



LW Developments Ltd

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# **CHESHUNT SPORTS VILLAGE, THEOBALDS LANE, CHESHUNT, HERTFORDSHIRE**

Framework Workplace Travel Plan





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Framework Workplace Travel Plan

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# 1 INTRODUCTION

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## 1.1 FORWARD

1.1.1. This Framework Workplace Travel Plan has been prepared for the proposed development associated with Cheshunt Sports Village, located at the Cheshunt Football Club to the north of Theobalds Lane, Cheshunt, Hertfordshire. This Travel Plan covers the employment element of the development. The residential uses will be subject to a separate Framework Residential Travel Plan.

1.1.2. The purpose of the Framework Workplace Travel Plan is to set out detail regarding indicative targets, management strategy, measures and proposed monitoring methodologies to facilitate the production of a full Workplace Travel Plan after the baseline monitoring surveys have been undertaken. The Framework Workplace Travel Plan has been prepared to accompany planning application for the proposed development, and will be secured through a Section 106 agreement.

1.1.3. The development proposal is as follows:

- ┆ A new football stadium to replace the existing ground located to the south-west of the site next to the existing car park. The stadium will include the following elements:
  - A new stadium with 1330 seats and overall capacity for 2,000 spectators.
  - A north block which will be arranged across three floors totalling 2,400sqm (GIA) and will comprise changing rooms, bars and functions suites;
- ┆ 115 residential apartments;
- ┆ 48 residential houses; and
- ┆ A western block which will be arranged across three floors totalling 4,002sqm (GIA) and will comprise community use, service related industries, leisure use and offices.

1.1.4. Based on the size of the facilities outlined above, and the information provided by the architect, it has been confirmed that a Framework Workplace Travel Plan will need to be provided for the New Football Stadium / the West Block and a Framework Residential Travel Plan will need to be provided for the residential element of the proposed development.

1.1.5. It is considered easier to develop travel plans at the planning permission stage of new developments rather than for existing sites because:

- ┆ Employees will not have developed their own travel patterns and therefore be more willing to try alternatives to the car; and
- ┆ Infrastructure to accommodate walking, cycling and passenger transport can be incorporated into the design of the site.

## 1.2 TRAVEL PLAN OVERVIEW

1.2.1. A Travel Plan is a dynamic management tool which brings together transport and other land use issues in a co-ordinated strategy. The emphasis in a Travel Plan is on increasing the choice of methods of travel and encouraging their use whilst reducing single occupancy car usage. A Travel Plan involves the development of a set of measures which could bring a number of benefits to employees of the proposed development.

1.2.2. A Travel Plan aims to:

- ┆ Encourage the use of more sustainable modes of transport, such as walking, cycling and using public transport;
- ┆ Reduce the need to travel; and
- ┆ Encourage the use of sustainable travel by improving facilities and providing information.

1.2.3. Travel Planning is an on-going process which will grow and develop with time. A Travel Plan will reflect the changing circumstances faced by employees and the environment in which it operates. This Framework Workplace Travel Plan should be read as the document which acknowledges the current position of the employment development together with the need for further work to develop the measures in order to meet the targets identified.

1.2.4. It is acknowledged that to be successful, the employment development should involve:

- ┆ A designated Travel Plan Co-ordinator to be responsible for the site and the implementation and day to day running of the Travel Plan;
- ┆ Communication with staff as to the various methods of transport available;
- ┆ Involvement of other organisations, such as public transport companies, other local organisations as well as the Local Authority; and
- ┆ Regular review and amendment of the Travel Plan as an on-going process.

1.2.5. The Travel Plan Co-ordinator for the site is likely to be a member of the site management team and will be responsible for collating information for and from employees and will be the key point of contact with the Local Authority.

1.2.6. A successful Travel Plan can bring the following benefits to the proposed employment development:

- ┆ An effective proactive approach to influence the travel behaviour of employees;
- ┆ Promote social inclusion and accessibility;
- ┆ Demonstrate environmental responsibility;
- ┆ Contribute towards road safety targets; and
- ┆ Contribute towards healthier lifestyles and employees.

## 1.3 TRAVEL PLAN STRUCTURE

1.3.1. The structure of this Workplace Framework Travel Plan is as follows:

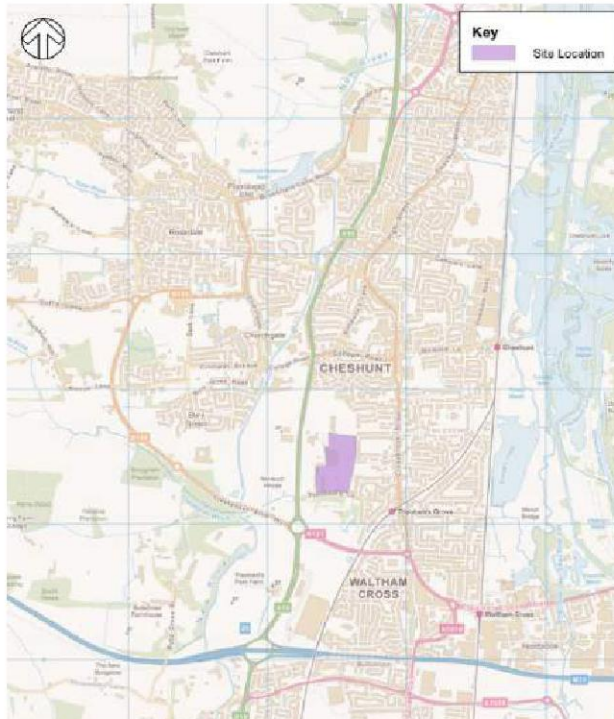
- ┆ Section 2 provides background information regarding the transport network in the vicinity of the proposed development, with reference to road links, walking, cycling, buses and trains. Information relating to the accessibility of local facilities in the vicinity of the site is also provided.
- ┆ Section 3 provides an overview of key national, regional and local policies relating to travel planning;
- ┆ Section 4 provides a description of the development proposals;
- ┆ Section 5 describes the benefits of Travel Plans and the key elements;
- ┆ Section 6 describes the objectives and targets of the Travel Plan.
- ┆ Section 7 outlines the Travel Plan measures and initiatives that will be implemented to help achieve the Travel Plan objectives and targets; and
- ┆ Section 8 describes the monitoring and review of the Travel Plan.

## 2 BACKGROUND INFORMATION

### 2.1 SITE DESCRIPTION

- 2.1.1. Cheshunt Football Club site is located to the north of Theobalds Lane, approximately 120m east of the A10 and just over 1km from Cheshunt Town centre. Cheshunt is a town in the Borough of Broxbourne, Hertfordshire England with a population of approximately 52,000 residents. The site location is provided on Figure 1 below:

**Figure 1 - Site Location Plan**



- 2.1.2. The proposed development would be part of the site occupied by Cheshunt Football Club. The Cheshunt Sports Village site is bound by Theobalds Lane to the south, new football and playing fields to the northern boundary, Albury Farm and the A10 to the western boundary and residential dwellings from the eastern boundary.

### 2.2 LOCAL ROAD NETWORK

- 2.2.1. Theobalds Lane provides access to Cheshunt Football Club and runs on a broadly east /west alignment between Cheshunt High Street to the east and the A10 to the west.
- 2.2.2. Theobalds Lane forms a simple left in left out priority junction arrangement with the A10 southbound dual carriageway to the west of the site. Theobalds Lane is subject to a 30mph speed limit immediately to the east of the junction with the A10 and benefits from the provision of a system of street lighting. Theobalds Lane is also subject to a 7.5 tonne weight limit that operates for the full extent of the lane. No waiting at any time (double yellow line) parking restrictions are provided on both sides of the carriageway from the junction with the A10 to the vehicular access to Cedars Park House at the eastern site boundary.
- 2.2.3. Theobalds Lane is fronted by trees and vegetation from the junction with the A10 until the Football Club access. The Football Club is serviced by a simply priority junction on the northern side of Theobalds Lane at the south western corner of the site. The priority junction provides access to the existing car parking area adjacent to the Football Club ground. It also provides pedestrian connection to the site.



- 2.2.4. A priority working is located just to the west of the Football Club vehicular access, with a build out on the northern side of Theobalds Lane. The priority is for vehicles travelling east bound on Theobalds Lane and westbound vehicles give way.
- 2.2.5. A combined footway / cycleway located on the northern side of Theobalds Lane behind the trees and vegetation runs along the southern boundary of the site. The combined footway / cycleway provide connections to the A10 pedestrian bridge and the A10 footway adjacent to the southbound carriageway, to the west of the site. To the east of the site it connects to the existing footway / cycleway that run along the eastern boundary of the site. It also connects to the northern Theobalds Lane footway to the east of the site boundary. The footway / cycleway provide pedestrian connections to the Football Club via the access.
- 2.2.6. Cedars Park is served by a recently constructed priority junction located on the southern side of Theobalds Lane just to the east of the football club access. The new priority junction to Cedars Park provides a short length of footway to the west of the access that connects to the northern combined footway / cycleway via an uncontrolled pedestrian crossing. A combined footway / cycleway run on the southern side of Theobalds Lane to the east of the access to the vehicle access to Cedars Park House.
- 2.2.7. A combined footway / cycleway run on a north / south alignment along the eastern site boundary between Theobalds Lane to the south and Albury Ride to the north. The footway / cycleway are signed as part of the route that provides access to Cheshunt Station to the north of the site.
- 2.2.8. To the east of the site Theobalds Lane is fronted by residential development and provided with footways on both sides of carriageway that connect to the High Street. The eastern residential section of Theobalds Lane is subject to limited waiting parking restrictions that operate between 9am to 10am, Monday to Friday. Dudley Avenue forms mini roundabout junctions with Theobalds Lane at its eastern and western ends.
- 2.2.9. Theobalds Lane forms a mini roundabout junction with the B176 High Street. The B176 runs from the A121 Winston Way roundabout to the south and the A1170 Great Cambridge Road to the north. The B176 High Street is provided with footways on both sides of the carriageway that provide access to local facilities and Theobalds Grove rail station located to the south of the mini roundabout.
- 2.2.10. The B176 High Street is subject to a 20mph speed limit to the south of the mini roundabout junction with Theobalds Lane and is 30mph to the north of the roundabout. A signalised pedestrian crossing is located just to the south of the mini roundabout on the High Street and provides access to the eastern footway.
- 2.2.11. The A10 runs on a north / south alignment to the west of the site. The A10 is dual carriageway in the vicinity of the site and a footway is provided adjacent to the southbound carriageway. The A10 to the west of the site is subject to the national speed limit and benefits from the provision of street lighting.
- 2.2.12. The A10 forms a large roundabout junction with the A121 Winston Churchill Way approximately 100 metres to the south of the junction with Theobalds Lane. To the south the A10 connects to the M25 motorway via junction 25 a large signalised roundabout.

## **2.3 EXISTING PEDESTRIAN AND CYCLE NETWORK**

- 2.3.1. The proposed site will connect to the existing pedestrian facilities on Theobalds Lane that provide connection to the High Street and wider footway network with Cheshunt.
- 2.3.2. Theobalds Lane is served by a combined footway / cycleway that run to the south of the site and to the north of Theobalds Brook. To the west of the site footway / cycleway crosses the A10 via a pedestrian over bridge and also accesses the footway on the southbound A10 carriageway. The A10 over bridge provides connection to a footpath that leads to Bury Green and Churchgate to the west of Cheshunt.
- 2.3.3. To the east of the site the combined footway / cycleway connects to the northern footway on Theobalds Lane and also the footway / cycleway that runs adjacent to the eastern boundary and provides access to Albury Road. A further footway / cycleway are provided on the southern side of Theobalds Lane between the access to Cedars Park and the eastern site boundary.
- 2.3.4. Footways either side of Theobalds Lanes to the east of the site provide access to the B176 High Street and Theobalds Grove Station.
- 2.3.5. There are a number of pedestrian crossings in the vicinity of the site that could accommodate key pedestrian desire lines. These include the uncontrolled pedestrian crossing at the existing Football Club access that connects to the southern Theobalds Lane footway / cycleway. An uncontrolled pedestrian crossing is provided

on Theobalds Lane at the eastern boundary of the site, to allow pedestrians to cross north to south and vice versa. The Theobalds Lane arm of the mini roundabout junction with the B176 High Street includes the provision of an uncontrolled pedestrian crossing. The B176 High Street to the south of the mini roundabout junction with Theobalds Lane provides a signalised pedestrian crossing, just to the north of the rail station. The pedestrian facilities will aid movement between the site and the local facilities on the High Street including the Theobalds Grove rail station.

- 2.3.6. **Appendix A** shows the indicative walking isochrones from the site based on a walking speed of 80m per minute (circa 4.8mph), up to a maximum distance of 2km from the centre of the proposed site. The walking isochrones demonstrate that within a 10 minute walk of the site, individuals can reach bus stops, rail stations and local facilities located on the High Street.
- 2.3.7. There are no formal cycle facilities on Theobalds Lane to the east of the site. However, Theobalds Lane is considered to be sufficiently lightly trafficked to accommodate cycle trips on the carriageway. The B176 High Street to the south of the mini-roundabout junction is subject to a 20mph speed limit and would be appropriate to accommodate cycle movements. The section of the High Street to the north of the mini-roundabout junction with Theobalds Lane is considered to be sufficiently wide to accommodate cyclists within the carriageway and would provide connections to local facilities. The combined footway / cycleway that runs along the eastern boundary of the site and connects to Albury Ride that provides a lightly trafficked route from the site to Cheshunt Rail Station.
- 2.3.8. **Appendix B** shows the indicative cycle isochrones from the site based on a cycling speed of 200m per minute (circa 12mph). The cycle isochrones indicate that individuals can reach the High Street and Theobalds Grove rail station within a 5 minute ride.

## 2.4 EXISTING BUS NETWORK

- 2.4.1. No bus services operate on Theobalds Lane in the vicinity of the site. The nearest bus stops are located on either side of the High Street in the vicinity of Theobalds Grove rail station. Theobalds Grove rail station 'Bus Stop B' is located underneath the railway bridge on the High Street. The southbound Theobalds Grove rail station 'Bus Stop A' is located in a lay by to the north of the mini-roundabout junction with Theobalds Lane. The bus stops are approximately 420m (5 mins) walking distance to the east of the proposed site.
- 2.4.2. The Theobalds Grove Railway Station bus stops provide access to a number of services that operate on the High Street and table 1 below summarises the bus routes and frequency of service. A bus route plan is provided at **Appendix C** of this report.

**Table 1 - Bus route and frequencies - Theobalds Grove Rail Station Bus Stops - B176 High Street**

Service	Operator	Route	Frequency		
			Mon-Fri	Sat	Sun
242	Metroline	Potters Bar – Hammond Street- Waltham Cross	2 per hour	242	Metroline
251	Arriva	Waltham Abbey – Waltham Cross / Hammond Street	4 per hour peak and 3 per hour off peak	251	Arriva
310	Arriva	Hertford – Waltham Cross	1 every 10 mins	310	Arriva
410/410a/410x	Trusty Bus	Holdbrook Estate- Harlow	2 per hour	410/410a/410x	Trusty Bus

- 2.4.3. The above table demonstrates that the proposed site is well served by a number of high frequency bus services that provide access to surrounding towns and villages. The bus services also provide links to Waltham Cross Bus Station, which provides access to London bus services. The bus station is also served by a Transport for London night bus route N279.
- 2.4.4. The bus services accessible from the site would offer future residents and those accessing the football stadium and other uses on the site with good opportunities to travel by bus. The frequency of the buses would provide a realistic alternative to the private car for all users at the proposed development.

## 2.5 EXISTING RAIL SERVICES

- 2.5.1. Theobalds Grove rail station is located approximately 440 metres (5 ½ mins walk) east of the site on the High Street to the south of the junction with Theobalds Lane. Theobalds Grove rail station is located on the Lea Valley lines and train services are provided by London Over ground. Oyster Cards are accepted at the station, which is in Travel card zone 7. The typical off-peak service is two trains per hour to London Liverpool Street via Seven Sisters, and two trains per hour to Cheshunt. A number of trains run to Hertford East in peak hours.
- 2.5.2. The station also includes a covered cycle shelter with 5 stands and 4 stands not covered located adjacent to the station entrance.
- 2.5.3. Waltham Cross rail station is located approximately 1600m south of the site. The station is located on the West Anglia Mainline and train services are provided by Abellio Greater Anglia. The typical off-peak service is two trains per hour to London Liverpool Street via Tottenham Hale, two trains per hour to Hertford East, one train per hour to Hertford East, one train per hour to Stratford and one train per hour to Bishop's Stortford. The station provides 20 cycle parking stands adjacent to the entrance.
- 2.5.4. Cheshunt Railway station is located approximately 2000m north east of the site at Windmill Lane. The station can be accessed via the combined footway / cycleway that run along the eastern boundary of the site and connects to Albury Ride, Russell's Ride and Windmill Lane. Cheshunt Railway Station is on the West Anglia Main line and the Lea Valley Lines and train services are provided by Abellio Greater Anglia and London Overground. Oyster cards are accepted at the station, which is in Travel card zone 8. The station provides 80 cycle strands/ racks located next to the station entrance.
- 2.5.5. The typical off peak services from the station is as follows:
- ┆ 4 trains per hour (tph) to London Liverpool Street via Tottenham Hale;
  - ┆ 2 tph to London Liverpool Street via Seven Sisters;
  - ┆ 2 tph to Cambridge;
  - ┆ 2 tph to Bishop's Stortford;
  - ┆ 2 tph to Hertford East; and
  - ┆ 2 tph to Stratford
- 2.5.6. The Liverpool Street service via Seven Sisters is run by London Overground. All other services are run by Abellio Greater Anglia.
- 2.5.7. Theobalds Grove, Waltham Cross and Cheshunt Stations are within easy walking and cycle distance of the proposed development and would provide a good opportunity for combined cycle / train journeys.

## 2.6 ACCESSIBILITY TO LOCAL FACILITIES

- 2.6.1. In line with planning policy, site should be accessible by a variety of transport modes allowing a reduction in the reliance on the private car. Appendix A shows the location of day-to-day facilities and services in the vicinity of the proposed development.

## 2.7 POLICY BACKGROUND

- 2.7.1. Manual for Streets (paragraph 4.4.1) states the following:

*“Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes (up to about 800m) walking distance of residential areas which residents may access comfortably on foot.”*

- 2.7.2. The Institution of Highways and Transportation (IHT) “Guidelines for Providing Journeys on Foot” (2000) suggests acceptable, desirable and maximum walking distances. Table 2 contains the suggested walking distances for pedestrians without mobility impairment for some common trip purposes.

**Table 2 - Acceptable, desirable and maximum walking distances**

Definition	Walking Distances (M)		
	Town Centres	Commuting / Schools	Elsewhere
Desirable	200	500	400
Acceptable	400	1000	800
Preferred Maximum	800	2000	1200

2.7.3. The table below identifies the walking and cycle distance and time to the local facilities, measured from the proposed development.

2.7.4. The table below identifies the walking and cycle distance and time to the local facilities, measured from the proposed development.

**Table 3 – Accessibility to local facilities**

Facility	Approx. Distance (M)	Approx. Walking Time (Mins)	Approx. Cycle Time (Mins)
<b>Public transport</b>			
High Street Bus Stops – Theobalds Grove Station	420m	5 mins	N/A
Theobalds Grove Station	440m	5 ½ mins	N/A
Waltham Cross Station	1600m	20 mins	8 mins
Cheshunt Station	2000m	25 mins	10 mins
<b>Local shops and facilities</b>			
Monarch's Way parade of shops including cafes, restaurant, off licence, book makers, hairdresser, newsagent and convenience store	700m	9 mins	3 ½ mins
Tesco Express High Street	800m	10 mins	4 mins
Sainsbury Supermarket Waltham Cross	1200m	15 mins	6 mins
Pavilions Shopping Centre – Waltham Cross, 50 shops including high street shops	1250m	15 ½ mins	6 ½ mins
Cheshunt Library	1200m	15 mins	6 mins
<b>Health care</b>			

Cheshunt Community Hospital	1200m	15 mins	6 mins
Stanhope Doctors Surgery	1200m	15 mins	6 mins
Wardens Lodge Medical Practice	1000m	12 ½ mins	5 mins
Spirals Dental Practice	1200m	15 mins	6 mins
<b>Schools</b>			
Holy Trinity CofE Primary School	800m	10 mins	4 mins
Four Swannes Primary School	1200m	15 mins	6 mins
St Joseph Primary School	1200m	15 mins	6 mins
Downfield Primary School	1200m	15 mins	6 mins
Burleigh Primary School	1600m	20 mins	8 mins
Millbrook School	1750m	22 mins	9 mins
Dewhurst CofE Primary School	2000m	25 mins	10 mins
Hurst Drive Primary School	2000m	25 mins	10 mins
St Mary's CofE High School	1200m	15 mins	6 mins
Cheshunt School	1600m	20 mins	8 mins

*\*Based on a walking speed of 80m per minute (circa 4.8km/h)*

*\*Based on a cycling speed of 200m per minute (circa 12km/h)*

## 2.8 ACCESSIBILITY SUMMARY

- 2.8.1. The site benefits from good accessibility to high frequency bus services that provide access to surrounding towns and villages. The bus services also connect to Waltham Cross Bus Station, which provides links to London bus services. The bus services accessible from the site would offer future residents and visitors to the site with good opportunities to travel by bus. The frequency of the buses would provide a realistic alternative to the private car for all users at the proposed development.
- 2.8.2. Theobalds Grove, Waltham Cross and Cheshunt rail stations are all within acceptable walk and easy cycle distance of the site. The stations provide links to London Liverpool Street, Bishop's Stortford, Cambridge, Stratford and Hertford.
- 2.8.3. The High Street is within the recommended 800m walk distance. It is considered that future residents would be likely to walk to access the local facilities. In addition the Pavilions Way shopping centre is 1250m walk distance from the site and would provide access to a wider range of retail opportunities. The site is also within



walking and cycling distance of convenience food stores on the High Street and the Sainsbury Supermarket located at the Pavilions Way shopping centre. The site also offers excellent accessibility to local primary and secondary schools.

- 2.8.4. In terms of sustainability, it is clear that the site benefits from good accessibility to existing highway frequency bus services that run on the High Street and access to three rail stations. Local facilities including shops, services and education are accessible by walking and cycling modes. The site therefore provides future residents, staff and customers with a realistic choice to the private car.

## 3 POLICY CONTEXT

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### 3.1 INTRODUCTION

- 3.1.1. A clear and robust integrated policy framework is essential to secure effective travel plans. The policy framework required should link coherently from the national through to the local level. The local policy framework needs to be comprehensive, integrated and explicit. This section provides a brief overview of the national, regional and local planning policy relevant to Travel Plans.
- 3.1.2. Building on the Government's commitment to sustainable development, the Department for Transport (DfT) is actively working to deliver the sustainable development objectives by:
- ¡ Tackling congestion (which damages economic competitiveness, worsens local air quality and adds to the stress of our daily lives);
  - ¡ Reducing the environmental and health impacts of transport (including transport's impact on air quality, greenhouse gas emissions, noise pollution and public safety); and
  - ¡ Integrating transport and land-use planning to produce more sustainable patterns of development.

### 3.2 NATIONAL POLICY

#### NATIONAL PLANNING POLICY FRAMEWORK

- 3.2.1. The National Planning Policy Framework (NPPF) sets out the national structure for planning new developments. Paragraph 36 makes direct reference to Travel Plans, stating that:

*"All developments which generate significant amounts of movement should be required to provide a Travel Plan."*

- 3.2.2. The NPPF defines a Travel Plan as:

*"A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed."*

### 3.3 REGIONAL POLICY

#### HERTFORDSHIRE LOCAL TRANSPORT PLAN 3 (2011 – 2031)

- 3.3.1. The third Hertfordshire Local Transport Plan (LTP3) sets out the county council's vision and strategy for the long term development of transport in the county. The LTP3 has five broad goals for delivering a sustainable transport system across the county. Travel plans can help to achieve these goals:
1. Support economic development and planned growth;
  2. Improve transport opportunities for all and achieve behavioural change in mode choice;
  3. Enhance quality of life, health and the natural, built and historical environment for all Hertfordshire residents;
  4. Improve the safety and security of residents and other road users; and
  5. Reduce transport's contribution to greenhouse gas emissions and improve its resilience.
- 3.3.2. Section 3.28 of the LTP deals specifically with Travel Planning and Changing Travel Behaviour.
- 3.3.3. Paragraph 3.8 of the LTP states the following regarding Travel Plans:
- "The County Council will require a Transport Assessment and a Travel Plan for developments above certain thresholds."*
- 3.3.4. Paragraph 3.15 of the LTP states that:
- "Travel Plans will be required for any such development to address the issues and provision for access by sustainable modes (means of travel other than the car)."*
- 3.3.5. Section 3.28 of the LTP sets out the policies for Travel Planning and Changing Travel Behaviour, and states the following:

- i “Travel Plans look to increase sustainable travel for an organisation or premises and will include a set of measures designed to reduce the impact of traffic congestion for commuter and business journeys. The county council requires travel plans to accompany many planning applications and will work to encourage other premises to develop a travel plan to reduce traffic to those premises.
- i The County Council will encourage the widespread adoption of Travel Plans through:
  - < *Working in partnership with businesses and other organisations to develop travel plans and implement Smarter Choices measures; and*
  - < *Seeking the development, implementation and monitoring of travel plans as part of the planning process for new developments.*

## **3.4 LOCAL POLICY**

### **BOROUGH OF BROXBOURNE LOCAL PLAN (2005)**

- 3.4.1. Policy in relation to the transport planning of developments is set out in the Borough of Broxbourne Local Plan (2005) which is currently in process of being updated. Chapter 9 deals specifically with transport planning and promoting sustainable transport.
- 3.4.2. Paragraph 9.4.3 states that:  
*“As a means of implementing the Council’s aim for reducing reliance on the private car, applicants for major employment generating development which has the potential to attract a high number of visitors, will be expected to submit a Green Travel Plan. This is a package of measures to encourage employees and visitors to use alternative modes of transport to the car. Further information is set out in the Council’s Supplementary Planning Guidance to the Broxbourne Local Plan Second Review. In considering Green Travel Plans, the Council will have regard to current inadequacies of public transport in the area and how these might improve over the life of the plan.”*
- 3.4.3. Paragraph 9.4.4 states that:  
  
“To ensure that the terms of an agreed Travel Plan are adhered to and its long term benefits maintained, the Council may impose conditions on planning permissions or seek a legal agreement relating to the extent and size of on-site parking and facilities which would encourage the use of forms of travel other than commuting by car. Green Travel Plans will need to take account of the amount of parking to be provided at the development or, is available at acceptable locations within walking distance of the development.”
- 3.4.4. Policy T4: Green Travel Plans states that:  
  
“All applicants for major developments, particularly employment or leisure uses, will be expected to submit and operate a Green Travel Plan to minimise the number of private car trips generated. The Council may require the developer or occupiers to enter into a legal agreement or may impose planning conditions to ensure that the long-term benefits of a Green Travel Plan are maintained.”

## **3.5 POLICY SUMMARY**

- 3.5.1. National, regional and local planning policies work together to promote successful Travel Plans which strive for consistency between the ‘hard’ development proposals and the ‘soft’ initiatives which accompany it, together with a commitment to monitor travel behaviour and promote sustainable practices throughout the life of the Travel Plan.



## 4 DESCRIPTION OF PROPOSED DEVELOPMENT

### 4.1 INTRODUCTION

4.1.1. This section sets out the development proposals for the site for the new football stadium and the western block within the Cheshunt Sports Village site.

### 4.2 DEVELOPMENT DESCRIPTION

4.2.1. The new football stadium will replace the existing ground located to the south-west of the site next to the existing car park. The stadium will include the following elements:

- ▮ A new stadium with 1330 seats and overall capacity for 2,000 spectators; and
- ▮ A north block which will be arranged across three floors totalling 2,400sqm (GIA) and will comprise changing rooms, bars and functions suites.

4.2.2. The western block will be arranged across three floors totalling 4,002sqm (GIA) and will comprise community use, service related industries, leisure use and offices.

4.2.3. The development layout is based on Drawing No. 15\_238\_PL15A produced by Bryant and Moore Architects and is provided at **Appendix D** of this report.

### 4.3 PARKING PROVISION

4.3.1. The business, leisure and community element of the development is proposed to be located on the western block of the new football stadium and comprises 4,002sqm of floor space across three floors. The exact mix of commercial development and use classes is not determined at this stage, as the developer wishes to maintain an element of flexibility. However, the developer has advised that the commercial block is likely to house a mixture non-food retail, restaurant / café, community use, office and leisure uses.

4.3.2. The north block is an area which facilities will be provided for Cheshunt Football Club. These will include changing rooms, physio rooms, laundry, club offices, bars, function rooms, hospitality suites, meeting rooms, classrooms, canteen and kitchens. These facilities within the northern block are ancillary to a football club and fall under use class D2.

**Table 4 - Non Residential Parking Standards**

Use Class	Maximum Car Parking Standard	Cycle Parking Standard
A1 (e): Non-food retail parks	1 space per 40m <sup>2</sup> gfa	1 s/t space per 350m <sup>2</sup> gfa plus 1 l/t space per 10 f/t staff
A3: Restaurants and cafes	1 space of 5m <sup>2</sup> of floor space of dining area plus 3 spaces per 4 employees	1 s/t space per 100m <sup>2</sup> gfa plus 1 l/t space per 10 f/t staff
B1(a): Offices	1 space per 30m <sup>2</sup> gfa	1 s/t space per 500m <sup>2</sup> gfa plus 1 l/t space per 10 f/t staff
D1 (b): Community / family centres	1 space per 9m <sup>2</sup> gfa plus 1 space per f/t staff member or equivalent	1 s/t space per 200m <sup>2</sup> gfa plus 1 l/t space per 10 staff on duty at any one time
D2 (g): Fitness centres / Sports Clubs	1 space per 15m <sup>2</sup> gfa	1 s/t space per 25m <sup>2</sup> gfa plus 1 l/t space per 10 f/t staff

4.3.3. It should be noted that the council will treat these non-residential car parking standards as guidelines rather than maximums. Planning applications will be determined on the basis of a sensible balance of car parking spaces based on the relevant circumstances of the proposal, its site context and its wider surroundings and within the overall aim of reducing private car use in favour of alternative modes of transport.

4.3.4. If the parking standards in Table 4 are applied to the proposed commercial developments it would equate to the following maximum car parking provision and minimum cycle provision.

**Table 5 – Maximum car and minimum cycle parking provision**

Use Class	Maximum Car Parking Spaces	Minimum Cycle Parking Spaces
<b>Ground Floor 1,334sqm</b>		
A1 Non Food Retail (440sqm)	11	1
A3 Restaurant / café (227sqm) 60% dining area assumption 136sqm	27 (based on dining area assumption)	2
D1 Community (667sqm)	74	3
<b>First Floor 1,334sqm</b>		
D1 Community (334sqm)	37	1
D2 Leisure: Fitness Centres / Sports Clubs (1,000sqm)	67	40
<b>Second Floor (1,334sqm)</b>		
B1 Office (1,334sqm)	44	3
<b>North Block</b>		
D2 Leisure: North block football club facilities 2,400sqm	160	96
<b>Total</b>	<b>420</b>	<b>146</b>

- 4.3.5. It is proposed that the commercial development and football club as a whole is served by 305 parking spaces. It is proposed that 55 spaces will be reserved for the use of the football club and these will be located to the north of stadium. The remaining 250 parking spaces will be shared between the various commercial elements of the development.
- 4.3.6. The Supplementary Planning Guidance (SPG) parking standards states that there should be an overall reduction in the total parking provision to reflect linked trips on the site. The SPG suggest that a 25% reduction would be a good starting point for discussion. This is logical as daytime office workers will use the leisure facility provided. In addition, families or friends visiting the village together in the evening may do so for different reasons, be that football, leisure or community use.
- 4.3.7. This approach would also reflect the fact that different non-residential uses would be in use at different times of the day and different days of the week. Business space for example would be used on weekdays, while the football facilities would be used on week nights and weekends. This allows for all parking to be shared.
- 4.3.8. Applying the 25% reduction to the calculation of parking spaces gives a maximum of 315 spaces.
- 4.3.9. It is proposed that the commercial development and football club as a whole is served by 305 parking spaces (73% of the maximum standard) and is in line with the principle of the 25% reduction in parking provision. The parking spaces will be shared between the various non-residential elements of the development and will allow an element of flexibility as the arrival and departure profiles vary between the uses and there will be a number of linked trips on the site.

- 4.3.10. The total provision of non-residential parking spaces is within the maximum guidelines set out in the Council's Supplementary Planning Guidance.
- 4.3.11. It is proposed that the non-residential element of the development is served by 226 cycle spaces, significantly in excess of the minimum standards. The cycle parking will be provided in the form of 'Sheffield Stands' in a secure and convenient location. The cycle parking will be located in close proximity to the entrance to commercial block and the football club facilities. As the end user and staff requirements are not yet fully known, it is intended that the cycle parking for the non-residential elements will be finalised at a later stage as part of a Reserve Matters submission.

#### **4.4 DISABLED PARKING PROVISION**

- 4.4.1. The parking standards for disabled parking provision are set out in Policy T11 of the Local Plan (2005):
  - i) More than 200 spaces car park = 6 spaces plus 2% of total capacity.
- 4.4.2. To accord with the above disabled parking requirement it is proposed that the car park will be served by 16 disabled parking bays in excess of the above standard. The bays will be located at the frontage of the commercial block and the frontage of the football club facilities.

## 5 WHAT IS A TRAVEL PLAN?

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- 5.1.1. A Travel Plan (TP) is a long-term management tool which brings together transport and other business issues in a co-ordinated strategy. The emphasis in a TP is on increasing the choice of sustainable methods of travel and reducing single occupancy car usage. A TP involves the development of a set of measures which can bring a number of benefits to residents of the proposed development and minimises local traffic impacts of new development.
- 5.1.2. Travel Plans are unique and specific to each development site, but guided by a framework of common principles and components. A TP must identify a package of measures that can be applied at the specific location to ensure accessibility and encourage the use of sustainable modes of travel – walking, cycling, passenger transport and car sharing.
- 5.1.3. A Travel Plan will offer a choice of different travel modes to and from a site and encourage the use of more sustainable travel. A TP will only be successful if there is a good partnership approach between businesses, council officers and travel planning developers whilst the plan is being drawn up, followed by a combination of robust management, effective monitoring and realistic targets whilst in operation.
- 5.1.4. Travel Plans are required in Hertfordshire to support a number of national and local policy objectives:
- ┆ Reducing pressure on highway capacity, particularly at peak times;
  - ┆ Cutting carbon emissions and their contribution to climate change;
  - ┆ Reducing road danger and protecting vulnerable road users;
  - ┆ Improving local air quality;
  - ┆ Encourage behavioural change towards passenger transport, walking, cycling and other forms of active travel;
  - ┆ Enabling children to travel independently;
  - ┆ Improving staff morale in the targeted organisation;
  - ┆ Creating more attractive and liveable neighbourhoods, strengthening the local communities;
  - ┆ Reducing business and logistics costs; and
  - ┆ Increasing business profitability and functionality of the development through increased accessibility.
- 5.1.5. A Travel Plan should consist of seven essential elements. These are as follows:
- ┆ Objectives – The key goals that the travel plan seeks to achieve;
  - ┆ Targets – A means of measuring the achievement of objectives;
  - ┆ Measures – The initiatives that will be introduced to achieve the targets set. This should also include remedial measures and actions that will be taken if the travel plan targets are not met;
  - ┆ Management – It is essential that there is an individual identified to oversee implementation, monitoring and review of the travel plan. Adequate resourcing should be made within an appropriate amount of the individual's time allocated;
  - ┆ Action Plan – A programme for delivering the measures and a means of communicating the above to site users, including identification of who will oversee the delivery of the Travel Plan;
  - ┆ Securing – It is important that that the Travel Plan is effectively secured through legal mechanisms; and
  - ┆ Monitoring and review – Must be undertaken to ensure that the Travel Plan achieves the targets that it sets out to achieve.
- 5.1.6. Travel Planning is an on-going process which will grow and develop with time. A TP will reflect the changing circumstances faced, and the environment in which it operates. This Framework Travel Plan should be read as the document which acknowledges the current position of the residential land use together with the need for further work to develop the measures in order to meet the targets identified.
- 5.1.7. It is acknowledged that in order to be successful, the residential land use should involve the following:
- ┆ A designated TP Co-ordinator to be responsible for the development, implementation and day-to-day running of the TP;
  - ┆ Communication with residents as to the various methods of transport available;
  - ┆ Involvement of other organisations, such as public transport companies, other local organisations (if applicable), local businesses and the local authority; and
  - ┆ Regular review and amendment of the TP as an on-going process.
- 5.1.8. The Travel Plan Co-ordinator (TPC) could be someone within a site management company or a specialist provider who can deliver the necessary services for the site as a whole and an agreement that this will occur

will form part of the planning application process. The appointment of an appropriate person will be made prior to site occupation and it will be necessary that they work initially with the sales and marketing staff.

5.1.9. A Travel Plan can bring a number of benefits:

- i Benefits to Residents:
  - Improves access to essential services and jobs;
  - Improves travel options;
  - Creates opportunities for healthier lifestyles.
- i Benefits to Developers:
  - Makes the site more accessible;
  - Helps smooth the planning process; and
  - Improves future marketability of the development.
- i Benefits to Local Communities:
  - Enhances passenger transport;
  - Improves walking and cycling routes; and
  - Reduces peak time congestion.
- i Benefits to the environment:
  - Makes areas less noisy and polluted;
  - Improves air quality; and
  - Improves the built environment.

## 6 OBJECTIVES AND TARGETS

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### 6.1 THE FOCUS OF THE TRAVEL PLAN

6.1.1. This Framework Travel Plan is focused on employees who will work at the site and therefore the majority of the measures proposed within the plan are intended to encourage employees to reduce their reliance on single occupancy private car travel.

### 6.2 OBJECTIVES

6.2.1. Travel Plans should have measurable outputs or targets against which the progress of the Workplace Travel Plan can be monitored. With consideration to the nature of the development, the main objectives of the Workplace Travel Plan are as follows:

- ┆ To establish sustainable travel principles for the development as a whole;
- ┆ To encourage walking and cycling trips over the use of public transport provision as far as practicable;
- ┆ To support car-free lifestyles;
- ┆ To maximise the use of cycle provision as far as practicable;
- ┆ To increase the attractiveness and use of cycling for day-to-day journeys;
- ┆ To promote and encourage healthy and active travel; and
- ┆ To raise awareness of sustainable modes of transport available within the vicinity of the site.

### 6.3 TARGETS

6.3.1. Travel Plan targets can be used to assess the effectiveness of a Travel Plan and identify which areas require attention in terms of prioritising resources such as time, cost and labour.

6.3.2. Travel Plan targets should be SMART (Specific, Measurable, Achievable, Realistic and Timebound), and appropriate to the specific development and land use to which they apply.

6.3.3. As described above, Travel Plan targets need to be specific to the development to which they apply. At this early stage, it is considered premature to identify specific targets relating to mode share reductions, as the observed mode share is not known. The behaviour and characteristics of the residents of the proposed development cannot be known until they move to the development.

6.3.4. Detailed Travel Plan targets for mode share will be identified following the baseline travel survey, in order to ensure that targets are both realistic and achievable. These mode share targets will be agreed with Hertfordshire County Council's Travel Plan Officer.

6.3.5. The objectives provide the framework for the Travel Plan measures. Targets are included in a Travel Plan to help achieve the objectives and there are two main types that are acceptable. The most easily demonstrated is the commitment to deliver the package of measures set and includes initiatives to promote an increase in walking / cycling, car sharing and use of public transport.

6.3.6. The mode share for the site has been calculated from the 2011 census using journey to work trips for the ward covering the development site that have a destination in the ward. The figures shown in Table 6 represent a reasonable starting point upon which to base any future targets for single car occupancy trip reductions for the site, and will be verified against data collected through the baseline travel surveys in due course.

**Table 6 2011 Census: Method of Travel to Work (Workday Population): Theobalds Ward**

Mode	Mode Share	
	Count	%
Walk	186	9.9%
Cycle	21	1.1%
Bus	154	8.2%
Train	163	8.7%
Taxi	19	1.0%
Motorcycle	10	0.5%
Car Driver	1,233	65.7%
Car Passenger	80	4.3%
Other	12	0.6%
Total	1,878	100.0%

- 6.3.7. Table 6 shows that around 70% of employees are likely to travel to work by car of which around 66% are single occupancy vehicles (SoVs), 17% use public transport and 11% walk or cycle. It is considered that an appropriate key aim of the Travel Plan would be to reduce the level of single occupancy vehicle trips to the employment site, and promote car sharing.
- 6.3.8. The aspirational target of this Framework Travel Plan is to reduce single occupancy car use by employees by 10-15% over a five year period. This is likely to be achieved by promoting car sharing and reducing single occupancy journeys to work as well as incorporating the measures set out in the next section of this report. It will also be achieved by highlighting all sustainable travel options available to staff. Accordingly, the key monitoring mode will be single car driver which would be targeted to reduce to below 60%.
- 6.3.9. The objectives provide a framework on which to base the Travel Plan targets and measures, which will be used to achieve these objectives. The proposed initial targets are as follows:
- ¡ Appointment of a site wide Travel Plan Co-ordinator prior to occupation of the site;
  - ¡ Undertake a baseline travel survey after 75% occupation, or six months following first occupation, whichever comes first;
  - ¡ Undertake a full detailed monitoring survey on one day, 12 months after occupation; and
  - ¡ To prepare and submit a Travel Plan Monitoring Reports to Hertfordshire County Council no later than two months following the completion of the monitoring survey.

## 7 MEASURES AND INITIATIVES

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### 7.1 INTRODUCTION

7.1.1. This section of the Travel Plan sets out the measures and initiatives that will be used to promote the Travel Plan and sustainable transport modes within the proposed employment development.

### 7.2 TRAVEL PLAN CO-ORDINATOR

7.2.1. The Employment Travel Plan will be implemented through the appointment of a Travel Plan Co-ordinator (TPC). The Travel Plan Co-ordinator will liaise with the Local Authority, employees and other interested parties. The Travel Plan Co-ordinator will be in place for a minimum of 5 years following the first survey and should attend site a minimum of one day per month during this period.

7.2.2. The role of the TPC is typically fulfilled by either someone within the site management company or by an external specialist. The individual / company appointed as the TPC should be appointed prior to occupation of the development site, and should be a named person agreed with officers at Hertfordshire County Council (HCC). Once appointed, full contact details will be provided to HCC. The Travel Plan Co-ordinator should instigate and manage the Steering Group as set out below.

7.2.3. The TPC is the person responsible for the day-to-day management of the Travel Plan. The role of the TPC will include:

- ┆ To confirm the Employment Travel Plan which sets out agreed aims and targets for the site;
- ┆ To establish a Travel Plan forum group to discuss the Travel Plan and develop initiatives and measures to relieve any barriers to using alternative modes of travel with Hertfordshire County Council Travel Plan officers, Broxbourne Borough Council, bus operators, rail operators and other interested parties;
- ┆ To provide co-ordinated feedback to employees and develop further opportunities for the promotion and development of initiatives and schemes within the County Council and other interested parties;
- ┆ To promote and encourage the use of sustainable travel modes;
- ┆ To promote the Travel Plan alongside national events (e.g. walk to work week);
- ┆ To provide a point of contact and travel information for staff;
- ┆ To instigate and run the steering group;
- ┆ To ensure that all relevant information is provided to all new members of staff and that up-to-date information is clearly displayed on the Travel Plan notice boards and within the induction pack;
- ┆ To promote car sharing and direct employees to <https://herts.liftshare.com/>;
- ┆ To arrange for travel surveys to be undertaken on an annual basis for the life of the plan;
- ┆ To provide a point of contact for the transport operators and officers of the council and work with other local businesses to pursue joint plans and initiatives where relevant;
- ┆ To undertake personalised travel planning with employees and investigate incentives that will achieve the required level of mode shift.

7.2.4. The Travel Plan Co-ordinator (TPC) will provide details for links to websites such as journey planning and bus companies as well as sites directed by the local authority. These links could include:

- ┆ Google maps (distance calculator for walking and cycling and bus stop location details): <https://www.google.co.uk/maps>
- ┆ Cycle map and cycle information: [www.sustrans.org.uk](http://www.sustrans.org.uk) or <http://www.cyclestreets.net/>
- ┆ Walking and cycling maps:
- ┆ Bus and rail information via 'Intalink': <http://www.intalink.org.uk/plan-your-journey/>
- ┆ Rail information via 'National Rail': <http://www.nationalrail.co.uk/>
- ┆ Bus information via 'Traveline': [www.traveline.info/](http://www.traveline.info/)
- ┆ Walking information via 'Walkit': <http://walkit.com/>
- ┆ Car sharing: <https://liftshare.com/uk>

7.2.5. The websites listed will provide links to up-to-date cycle maps, bus maps/timetables and the ability to calculate distances when walking and cycling to the site.

### 7.3 STEERING GROUP

7.3.1. A steering group should be set up by the Travel Plan Co-ordinator under the title of the Cheshunt Sports Village Travel Plan Steering Group. This group is expected to cover both residential and commercial elements



of the site. The steering group should consist of internal stakeholders with invites to external partners such as HCC. The steering group should meet and report annually for the 5-year period during which the Travel Plan Co-ordinator is in place.

## **7.4 MEASURES TO REDUCE CAR USE**

- 7.4.1. The majority of the measures proposed within the plan are intended to encourage employees to reduce their reliance on single occupancy private car travel.
- 7.4.2. Information relating to potential means of alternative access to the site will be made available to staff in the form of an Induction Pack at the recruitment stage. This pack will hold information about the Travel Plan, its aims, objectives and the reason for it, public transport links, timetables and contact information, cycle routes and pedestrian access routes etc.
- 7.4.3. The commercial site will provide suitable broadband connection that will allow virtual meetings etc. hence reducing the need to travel.
- 7.4.4. Increased accessibility to, and use of public transport is considered to be a key element of any TP. The development site / sites will be encouraged to implement the following measures discussed in the below sections to encourage the use of sustainable modes.

## **7.5 ADDITIONAL MEASURES TO PROMOTE BUS AND RAIL TRAVEL**

- 7.5.1. The proposed units will provide the following measures to encourage use of bus / rail travel to and from the development:
  - ┆ The TPC will contact the public transport officer at Hertfordshire County Council to request copies of any appropriate bus / rail route maps and any other information available to promote bus / rail usage.
  - ┆ The TPC will contact the relevant bus / rail companies to discuss the possibility of sending discount leaflets and potentially providing free taster tickets for travel. This will be undertaken within 1 month of occupation by the TPC.

## **7.6 ADDITIONAL MEASURES TO PROMOTE AND FACILITATE CYCLING**

- 7.6.1. The proposed units will provide the following measures to encourage use of cycling to and from the development:
  - ┆ Changing and washing facilities for employees;
  - ┆ Secure lockers for employees;
  - ┆ Provision of secure cycle parking facilities in accordance with Borough of Broxbourne's cycle parking standards. These will be located in a safe and well-lit location and as close to the site entrance as possible;
  - ┆ The TPC will review marketing campaigns and participation in cycling events such as national cycle to work day, to help raise the general profile of cycling; and
  - ┆ The TPC will organise a free ride home for employees in the event of an emergency.

## **7.7 ADDITIONAL MEASURES TO PROMOTE WALKING**

- 7.7.1. Measures aimed at increasing the viability of accessing the site on foot will be based around the provision of the following facilities and benefits prior to occupation:
  - ┆ Changing and washing facilities for employees;
  - ┆ Secure lockers for employees; and
  - ┆ To promote the health benefits of walking, individual TPCs could arrange for the provision of free pedometers for staff that choose to walk.

## **7.8 FREIGHT AND DELIVERY MEASURES**

- 7.8.1. The site contains residential dwellings as well as a number of commercial units which may contain a variety of different business types. As part of the Steering Group annual review, the ability to coordinate any freight / delivery or refuse collection activities should be reviewed to identify any opportunities to reduce vehicle movements to and from the site.

## 7.9 CAR SHARING

- 7.9.1. Car sharing is likely to be a useful means of reducing single occupancy car use to the site. The majority of employment sites will have clusters of staff living in the same towns, villages and residential areas, so many journeys to work are likely to be concentrated along the same corridors providing opportunities for car sharing.
- 7.9.2. The TPC will also provide personal travel planning for all staff. This will allow the potential for car sharing to be explored and for staff to be matched with others willing to share. The car sharing scheme will also accommodate any new staff who join the employment uses during the life of the plan. In addition, if car sharing is not a viable option for employees, the TPC will provide information regarding national and local car sharing databases.
- 7.9.3. In addition, the TPC will promote 'National Lift Share Day' and will also introduce a 'Car Share' noticeboard for people to swap information, although this will be managed by the TPC.

## 7.10 MEASURES AIMED AT VISITORS TO THE SITE

- 7.10.1. The majority of the measures proposed within the plan are intended to encourage employees to reduce their reliance on single occupancy private car travel. Some measures will also focus on the method of travel of visitors to the site:
- i All letters / emails that are sent by the employment use to visitors will have their website address which will have a section on travelling to the site sustainably. This will help to gain a higher percentage of sustainable travel awareness to these users; and
  - i Leaflets on buses, cycling etc. will be on display at the reception of each employment use, and made available to all visitors. These leaflets will include routing information for buses and cycles, bus / rail timetables and discount information, and smarter driving tips. The range of information will be the same as in an induction pack for employees. This will be undertaken by the TPC within a month of occupation.

## 8 MONITORING AND REVIEW

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### 8.1 MONITORING

8.1.1. HCC requires applicants / developers to commit to a long-term management framework and monitoring strategy for their travel plans in order to achieve sustainable and lasting results. A successful Travel Plan must be a long-term management strategy that is constantly monitored, updated and performance reviewed. DfT state that:

*“The plan continues for the life of the development and requires commitment from occupiers and partners. It is not simply a means of securing planning permission.”*

- 8.1.2. The first phase of monitoring will be a baseline survey following occupation of the site. This survey will be used to provide initial information regarding the travel behaviour of the employees of the proposed development, and will be used as a basis for setting mode share targets in the context of the local area and the alternative modes of travel to the private car that are being promoted and provided as part of the ongoing site development and occupation.
- 8.1.3. A further survey will then be undertaken annually for the first 5 years of the development.
- 8.1.4. The monitoring survey specification will be designed by the Travel Plan Co-ordinator, and will collect multi-modal data in line with any specific requirements of Hertfordshire County Council travel plan officers in accordance with the ‘Standardised Approach to Monitoring’ (SAM). A standardised approach is essential in order to ensure the collection of consistent and robust data, enabling travel plan officers and developers to:
- ▮ Monitor progress in achieving a travel plan’s specific, measureable, attainable, realistic, time-bound targets – and identify refinements to be made to the plan if it is not on course to achieve what it set out to; and
  - ▮ Assess the effectiveness of travel plans and specific measures implemented as part of a travel plan for encouraging sustainable travel.
- 8.1.5. Following the initial baseline survey, the Travel Plan Co-ordinator will prepare the full Employment Travel Plan, which will identify and confirm the site specific targets which will be discussed and agreed with Hertfordshire County Council. It will include a summary of the baseline data and details of any measures that have already been implemented or are due to be implemented in the future.
- 8.1.6. To ensure consistency and reliability, ‘SAM’ surveys should be carried out during a similar period of the year and on the same day of the week as the original survey. Data from all surveys will then be input into Hertfordshire’s Travel Plan monitoring system in HAPS (Hertfordshire Advanced Passenger System).
- 8.1.7. All surveys will follow the format required by the ‘SAM’ that is adopted at all new developments throughout Hertfordshire. The Travel Plan Co-ordinator will prepare an annual monitoring report following each survey, for submission to the Travel Plan officer at HCC. The report will also consider whether the site is on course for meeting any agreed Travel Plan targets and identify any additional marketing or promotional activities that could take place to effect change within the site if the targets are not being met.
- 8.1.8. If the targets that are agreed following the baseline surveys are not met then the Travel Plan Co-ordinator will seek to review the existing schemes and measures that have been implemented and their effectiveness and then to identify further measures that could be implemented to either promote the use of alternative modes of travel or to restrict the use of private motorised travel. Discussion and agreement with Hertfordshire County Council will be required.

### 8.2 REVIEW MECHANISMS

- 8.2.1. In order to ensure that the Travel Plan remains a ‘living’ document, the document will be periodically reviewed and updated by the Travel Plan Co-ordinator in consultation with the Steering Group. This will allow for the Travel Plan to remain relevant to the development, incorporating any changes to the transport network in the local area, or any changes to local or national policy directly related to transport matters. The Travel Plan Co-ordinator will also review the Travel Plan measures to take account of any innovations in transport technology or methods. The Travel Plan should be reviewed in years 1, 3 and 5 of the plan.
- 8.2.2. Any updates to the Travel Plan will need to be agreed with the Travel Plan officer at Hertfordshire County Council. It is suggested that the first full review is carried out when the development is fully built and occupied in order to take stock of the achievements made and to ensure that the continuation of the Travel Plan

implementation and monitoring continues as the developer takes a lower profile and the site residents begin to take over responsibility for the Travel Plan.

- 8.2.3. Annual monitoring, including the identification of any additional measures that may be needed to achieve the desired mode share targets will be undertaken in liaison with the Travel Plan officer at Hertfordshire County Council. A full review of the Travel Plan will be undertaken every five years.

### **8.3 ADDITIONAL MITIGATION MEASURES**

- 8.3.1. Should progress towards the mode share targets be indicating that the Travel Plan aims may not be achievable, further mitigation measures may be required. Within the Travel Plan funding allocation should be a contingency fund that can be used with the agreement of the Travel Plan Co-ordinator and HCC to make adjustments to the measures and initiatives to assist in achieving the Travel Plan targets and objectives.

- 8.3.2. It is not yet possible to predict which elements of the Travel Plan could require adjustment, but a list of potential interventions could include:

- ┆ Additional free travel passes to encourage public transport use;
- ┆ Continued support to local bus services;
- ┆ Further off site pedestrian / cycle crossings;
- ┆ Further cycle parking;
- ┆ Discount vouchers for cycle purchase; or
- ┆ Additional personalised travel planning.

### **8.4 NEW STAFF**

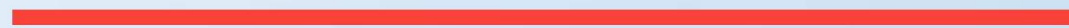
- 8.4.1. It is recommended that in order to be able to determine the potential effect of new employees at the site, personnel will be asked to complete a staff travel questionnaire as part of their induction. Doing this will ensure that the travel patterns of new staff can be established. Travel Plan information will be supplied to each employee as part of an induction pack to inform them of their travel choices.

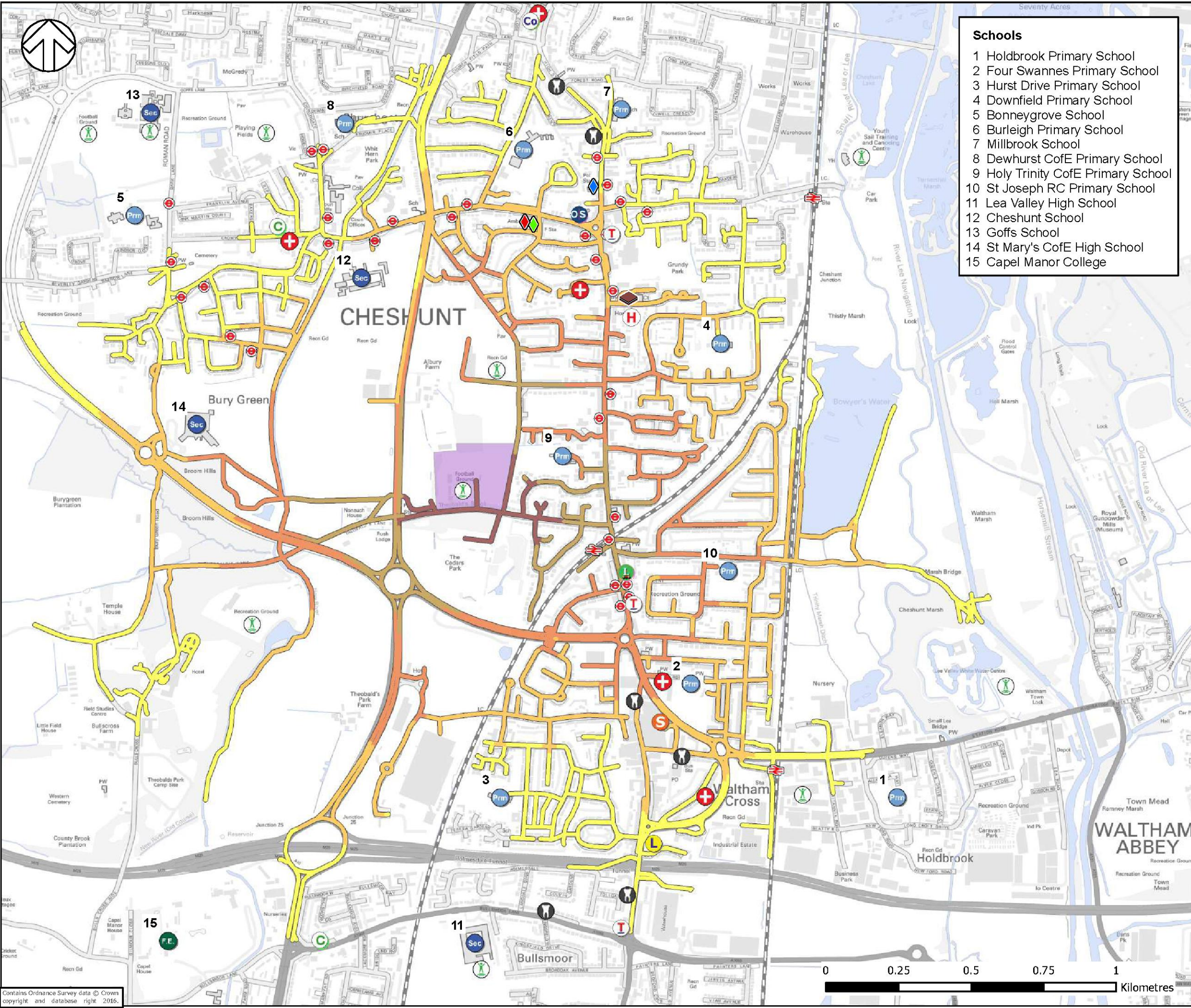
### **8.5 FUNDING**

- 8.5.1. A monitoring fee will be agreed and secured through a Section 106 agreement. This will be paid to HCC to cover the costs of using the monitoring system and for monitoring the output data. It is anticipated that this will be £6,000.

# Appendix A

**WALK ISOCHRONES**





- Schools**
- 1 Holdbrook Primary School
  - 2 Four Swannes Primary School
  - 3 Hurst Drive Primary School
  - 4 Downfield Primary School
  - 5 Bonneygrove School
  - 6 Burleigh Primary School
  - 7 Millbrook School
  - 8 Dewhurst CofE Primary School
  - 9 Holy Trinity CofE Primary School
  - 10 St Joseph RC Primary School
  - 11 Lea Valley High School
  - 12 Cheshunt School
  - 13 Goffs School
  - 14 St Mary's CofE High School
  - 15 Capel Manor College

- Key**
- Site Location
  - Co-op
  - Costcutter
  - Lidl
  - Londis
  - One Stop Convenience
  - Sainsbury's
  - Tesco
  - Cheshunt Community Hospital
  - Doctor
  - Dentist
  - Sports / Fitness Facility
  - Primary School
  - Secondary School
  - Further Education
  - Library
  - Ambulance Station
  - Fire Station
  - Police Station
  - Bus Stop
  - Railway Station
  - 0 - 5 minute walk
  - 5 - 10 minute walk
  - 10 - 15 minute walk
  - 15 - 20 minute walk
  - 20 - 25 minute walk

**Note**  
Walk times based on a speed of 4.8kph approx. (3mph) 80m per minute.



TITLE:  
**FACILITIES PLAN  
SHOWING  
WALK CATCHMENT**

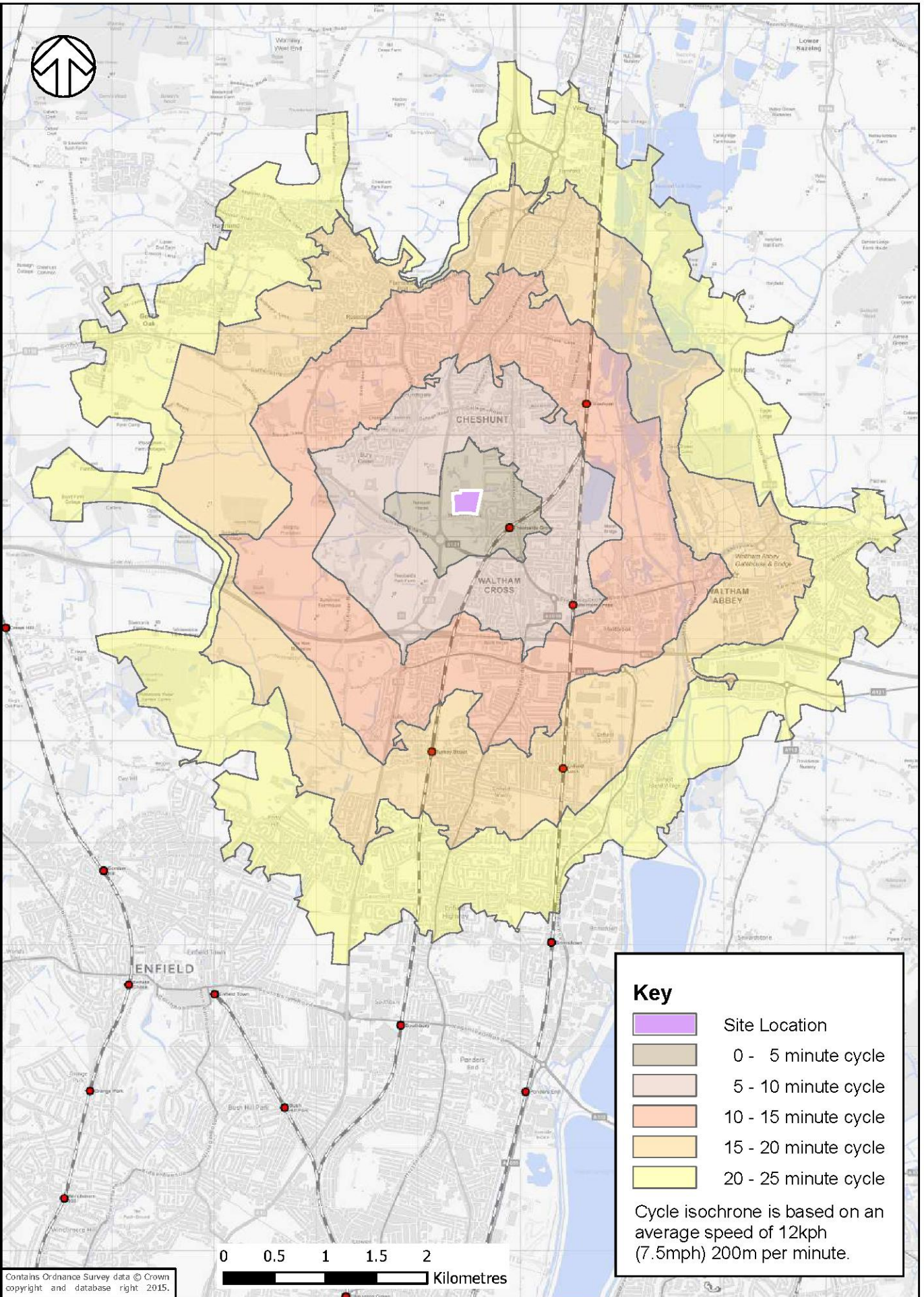
FIGURE No:  
**APPENDIX E**



# Appendix B

**CYCLE ISOCHRONES**





**Key**

- Site Location
- 0 - 5 minute cycle
- 5 - 10 minute cycle
- 10 - 15 minute cycle
- 15 - 20 minute cycle
- 20 - 25 minute cycle

Cycle isochrone is based on an average speed of 12kph (7.5mph) 200m per minute.

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0 0.5 1 1.5 2 Kilometres



TITLE: **CYCLE ISOCHRONES**

FIGURE No: **APPENDIX F**