

Site	Homebase Ltd Sturlas Way Waltham Cross Hertfordshire En8 7Bf
HCC reference	BR70302021
LPA	Broxbourne Borough Council
LPA reference	07/21/0519/F
Evaluation date	25/05/2021
Travel plan date	April 2021

Overview of comments

The submitted draft travel plan will require additional information to be submitted in an amended travel plan prior to occupation. The additional information required is as follows:

- Interim contact details for TPC is required.
- Secondary contact details are required.
- A statement of senior commitment is required from the retailer stating that they are committed to implementing the travel plan.
- TPC should set up a travel plan steering group for staff to discuss travel related matters.
- HCC cycle training should be promoted as a measure to encourage uptake of cycling.
- The number of cycle parking spaces should be noted in the TP.
- Modal shift targets should be given for each monitoring year, with a target shift of 10% to sustainable modes.
- It should be noted in the TP that an annual evaluation and support fee of £1, 200 per annum is to be paid to HCC.

Any recommendations for inclusion in S106

A Full Travel Plan will be required to be in place from first occupation until 5 years post full occupation. A £1,200 per annum index-linked RPI March 2014 Evaluation and Support Fee should be secured by section 106 agreement in accordance with Hertfordshire County Council's Travel Plan Guidance. This should incorporate measures to promote sustainable transport, an appointed travel plan co-ordinator and an appropriate monitoring programme.

Full guidance is available at: www.hertfordshire.gov.uk/travelplans or for more guidance contact: travelplans@hertfordshire.gov.uk

Plan approved?

Yes

No

Content	Comments		
Site details/Introduction	R	A	G
Development type			A1 Retail, discount food store (Aldi) and Homebase retail unit.
Use class changes <ul style="list-style-type: none"> • Future use class (and previous if a change of use or directly relevant) • Gross floor area (m² or metric from Appendix B table) 			Extension of existing Homebase retail unit.
Site owner <ul style="list-style-type: none"> • Not always relevant- e.g. In workplace travel plan or expansion of existing plan 			Aldi and Homebase
Site developer <ul style="list-style-type: none"> • Generally relevant for residential development- or developer of commercial units without future tenants known 			Aldi
Travel plan author <ul style="list-style-type: none"> • Usually a transport consultancy- although consider relevance if being written by consultants on developer's behalf (i.e. future ownership) 			Connect consultants
Site location <ul style="list-style-type: none"> • Details of location • Map 			Figure 2.2. Homebase Ltd Sturlas Way Waltham Cross Hertfordshire En8 7Bf
National and local policy background <ul style="list-style-type: none"> • Should be summarised in the Transport Assessment- not essential to copy and paste into the travel plan 			Within Transport Assessment (Section 1.4).

Travel plan type <ul style="list-style-type: none"> • Full Travel Plan • Interim Travel Plan • Framework Travel Plan • Travel Plan Statement 			Draft Travel Plan
Outcome objectives			
Travel plan objective <ul style="list-style-type: none"> • What are the main issues the travel plan is seeking to address 			Section 1.5
Travel type targeted <ul style="list-style-type: none"> • Residential • Employees • Visitors • Business travel • Delivery 			Employee travel behaviour targeted.
Travel plan management			
Travel plan co-ordinator contacts <ul style="list-style-type: none"> • Interim TPC details should be amber • Full TPC details should be green • No details should be red 	Missing – Interim contact details for TPC is required.		
Secondary contacts	Missing – secondary contact details are required.		
Statement of senior commitment <ul style="list-style-type: none"> • Statement from the developers/business stating that they are commitment to implementing the travel plan 	Missing – a statement of senior commitment is required from the retailer stating that they are committed to implementing the travel plan.		
Travel plan co-ordinator duties			Section 3.2
Time allocated to role		Varying, unknown	

Frequency on site		Varying, unknown	
<ul style="list-style-type: none"> Are they based on or off site? 			
Steering group	Missing – TPC should set up a travel plan steering group for staff to discuss travel related matters.		
<ul style="list-style-type: none"> Name Frequency of meetings The key stakeholders to attend the meetings 			
Other management arrangements/Handover			TPC
<ul style="list-style-type: none"> Will the TP be handed over to a management company? 			
Internal stakeholders			Employees
<ul style="list-style-type: none"> Employees or residents Mixed use Large company with different departments 			
External partners			HCC Bus operating companies
<ul style="list-style-type: none"> HCC Bus companies Travel solution/initiative groups 			
Package of measures			
General travel information			Promotional of travel plan Section 4.2.
Walking			Section 4.2 <ul style="list-style-type: none"> Promote health benefits TPC to report issues with related to walking routes. Lockers Walk weeks to be promoted.
Cycling		Bicycle user group – potential.	Section 4.3: <ul style="list-style-type: none"> Cycle to work scheme.

		HCC cycle training should promoted as a measure to encourage uptake of cycling.	<ul style="list-style-type: none"> - Liaise with highways to report issues. - Cycle parking - Shower and changing facilities. - Promotional material. - Bike week to ne promoted.
Public transport			Section 4.4 <ul style="list-style-type: none"> - Service information. - Liaison with operating companies.
Reduce the need to travel <ul style="list-style-type: none"> • Home deliveries • High speed internet so can work at home 			
Residential travel pack contributions			n/a
Parking measures (restraint and management)			
Consistent levels of parking	The number of cycle parking spaces should be noted in the TP.		Cycle parking
Parking management strategy			
Disabled parking			
Car share parking			
EV parking			
Two-wheeler parking			
Freight or delivery measures			
Delivery			
Freight			
Construction			
Targets, monitoring and action plan			
Baseline mode split data		Interim data provided from census in figure 2.8	

<ul style="list-style-type: none"> • Interim/estimated baseline should be amber • Full/actual should be green • Estimates should be based on TRICS data from the TA 			
<p>Modal shift targets</p> <ul style="list-style-type: none"> • Interim/estimated targets should be amber • Full/actual should be green • Estimates should be based on TRICS data from the TA 	<p>Modal shift targets should be given for each monitoring year, with a target shift of 10% to sustainable modes.</p>	<p>Interim targets (initial and year 5).</p>	
<p>Monitoring method</p> <ul style="list-style-type: none"> • Questionnaire survey- an example could be included (need to understand why they travel the way they do and what would make people change to an active/sustainable mode) • Ad-hoc surveys of facilities use, uptake on promotions i.e. residential travel vouchers, staff tax free incentives. • Traffic data collection in line with HCC monitoring methodology for Travel Plan. • TRICS SAM travel surveys for upper tier Travel Plans 			<p>Section 5</p> <ul style="list-style-type: none"> - Staff surveys and list in section 5.2.1
<p>Monitoring frequency</p> <ul style="list-style-type: none"> • Questionnaires should be conducted as part of annual monitoring. 			<p>Annual</p>

<ul style="list-style-type: none"> • TRICS SAM survey or similar to be undertaken every other year for upper tier Travel Plans 			
Travel plan review frequency <ul style="list-style-type: none"> • Annually • Review report submitted to HCC within 3 months of surveys 			Annual to be reported to HCC
Evaluation and support fee? <ul style="list-style-type: none"> • £1,200 annual support fee 	Missing – It should be noted in the TP that an annual evaluation and support fee of £1, 200 per annum is to be paid to HCC.		