



Gatwick Airport Northern Runway Project

Environmental Statement

Appendix 5.3.2: Code of Construction Practice Annex 2 – Outline Construction Workforce Travel Plan – Tracked Version

Book 5

VERSION: 3.0

DATE: AUGUST 2024

Application Document Ref: 5.3

PINS Reference Number: TR020005

Table of Contents

1	Executive Summary	5
2	Introduction	6
3	Aims of the Construction Workforce Travel Plan	8
4	Construction Logistics and Timetable	9
4.1	Workforce Logistic Compounds and Site Support	9
5	Existing Transport Connections	12
5.1	Location of the Airport	12
5.2	Rail	13
5.3	Bus and coach	14 13
5.4	Active Travel	14
5.5	Privately owned vehicles	15
6	Travel Plan Methodology	16
7	Travel Plan Measures	17
7.1	Commitment to Sustainable Commuting	17
7.2	Car Parking	17
7.3	Reducing Congestion	18
7.4	Initiatives to Support Active Travel	19 18
	Safe Cycle Routes	19
	Cycle Stands	19
	Incentives	19
	Showering And Locker Facilities	19
	Walking Infrastructure	19
	Workforce Engagement	19
7.5	Initiatives to Support Public Transport	20 19
	Site Shuttle Buses	20
	Collaborating with Local Authorities	20
	Incentives and Subsidies	20
7.6	Initiatives to Support Car Sharing	21
	Dedicated Car Share Bays	21
	Incentives and rewards	21
7.7	Low Emission Bus Fleet Vehicles	22 21

8	Delivering the CWTP	23 22
8.1	Roles and Responsibilities	23 22
8.2	Construction Travel Plan Coordinators (CTPCs)	23 22
9	Travel Plan Communication Strategy	24 23
9.1	Travel Plan Website	24 23
9.2	Travel Plan Information Boards	24 23
9.3	Workforce Welcome Pack	24 23
10	Monitoring Framework	25 24

LIST OF TABLES

Table 1: Parking spaces allocated to compounds 18

LIST OF FIGURES

Figure 1: Location of Contractor Compounds.....	10
Figure 2: Aerial view of Gatwick Airport.....	12
Figure 3: Key Active Travel Routes around Gatwick Airport.....	15

1 Executive Summary

- 1.1.1 The Gatwick Airport Northern Runway Project (the Project) aims to increase airport passenger numbers and aircraft operations. This Outline Construction Workforce Travel Plan identifies potential measures to facilitate efficient and sustainable travel options for the construction workforce throughout the duration of the construction of this Project. The main objectives of this plan are to minimise traffic congestion, reduce environmental impact and promote the wellbeing of the workforce.
- 1.1.2 Gatwick Airport's location provides excellent connectivity via established public transport and road networks. The anticipated temporary construction compounds are positioned to allow efficient access to and from the site, reducing journey times and potential disruptions. An indicative work schedule is included in the plan showing the type of the construction at different stages of the Project.
- 1.1.3 This plan considers the various transport modes available to the workforce: public transport, including rail and bus services; private car travel; car sharing; and active travel routes like walking and cycling. The plan acknowledges the potential issues with single private car travel and proposes measures to reduce the use of this mode and mitigate the impact of those who continue to use it.
- 1.1.4 A key aspect of this plan is the introduction of initiatives to motivate the workforce to transition from single vehicle use to alternative, more sustainable options. These include measures to promote active travel, incentivise public transport usage and encourage car-sharing. It also proposes the use of a low-emission bus fleet to further reduce environmental impact.
- 1.1.5 The plan outlines responsibilities for implementation and includes a communication strategy, using a dedicated website, information boards and a workforce welcome pack to ensure all stakeholders are well-informed. The plan outlines how a subsequent detailed CWTP will be prepared and approved and how this plan's effectiveness will be monitored, allowing for continuous improvement and adjustment as necessary.

2 Introduction

2.1.1 The Project comprises alterations to the existing northern runway at Gatwick Airport, together with the development of a range of infrastructure and facilities to allow increased airport passenger numbers and aircraft operations (Chapter 5.2 of the ES).

2.1.2 The Project includes the following key components (which are detailed further in Chapter 5 of the ES):

- amendments to the existing northern runway including repositioning its centreline 12 metres further north to enable dual runway operations;
- reconfiguration of taxiways;
- pier and stand alterations (including a proposed new pier);
- reconfiguration of other airfield facilities;
- extensions to the existing airport terminals (north and south);
- provision of additional hotel and office space;
- provision of reconfigured car parking, including new car parks;
- surface access (including highway) improvements;
- demolition and relocation of the Central Area Recycling Enclosure (CARE) facility;
- water treatment facilities; and
- reconfiguration of existing utilities, including surface and foul water.

2.1.3 During the construction period for the Project there will be impacts from construction traffic due to movement of construction materials and the construction workforce travelling to and from the Airport. The impact of the former will be managed in accordance with a Construction Traffic Management Plan (CTMP) and the impact of the latter will be managed in accordance with a Construction Workforce Travel Plan (CWTP), both of which will be developed by GAL and its contractors generally in accordance with the Outline Construction Traffic Management Plan (OCTMP) and Outline Construction Workforce Travel Plan (OCWTP) (respectively) and approved by the relevant highway authority (in consultation with the relevant planning authority where relevant).

2.1.4 The construction workforce will be comprised of a number of specialist and skilled staff and laborers. This will include administrative, managerial or technical staff, skilled construction workers (carpenters, masons, steelworkers, plumbers, electrician, painters), paving crews, concrete finishers, equipment operators and unskilled laborers. The size and structure of the workforce will vary at different stages of the Project, depending on the specific construction

requirements. It is anticipated that the construction workforce will peak at around 1,350 workers in mid-2026 and 2030.

- 2.1.5 The construction workforce will need to travel to and from the site. In anticipation of increased vehicle movements as a result, this OCWTP has been prepared to identify the key matters and measures which will be considered by contractors during the logistical planning and execution of the construction works, in order to promote sustainable travel, reduce single occupancy car use, minimise congestion on the highway network and reduce the demand for temporary car parking during the construction stages of the Project. The outlined measures will reduce the environmental impact of the Project, including on the local community, while ensuring that the construction workforce has a range of travel options to access the Airport during construction.

3 Aims of the Construction Workforce Travel Plan

3.1.1 The measures outlined in this OCWTP to be developed in the subsequent CWTP are designed in pursuit of the following aims as regards the local community, staff and passengers at the Airport and the construction workforce.

3.1.2 In terms of consideration for the local community, the aims of the OCWTP, to be implemented through the CWTP are as follows:

- reduce congestion caused by the construction workforce on key routes and junctions, especially during the traditional morning and evening peak travel times;
- mitigate unwanted on-street parking on local streets;
- maintain safety for local road users through minimising increases in traffic levels on local routes;
- minimise noise impacts throughout the Project; and
- minimise impacts on local air quality.

3.1.3 In terms of consideration for staff and passengers at Gatwick Airport, the aims are as follows:

- minimise the impact on the Strategic Road Network due to workforce movement requirements and activities;
- minimise impact on business as usual (BAU) airport operations due to workforce movement requirements and activities;
- minimise impact on BAU for airport passengers;
- minimise the space allocation required for provision of construction-related car parking; and
- promote public transport to the construction workforce.

3.1.4 In terms of consideration for the construction workforce, the aims are as follows;

- reduce travel by private car, particularly single occupancy car journeys;
- encourage a reduction in car dependency;
- encourage multi-occupancy car use;
- increase workforce awareness of the environmental and health benefits of different travel choices;
- maximise accessibility for public transport, walking and cycling as sustainable transport modes;
- achieve the highest possible public transport mode share; and
- encourage sustainable travel choices.

4 Construction Logistics and Timetable

4.1 Workforce Logistic Compounds and Site Support

4.1.1 Several contractor compounds have been identified for the development of the Project. These sites, shown in Figure 1 below, are summarised as follows (with further detail in the Buildability Report):

- **Main Contractor Compound** (known as MA1): the main compound for the Project - includes offices, welfare facilities, car parking and bus terminals;
- **Airfield Satellite Compound**: required for most of the airfield works to the northwest of the airfield - includes offices, welfare facilities, limited car park capacity and bus terminals;
- **Car Park Z Compound**: used as a staging and laydown area for the airside works - includes additional car park capacity;
- **Car Park Y Compound**: used for material re-processing from the airside works and at a later stage for surface access works - includes a small office, welfare facilities and limited car parking;
- **South Terminal Roundabout Contractor Compound**: the main compound for surface access works - includes offices, welfare facility, bus stops and car parking;
- **Longbridge Roundabout Contractor Compound**: used for surface access improvement works at the Longbridge Roundabout – includes a very small welfare unit without car parking capacity for privately owned vehicles; and
- **Car Park B Compound**: used for the works at Airport Way Bridge over the A23 London to Brighton railway line – includes small offices, welfare facilities and car parking.

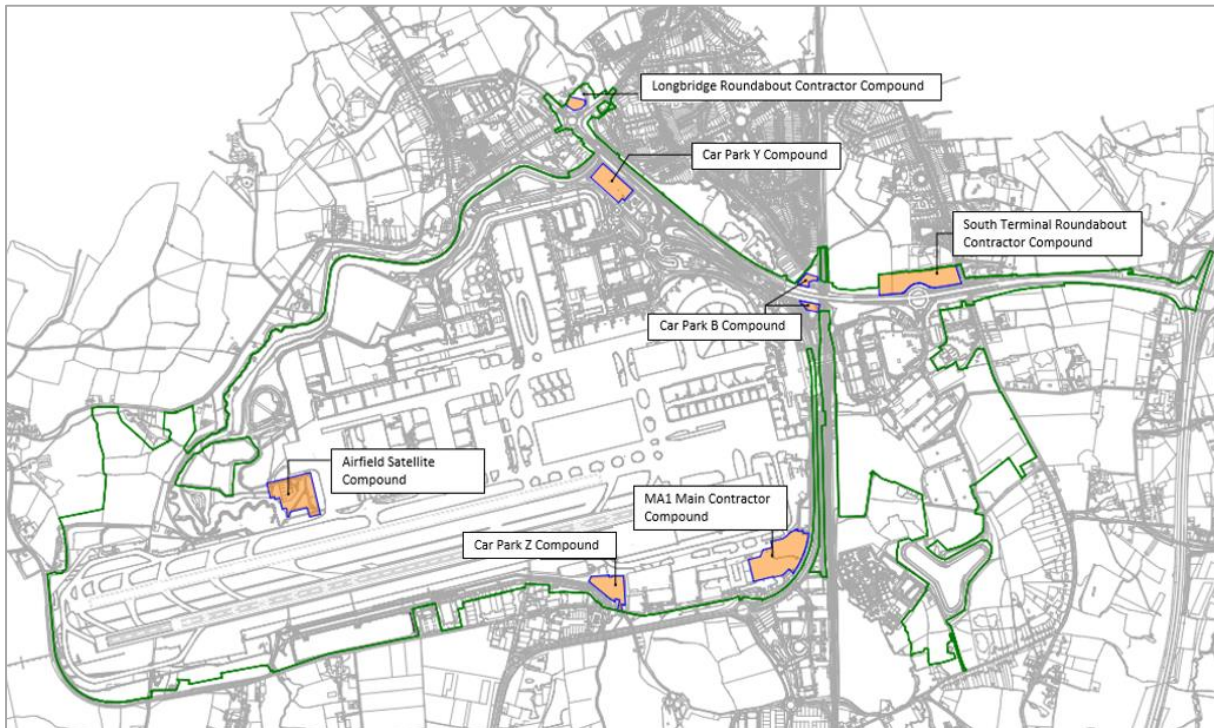


Figure 1: Location of Contractor Compounds

4.1.2 Detail about how the temporary construction compounds will be laid out and the proposed uses is set out in the **Code of Construction Practice** (Doc Ref. 5.3) secured by DCO Requirement 7. The key construction operations to be allocated to contractor compounds are expected to include some or all the following activities:

- **site entrances and access gates:** these are the main points of entry and exit for the workforce, vehicles and equipment, designed to control and secure access to the construction sites;
- **airside access** (Main and Airfield Satellite Compounds): areas of the airport that provide access to runways and taxiways, including safety and security checks for vehicles and workforce entering and leaving construction sites;
- **project and site offices:** the spaces where project management, administrative tasks, planning and commercial activities are carried out;
- **workforce welfare facilities:** spaces provided for the wellbeing of the workforce on site, such as restrooms, showers, kitchen and canteen, training, medial facilities and safety equipment storage areas;
- **temporary car parking:** provisional parking areas set up to accommodate vehicles of the workforce, visitors or machinery within the compound; and
- **livery vehicle parking:** designated parking areas specifically for vehicles that bear brand liveries of the contractors, often used for transport or delivery services related to the Project.

- 4.1.3 There will be construction-related and construction workforce-related trips to these locations at various project stages. As outlined below, most car parking for the construction workforce will be located in the Main, South Terminal Roundabout and Car Park Y compounds. The Main Compound will host the majority of these spaces and therefore will be the destination for the highest number of construction workforce trips.
- 4.1.4 The Project's indicative schedule showing key milestones and their anticipated timing is included in the **ES Chapter 5: Project Description** (Doc Ref 5.1).

5 Existing Transport Connections

5.1 Location of the Airport

5.1.1 Gatwick Airport is located in Crawley in West Sussex, southeast England, 29.5 miles south of Central London, and covers a total area of 674 hectares as shown in [Figure 2](#) below. The primary roads around the airport include the M23 motorway, A23 and A217.



Figure 2: Aerial view of Gatwick Airport

5.1.2 Gatwick has operated around an integrated road and rail interchange for over 80 years. The Airport's South Terminal is directly connected to the M23 motorway with a dedicated motorway spur at Junction 9, which in turn connects to the M25. Most of the Airport's traffic utilises these connections. The South Terminal Airport Way connects to the North Terminal, which also sits adjacent to the A23 running between Crawley and Horley, further improving roadway access.

5.1.3 GAL's modelling assumes that construction workers are drawn from Croydon, the 'Gatwick Diamond' area (consisting of the local authority districts of Crawley, Mid Sussex, Horsham, Mole Valley, Reigate and Banstead, Epsom and Ewell, and Tandridge) and Brighton and Hove. Whilst some construction

workers will be drawn from a wider catchment due to the significant nature of the Project, the duration of the Project over several years is likely to result in many construction workers staying in the area temporarily while working at the Airport.

5.1.4 This OCWTP summarises the existing transport connections to the Airport which may be utilised by the construction workforce. How these modes of transport may facilitate access to particular construction compounds and sites will be detailed in the subsequent CWTP produced in advance of the commencement of construction.

5.2 Rail

5.2.1 The Airport railway station is located adjacent to the South Terminal with direct access from and to the terminal concourse. The North Terminal is connected via a free transit train which runs every 3 minutes at peak times. The station has regular, direct daily services from over 120 stations. Over 1,000 stations are accessible with one interchange.

5.2.2 There are four service brands provided by two train operators serving Gatwick Airport:

5.2.3 **Gatwick Express (Operator: Govia Thameslink Railway Limited)** provides a direct service to London Victoria, departing every 15 minutes in peak periods and taking around 30 minutes. Some trains extend to Brighton at peak times.

5.2.4 **Southern (Operator: Govia Thameslink Railway Limited)** provides services across London and the South-East, including London Victoria, London Bridge, Clapham Junction, Brighton, Southampton, Eastbourne and Portsmouth, as well as many local stations.

5.2.5 **Thameslink (Operator: Govia Thameslink Railway Limited)** connects Gatwick Airport to the south coast at Brighton, central London through London Bridge, St. Pancras International and Farringdon, and north to Bedford. Thameslink also provides a direct train to Luton Airport Parkway.

5.2.6 **Great Western Railway (Operator: Great Western Railway Limited)** runs an hourly service between Gatwick Airport and Reading, via Redhill, Reigate and Guildford. This is known as the North Downs Line.

5.2.7 Gatwick Airport therefore enjoys a very high level of rail connectivity, with 19 trains to and from central London in the morning peak hour (9 to London Bridge and 10 to London Victoria, of which four are Gatwick Express services).

5.3 Bus and coach

- 5.3.1 Proximity to local roads and the Strategic Road Network (SRN) allows access by both local buses and long-distance coach services. These can be operated efficiently to within a short walking distance of both terminals. Gatwick is served by frequent bus and coach services including Metrobus, National Express, Megabus, Oxford Bus Company, and Easybus.
- 5.3.2 The majority of local bus services are provided by Metrobus, which provides three 'Fastway' bus routes and four conventional routes serving the Airport. The main towns served are Crawley, Horley, East Grinstead, Redhill, Caterham and Horsham.
- 5.3.3 The main coach services are provided by National Express, which provides a range of direct access to and from the Airport, including 10 destinations in south and central London (with London Victoria as the main terminus), south Wales and East Anglia. In total over 30 other towns and cities are served throughout England and Wales¹.

5.4 Active Travel

- 5.4.1 The airport is well-connected to adjacent communities in Horley and Crawley via segregated walking and cycling routes, which offer safe and sustainable travel options. In addition, there are a number of designated and permitted rights of way that link the Airport to the surrounding area, offering accessible paths, bridleways and woodland trails.
- 5.4.2 Footpaths are provided in the areas around the South and North Terminals including the Perimeter Road East and Perimeter Road South and it is therefore possible to access the Main Compound, South Terminal Roundabout Compound and Car Park Y and Car Park B Compounds on foot. Access to the Airside Satellite Compound is not possible on foot due to its distance from the Airport boundary.
- 5.4.3 The South Terminal and railway station lie adjacent to National Cycle Network Route 21 which in turn links to recreational routes across the south-east. Dedicated cycle routes are provided to the Airport and cyclists can cycle on local carriageways with traffic. The exception to this is east off the South Terminal roundabout to J9 of the M23 motorway, where cycling is prohibited. Cycle parking is already provided at the South and North Terminals and further cycle parking will be provided at the main contractor compounds.

¹ Your Journey to Work – Staff Travel Plan 2013 -2030

5.4.4 The key active travel routes are shown in Figure 3 below.

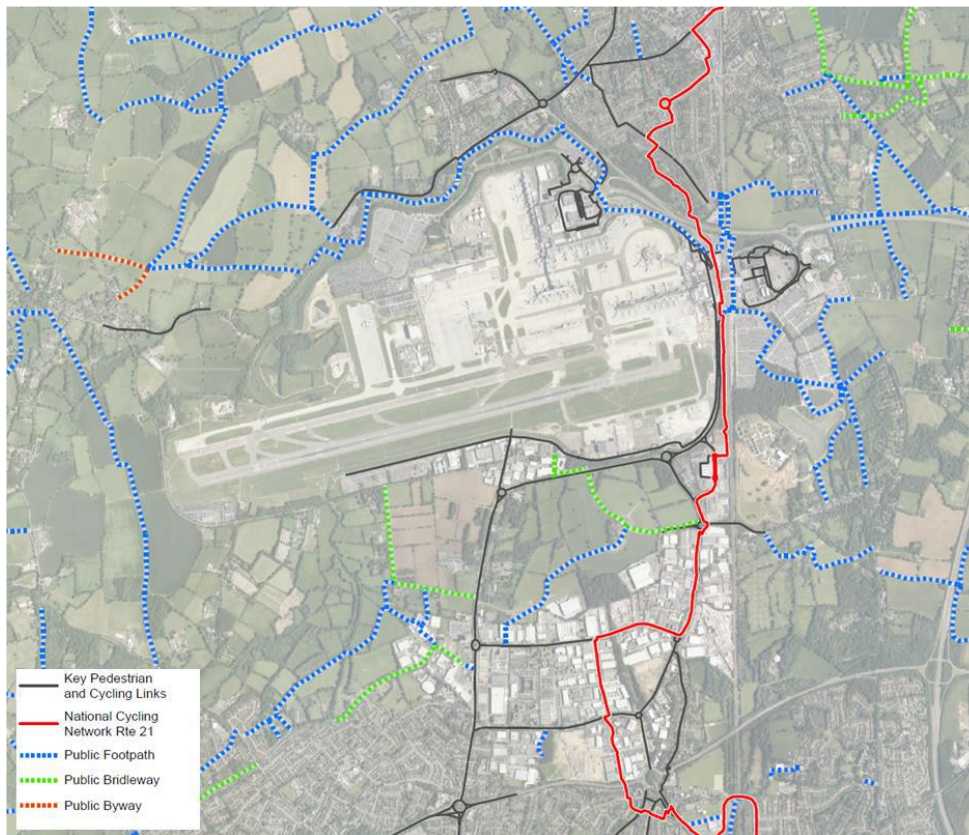


Figure 3: Key Active Travel Routes around Gatwick Airport

5.5 Privately owned vehicles

5.5.1 The primary access to the Airport construction compounds by privately owned vehicles will be via the M23 motorway, which offers a direct route to the Airport. As a secondary access route, the A23 road could be utilised. This route, while not as direct as the M23, provides a valuable contingency path. The workforce living within the local vicinity of the Airport may also use local roads for daily commuting.

6 Travel Plan Methodology

- 6.1.1 This OCWTP outlines measures to manage the movement of the construction workforce to and from the Airport. The purpose of the plan is to promote and facilitate a shift from using private vehicles to alternative forms of transportation. It outlines measures that will be developed further through the production of a detailed CWTP and then implemented to encourage the construction workforce to use public transport, car sharing, cycling or walking instead of relying solely on private cars.
- 6.1.2 The subsequent detailed CWTP will specify how the outline measures in the following sections will be implemented as regards specific parts of the Project and how these will build on the existing transport options to the Airport. The need for a subsequent CWTP arises from the fact that the quantity of the construction workforce will vary during the Project and will not be finalised until schedules, phasing options and construction methodology are further progressed, with input from GAL's contractors (once appointed). At present, it is anticipated that the construction workforce will peak at around 1,350 individuals in mid-2026 and again in 2030.
- 6.1.3 The collaboration between GAL and its contractors will be crucial to develop and implement an effective CWTP. GAL and the relevant contractors will work together to ensure that the arrangements and measures outlined in this OCWTP can be progressed and implemented in a detailed CWTP to realise the potential for significant mode shifts from private vehicles to alternative forms of transportation, promoting sustainability and decreasing the environmental impact of the Project.

7 Travel Plan Measures

7.1 Commitment to Sustainable Commuting

7.1.1 GAL is committed to encouraging sustainable commuting practices among the construction workforce and outlines the following measures to achieve this goal. These initiatives focus on sufficient but not excessive car parking provision as well as measures to support active travel, public transport use and car sharing. These strategic measures aim to reduce the environmental footprint of the Project, enhance employee welfare and contribute to the broader environmental goals set by the Airport.

7.2 Car Parking

7.2.1 GAL's modelling adopts a conservative estimate that 90% of the construction workforce will drive to the Airport (either alone or with others), before accounting for the measures outlined in this OCWTP. Sufficient car parking will therefore be provided in the construction compounds, with preliminary numbers tabulated below, to mitigate the risk of unlawful and/or inconvenient parking in local residential or industrial areas and thus reduce the resultant impact on local communities. A dedicated periodic shuttle bus service will transport the workforce to the relevant site locations from the contractor compounds and back to the compounds at the end of their shifts.

7.2.2 The number of temporary parking spaces required has been assessed quantitatively based on the workforce profile. Assumptions in the assessment include:

- a peak workforce of approximately 1,350 in a day;
- a conservative estimate of an average of 1.5 construction workers per vehicle;
- a typical profile of management, civil engineers, construction and M&E within the workforce and their respective likelihoods of driving to the contractor compounds; and
- that the maximum parking demand will occur at shift changeover, where parking is required for the arriving workforce and also for those of the previous shift yet to leave.

7.2.3 [Table 1](#) ~~Table 4~~ below shows the number of car parking spaces allocated to each contractor compound and represents in total an average of 65% of the total maximum workforce for each working shift for the Project. These figures account for spaces provided for disabled drivers, as well as areas that will be designated for construction workers to be dropped off and picked up.

Table 1: Parking spaces allocated to compounds

Contractor Compound	Number of Parking Spaces
MA1 Main Contractor Compound	500
Airfield Satellite Compound	200
Car Park Z compound	10
Car Park Y Compound	10
South Terminal Roundabout Compound	150
Longbridge Welfare Facility	10
Car Park B Welfare Facility	10

7.3 Reducing Congestion

7.3.1 To mitigate the effect of the majority of the construction workforce travelling to and from the site by private vehicle at the same times of day, and particularly where those times of day intersect with generally busy commuting times, shift start and finish times will be staggered where practicable to reduce pressure on local transport services, roads and construction site infrastructure. [Details of shift patterns, including minimum time periods for staggering of shift times, will be developed and included in the CWTP.](#)

7.3.2 The controls on working hours for construction are set out in section 4.2 of the **Code of Construction Practice** (Doc Ref. 5.3) which is secured by DCO Requirement 7.

7.3.3 GAL will also develop an access and egress strategy for construction and construction workforce vehicles from car parks, satellite compounds, park and ride, and worker bus service pick up points to ensure an efficient distribution of construction traffic which minimises movement conflicts and known queuing hotspots, as far as is practicable.

7.3.4

7.4 Initiatives to Support Active Travel

7.4.1 GAL aims to promote active travel modes (i.e. walking and cycling) where reasonably practicable in order to reduce traffic congestion, road casualties, carbon emissions and improve local air quality.

7.4.2 Several active travel initiatives have been considered to support walking and cycling as transportation modes to the various contractor compounds for those members of the construction workforce that live within a suitably close distance of the site. The following will be explored and those that will be implemented will be detailed in the subsequent CWTP:

Safe Cycle Routes

7.4.3 Design consideration is being given to safe access routes for walking and cycling as part of the Project (including as part of surface access improvements).

Cycle Stands

7.4.4 Provision of convenient and secure cycle parking facilities in the contractor compounds.

Incentives

7.4.5 Provision of a 'cycle to work bundle' including discounts on bike and equipment purchases and free bike servicing.

Showering And Locker Facilities

7.4.6 Equipping welfare facilities at the contractor compounds with showering and locker facilities, which would enable cyclists to freshen up upon arrival at works, promoting a comfortable transition from cycling to the work environment.

Walking Infrastructure

7.4.7 Providing infrastructure to support walking as a mode of transportation, including the installation of pedestrian signage, directional indicators and information boards to guide and inform workers about walking routes, distance, and estimated travel times.

Workforce Engagement

7.4.8 Engagement with the workforce to promote the benefits of walking and encourage its adoption, potentially involving organizing walking campaigns,

providing information on the health and environmental advantages of walking and highlighting the walking routes available to the workforce.

7.5 Initiatives to Support Public Transport

7.5.1 GAL aims to introduce and endorse initiatives to encourage the use of public transport modes, providing the construction workforce with affordable and convenient commuting options by rail and bus. These initiatives are intended to reduce congestion and contribute to the environmental goals set by the Airport. The following will be explored and those that will be implemented will be detailed in the subsequent CWTP:

Site Shuttle Buses

7.5.2 The organising of shuttle bus services from designated pick-up points, including the Airport bus stops and railway station, to transport members of the construction workforce directly to the compounds and construction sites. This would facilitate arrival by public transport and thus reduce reliance on private vehicles and thereby alleviate traffic congestion.

7.5.3 The shuttle bus services would be in operation throughout working hours to cater for shift changeovers and individuals that need to arrive and depart at irregular intervals.

Collaborating with Local Authorities

7.5.4 Ongoing collaboration with local authorities to improve public transit routes to the construction site, potentially involving increasing the frequency or capacity of buses, ensuring that public transportation is easily accessible and efficient for the workforce.

Incentives and Subsidies

7.5.5 Potentially offering incentives or subsidies to contractors and/or workers where workers choose to commute to the construction site using public transportation, to encourage its use.

Dedicated Workforce Bus Services

7.5.6 Exploring options for a dedicated bus service between the Airport and local areas if there are areas with a sufficiently high concentration of construction workers. This would be subject to planning, procurement of a supplier and space for operation at the Airport's bus stops to pick up and drop off the workforce.

Park and Ride Workforce Stations

- 7.5.7 The possibility of developing one or more ‘Park and Ride’ workforce stations outside of the Airport and creating a dedicated workforce bus connection from these locations to contractor compounds. This would support maintaining business as usual for Airport passengers and reduce the potential impact of construction workers using the railway station, local roads and local bus services serving the Airport.

Lift Share Schemes

Opportunities to implement Demand Responsive Transit (DRT), Demand Responsive Service (DRS), Dial-a-Ride Transit (DART) or Flexible Transport Services (FTS), which are forms of transport where vehicles alter their routes based on particular transport demand rather than using a fixed route or timetable. These vehicles typically pick up and drop off passengers in locations according to passenger needs and can include taxis, buses or other vehicles.

7.6 Initiatives to Support Car Sharing

- 7.6.1 In respect of members of the construction workforce who cannot or choose not to use public transport or active travel modes, GAL will encourage car sharing in order to reduce the overall number of vehicles on the road and thereby reduce the social, economic and environmental impacts associated with individual workers travelling in their own private vehicles. The following will be explored and those that will be implemented will be detailed in the subsequent CWTP:

Dedicated Car Share Bays

- 7.6.2 The designation of specific parking areas closer to the welfare buildings specifically for car sharers. By providing these dedicated car share bays, car sharing would be more convenient and attractive for the workforce.

Incentives and rewards

- 7.6.3 Potentially offering participants financial incentives, which would reward those choosing to car share and help to foster a positive attitude towards sustainable commuting practices.
- 7.6.4 Promotion and education about potential individual savings from the sharing of fuel expenses. When workers choose to car share, the cost of fuel can be divided among the participants, resulting in individual savings. This financial

benefit provides an extra incentive for workers to opt for car sharing instead of driving alone.

7.7 Low Emission Bus Fleet Vehicles

- 7.7.1 Air pollution can be reduced by replacing vehicles on our roads with cleaner alternatives such as electric, hybrid, hydrogen, LPG, Euro 6 & 5 engines or by fitting emissions reduction equipment. Low emission vehicles would be encouraged and used where practicable for all contractor workforce bus services accessing the Airport to minimise any potential air quality effects.

8 Delivering the CWTP

8.1 Roles and Responsibilities

8.1.1 The CWTP is a comprehensive plan that aims to promote sustainable travel behaviour among the construction workforces. A detailed CWTP will be subsequently prepared in respect of the Project generally in accordance with this OCWTP in collaboration between GAL and its contractors.

8.2 Construction Travel Plan Coordinators (CTPCs)

8.2.1 To ensure the successful implementation of the CWTP, a Construction Travel Plan Coordinator (CTPC) will be appointed prior to the commencement of the Project. This CTPC will have responsibility for overseeing the day-to-day activities of the CWTP, including communication, monitoring and updating as necessary.

8.2.2 The responsibilities of the CTPC will include:

- communicating the CWTP across the site, including promoting the benefits of travel planning, acting as a point of contact for the workforce requiring information, and updating communications as required;
- undertaking monitoring consistent with the agreed framework and ensuring that the results are communicated to GAL and the contractors. This will include evaluation of the monitoring against targets, review of targets where appropriate and agreeing appropriate mitigation measures where necessary;
- periodically reviewing the CWTP and updating as necessary; and
- working closely with GAL to ensure that all the construction workforce receive information regarding sustainable travel.

9 Travel Plan Communication Strategy

9.1 Travel Plan Website

9.1.1 GAL or its contractors will set up a Travel Plan website for the Project. This will be an interactive tool available to the workforce to provide up-to-date information on measures and incentives. All survey results, initiatives, local transport information and proposed meetings will be made available.

9.2 Travel Plan Information Boards

9.2.1 Located in public areas, information boards will provide up-to-date information for the workforce on the following:

- the CWTP, highlighting its aims and objectives;
- any CWTP measures or initiatives;
- public transport links, including bus timetables and service destinations and details of safe pedestrian and cycle routes between the bus stops and the train station;
- telephone numbers for local taxi firms;
- contact details for the CTPC;
- details of CWTP meetings, events or workshops and information from previous events; and
- a message board for the workforce to place notices such as possible car sharing schemes.

9.3 Workforce Welcome Pack

9.3.1 An online 'welcome pack' for the workforce will be produced prior to the commencement of construction and provided to new arrivals. The welcome pack will be introduced as part of the induction process. It will draw attention to the CWTP measures and include up-to-date travel information, including public transport timetables, maps of walking and cycling routes and details of car share schemes.

10 Monitoring Framework

- 10.1.1 The CWTP will incorporate a comprehensive monitoring framework that will indicate how well it is performing at meeting any target mode shares or any other targets that are set throughout the life of the plan. Monitoring will also assist in refining CWTP measures and establishing future targets.
- 10.1.2 A CWTP is a continuous and on-going process of monitoring and review, rather than a one-off event. The CTPC will be responsible for encouraging participation of the workforce in the monitoring process, as well as coordinating the monitoring strategy and reporting the results to GAL and the relevant planning authority (as required). This fosters transparency, accountability and compliance with local regulations and sustainability objectives.
- 10.1.3 By integrating a continuous monitoring and review process, the CWTP remains dynamic and responsive to changing circumstances. It allows for the refinement of measures and the establishment of targets that align with the wider goals of the Project and the needs of the local community.