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transport planning specialists

Clinch Self Storage

Duddery Hill, Haverhill

Workplace Travel Plan

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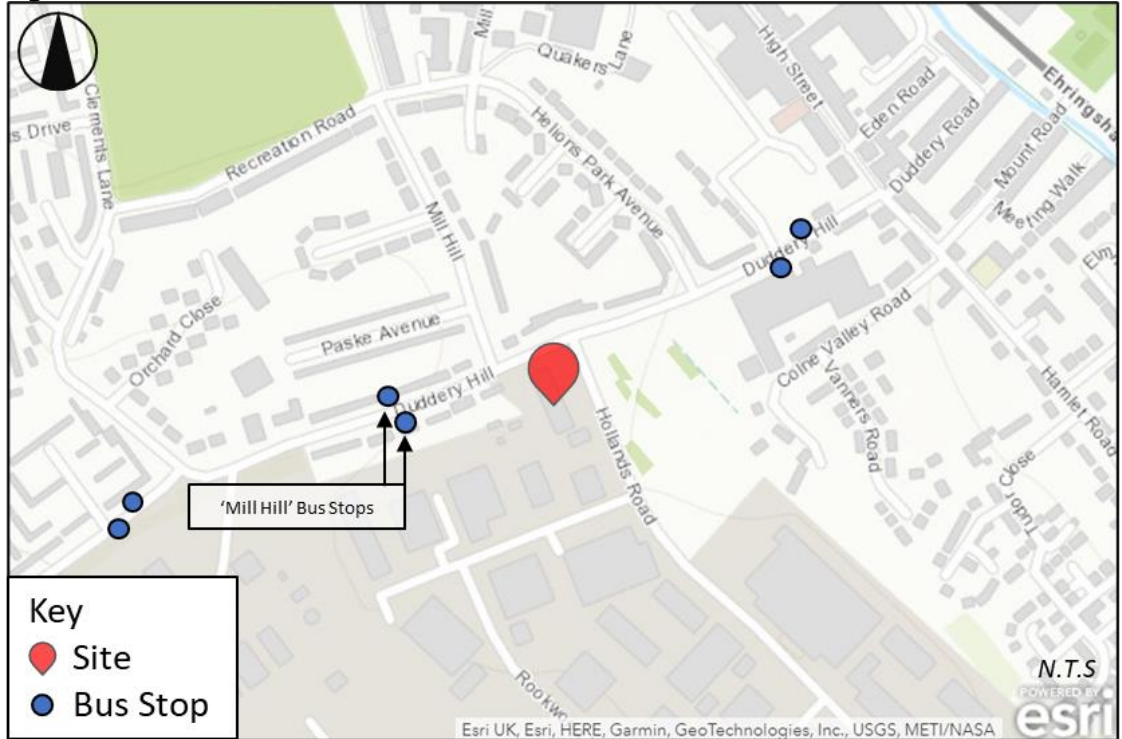
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1 INTRODUCTION

- 1.1 This Travel Plan has been prepared for Cinch Self Storage in relation to the proposed development at Duddery Hill, Haverhill in the county of Suffolk. A site location plan is provided at **Figure 1.1**.

Figure 1.1 – Site Location Plan



- 1.2 The development proposals seek to extend the existing building and change its use to enable it to be used for self storage. The extended building would have a gross floor area of 5,963 square metres and would be operated by Cinch Self Storage. The store will have 2 full time and 1 part time member of staff.
- 1.3 The self storage reception will be open Monday to Friday from 0800 to 1800, Saturday from 0900 to 1600 and from 1000 to 1400 on a Sunday. The site access gates will be open during these hours. Storage customers must apply to the store for approval to gain entry when the reception is not manned. These customers will be provided with an access code to gain access to the loading/unloading area and the storage building.
- 1.4 The main aim of this Travel Plan is to put in place the management tools deemed necessary to enable staff working at the development and customers to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping staff

from using sustainable modes of transport and in particular active travel modes, walking and cycling.

- 1.5 It should be noted that users of the self-storage facility will typically be transporting bulky items to and from the site and will therefore have little option but to travel by car or van. Therefore, Travel Plan targets and measures will predominately relate to staff travel, but opportunities to promote the benefits of sustainable travel to customers will be taken where possible.

Scope

- 1.6 This Travel Plan sets out the sustainable travel options available to staff of the development and the measures and initiatives that will be used to incentivise travel by sustainable modes. The remainder of this Travel Plan is structured as follows:

- Section 2 - Relevant national, regional and local policy guidance;
- Section 3 - Describes the accessibility and travel patterns of the development;
- Section 4 - Sets out the objectives and targets of the Travel Plan;
- Section 5 - Outlines the Travel Plan strategy;
- Section 6 - Identifies the measures and initiatives that will be implemented;
- Section 7 - Details the review and monitoring programme;
- Section 8 - Provides the Action Plan; and
- Section 9 - Sets out securement and funding.

2 POLICY

Introduction

2.1 This chapter reviews key national and local transport policies. It is acknowledged that the Travel Plan will need to encompass measures that are consistent with the key policies outlined below and identifies objectives accordingly.

National Policy

National Planning Policy Framework (NPPF)

2.2 The July 2021 update of the National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and how these are expected to be applied.

2.3 When considering the transport effects of a development, NPPF states that:

"All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed."

2.4 When considering development, it should be ensured that:

- *appropriate opportunities to promote sustainable transport modes can be - or have been - taken up, depending on the type of development and its location;*
- *safe and suitable access to the site can be achieved for all users;*
- *the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code⁴⁶; and*
- *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree."*

2.5 Paragraph 111 advises that:

"Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe."

2.6 In relation to parking policy, NPPF states that:

“If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;*
- b) the type, mix and use of development;*
- c) the availability of and opportunities for public transport;*
- d) local car ownership levels; and*
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.”*

Regional Policy

Suffolk Travel Plan Guidance

2.7 The current version of the Suffolk Travel Plan Guidance was published in September 2022. The purpose of the guidance is;

“to promote consistency and best practice in travel planning across Suffolk and thereby fulfil national and local policy requirements. It will provide greater clarity to developers and other stakeholders involved in the planning process. It has been produced in response to feedback from LPAs and developers.”

2.8 The guidance specifies that Workplace Travel Plans should provide detail of the following;

- Organisation details;
- Staff and Visitor information;
- Opening hours and working hours;
- Working group members;
- On site facilities ;
- Site audit;
- Staff survey;
- Targets;
- Travel and transport issues; and
- An action plan

Local Policy

Joint Development Management Policies Document

- 2.9 The 2015 Joint Development Management Policies Document (JDMPD) contains development policies relevant to development in West Sussex, formerly Forest Heath District Council and St Edmundsbury Borough Council. Chapter 8 of the document relates to transport and contains policy DM46 "Parking Standards". The policy advises that;

"The authority will seek to reduce over-reliance on the car and to promote more sustainable forms of transport. All proposals for redevelopment, including changes of use, will be required to provide appropriately designed and sited car and cycle parking, plus make provision for emergency, delivery and service vehicles, in accordance with the adopted standards current at the time of the application."

- 2.10 The JDMPD refers to Suffolk parking standards and also notes that;

"The availability of parking at a destination can significantly affect the choice of travel mode, and proposals for all types of town centre development and developments in locations with good accessibility to services and facilities and/or well served by public transport will be expected to minimise the number of car parking spaces provided and to demonstrate this in Transport Assessments and/or Travel Plans."

Travel Plan Objectives

- 2.11 The principle objectives of the Travel Plan have been drafted to reflect relevant policy and guidance. These are set out below:

- To promote awareness of sustainable travel choices;
- To reduce traffic generated by the development from the predicted levels should there not be a Travel Plan in place;
- To promote walking and cycling as a health benefit to staff and customers; and
- To reduce car dependency.

Means of Achieving Objectives

- 2.12 The Travel Plan is a strategy for implementing change in transport patterns for staff of the site. The primary objective of Travel Plans is a reduction in private car mileage in favour of more sustainable modes of travel. This Travel Plan provides necessary guidelines for the Travel Plan

Coordinator. The success of the strategy however will depend upon the co-operation and enthusiasm of staff and the commitment of the Developer as much as on the tasks defined herein.

3 ACCESSIBILITY AND TRAVEL PATTERNS

3.1 This section provides detail of the accessibility of the site by sustainable transport modes and a description of the parking facilities that will be provided on site.

On Site Parking

3.2 A total of 12 bays will be provided on site to accommodate parking and loading/unloading activity. The bays will comprise the following;

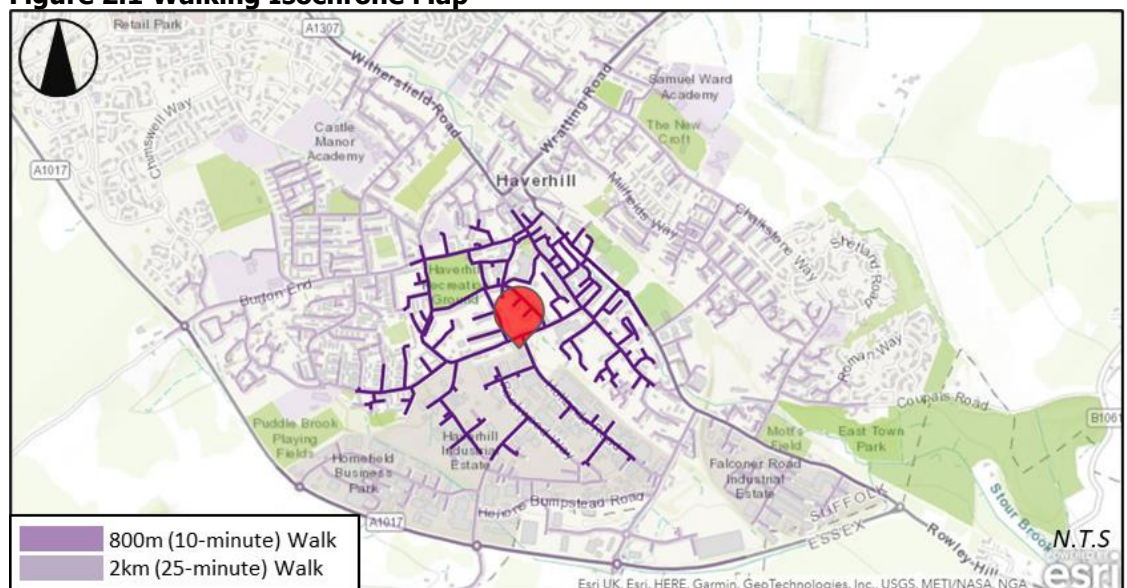
- Two bays for large vehicles;
- Five bays for vans;
- Two disabled car parking bays; and
- Three standard car parking bays.

3.3 A total of three spaces will have electric vehicle charging points and 20% of spaces will be capable of being upgraded to provide vehicle charging in future.

Access on Foot

3.4 The site benefits from being within walking distance of public transport links and residential areas where future staff of the self-storage facility may travel from. **Figure 3.1** shows an 800m and 2km walk distance from the site.

Figure 2.1 Walking Isochrone Map

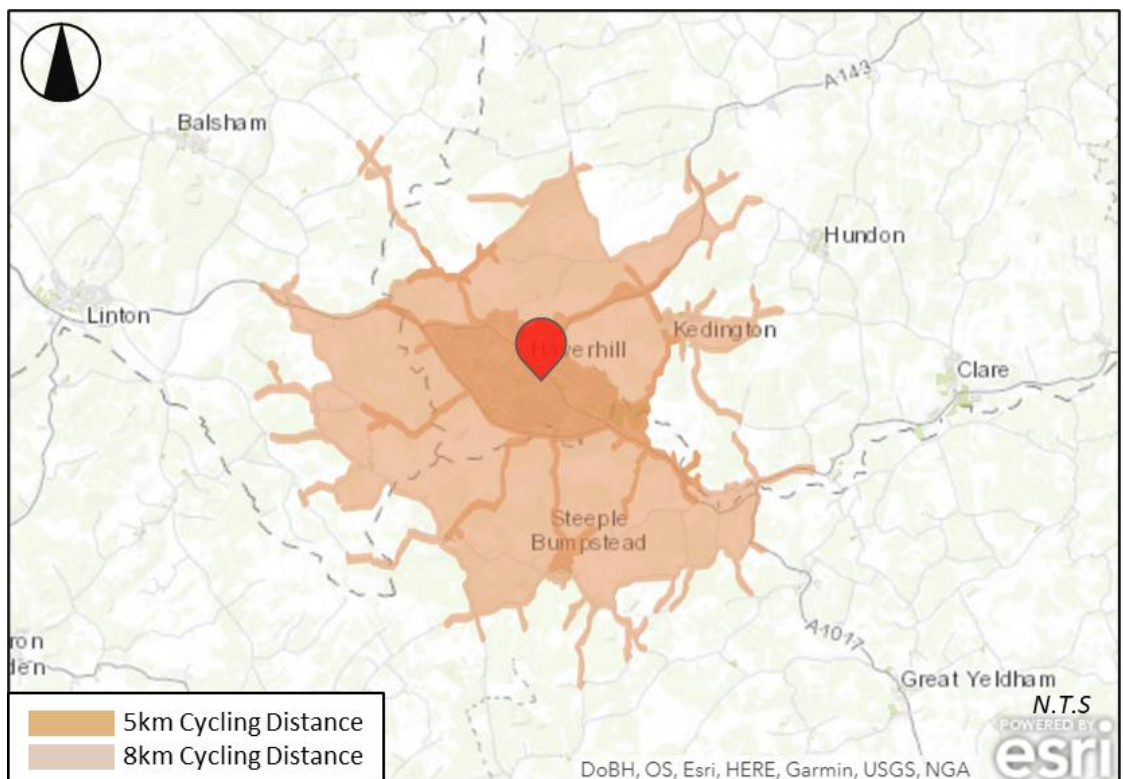


- 3.5 Footways are provided on both sides of Hollands Road and Duddery Hill. These provide access through surrounding residential areas and industrial areas to the south. The closest bus stops to the site are located on Duddery Hill approximately 1 minutes walk to the west of the site.

Access by Cycling

- 3.6 It is generally accepted that cycling is a sustainable mode of travel for journeys up to 8km in length. **Figure 2.2** shows a 5km and 8km cycling distance from the site. It shows that Withersfield, Kedington, Steeple Bumpstead, Drapers Green and Sturmer are accessible from the site within these distances.

Figure 2.2 – Cycling Isochrone Map



Public Transport Accessibility

Bus

- 3.7 The closest bus stops are located on Duddery Hill to the west of the site. **Table 3.1** provides detail of the services calling at these stops.

Bus Stop	Route		Frequency (every 'x' minutes)		
	No.	Destination	Mon-Fri	Saturday	Sunday
Duddery Hill 'Mill Hill'	13, 13A, 13B, X13	Cambridge - Haverhill	30	30	60
Duddery Hill 'Mill Hill'	14A, 15A	Bury St Edmunds - Chedburgh - Haverhill	60	120	-

- 3.8 Further bus services stop at Haverhill bus station, which is accessible within a 10 minute walk to the north east.

Train

- 3.9 The nearest train station is Audley End, located approximately 18km south west of the site. Audley End station offers regular Greater Anglia services to London Liverpool Street, Norwich, Cambridge North, and Stanstead Airport. The station can be accessed using bus service 319 from the Haverhill Bus Station.

Travel Patterns

- 3.10 A staff travel survey will be undertaken within 6 months of occupation. The results of the survey will be used to inform travel plan targets, but in the interim, a baseline mode split for staff travel has been produced, based upon 2011 Census data for the middle Super Output area in which the site is located. The Census data and predicted staff modal split summarised in **Table 3.2**.

Mode	Percentage (%)	Number of staff
Underground, metro, light rail or tram	0%	-
Train	0%	-
Bus, minibus or coach	1%	-
Taxi	1%	-
Motorcycle, scooter or moped	1%	-
Driving a car or van	68%	2
Passenger in a car or van	7%	-
Bicycle	3%	-
On foot	18%	1
Other method of travel to work	0%	-
Total	100%	3

- 3.11 The baseline modal share in **Table 3.2** has been used for target setting purposes until the initial travel survey is undertaken.

4 OBJECTIVES AND TARGETS

4.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the goals by which progress will be assessed.

Objectives

4.2 The Travel Plan's overriding objective is: To engage with and encourage staff and customers to use more sustainable ways of travelling to / from the development through more effective promotion of active travel modes. This will minimise the impact of the development on the surrounding highway network and public transport services.

4.3 The sub-objectives are:

- a) Sub-objective 1: To increase staff awareness of the advantages and availability of sustainable / active modes of transport;
- b) Sub-objective 2: To promote the health and fitness benefits of active travel to all site users;
- c) Sub-objective 3: To promote the use of active travel as an alternative to car and public transport use;
- d) Sub-objective 3: To introduce a package of physical and management measures that will facilitate staff travel by sustainable modes; and therefore,
- e) Sub-objective 4: To reduce unnecessary use of the car for the journey to and from the development and increase the use of active travel modes by staff and visitors.

Targets

4.4 Travel Plan targets are measurable goals by which progress can be assess. These targets should be reviewed through a programme of monitoring to ensure they remain SMART (Specific, Measurable, Achievable, Realistic and Timed).

4.5 Targets come in two forms – Action and Aim targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time. Aim Targets are quantifiable and in the case of this travel plan related to the degree of modal shift the plan is seeking to achieve.

Action Targets

4.6 Targets are essential for the success of the Travel Plan. The key Action Targets are set out below:

- a) A Workplace Travel Plan Co-ordinator (TPC) will be appointed at least one month before occupation of the site and will remain in place for the duration of this Travel Plan. In the meantime, an interim TPC has been appointed, contact details are provided below;

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- b) Each monitoring survey will occur within one month of the anniversary of the baseline survey every other year; and
- c) A noticeboard will be erected on site providing detail of the Travel Plan, its purpose and the sustainable travel options available in the local area.

Aim Targets

- 4.7 **Table 4.1** outlines the Aim Targets set out for staff on site. The targets are set to measure progress towards the main objectives over five years.
- 4.8 The interim targets are defined as those which the Travel Plan will seek to achieve within 3 years of the launch of the Travel Plan and the final targets those sought after 5 years of the launch of the Travel Plan.
- 4.9 The baseline figures are taken from Census Data 2011 (See also **Table 3.2**). These baseline figures will be revised following completion of the initial travel survey. In summary the objectives are to achieve reduced car reliance.
- 4.10 Indicators are the elements which will be measured in order to assess progress towards meeting the final and interim targets. For the most part this will be the main travel mode listed by staff of the development in the staff travel surveys conducted in years 1, 3 and 5.
- 4.11 Travel Plan AIM Targets can be found in **Table 4.1**.

Table 4.1: Travel Plan AIM Targets					
Target	Indicator	Baseline	Year 1	Interim Year 3	Final Year 5
Staff					
Reduce the number of staff driving to the site	Modal Split monitoring from travel survey	68%	33%	33%	33%
Customers					
Increase the awareness of the merit of travelling by public transport, cycling and walking.	No Surveys Necessary	-	-	-	-

5 TRAVEL PLAN STRATEGY

Travel Plan Management

- 5.1 A Travel Plan Coordinator (TPC) will be appointed at least one month before the occupation of the site. The TPC will be responsible for overseeing the management, development, implementation and review of this Travel Plan.
- 5.2 The primary responsibilities of this role include:
- a) The implementation of measures as set out in the Travel Plan;
 - b) To undertake staff baseline Travel Surveys and repeat them in years 1, 3 and 5;
 - c) To oversee the development and implementation of the Travel Plan;
 - d) Promoting the objectives and benefits of the Travel Plan; and
 - e) To ensure the travel information available is up to date.
- 5.3 Regular updating of this Travel Plan document is part of the responsibility of the nominated person.

6 MEASURES AND INITIATIVES

Introduction

- 6.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan which will help achieve the set targets. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.

Walking

- 6.2 Initiatives to help promote walking to staff of the development will include:
- a) Promotion of health benefits of walking to be promoted e.g. NHS Walking for health
<https://www.nhs.uk/live-well/exercise/walking-for-health/>; and
 - b) Participation in events such as walk to work day.

Cycling

- 6.3 Secure cycle parking will be provided within the development. The TPC will investigate the potential for participation in schemes that enable staff to purchase cycles and accessories at discounted cost.
- 6.4 Other staff specific cycle promotions will include the following:
- a) Promotion of the health benefits of cycling;
 - b) The promotion of free cycle training <https://suffolkroadsafe.com/family-cycling-sessions/>; and
 - c) Promotion of the use of route planning software such as <https://www.cyclinguk.org/journey-planner>.

Public Transport

- 6.5 Up-to-date details of bus and rail services will be available on the site's noticeboard. Journey Planner websites and enquiry phone numbers will also be promoted.

Taxis

- 6.6 Taxis have an important role in providing for staff and visitors when other modes of transport may not be available. The TPC will ensure that the contact details for local taxi operators are available on site.

Car Sharing

- 6.7 Car Sharing is an excellent way to reduce the number of staff driving to the site. The TPC will encourage car sharing by staff and with other people working in the area. This can be done through www.liftshare.com (or similar organisations), where membership is free.

Electric Vehicles

- 6.8 A total of three parking spaces will have electric vehicle charging points to encourage and facilitate the use of low and zero emission vehicles. A further 20% of spaces will be capable of being upgraded to provide additional charging points if necessary. 9 The TPC will promote the benefits of electric vehicles and raise awareness of any grants available to help with the cost of purchase. <https://www.gov.uk/plug-in-vehicle-grants>

7 MONITORING AND REVIEW

- 7.1 The Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This section sets out the proposals for monitoring and review of the Travel Plan.
- 7.2 The monitoring programme begins with the initial Year 1 staff travel survey. The Travel Plan will be monitored for 5 years. Additional travel surveys will take place on the 3rd and 5th anniversary of the Travel Plan to monitor progress towards the interim and final targets.
- 7.3 Additional monitoring of the following will also be used to judge whether the implementation or proportion of certain measures needs to be modified. The following factors will be monitored on a constant basis:
- a) The level of usage of cycle parking;
 - b) Demand for additional cycle parking facilities; and
 - c) Comments received from staff relating to the operation and implications of the Travel Plan.
- 7.4 A Travel Plan Review will occur each year over the lifetime of the Plan that will ensure the Travel Plan remains up to date.

8 ACTION PLAN

8.1 **Table 8.1** sets out the Action Plan for the implementation of the various measures associated with the Travel Plan along with who is responsible and how funding will be secured.

Table 8.1: Travel Plan Action Plan				
Action	Target	Funding	Measure	Responsibility
Production of Travel Plan	The Developer / TTP Consulting	Developer	Travel Plan	Developer
Appointment of Workplace Travel Plan Co-ordinator	At least 1 month prior to first occupation	Developer	Appointment of Travel Plan Co-ordinator	Developer
Launch of Travel Plan	Within 3 months of the occupation	Developer	-	TPC
Provision of Cycle and Car Parking	Prior to first occupation	Developer	On completion of the development	Developer
Provision of travel information noticeboard	Prior to first occupation	Developer	On completion of the development	TPC and/or Developer
Baseline Staff Travel Survey	Within six months of occupation	Developer	Receipt of survey results	TPC
Monitoring Staff Travel Surveys	1, 3 and 5 years after Baseline Survey	Developer	Receipt of survey results	TPC

9 SECUREMENT AND FUNDING

- 9.1 It is envisaged that Travel Plan will be secured and implemented through a planning condition.
- 9.2 The Site Owner is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved. This will include funding the Travel Plan Co-ordinator, travel surveys and implementation of all reasonable and necessary measures.