

# Kent Intake Unit, Units 1&2

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## Travel Plan

## Atkins Realis

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# 1.0 Introduction

## 1.1 Introduction

Cundall has been appointed by Atkins Realis to produce a Travel Plan (TP) in support of a proposed car park to serve the existing Kent Intake Unit (KIU) located at Unit 5. The site where the proposed car park is to be located is Units 1 & 2, 2 Channel View Road, Dover, CT17 9TP. The site's planning authority is Dover District Council (DDC), and the site's highways authority is Kent County Council (KCC).

The site is bound by chalk cliffs and a natural boundary to the north and northeast, Channel View Road to the southeast and other warehouse units to the west.

The site and its location in relation to the wider area is shown in Figure 1-1.

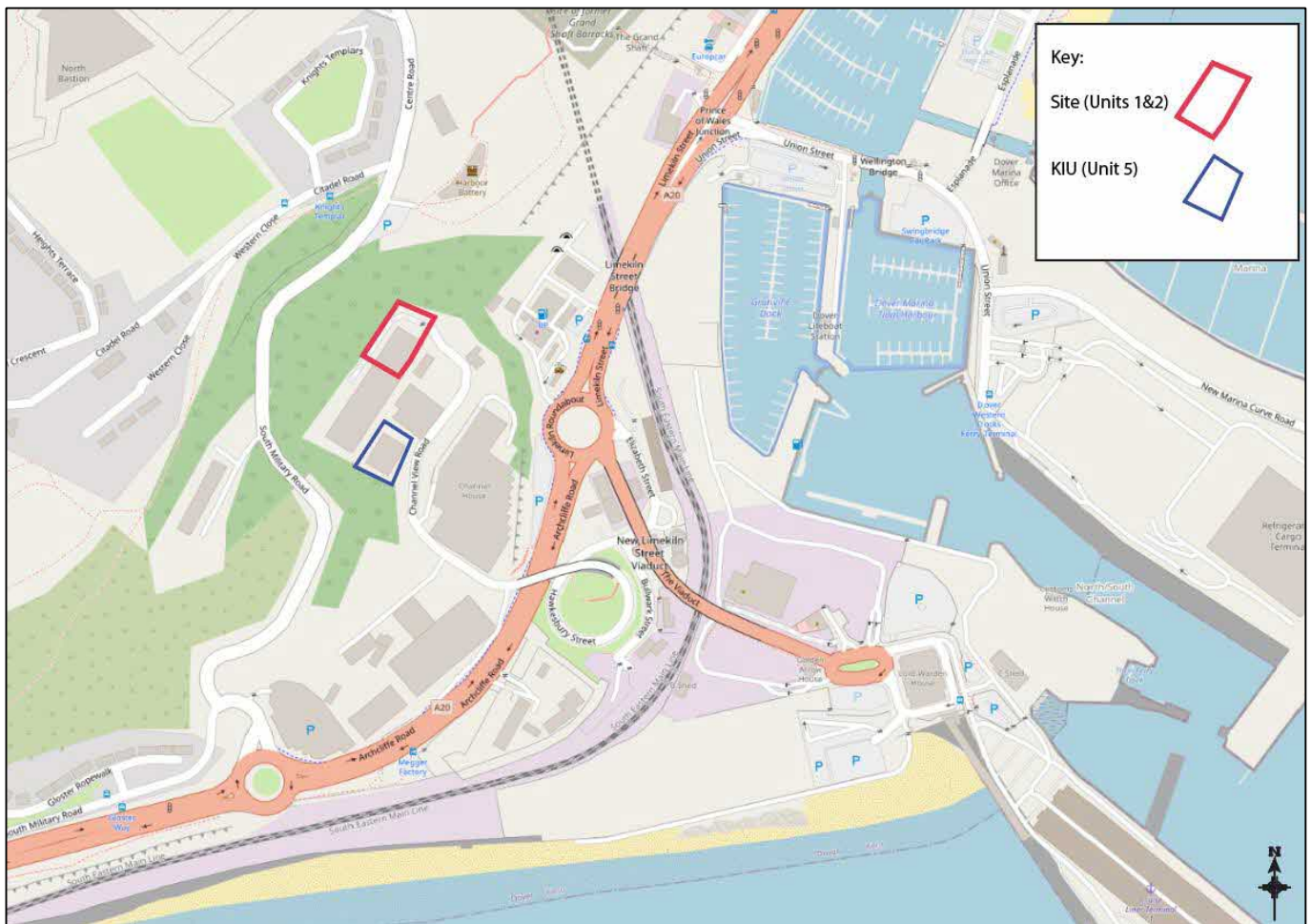


Figure 1-1: Site Location

Alongside this Travel Plan, a Transport Note has also been prepared by Cundall to accompany the planning application for the site.

## 1.2 BREEAM Tra 05 Travel Plan

This TP has been produced in support of the BREEAM assessment, to target credit Tra 05 Travel Plan, aiming at promoting sustainable reductions in transport burdens by developing a travel plan based on the needs of the particular site.

The aim of a TP, as defined by BREEAM, is *'To recognise the consideration given to accommodating a range of travel options for building users, thereby encouraging the reduction of reliance on forms of travel that have the highest environmental impact.'*

The following is required to demonstrate compliance with Tra 05 Travel Plan:

1. *'A travel plan has been developed as part of the feasibility and design stages.*
2. *A site-specific travel assessment/statement has been undertaken to ensure the travel plan is structured to meet the needs of the particular site and covers the following (as a minimum):*
  - a. *Where relevant, existing travel patterns and opinions of existing building or site users towards cycling and walking so that constraints and opportunities can be identified.*
  - b. *Travel patterns and transport impact of future building users.*
  - c. *Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children).*
  - d. *Disabled access (accounting for varying levels of disability and visual impairment).*
  - e. *Public transport links serving the site.*
  - f. *Current facilities for cyclists.*
3. *The travel plan includes a package of measures to encourage the use of sustainable modes of transport and movement of people and goods during the building's operation and use.*
4. *If the occupier is known, they must be involved in the development of the travel plan and they must confirm that the travel plan will be implemented post construction and be supported by the building's management in operation.'*

This TP has been produced in accordance with the above requirements and is therefore BREEAM compliant.

## 2.0 Context

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### 2.1 Scope of Travel Plan

A Travel Plan (TP) is a long-term management strategy for an organisation, site or area, which is aimed at promoting the use of sustainable modes of transport and providing choice for the users, with an end objective of reducing the environmental impacts of travel and dependency on the motorised modes.

TPs can provide benefits to individuals as well as organisations by providing better access to work, improved travel choices, reduced costs and reduced congestion which can all improve site users' health.

This document has been produced as an over-arching TP for the proposed development which will drive the production of the future travel plan.

The TP is a 'live' document with an initial lifespan of 5 years. It will be monitored on an annual basis with any updates being incorporated as necessary. A detailed review and update will occur after 5 years, when a new TP will be produced.

### 2.2 Structure of Travel Plan

This report has been divided into the following chapters:

Chapter 1 provides an introduction;

Chapter 2 sets the context and structure of this TP;

Chapter 3 details the proposal for the site, alongside the site's accessibility and existing conditions;

Chapter 4 details information on any available travel surveys and methodology for future travel surveys;

Chapter 5 describes the objectives of this TP;

Chapter 6 details the targets of this TP;

Chapter 7 outlines the package of measures to be implemented;

Chapter 8 provides details on how the TP will be managed;

Chapter 9 explains how the TP will be monitored;

Chapter 10 details the Action Plan for implementation of measures.

### 3.0 Site Accessibility

#### 3.1 Introduction

A review of the site's accessibility has been included within this chapter to develop an understanding of how the development proposal link to the local area.

#### 3.2 Proposal Overview

The proposal seeks to ease the existing parking stress along Channel View Road caused by staff of KIU Unit 5 by providing additional on-site parking spaces located at Units 1 & 2. The proposed car park will only serve staff of the KIU unit 5, whilst other users attending KIU will be accommodated directly within Unit 5 parking area.

The proposed parking layout is shown in Figure 3-1, and also included in Appendix A, and will consist of a total of 60 car parking spaces, of which 46 are located internally within the warehouse and 14 located externally on the eastern side of the units. It is also that proposed that 12 active electric vehicles (EV) charging facilities will be provided within the new car park layout as shown in Figure 3-1. Additionally, it is noted that 8 passive EV charging facilities will be provided within the external car parking spaces as part of the future proofing of this site, as also shown in Figure 3-1

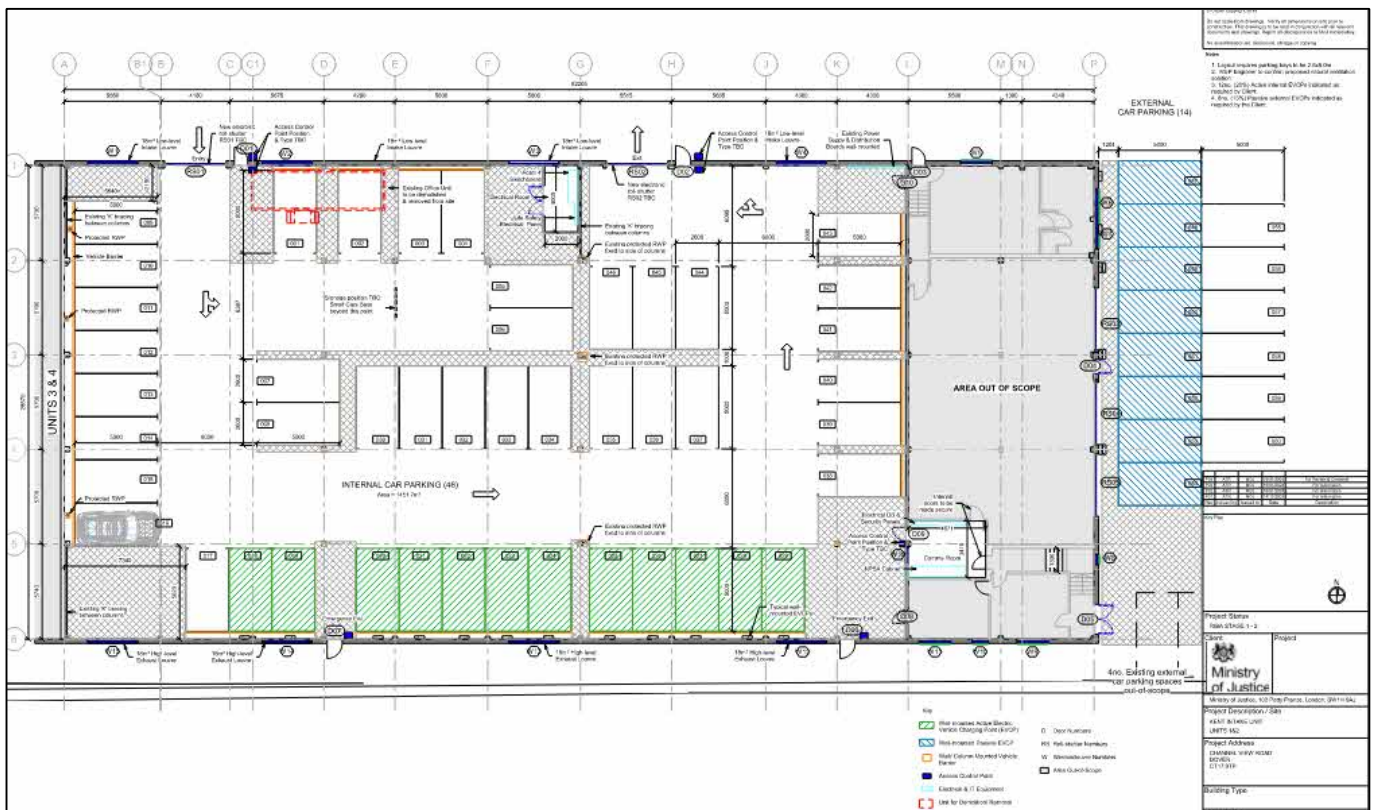


Figure 3-1: Proposed Site Plan

It is noted that due to the distance between the proposed staff car park and the KIU site and the gradient of Channel View Road, disabled parking will continue to be provided within the KIU site at Unit 5 as per the existing parking arrangement.

Additionally, staff who attend the KIU site via public transport, walking or cycling will not need to access the site (i.e. Units 1&2) and will continue to access Unit 5 as per the existing arrangements. Similarly, visitors and deliveries will not have access to the proposed car park and continue to access the KIU site at Unit 5 as per the existing arrangement.

### 3.2.1 Access

The existing site access, located at the northern extent of Channel View, will be retained. As per the existing arrangements, the access is gated and therefore it will be ensured that all staff who park within the development will have 24-hour access to access the car park due to the around the clock shifts that occur at KIU.

The car park will be monitored to ensure it is only staff using the parking and that the internal access road is not being blocked to other occupiers of the other units.

As shown in Figure 3-1, the proposals will use two of the existing shutters (shown in Figure 3-2) to create a one way circulation to enter and exit the proposed car parking.



Figure 3-2: Existing warehouse access to be used as the car park entrance and exit points

### 3.3 Users Levels

Through liaison with the client, it is known that a total of 213 staff work at the KIU, including Home Office staff (directly employed by KIU), care & custody contractors (from Mitie), and Refugee Council staff.

Additionally, it is also known that staff works the following shifts:

Home Office staff (22 staff per shift) and Refugee Council staff (2 staff per shift):

- Early shift: 07:00-17:30
- Day shift: 09:00-19:30
- Late shift: 13:00-23:30
- Night shift: 22:00-08:30

Care and custody contractors (MITIE) (12 staff per shift):

- Day shift 07:00-19:00
- Night shift 19:00-07:00

It is understood that other staff, including medics and social worker, also attend the site.



## 3.4 Active Travel

### 3.4.1 Pedestrian Facilities

There are limited pedestrian facilities in the local area, which mainly include commercial and industrial uses, including the Port of Dover. It is also noted that the local area has a steep gradient particularly along Channel View Road which may influence whether individuals choose to walk or cycle to/from the site.

Along Channel View Road, the first 70m of the southern part of the road are provided with pavements on both sides of the road, after which a pavement is firstly provided on the eastern side only (for approximately 30m) and then on the western side only up to the end of the road.

Before the road becomes Hawksbury Street to its southern end, stairs are provided directly connecting Channel View Road with A20 Limekiln Street.

Hawksbury Street, to the south of the site, provides pedestrian facilities on both sides of the road only for approximately the first 100m, where the pavement then is routes to a footpath (starting on the eastern side of the road) which takes pedestrians more directly to the eastern end of the same road, where the pavements on either side of the road are also provided.

Pedestrian facilities are provided along the A20, east of the Limekiln Roundabout, while no pedestrian facilities are provided along the A20 in the opposite direction.

Street lighting is provided along pavements and where pedestrians facilities located.

There are no dedicated crossing facilities in the immediate area of the site, but they are available in the wider context of the site. Figure 3-3 highlights the pedestrian facilities such as crossing points within the immediate vicinity and along the main roads.



Figure 3-3: Pedestrian Facilities

Figure 3-3 shows that there are limited crossing points in the surrounding area of the site. The amount of pedestrian facilities such as crossing increase as to the east of the site and towards the town centre and rail station.

### 3.4.2 Walking Accessibility Assessment

The Institution of Highways and Transportation (IHT) Guidelines for Providing Journeys on Foot confirms that people are prepared to walk up to 2km to access employment opportunities.

The pedestrian isochrone map included in Figure 3-4 has been produced to indicate where the walking catchment area for KIU Unit 5 lies.

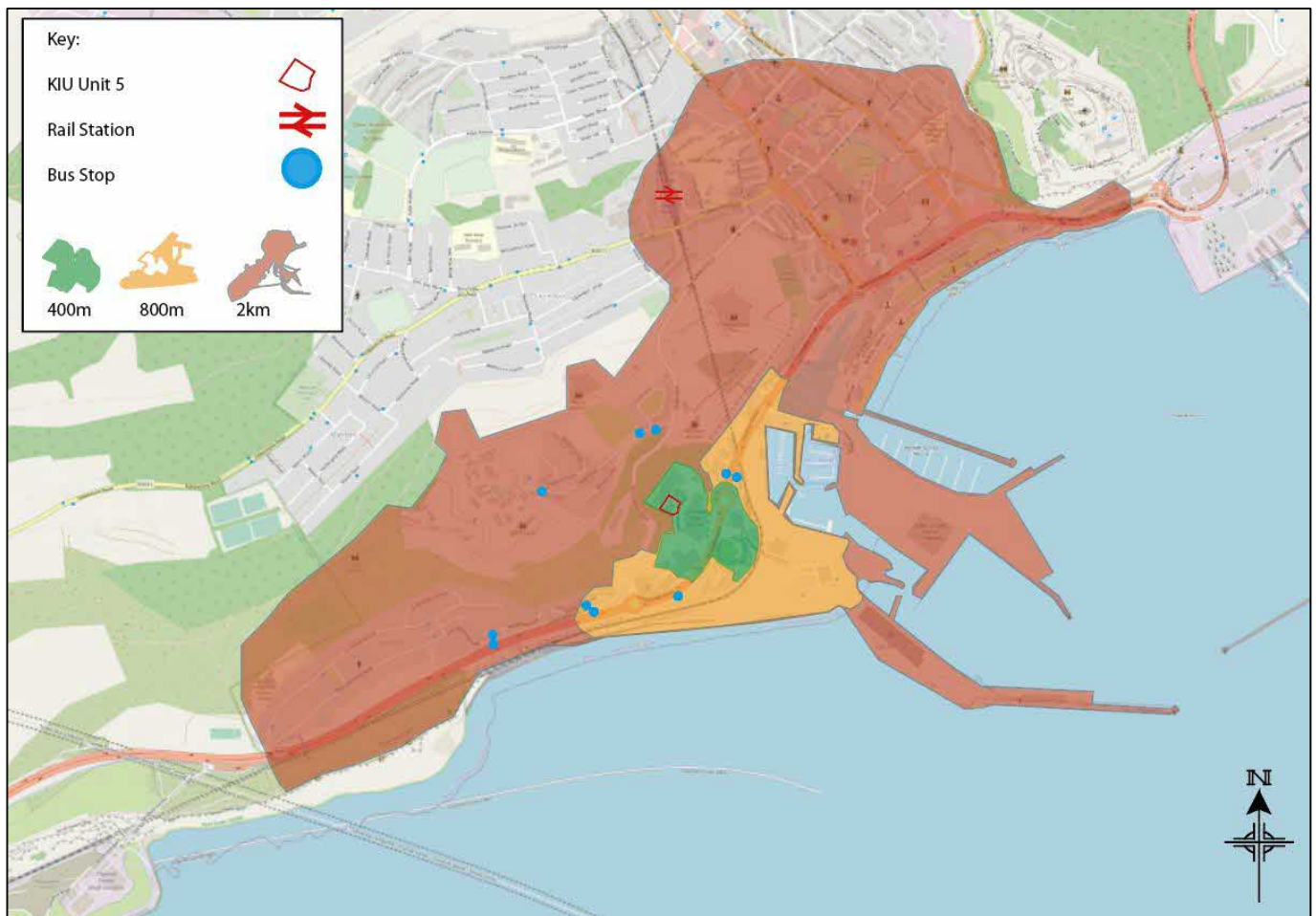


Figure 3-4: Walking Accessibility

KIU Unit 5 therefore provides limited opportunities for staff and visitors to access the site by walking trips alone. However, there are 10 bus stops and 1 train station located within the 2km area of the site. This provides an opportunity for walking to form part of a continuing journey of public transport.

### 3.4.3 Cycling Facilities

The National Cycle Route 2, as indicated in Figure 3-5, runs along the south coast of England from Dover (east) to St Austell (west); in the context of the site, it runs along the A20 (Archcliffe Road continuing to Limekiln Street). Further west of the site there is an opportunity to gain access to regional cycle route 17 which goes towards Dover Priory rail station and then continues east of the rail station as shown in Figure 3-5.

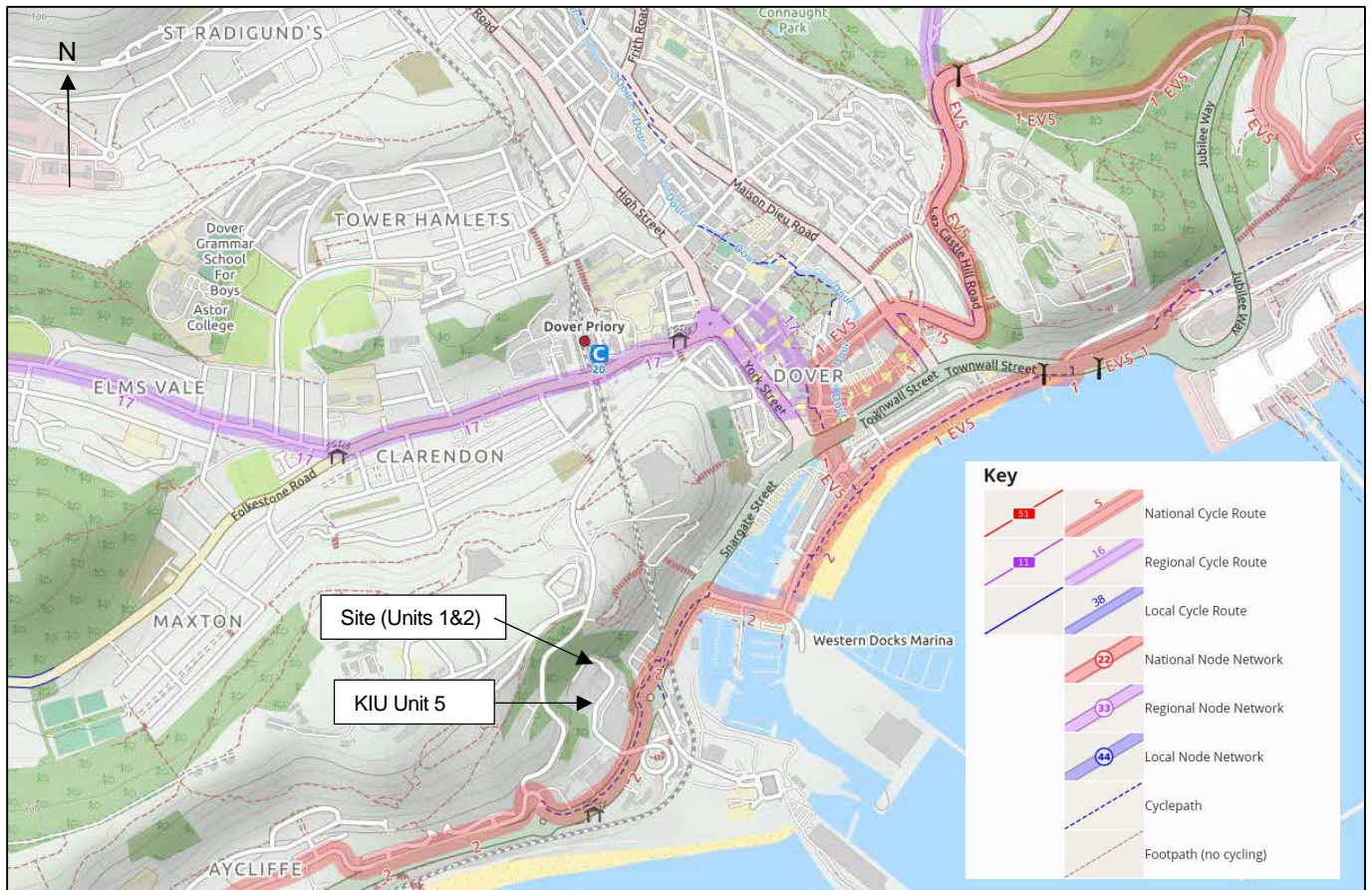


Figure 3-5: Cycle Routes in the vicinity of the site (Source: www.opencyclemap.org)

It is generally accepted that people are prepared to cycle up to 20 minutes to access their place of employment. A cycling accessibility assessment has been undertaken to identify the area which is within this distance of the KIU Unit 5, and the results of the assessment are shown in Figure 3-6.

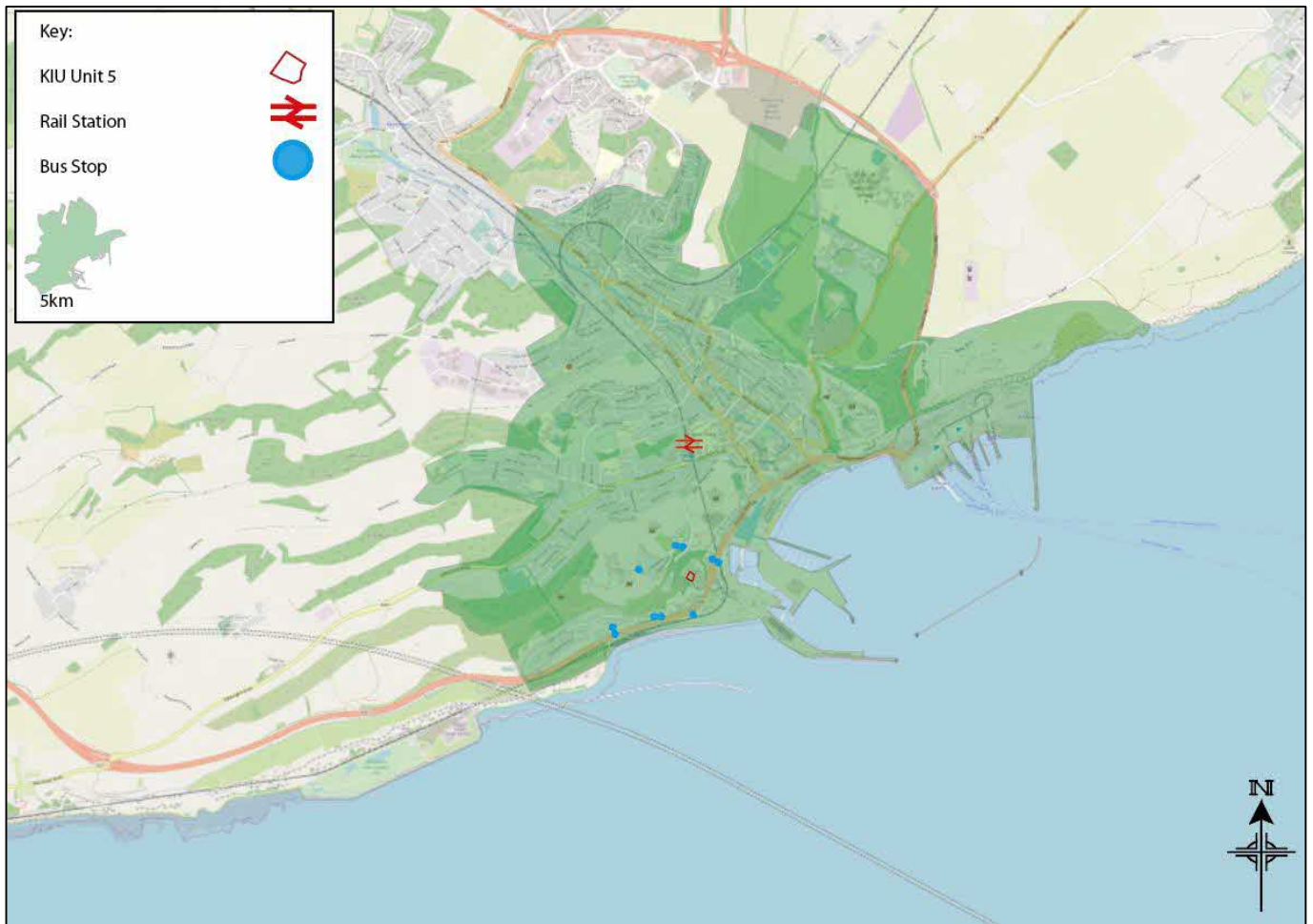


Figure 3-6: Cycling Accessibility

Areas including Dover, Tower Hamlets, Buckland, Clarendon, Maxton and Aycliffe and St Radigund's can be reached within a 20-minute cycle of KIU Unit 5. Dover Priory Station is provided within 2km distance of the site (as indicated in Figure 3-6), providing opportunity for walking and cycling to and from KIU Unit 5.

### 3.5 Public Transport Facilities

#### 3.5.1 Bus Services

Figure 3-4 indicates the location of various bus stops provided nearby the site, with the closest being located on the southbound side of the A20 Limekiln Street called Hammond's Garage bus stop.

Hammond's Garage bus stop are approximately 500m from the site, with the walking routes between KIU Unit 5 and the bus stop indicated in Figure 3-7, equivalent to a 6-8 minutes' walk.

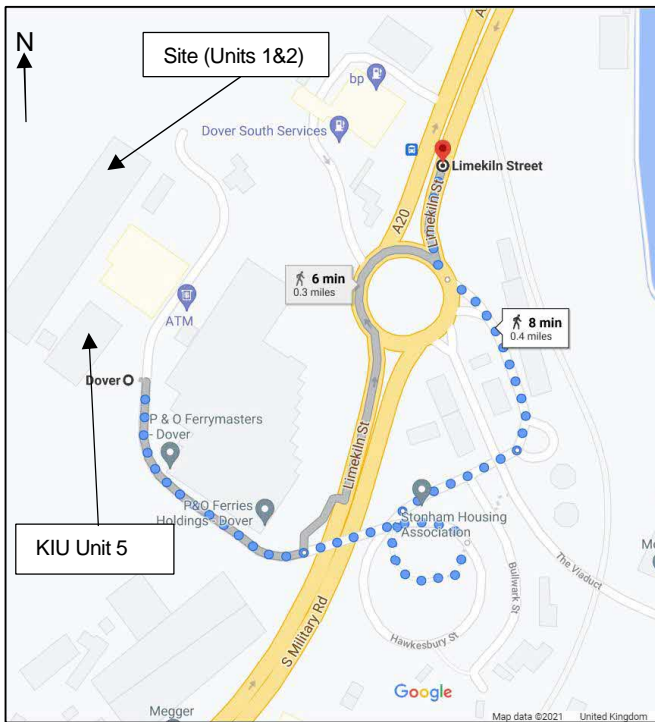


Figure 3-7: Walking routes between the KIU and the closest bus stop

Table 3-1 summarises the frequency of the bus services operating from the above closest bus stops.

Service No.	Closest Bus Stops	Route	Frequency
64	Hammond's Garage	River Minnis Lane – Aycliffe King Lear's Way	Every 30 minutes between 07:13 to 18:43 with the first service at 06:13 and last service at 18:43

Table 3-1: Bus Services

The location of KIU Unit 5 provides some opportunity for employees to access it via bus.

### 3.5.2 Train Services

Dover Priory train station is located approximately 1.8km (approximately a 26-minute walk) north of the KIU Unit 5, as indicated in Figure 3-4.

Dover Priory is operated by South-eastern Railway and provides direct routes to the following destinations:

- London St Pancras (1 hour 6 minutes);
- London Victoria (2 hour 15 minutes);
- London Charing Cross (1 hour 56 minutes);
- Ashford International (31 minutes);
- Faversham (42 minutes);
- Tonbridge (1 hour 8 minutes);
- Ramsgate (38 minutes).

Dover Priory Rail station provides step free access to all of its platforms. Other station facilities include 36 car parking spaces, 42 cycle parking spaces, a taxi rank and bus services. The bus stops provided near to the rail station are included in Figure 3-8, while services from these bus stops are included in Figure 3-9.

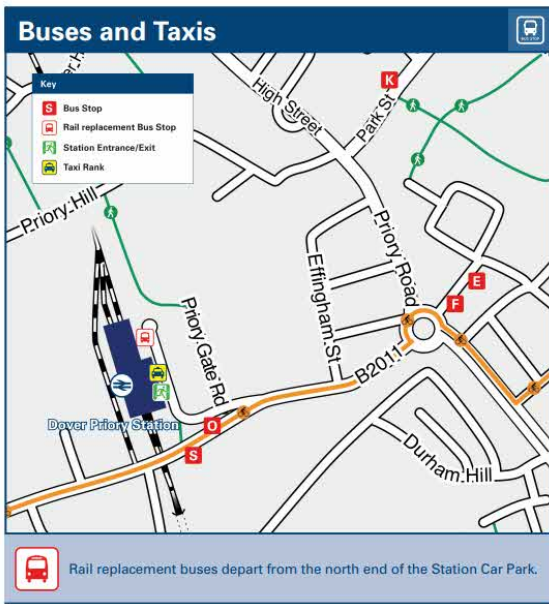


Figure 3-8: Location of bus stops in close proximity to Dover Priory rail station

Main destinations by bus <small>(Data correct at August 2020)</small>								
DESTINATION	BUS ROUTES	BUS STOP	DESTINATION	BUS ROUTES	BUS STOP	DESTINATION	BUS ROUTES	BUS STOP
● Aycliffe	61, 61A*, 90#	F	Folkestone	102(Direct)	S	West Hougham (The Plough Inn)	102	S
● Buckland Bridge	61, 61A*, 62, 68, 90A, 15	E	● Guston	91(via Alkham)	E	● Whitfield	61, 61A*, 90, 92A	E
● Buckland Hospital	90, 91, 92, 92A	E	● Hythe	80, 81, 93	K			
● Buckland Valley	61, 61A*, 62	E	● Kearsney	102	S			
● Deal	80, 81, 93	K	● Lydden	68	O			
● Caple-le-Ferne	102	S	● Maxton	68, 90, 92A	E			
● Coldred	92	E	● Ringwold	15	F			
● Crabble	90, 91, 92, 92A	E	● River	92	E			
● Dover Castle	80, 81, 93	K	● Sandgate	15	F			
● Dover Town Centre	10 minutes walk from this station - see maps. 61A*, 63, 63A, 68, 102	O	● Shepherdswell	92	E			
● Duke of York's School	80, 81	K	● St Margarets Bay	102	S			
● Elms Vale	63, 63A	F	● St Radigund's	80	K			
● Elvington	68, 102	S	● Temple Ewell	90, 91, 92, 92A	E			
● Eythorne (EKLR Station)	92, 92A	E	● Tower Hamlets	68	O			
			● Walmer	15	F			
				92	E			
				61A*	E			
				63, 63A	F			
				80, 81, 93	K			

Figure 3-9: Bus Services and Locations from Dover Priory Rail Station

## 4.0 Travel Survey

### 4.1 Baseline Travel Data

A site-specific staff travel survey was conducted between 4<sup>th</sup> December 2023 and 11<sup>th</sup> December 2023 to understand how existing staff travel to and from the site and to gain an insight into existing staff travel behaviours.

A total of 11 questions were asked within the staff travel survey as detailed within the accompanying Transport Note.

In order to gain an understanding of how the existing staff travel to and from the site, an average modal split from the staff travel survey results was calculated, and this is shown in Table 4-1 applied to the total number of staff (i.e. 213).

Mode of Transport	%	No
Train	0%	1
Bus	1%	3
Taxi	0%	1
Motorcycle, scooter or moped	3%	5
Car (driver alone)	77%	164
Car (driver with passenger)	5%	11
Car (passenger, where car driver works on site)	7%	16
Car (passenger, where car driver does not work on site)	2%	5
Bicycle	1%	2
On Foot	2%	5
Total	100%(*)	213

Table 4-1: Average observed modal split (\*) due to rounding

Table 4-1 shows that 85% of staff drive to site (i.e. car driver alone + car driver with passenger+ motorcycle), 10% car shares, 3% travel via active travel (i.e. walking and cycling) and 2% travel by public transport (i.e. bus or train).

### 4.2 Future Travel Data

This TP is a 'live' document within an initial lifespan of 5 years from its adoption. It will be monitored with any updates to the document being incorporated as necessary. An interim review will occur after 3 years, and a detailed updated will occur after 5 years when a new TP will be produced.

The first set of baseline monitoring surveys were undertaken with the first set of results shown in Table 4-1.

The results will be submitted to DDC and KCC as part of the Transport Note and have been incorporated into the TP as part of the review process of the mode shift targets.

Table 4-2 provides a format for capturing survey information for the ongoing monitoring of the development and for the duration of the TP (five years).



Mode of Travel	Future - Year 1	Future - Year 3	Future - Year 5
Car (driver alone)			
Car (driver with others)			
Car (as passenger)			
Motorcycle			
Bus			
Train			
Bike/Rail			
Bicycle			
Walk			
Others			
Total			

Table 4-2: Table format to data collection of Travel Surveys.

## **5.0 Aims and Objectives**

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The aim of the TP is to reduce the impact of the travel demand generated by the site. This is in accordance with the broader goals set by KCC within their Local Transport Plan (2016-2031).

The objectives of the TP are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Time-Bound) targets.

The objectives of the travel plan are two-fold: firstly, to increase awareness of sustainable travel modes available to site users and secondly to reduce the dependence of staff on travel by car to and from the development.

## 6.0 Targets

### 6.1 Targets

Baseline surveys of staff at the KIU Unit 5 who will be using the proposed car park have been carried out and these results will inform the ongoing review of objectives and targets, and will be known as Year 0. The targets allow the operator and KCC to assess travel demand generated in relation to a benchmark.

To encourage momentum and to ensure the continued success of the TP, realistic targets are set as listed below:

- Short Term – within 1<sup>st</sup> year of the adoption of the TP;
- Medium Term – within 3 years of the adoption of the TP;
- Longer Term – within 5 years of the adoption of the TP.

The targets are set to measure progress towards the main objectives over a five-year period.

At this stage, the targets will consider the location of the site and trip generation information provided at planning stage to KCC. This is expected to be updated and re-set to a format of short, medium and long term targets following first survey. These are as indicated in the following sections.

#### 6.1.1 Target 1 – Appoint travel plan coordinators

It is proposed that a travel plan coordinator (TPC) is appointed, whose main responsibility will include being the central point of contact for staff, promoting and marketing the travel plan, organising and undertaking travel surveys and be responsible for on-going travel plan monitoring.

It is proposed that the TPC role and responsibilities will be assigned three months prior to the formal adoption of the Travel Plan.

#### 6.1.2 Target 2 – Reduction of vehicles trips

Target 2 is based on the existing modal split which was determined by the baseline travel survey undertaken in December 2023 and will be known as Year 0.

Table 6-1 indicates the recommended targets for employees.

Mode of Transport	Anticipated Mode Share	Targets	Net Differences
Train	0%	0%	0%
Bus	1%	1%	0%
Taxi	0%	0%	0%
Motorcycle, scooter or moped	3%	3%	0%
Car Driver (driver alone or with passenger)	82%	75%	-7%
Car Passenger (where car driver works on site or where the car driver does not work onsite)	10%	17%	+7%
Bicycle	1%	1%	0%
On Foot	2%	2%	0%
Total	100%(*)	100% (*)	-

Table 6-1: Modal Shift Targets for Staff (\*) due to roundings

The targets seek to reduce car use by 7% by way of increasing car sharing. This target is considered to be realistic given the location of the site and the current limited availability of public transport and active travel opportunities. Due to the nature of the work including the operation of shifts which run outside of peak hours for public transport, car sharing is deemed the most suitable mode of transport to target.

Additionally, as shown within the accompanying Transport Note (KIU-CDL-XX-XX-RP-TC-75200\_P03) a travel survey was undertaken to understand the existing travel behaviours of the staff. The survey asked what measures would encourage staff to use public transport, walk or cycle to the site, the results showed that 68% of staff would not be encouraged to change to public transport and 72% of staff would not be encouraged to walk or cycle to the site, despite the suggested measures that could be implemented. This therefore supports the proposal's initial travel plan targets being focussed on moving private car use to car sharing.

The Travel Plan recognises that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). Given this, it should be acknowledged that the targets may change over time as results from on-going monitoring become available or if more sustainable travel opportunities become available in the future.

Therefore, targets are to be reviewed regularly, following the year 1, 3 and 5 surveys, and the appointed TPC will review if the targets are being met. Where the overall targets are not met by the end of year 5, a new Travel Plan will be prepared, new targets and measures will be set.

### **6.1.3 Target 3 – Investigate increasing use of Sustainable Travel Modes**

While there is currently little scope to encourage public transport (train or bus) or active travel (walking or cycling) for KIU staff commuting to/from the site, over the lifespan of the Travel Plan it should be investigated whether any measure could be implemented to make commuting to/from the site more sustainable.

The TPC as part of their role will update and maintain current information to public transport and active travel and where possible will promote this as much as practicable. It will be investigated how staff could be encouraged to use more sustainable transport although as shown in the conducted staff travel survey, 18% of staff wanted more frequent bus and train times, 10% would be encouraged by more accessible bus stops/ station access and 9% would require more direct bus routes.

The investigation will also involve reviews of the services on offer within the local area and the TPC will provide updates to staff where changes occur.

## 7.0 Package of Measures

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### 7.1 Introduction

The TP measures are the initiatives used to achieve the objectives of the TP.

The remainder of this chapter provides further details on the measures that are to be implemented for the proposed site. The measures are designed to complement each other and include a mixture of 'hard' measures such as provision of car share parking spaces and 'soft' measures such as promotional material.

### 7.2 Travel Information

The TPC will collect, produce and keep up to date information on all relevant travelling to the site by all modes, which will be distributed to all employees and all prospective employees prior to the commencement of their employment. This information will include, but is not limited to the following:

- Name and contact details of TPC;
- Confirmation of parking facilities onsite and parking restrictions in the immediate area;
- Notification of the terms of use for disabled parking bay within the development;
- Promotion of Kentjourneysshare.com (operated by KCC, a free web-based service which links individuals who take a similar journey);
- Information on accessing the site by public transport (see paragraph 7.3), including routes, timetables and fare information, and on-foot (see paragraph 7.5).

### 7.3 Public Transport

The site is accessible by public transport, being located within walking distance of existing public bus services and a national rail station. As mentioned, the TPC will produce all information relevant for travelling to the site by public transport including:

- A Travel Pack will be supplied to new members of staff detailing up to date information on relevant public transport routes, services and timetables. The pack will include a travel information leaflet indicating bus stop locations and local bus routes, together with rail timetable information. The travel pack will also provide links to external journey planning websites such as Travel Line.
- Providing up to date information on relevant public transport routes, services and timetables, including bus stop locations and local bus routes, and rail timetable information. The travel pack will also provide links to external journey planning websites such as Travel Line;
- Publicising the travel distance and time via public transport to the site. Links to Stagecoach Live bus times and national rail website in order to provide real time service information.

### 7.4 Car Sharing

Car sharing is when two or more people travel together instead of using separate cars. This results in reduced travel costs for the individuals as well as reducing the demand for parking on site. For many staff, particularly those working regular hours or the same shifts, car sharing is a viable option.

It is important that car sharing is presented as a flexible option, for example it may not be possible for car sharers to share every day of the week. In order to maximise opportunities for car sharing, even if it is only one day a week, it should be emphasised that car sharing on an ad hoc basis can make a positive contribution to reducing the traffic impact of the site.

Employees will be directed to the Kentjourneysshare.com to find a car share partner. Events such as National Car Share Week will be promoted via posters and the development website.

## 7.5 Walking

As mentioned, the TPC will produce all information relevant for walking to the site, including:

Providing information on the available safe pedestrian routes and raise awareness of the health benefits of walking. This should include safe walking routes to bus stops and National Rail Stations as included in paragraph 3.4 of this report;

The TPC will be a contact for staff to report faults on the surrounding pedestrian network and relay these faults to the local authority for consideration;

The TPC will ensure that national walking events are advertised to encourage walking amongst site users. For example, the annual Living Streets 'walk to Work Week'. Living Streets can also help businesses promote walking to their employees and provide free even guides, posters and leaflets to assist with promoting walking events. For more information visit [www.livingstreest.org.uk](http://www.livingstreest.org.uk).

## 7.6 Cycling

Cycling represents a viable option for staff who will be employed at the site who live in the local area. The following measures are proposed for implementation to maximise the attractiveness of cycling for the staff.

A travel information leaflet, which identified safe cycle routes around the site will be provided as part of the travel pack;

Safe, secure and covered cycle parking is provided for staff on-site;

Employees will benefit from a tax free loan for the purchase of a bicycle and cycling equipment via the government Cycle to Work Scheme;

Information regarding health awareness and benefits of cycling will be made available to staff free of cost;

The TPC will ensure that national cycle events are advertised on the notice boards to encourage cycling amongst all site users. For example, Bike Week is an event held every year to encourage more people to cycle to work rather than travel by less suitable modes. For more information visit [www.bikeweek.org.uk](http://www.bikeweek.org.uk).

## 8.0 Management

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### 8.1 Introduction

This chapter describes how the TP is managed and monitored throughout its lifetime.

### 8.2 Travel Plan Coordinator

The TPC will be responsible for administration of the travel plan, the implementation of its measures, and for the on-going monitoring and review of the respective travel plans.

Administration of the travel plan will involve the maintenance of the necessary systems, data and paperwork, consultation and promotion associated with the implementation of the travel plan. Regular updating of the travel plan document is part of the responsibility of the nominated TPC.

A filing system will be established and maintained, for recording all correspondence relating to the travel plan, the results of periodic monitoring and the results of each review.

The TPC will be the central point of contact for staff, they will promote and market the travel plan, organise and undertake travel surveys, and be responsible for on-going monitoring.

The key responsibilities of the TPC will be to:

- Actively promote and publicise the TP;
- Ensure that information available on sustainable travel opportunities is provided to staff and visitors;
- Ensure the TP is easily available for all to view;
- Implement and manage the TP;
- Be a point of contact for information and resolve any transport issues;
- Monitor, review and adapt the TP;
- Keep a working log of the implementation of the TP, including copies of promotional literature.

### 8.3 Staffing

The administration of the TP is responsibility of the nominated TPC. The key aspects relating to the administration include:

- Maintenance of necessary data;
- Organisation of associated paperwork;
- Implementation and promotion of measures and initiatives;
- Regular consultation and monitoring;
- Managing the review process.

### 8.4 Core records

The TPC is also responsible for holding a number of key records including:

- Details of travel surveys, with survey data being retained as record for future use;
- Correspondence File, to record all correspondence relating to the TP.

## 9.0 Monitoring

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### 9.1 Introduction

The development and monitoring of the TP will be conducted by the nominated TPC, working on behalf of the KIU.

Monitoring is an essential consideration in the implementation of a TP as the results determine what measures are successful and whether any new measures should be adopted. It also informs the refinement of objectives and targets.

The travel plans will be initially monitored on a five-year cycle. The first and second monitoring surveys will be undertaken on the first and third anniversary of the baseline travel surveys. The final monitoring survey will be carried out on the fifth anniversary of the baseline surveys.

The TPC appointed will be responsible for undertaking monitoring surveys, which will ultimately allow collection of data related to:

- Conduct multi-modal traffic surveys to establish actual travel behaviours;
- Monitor the level of car parking within the site, including disabled parking;
- Collect and record any comments from staff in terms of on-site sustainability and success of the travel plan in helping to encourage sustainable travel.

Information gathered through the monitoring process will be recorded for input to the annual review. The information will be made available to staff.

### 9.2 Review Report

To ensure that the TP continue to achieve its aim of increasing cycling and walking, the TP will be reviewed on a regular basis. The review Report should be prepared by the TPC. The objective of the review will be to assess the success of the TP against stated objectives, to identify the potential for future refinement of the details in the TP.

The review will utilise information and data gathered through the monitoring programme and will be supplemented by other comments and feedback derived through the ongoing consultation programme and recorded as part of the day-to-day administration of the TP.



## 10.0 Action Plan

The TP measures outlined will be implemented in a phased manner throughout the life of the TP. Table 10-1 provides an initial implementation program.

Action type	Action	Responsibility	Timeframe	Notes
<b>Management</b>	Appointment of a Travel Plan Coordinators (TPCs)	Site Management	Three months prior formal adoption of the travel plan	This is preferable to be completed as soon as possible as the site is currently occupied
<b>Travel Plan Document Progression</b>	Finalisation of measures to be implemented	TPC	Within 3 months of the formal adoption of final travel plan	To be agreed and communicated with management and employees
	Target setting	TPC	Within 3 months of the formal adoption of final travel plan	To be communicated with employees and management
	Travel Plan document completion	TPC	Within 3 months of the formal adoption of final travel plan Revised at Year 3 after full review	This should be completed well before Travel Plan comes into effect
<b>Marketing</b>	Set-up on site noticeboard with key information on sustainable travel options	TPC	Prior to adoption of the travel plan and ongoing	To be reviewed and updated, to ensure the most up to date information is displayed.
	Prepare travel information to be available for all site users	TPC	Prior to adoption of the travel plan and ongoing	To be reviewed and updated, to ensure the most up to date information is displayed.
<b>Monitoring, Review &amp; Reporting</b>	Monitoring of measures and initiative take-up	TPC	On-going	This will involve monitoring of car parking use and uptake of other measures implemented.
	First snapshot/monitoring survey	TPC	At Year 1	On the first anniversary of the completion of the baseline survey. This will be completed in-house.
	Partial review and reporting 1	TPC	Following Year 1 snapshot survey result analysis	This will be a partial review focusing on revision of targets and measures where necessary.
	Second snapshot/monitoring survey	TPC	At Year 3	On the third anniversary of the completion of the baseline survey. This will be completed in-house.
	Full review and reporting	TPC	Following Year 5 monitoring survey results analysis	This will be a full review at the end of the 5-year monitoring and review period.
<b>Implementation</b>	Implementation of measures	TPC with liaison with Management	From the start of construction and on-going	Dependent on the nature of the measure. Physical measures such as parking spaces will be implemented during construction. Policy measures will be implemented on an on-going basis. The TPC will need to create a detailed implementation timetable.
	Notice boards for travel information, including timetables, car sharing etc	TPC	Prior to adoption of the travel plan and ongoing	To be regularly updated with new information.

Action type	Action	Responsibility	Timeframe	Notes
	Raise awareness of health, social and environmental benefits of reduced car use	TPC	Prior to adoption of the travel plan and ongoing	This can be advertised on noticeboards and reminders sent to members of staff.
	Promotion of pedestrian routes connecting with bus stops and rail stations	TPC	Prior to adoption of the travel plan and ongoing	Provide on the noticeboard, the quickest route to the rear bus stop and rail station to inform staff and visitors of how to reach public transport from the site.
	Provide public transport information, at boarding points via site notice boards or internet	TPC	Prior to adoption of the travel plan and ongoing	Provide staff and visitors information of how to reach the site via sustainable modes.

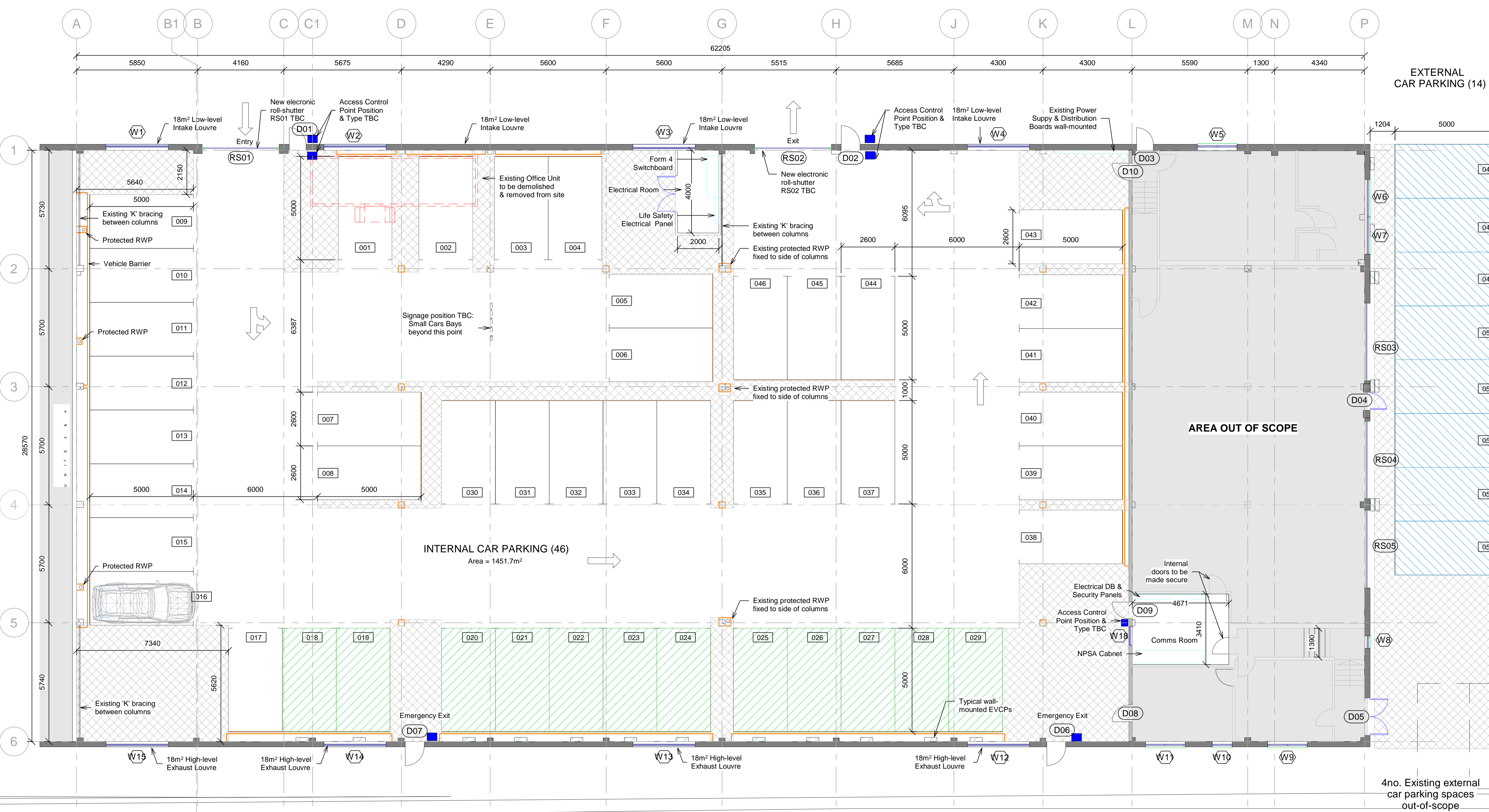
Table 10-1: Action Plan

## **Appendices**

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### **Appendix A Proposed Site Plan**

- Notes**
1. Layout requires parking bays to be 2.6x5.0m.
  2. MEP Engineer to confirm proposed natural ventilation solution.
  3. 12no. (20%) Active internal EVCPs indicated as required by Client.
  4. 8no. (13%) Passive external EVCPs indicated as required by the Client.



**EXTERNAL CAR PARKING (14)**

**INTERNAL CAR PARKING (46)**  
 Area = 1451.7m<sup>2</sup>

**AREA OUT OF SCOPE**

Rev	Issued by	Issued to	Date	Description
P04	ATR	MOJ	23/01/2024	For Review & Comment
P03	ATR	MOJ	16/01/2024	For Information
P02	ATR	MOJ	16/01/2024	For Information
P01	ATR	MOJ	14/12/2023	For Information

Key Plan



**Project Status**  
 RIBA STAGE 1 - 2

**Client** **Project**  
 Ministry of Justice, 102 Petty France, London, SW1H 9AJ

**Project Description / Site**  
 KENT INTAKE UNIT  
 UNITS 1&2

**Project Address**  
 CHANNEL VIEW ROAD  
 DOVER  
 CT17 9TP

**Building Type**

**Drawing Title**  
 GROUND FLOOR PLAN  
 OPTION 1

**Originator Logo** **Drawn By:** LR **Date:** 22.11.2023  
**Checked By:** MD **Date:** 22.11.2023  
**Approved By:** AP **Date:** 22.11.2023

**Drawing Number**  
 368710-XXXX-ATR-XXX-ZZ-DR-A-0001-S2-D0100

**Sheet No.** 1 of 1 **Scale** 1:100 **Orig. Sheet Size** A1 **Rev.** P04

**Data Security Classification**  
 OFFICIAL **Suitability**  
 S2

- Key**
- Wall-mounted Active Electric Vehicle Charging Point (EVCP)
  - Wall-mounted Passive EVCP
  - Wall/ Column Mounted Vehicle Barrier
  - Access Control Point
  - Electrical & IT Equipment
  - Unit for Demolition/ Removal
  - D Door Numbers
  - RS Roll-shutter Numbers
  - W Window/louvre Numbers
  - Area Out-of-Scope

