity of the local car parks, it is estimated that 33% of car trips will access the hotel (to park or pick-up/drop-off guests) and 67% will travel directly to a local car park. The mode share is shown in **Table 4-2**.

**Table 4-2: Hotel Mode Share (TRICS Mode Share)**

Mode	TRICS Mode Share
Car (33% on-site; 67% off-site)	24.9%
Taxi	4.1%
Motorcycles	0.1%
Cyclists	0.9%
Pedestrians	58.7%
Public Transport	11.3%
<b>Total</b>	<b>100.0%</b>

*Note: 33% of car trips are expected to access the site while 67% will use local car parks*

### Trip Generation by Mode

- 4.6 The forecast trips per mode at the site is shown in **Table 4-3**.

**Table 4-3: Forecast Trips by Mode (AM peak, PM peak and Daily)**

Mode	AM Peak (08:00-09:00)			PM Peak (17:00-18:00)			Daily (06:00-22:00)		
	In	Out	Total	In	Out	Total	In	Out	Total
Car (on-site)	3	4	7	3	2	6	37	39	76
Car (off-site)	6	9	15	7	5	11	75	78	153
Taxi	1	2	3	2	1	3	19	19	38
Motorcycles	0	0	0	0	0	0	0	1	1
Cyclists	0	1	1	0	0	0	4	4	8
Pedestrians	20	31	51	25	16	41	267	278	545
Public Transport	4	6	10	5	3	8	51	53	104
<b>Total</b>	<b>34</b>	<b>53</b>	<b>87</b>	<b>42</b>	<b>27</b>	<b>69</b>	<b>453</b>	<b>472</b>	<b>925</b>

- 4.7 **Table 4-3** shows that the hotel is likely to generate 925 person trips per day. Most trips would occur on foot, followed by trips by car, public transport and taxi. A small number of motorcycle and cycling trips will also take place. As noted above, c. 33% of car trips will access the site, thus 76 two-way trips a day. Based on a worst case assumption that 80% of taxi pick-up/drop-off occurs on-site, the total daily two-way vehicle access at the site would be 106 (76+30) two-way trips a day or a peak of 10 two-way trips per hour.

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## 5. Objectives and Targets

### Objectives

- 5.1 Travel plans should have measurable outputs or targets against which the progress of the plan can be monitored.
- 5.2 The Travel Plans overriding objective is to:
- 'Engage with and encourage visitors and employees to use more sustainable ways of travelling to / from the development site through more effective promotion of active modes. This will minimise the impact of the development on the surrounding highway network.'*
- 5.3 The sub-objectives are to:
1. Increase employee and visitor awareness of the advantages and availability of sustainable / active modes of transport.
  2. Promote the health and fitness benefits of active travel to all users.
  3. Introduce a package of physical and management measures that will facilitate employee and visitor travel by sustainable modes.
  4. Reduce unnecessary use of the car, particularly for single occupancy, when travelling to and from the site.
  5. Encourage travel by sustainable freight.
  6. Promote smarter working and living practices that reduce the need to travel overall or in the peak periods.
  7. Influence the travel behaviour of visitors.

### Targets

- 5.4 To ensure that the Travel Plan is successful, it is important to set clear and concise targets to measure that success. The targets should be SMART targets (Specific, Measurable, Achievable, Realistic and Time-Bound).
- 5.5 The Travel Plan targets aim to measure the progress made towards achieving the Travel Plan objectives. Targets are generally based on achieving modal shift through reductions in car use, particularly with a single occupant, and increases in the use of sustainable modes such as cycling.
- 5.6 Initial targets can be assumed as:
- Appointing Travel Plan Coordinator (TPC) at least one month prior to occupation.
  - Producing a Travel Pack promoting alternative modes of transport and the key services provided through the Travel Plan.
  - Undertaking travel surveys in years one, three and five after the first occupation.
  - Following the initial (baseline) survey, the TPC will set targets for the site and agree these with the Travel Plan officer at Blackpool Council.

- 5.7 It should be noted that the mode split targets specified within this section are indicative and will be refined once the results of the initial Travel Surveys have been undertaken. **Table 5-1** shows the forecast target mode shares for the site at Years 1, 3 and 5.

**Table 5-1: Forecast Mode Share and Mode Share Targets for Future Users**

Mode of Travel	Forecast Mode Share Year 1	Forecast Mode Share Year 3	Forecast Mode Share Year 5
Car	24.9%	23.4%	21.9%
Taxi	4.1%	4.1%	4.1%
Motorcycles	0.1%	0.1%	0.1%
Cyclists	0.9%	1.4%	1.9%
Pedestrians	58.7%	58.7%	58.7%
Public Transport	11.3%	12.3%	13.5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- 5.8 Targets will be reviewed throughout the life of the Travel Plan. Indicators will measure the progress towards targets, which for the most part will be ascertained from the main mode listed by employees of the site in the TRICS compliant monitoring surveys conducted when the building is completed and occupied.

## 6. Travel Plan Management

### Travel Plan Co-ordinator (TPC)

- 6.1 The Travel Plan Coordinator (TPC) will be appointed by the hotel operator, once confirmed, to take overall responsibility for the development of the Travel Plan. Once confirmed, their contact details will be included in the Travel Plan.
- 6.2 The appointment of a TPC is considered essential for the management and successful implementation of measures associated with the Travel Plan.
- 6.3 The hotel operator will ensure that the TPC be allowed to dedicate as much time to the role as he or she considers necessary for the TPC to successfully achieve the objectives set out in this document. It is expected that the time devoted to developing the TP will vary over a certain year but will be at its peak during monitoring periods.

### TPC Responsibilities

- 6.4 The key responsibilities of the TPC will be to:
- Manage the day to day running of the Travel Plan, liaising with the hotel management should any additional budget be required.
  - Distribute welcome packs to all staff.
  - Promote the initiatives of the Travel Plan.
  - Promote travel by sustainable modes (walking, cycling and public transport).
  - Analyse survey data as to travel behaviour.
  - Ensure the necessary review and monitoring is undertaken on an annual basis.
  - Investigate further Travel Plan / sustainable initiatives.
  - Train staff to deal with travel related queries from guests.
  - Within six months of occupation the TPC will organise a travel survey of staff, guests, visitors and deliveries. The findings of the survey will be used as a baseline against which the Travel Plan targets will be measured.
  - Implement and manage the monitoring strategy, including liaising with Blackpool Council's Travel Plan officer.

## 7. Travel Plan Measures and Action Plan

### Introduction

- 7.1 This section sets out the measures that will be implemented by The Applicant prior to occupation of the development and by the hotel operator after occupation to encourage travel to the development by sustainable means. The measures to be implement post occupation are therefore a guide and will need to be reviewed by the hotel operator and TPC when known.
- 7.2 Effective implementation of the Travel Plan Strategy will require leadership from the TPC along with clear engagement with hotel employees, guests and visitors.
- 7.3 The TPC will be required to promote the initiatives and provide feedback to hotel staff and the hotel operator with regards to their effectiveness. The TPC is also able to suggest additional measures as they feel appropriate for this location.
- 7.4 The measures will be reviewed and updated, as necessary, as part of the Travel Plan review and feedback process.

### Action Plan

- 7.5 The Action Plan is set out in **Table 7-1**, which sets out tasks, timescales for implementation and responsibility for each measure.

Table 7-1: Action Plan

Measure	Initiative	Timescale for Implementation	Responsibility
<b>Managing the on-going development and delivery of the Travel Plan</b>			
Appoint Travel Plan Co-Ordinator	A TPC will be responsible for managing the ongoing development, delivery and promotion of the Travel Plan.	Prior to occupation	Hotel Operator
TPC Training	TPC / Hotel Manager to be trained to ensure they are fully aware of their responsibilities in relation to the Travel Plan.	Prior to occupation	Hotel Operator
Staff Recruitment	Where possible, advertise and fill roles locally (within a 5 miles radius). This enables most staff to commute by non-car modes.	Ongoing	Hotel Operator
<b>Increasing Awareness of Travel Plan</b>			
Employee Inductions	TPC to provide inductions to all new employees, making them aware of the Travel Plan and its initiatives.	Ongoing	Hotel Operator
Welcome Packs	To be provided to new employees.	Following occupation on the employee induction	TPC
Personalised Journey Planning	TPC to promote sustainable travel to occupiers for use in their staff induction process.	During staff induction process	TPC
Feedback to Employees	Annual feedback to employees and the hotel management regarding the success of initiatives and progress against targets.	Annually from occupation	TPC
Travel Plan Notice Boards	Provide information to employees such as access arrangements, walking, cycling, PT including maps, website links real-time journey information.	Upon occupation and ongoing	TPC / Hotel Operator
Health and Financial Benefits	Inform employees and visitors of the health and financial benefits of walking and cycling. Information will include the location of safe walking and cycling routes, walk and cycle distances to key destinations.	Upon occupation and ongoing	TPC
Travel Events	TPC to promote the following events each year: <ul style="list-style-type: none"> <li>• Commute Smart Week – typically November</li> <li>• Walk to Work Week – typically May</li> <li>• Work Wise Week – typically May</li> <li>• Bike to Work Week – typically June</li> <li>• Travelwise / European Mobility Week – typically September</li> <li>• National Lift Share Week – typically October</li> </ul>	Annually as relevant	TPC
<b>Guest Services</b>			
Website Information / Booking Confirmation	Hotel website to promote sustainable travel, highlighting rail, bus, tram, cycling and walking options. A link to this information will be included within booking confirmations.	Prior to bookings opening	Hotel Operator

Measure	Initiative	Timescale for Implementation	Responsibility
Travel Information (Reception)	A map of the surrounding area and details of the local transport links will be displayed in reception by way of a poster or digital display screen.	Prior to opening	Hotel Operator / TPC
Free Wi-Fi	Free Wi-Fi is available on-site, this can be used by guests to obtain travel information, including real-time updates.	Prior to occupation and ongoing	Hotel Operator
Luggage Storage	Provide facilities at the hotel to allow guests to store their luggage. This prevents them having to carry it prior to check-in/after check-out.	Upon occupation and ongoing	Hotel Operator
<b>Encouraging Walking and Cycling</b>			
Cycle Parking	Provide 20 secure cycle parking spaces in the courtyard for employees, guests and visitors	Prior to occupation	The Applicant
Shower, Changing Facilities and Lockers	Provide changing room, lockers, drying room and shower rooms within the building for employees. Guests will have access to these facilities within their hotel rooms.	Prior to occupation	The Applicant
Monitoring of Cycle Parking	Monitor the use of the cycle parking spaces to ensure there is sufficient provision to meet the required demand of guests, visitors and employees	Annually	TPC
Cycle Maintenance Equipment	A puncture repair kit, pump and geared cycle maintenance equipment will be made available to borrow from reception.	Upon occupation	Hotel Operator / TPC
Interest-Free Bicycle Loans	Provide interest free bicycle loans to assist employees wishing to purchase a bicycle for their journey to work.	Upon occupation	Hotel Operator
Cycle Training	Provide cycle training for employees wishing to use cycling as means of travel.	Within one year of occupation	Hotel Operator / TPC
Bicycle User Group	Establish a regular meeting to discuss issues facilitated by a 'cycle champion'.	Quarterly within first year of occupation	Hotel Operator / TPC
<b>Parking / Taxi / Car Sharing</b>			
Parking / Taxi / Car Sharing	Provide information pertaining to car-based travel options including details of the national car share database ( <a href="http://www.liftshare.com">www.liftshare.com</a> )	Upon occupation and ongoing	Hotel Operator / TPC
<b>Monitoring and Review</b>			
Travel Survey	Undertake initial travel surveys	Within 6 months of occupation	Hotel Operator / TPC
Travel Survey Monitoring	Undertake year 1, 3 and 5 monitoring	3 and 5 years after 6 months of occupation	Hotel Operator / TPC

## 8. Monitoring and Review

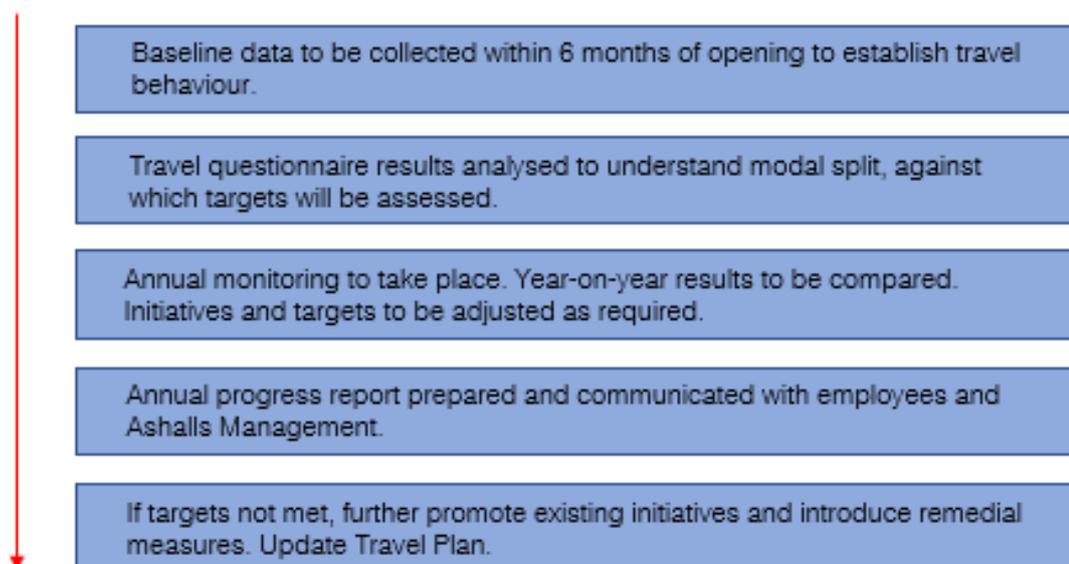
### Monitoring

- 8.1 An important part of any Travel Plan is the collection of data relating to the modes of travel used by employees, guests and visitors of the site, in order to identify and understand travel habits and how the site operates.
- 8.2 The TPC will arrange the initial travel survey to be undertaken at the hotel within 6 months of occupation.
- 8.3 The travel survey will then be undertaken annually. The surveys will comprise of the following components:
- Questionnaire surveys of employees/visitors undertaken.
  - Pedestrian, cycle and vehicle counts at the access points to the site.
  - A delivery and servicing survey will be undertaken.

### Review

- 8.4 To ensure that the Travel Plan is achieving its targets a monitoring report and a review of the existing Travel Plan will be carried out annually over the five-year period. Where monitoring reveals that targets are not being met, the monitoring process provides an opportunity to review the plan and take remedial action. The monitoring and review process is summarised in **Figure 8-1** below.

**Figure 8-1: Monitoring and Review Process**



## 9. Funding and Applicant / Operator Involvement

### Funding

- 9.1 It is confirmed that adequate funding will be put in place by the Applicant to deliver the infrastructure measures identified in this document. The Applicant has confirmed that an initial budget will be allocated for the Travel Plan's implementation during the hotel's set up period to finance the measures identified.
- 9.2 The measure will be reviewed by the appointed TPC on an annual basis to identify whether any adjustments are required to achieve the targets. On-going funding will be the responsibility of the hotel operator. Confirmation of their acceptance of the Travel Plan will be provided once the operator is known.

### Applicant / Operator Involvement

- 9.3 The Applicant has been involved during the development of this Travel Plan. A letter confirming their engagement is included in **Appendix C** for information.

elliott**wood**

Appendices

engineering a better society

# Appendix A

## Accessibility Report

## Appendix D4: Non-residential development accessibility questionnaire

Accessibility Questionnaire (non-residential development)				
Site description: 36-40 Abdingdon Street, Blackpool				
Application reference: TBC				
Access type	Criteria	Criteria Scores		Sub-Score
Walking	Distance to nearest bus/tram stop from main entrance to building (via direct, safe route)	<200m	5	5
		<300m	3	
<500m		1		
>500m		0		
	Distance to nearest railway station from main entrance to building	<400m	3	2
		<1km	2	
		>1km	0	
Cycling	Proximity to defined cycle routes	<100m	3	2
		<500m	2	
		<1km	1	
Public Transport	Bus/tram frequency of principal service from nearest bus/tram stop during operational hours of the development	Urban/Suburban 15 minutes or less	5	3
		30 minutes or less	3	
		>30 minutes	1	
	Number of bus/tram services serving different localities stopping within 200 metres of main entrance	4 or more localities served	5	5
		3	3	
2		2		
1		1		
Train frequency from nearest station (Mon-Sat daytime)	30 minutes or less	3	3	
	30-59 minutes	2		
	Hourly or less	1		
Drive to nearest station	10 minutes or less	2	2	
	15 minutes or less	1		
Other	Travel reduction opportunities	Facilities on site or within 100 metres that reduce the need to travel:		3
		* food shop/cafe	1	
		* newsagent	1	
		* crèche	1	
	* other	1		
<b>Total aggregate score:</b>				<b>25</b>

### Accessibility Level

High: 24-30    Medium: 16-23    Low: 15 or less

## Appendix B

Architects Ground Floor and Basement Layouts

**By Department Legend**

- Amenity
- Back of House
- Circulation
- Front of House
- Guestroom
- Plant
- Sanitary
- Services



**GENERAL NOTES**

1. Do not scale off this drawing unless a scale bar is provided
2. Any ambiguities, omissions and errors on this drawing should be notified immediately to the Architect before the commencement of works on site
3. Dimensions are in millimetres unless otherwise stated
4. Dimensions, unless otherwise indicated, are to the face of unfinished block walls or to the finished plaster face of stud partitions
5. Dimensions are to be checked on site. Discrepancies are to be notified immediately to the Architect before the commencement of works on site
6. All levels are in meters unless otherwise stated
7. This drawing is to be read in conjunction with all other relevant drawings and specifications for this project

**CDM REGULATIONS**

Denotes a significant hazard or difficult to manage procedure. Please refer to Designer Hazard Register for further information regarding mitigation of hazards.

**REVISION NOTES**

Rev	Date	Description	Issuer	Checker
P1	2021-06-11	Planning Submission	ES	MJB

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\_\_\_\_\_

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 Ashall Projects

VOLUME  

B1	Post Office
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SHEET NAME  
 Planning Proposed Ground Floor

FULL DOCUMENT REFERENCE

Identification / Location		Sheet Number	
Project Code	Originator Volume Level	Doc Type	Role Number
POB	FEA	B1-00-DP-A	2900

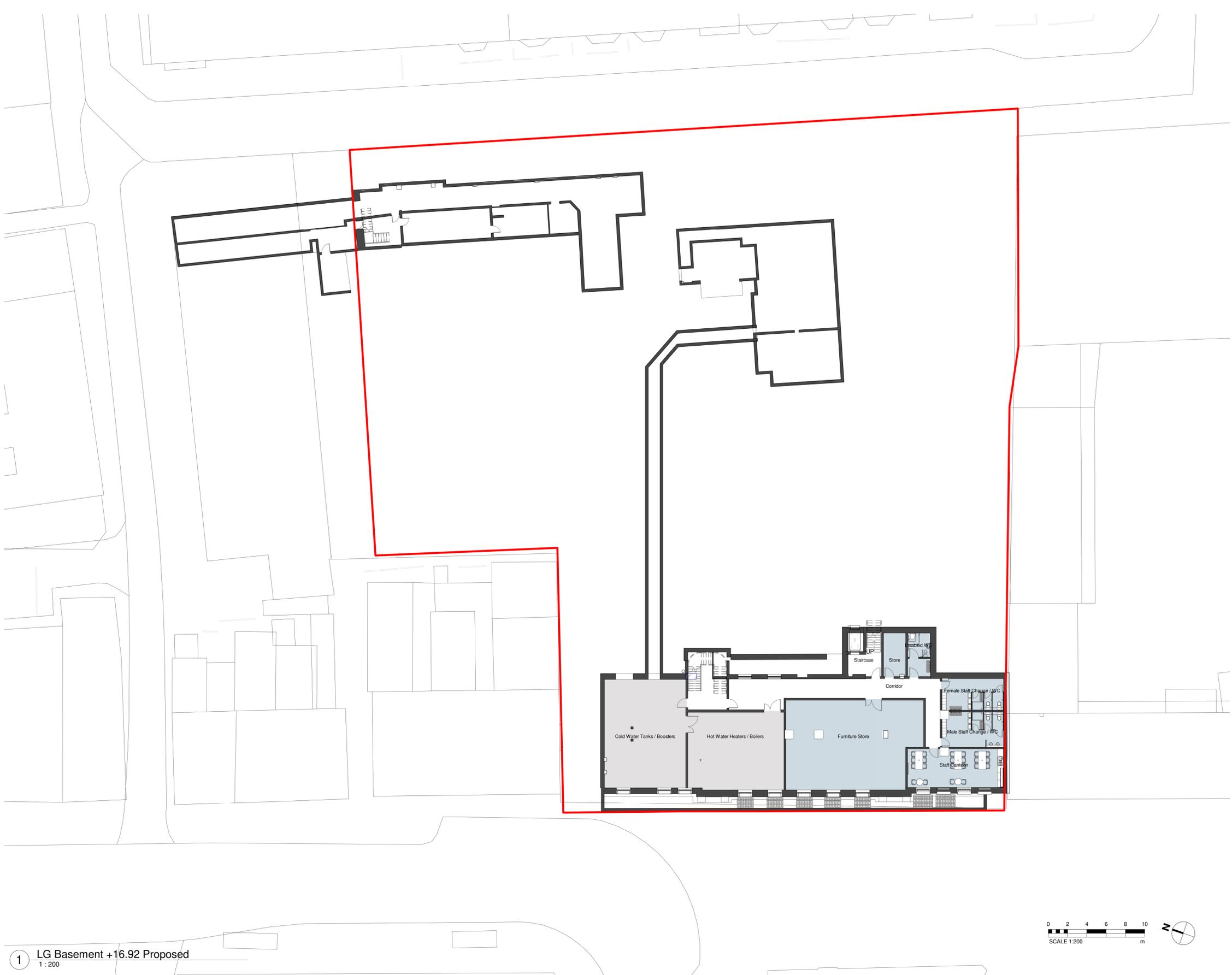
Renumbered from:

REVISION DATE REVISION  
 2021-06-11 P1

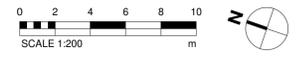
STATUS  
 A3 Planning Plans

SHEET SIZE SCALE  
 A1 L 1 : 200

**1** Proposed Planning 00FFL  
 1 : 200



1 LG Basement +16.92 Proposed  
1 : 200



**GENERAL NOTES**

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**REVISION NOTES**

Rev	Date	Description	Issuer	Checker
P1	2021-06-04	First Issue	ES	MJB
P2	2021-06-11	Revised Issue	ES	MJB

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 B1 Post Office

**SHEET NAME**  
 GA Plan Proposed B1FFL

**FULL DOCUMENT REFERENCE**

Identification / Location		Sheet Number	
Project Code	Originator / Zone / Location	Volume / Level / Doc Type	Level / Location / Role / Number / Date
POB	FEA-B1-LG-DP-A	2209	

Renumbered from:

**REVISION DATE** **REVISION**  
 2021-06-11 P2  
**STATUS**  
 S3 Preliminary

**SHEET SIZE** **SCALE**  
 A1 L 1 : 200

# Appendix C

Applicant Engagement Letter

2210094  
08 June 2021

Ashall Projects Ltd.  
Ground Floor  
Eleven Abbots Park  
Preston Brook  
Cheshire  
WA7 3GH

Dear

**36-40 Abingdon Street, Blackpool - Draft Travel Plan**

The main aim of the Travel Plan for 36-40 Abingdon Street is to put in place the management tools deemed necessary to enable the future employees, guests and visitors of the site to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment.

The proposals at the site will redevelop the former Royal Mail Post Office and Sorting Office into a 148-bedroom hotel. The hotel will provide car parking for the mobility impaired, cycle parking, lockers, shower, changing and drying facilities at the site.

The Travel Plan commits you (and the hotel operator – to be confirmed) to undertaking a series of actions and monitoring activities to encourage sustainable travel to the site. Details can be found in the attached Travel Plan.

This letter is agreement that Ashall Projects confirm that the Travel Plan will be implemented during construction and passed onto the hotel operator, once confirmed, to manage and implement during the building operation.



It has been signed by both Elliott Wood and Ashall Projects.

Yours sincerely

Melanie de Wet  
**Associate Director**

For and on behalf of  
Elliott Wood Partnership Limited



A.M.Ashall  
**Director**

For and on behalf of  
Ashall Projects Limited

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Elliott Wood Partnership Ltd



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