

PLANNING ACT 2008
INFRASTRUCTURE PLANNING (EXAMINATION PROCEDURE)
RULES 2010

PROPOSED PORT TERMINAL AT FORMER TILBURY POWER STATION

TILBURY2

TR030003

FRAMEWORK TRAVEL PLAN v1 - TRACK CHANGES

TILBURY2 DOCUMENT REF: PoTLL/T2/EX/68



FRAMEWORK TRAVEL PLAN

**PROPOSED PORT TERMINAL AT
FORMER TILBURY POWER STATION, TILBURY2**

Client: Port of Tilbury London Ltd

i-Transport LLP
4 Lombard Street
London
EC3V 9HD
Tel: 020 7190 2820
Fax: 020 7190 2821
www.i-transport.co.uk

| i-Transport Ref: PH/RH/ITL11323-019F R

| Date: 30 April 2018

COPYRIGHT

The contents of this document must not be copied or reproduced in whole or in part without the written consent of i-Transport LLP

QUALITY MANAGEMENT

| Report No. | Comments | Date | Author | Authorised |
|--------------------------------------|-----------------------------------|---------------------------------|--------------------------------------|-------------------------------------|
| ITL11323-019 | Draft | 15/08/2017 | Rob Hardyman | Phil Hamshaw |
| ITL11323-019A | Updated Draft | 29/08/2017 | Rob Hardyman | Phil Hamshaw |
| ITL11323-019B | Issue | 30/08/2017 | Rob Hardyman | Phil Hamshaw |
| ITL11323-019C | FINAL | 19/10/2017 | Rob Hardyman | Phil Hamshaw |
| ITL11322-019D | REVISED FINAL | 25/10/17 | Rob Hardyman | Phil Hamshaw |
| ITL11322-019E | REVISED FINAL | 27/10/17 | Rob Hardyman | Phil Hamshaw |
| <u>ITL11322-019F</u> | <u>DCO UPDATE</u> | <u>30/04/18</u> | <u>Philip Reilly</u> | <u>Phil Hamshaw</u> |

File ref: <L:\PROJECTS\11000 SERIES\11323 - Tilbury Power Station\Admin\Report and Tech Notes\ITL11323-019F Framework Travel Plan DCO UPDATE D3 SUBMISSION - Tracked.docx>

CONTENTS

| | | |
|-------------------|--|-----------|
| SECTION 1 | INTRODUCTION..... | 1 |
| SECTION 2 | PROPOSED DEVELOPMENT..... | 8 |
| SECTION 3 | EXISTING TRANSPORT CONDITIONS | 10 |
| SECTION 4 | OBJECTIVES AND BENEFITS..... | 14 |
| SECTION 5 | SUSTAINABLE TRAVEL COORDINATOR..... | 17 |
| SECTION 6 | MEASURES..... | 19 |
| SECTION 7 | MARKETING AND PROMOTION | 24 |
| SECTION 8 | TARGETS AND MONITORING | 26 |
| SECTION 9 | SUMMARY | 30 |
| SECTION 10 | ACTION PLAN | 31 |

FIGURES

FIGURE 1.1 **SITE LOCATION**

APPENDICES

APPENDIX A **THURROCK COUNCIL'S TRAVEL PLAN CHECKLIST**

SECTION 1 INTRODUCTION

1.1 Background

1.1.1 This Framework Travel Plan has been prepared on behalf of Port of Tilbury London Limited (PoTLL) by i-Transport, to support the Tilbury2 proposals, located on land that was previous Tilbury A power station ('the site', as illustrated on Figure 1.1).

1.1.2 The Framework Travel Plan (FTP) has been produced in accordance with guidance in the National Planning Practice Guidance (March 2014), the National Policy Statement for Ports (January 2012) and where necessary, other local and national guidance.

1.1.3 The FTP will principally target staff employed at the proposed Tilbury2 development, although it will also seek to influence the travel behaviour of visitors. A separate document, the Sustainable Distribution Plan (Document Reference: 6.2.13C), has been prepared to provide demand management measures and encourage sustainable travel for freight traffic, associated with the proposed development. This FTP should therefore be read in conjunction with the Sustainable Distribution Plan (Document Reference: 6.2.13C) to understand the holistic approach to demand management measures for the Tilbury2 proposals.

1.1.4 Detail of the proposed mitigation measures and proposed improvements to the local highway network are summarised in the Transport Assessment (Document Reference: 6.2.13A).

1.2 Transport Policy Context

National Policy Statement for Ports (January 2012)

1.2.1 The National Policy Statement (NPS) for Ports is part of the planning system established under the 2008 Act to deal with nationally significant infrastructure proposals such as Tilbury2. The NPS provides the framework for decisions on new port development.

1.2.2 In relation to Travel Plans, the NPS states, at paragraph 5.4.5:

“Where appropriate, the applicant should prepare a travel plan, including demand management measures to mitigate transport impacts. The applicant should also provide details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposals and to mitigate transport impacts.”

1.2.3 The NPS identifies that ‘demand management measures’ should be considered and where feasible, required before considering conditions for the provision of new transport infrastructure. It is stated at paragraph 5.4.13 that:

“The decision-maker should have regard to the cost-effectiveness of demand management measures compared with new transport infrastructure, as well as the aim to secure more sustainable patterns of transport development when considering mitigation measures.”

1.2.4 The NPS is therefore clear that the opportunities to manage and reduce travel demand should be considered, prior to identifying any requirements for improved transport infrastructure. The Framework Travel Plan, can therefore assist in managing the travel demand of staff working at the site.

National Planning Policy Framework (March 2012)

1.2.5 The National Planning Policy Framework (NPPF) (March 2012) sets the policy background for the development of Travel Plans. Travel Plans are described at paragraph 36 as a key tool to facilitate the use of sustainable transport modes for the movement of goods and people. The NPPF asserts that all developments which generate significant amounts of movement should provide a Travel Plan. Sustainable travel objectives should include reducing the use of the private car (particularly for single occupancy journeys) and measures to promote walking, cycling and public transport use as alternatives to the private car as well as motorcycles.

National Planning Practice Guidance (March 2014)

1.2.6 The National Planning Practice Guidance (NPPG) published in March 2014 discusses the purpose of Travel Plans. The NPPG states:

“The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as a way of unfairly penalising drivers.”

1.2.7 The NPPG also discusses what information should be included in Travel Plans:

“They should evaluate and consider:

- **Benchmark travel data including trip generation databases;**
- **Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;**
- **Relevant information about the existing travel habits in the surrounding area;**
- **Proposals to reduce the need to travel to and from the site via all modes of transport; and**
- **Provision of improved public transport services.**

They may also include:

- **Proposals to enhance the use of the existing, new and improved public transport services and facilities for cycling walking both by users of the development and by the wider community (including possible financial incentives).”**

- 1.2.8 The NPPG sets out how sanctions should be applied if developments do not meet the targets identified in a Travel Plan:

“Any sanctions (for example financial sanctions on breaching outcomes / processes) need to be reasonable and proportionate, with careful attention paid to the viability of the development. It may often be more appropriate to use non-financial sanctions where outcomes / processes are not adhered to (such as active or different marketing of sustainable transport modes or additional traffic management measures).”

- 1.2.9 The NPPG identifies how Travel Plans should be monitored:

“Travel Plans need to set out clearly what data is to be collected, and when, establishing the baseline conditions in relation to any targets.

The length of time over which monitoring will occur and the frequency will depend on the nature and scale of the development and should be agreed as part of the Travel Plan with the developer or qualifying body for neighbourhood planning. Who has responsibility for monitoring compliance should be clear.

Monitoring requirements should only cease when there is sufficient evidence for all parties to be sure that the travel patterns of the development are in line with the objectives of the Travel Plan. This includes meeting the agreed targets over a consistent period of time. At this point the Travel Plan would become a voluntary initiative.”

Highways England: The Strategic Network; Planning for the Future (September 2015)

- 1.2.10 Highways England are responsible for the Strategic Road Network. In relation to the proposed development this includes the A1089 St Andrews Road, A1089 Dock Road, A13 and M25. On this basis, it is necessary that the Framework Travel Plan complies with guidance from Highways England.

- 1.2.11 Highways England set out their approach to engaging in the planning system, in ‘The Strategic Network; Planning for the Future.’ Highways England identify that demand management measures should be considered to minimise the level of mitigation required. It is stated that the developer:

“Should take all reasonable steps to minimise the level of physical mitigation required, through the use of measures such as Travel Plans and travel demand management measures, such as development phasing, HGV booking systems and encouraging flexible working and sustainable travel.”

1.2.12 It is expected that developers should engage with Highways England early and should put forward initiatives to reduce the traffic impact. It is identified that:

“The preparation, implementation, monitoring and updating of a robust travel plan that promotes the use of sustainable transport modes (such as walking, cycling and public transport) is an effective means of managing the impact of development on the road network, and reducing the need for major transport infrastructure.”

1.2.13 It is also stated that:

“Capacity enhancement measures on the SRN (Strategic Road Network) will only be considered after the travel plan has been incorporated in the development proposal.”

1.2.14 The guidance therefore highlights the importance of the delivery of demand management measures through the travel plan and also that consideration should be given to these measures to minimise the infrastructure mitigation measures on the Strategic Road Network.

Thurrock Council Travel Plan Checklist

1.2.15 Thurrock Council is currently in the process of developing updated Travel Plan guidance, however, in the interim period a checklist is provided for developers against which to assess their Travel Plans.

1.2.16 The checklist includes details relating to the required contents including an action plan, identification of measures for smarter travel, targets and monitoring and reporting. The checklist provides an opportunity for developers to assess the robustness of their Travel Plan. A copy of Thurrock Council’s Travel Plan Checklist, which this FTP has been checked against is included in Appendix A.

Thurrock Council Core Strategy Focused Review, January 2015

1.2.17 In January 2015, Thurrock Council adopted a focused review of its Core Strategy and Policies for Management of Development. The aim of the focused review was to assess the compliance of the 2011 Core Strategy with the NPPF. The Council advise that the Core Strategy should be read together with the Focused Review which introduced one new policy and altered other policies and text.

1.2.18 The Core Strategy sets out policies which underline its commitment to sustainable development in line with the NPPF. Core Strategy Policy OSDP1 states that:

“Thurrock Council when considering development proposals will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework”.

1.2.19 Policy OSDP1 also states that:

“Planning applications that accord with the policies in this core strategy, will be approved without delay, unless material considerations indicate otherwise”.

1.2.20 Policy PMD10 – Transport Assessments and Travel Plans, states that Travel Plans must accompany planning applications in accordance with the Department for Transport’s guidance in *Guidance on Transport Assessments* (March 2007). Travel Plans submitted to the council must be consistent with Council policies.

1.3 Scope of Travel Plan

1.3.1 The FTP sets out a package of incentives that have been identified for and tailored to this site, which will then be implemented through the Tenant Travel Plans (TTP) for the proposed uses at the site. It only covers the operational period of the proposals.

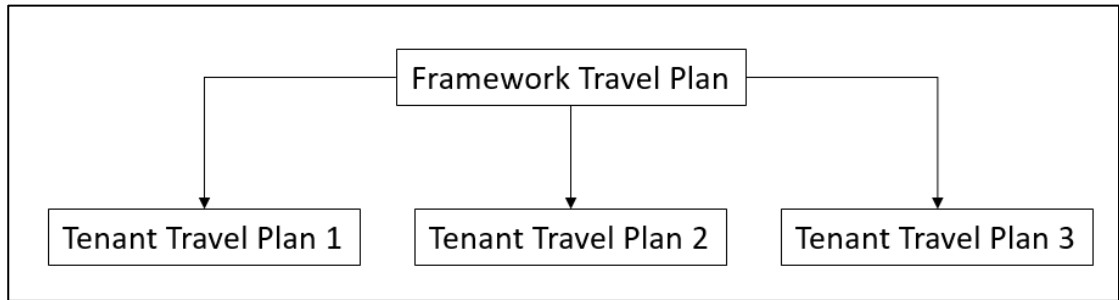
1.3.2 The TTPs will be implemented by the tenants that will operate these facilities and / or where relevant, PoTLL itself. The FTP provides a guiding structure within which the TTPs must be prepared. The TTPs will therefore be able to identify their own specific measures to suit the individual operational requirements, albeit consistent with the objectives of the FTP.

1.3.3 The PoTLL will have direct employees on Tilbury2 and will therefore have a TTP. The TTP can only apply to Tilbury2, however information and events promoting sustainable travel opportunities, would effectively be available to all direct employees of PoTLL.

1.3.4 The FTP aims to bring transport and other related issues together in a coordinated strategy, with an emphasis on reducing reliance on the private car and increasing travel choice for staff and visitors. It is a dynamic process that will develop over time and reflect changing circumstances throughout the lifetime of the FTP.

1.3.5 Plate 1.1 illustrates how the Framework Travel Plan will link to the Tenant Travel Plans.

Plate 1.1: Framework Travel Plan Structure



1.4 Structure

1.4.1 The remainder of this Travel Plan is structured as follows:

- Section 2 provides a description of the proposed development;
- Section 3 describes the existing transport conditions in the vicinity of the site;
- Section 4 provides the objectives for the Travel Plan and sets out the potential benefits;
- Section 5 describes the role of the Sustainable Travel Coordinator;
- Section 6 identifies a series of measures which will encourage the use of modes of travel other than single occupancy vehicle trips;
- Section 7 provides a marketing strategy for raising awareness of Travel Plan measures;
- Section 8 identifies targets, a monitoring strategy and ongoing management strategy and remedial measures;
- Section 9 provides a summary of the Travel Plan; and
- Section 10 provides an Action Plan.

SECTION 2 PROPOSED DEVELOPMENT

2.1 Introduction

2.1.1 The proposed main uses on the site will be Roll-on / Roll-off (Ro-Ro) terminal for containers and trailers, a Construction Materials and Aggregates Terminal (CMAT) and storage areas (which will either be bulk material or vehicles, but for the purposes of this document have been assumed to be vehicles as this will create the greatest number of vehicle movements).

2.1.2 The CMAT would comprise a number of permanent uses and structures as follows:

- Aggregates Distribution Yard – external storage areas for the aggregate materials, including a silo, to store imported materials before being exported;
- Asphalt Batching Plant – a facility to combine materials to create asphalt;
- Concrete Batching Plant – a facility to combine materials to create concrete;
- Construction Block Manufacturing Facility – a facility to combine materials to create construction blocks; and
- Cementitious powder products – including a silo, to store imported materials before being exported.

2.1.3 The proposals would require works including, but not limited to:

- Creation of hard surfaced pavements;
- Improvement of and extensions to the existing river jetty including creation of a new RoRo berth;
- Associated dredging of berth pockets around the proposed and extended jetty and dredging of the approaches to these berth pockets;
- New and improved conveyors;
- Erection of ancillary buildings;
- A number of storage and production structures associated with the CMAT;
- The construction of a new link road from Ferry Road to Fort Road; and

- Formation of a rail spur and sidings.

2.2 Staff Employed at the Site

2.2.1 The proposals will employ 309 staff. These staff will work the following shift times:

- 50 staff – Monday to Friday 07.00-19.00 & Saturday 07.00-12.00;
- 50 staff - Monday to Friday 07.00-17.00 (only 32 on Saturday 07.00-12.00);
- 50 staff - Monday to Friday 08.00-18.00 (only 32 on Saturday 07.00-12.00);
- 50 staff - Monday to Friday 09.00-19.00 (only 32 on Saturday 07.00-12.00);
- 5 staff – Monday to Sunday 06.00-18.00;
- 4 staff – Monday to Sunday 18.00-06.00;
- 33 staff – Monday to Sunday 06.00-14.00;
- 33 staff – Monday to Sunday 14.00-22.00;
- 34 staff – Monday to Sunday 22.00-06.00;

2.3 Vehicular Access

2.3.1 Access to the site will be achieved via the creation of a new link road (with street lighting and a dedicated footway / cycleway) between Ferry Road and Fort Road, this will connect to the alignment of the existing site access road (the Link Road). This new link road will enable Fort Road to the east of the Fortress Distribution Park and the south of the proposed link road to be downgraded.

SECTION 3 EXISTING TRANSPORT CONDITIONS

3.1 Introduction

3.1.1 This section of the Travel Plan sets out the existing transport conditions in the vicinity of the site, including a review of the opportunities to use non-car modes.

3.2 Site Location

3.2.1 The site comprises an area of land associated with the former Tilbury Power Station and is located on the eastern side of Tilbury as shown on the site location plan Figure 1.1. It is located some 900m to the east of Fort Road.

3.3 Walking and Cycling

St Andrew's Road

3.3.1 St Andrew's Road provides access to Tilbury Port. The road benefits from footways adjacent to either side of the carriageway and is subject to a speed limit of 40mph.

3.3.2 A shared pedestrian and cyclist bridge (circa 600m from Tilbury Town Railway Station) connects St Andrews Road via a footbridge called the Hairpin Bridge to the residential area to the north of the railway line. This route forms part of Route 13 of the National Cycle Network. It begins at Hairpin Bridge in Tilbury Town and aims to connect Tower Bridge in London with Fakenham in Norfolk upon completion. The Hairpin bridge is equipped with lighting facilities.

3.3.3 The shared foot and cycle route begins from this point southbound via the northern path of St Andrew's Road and connects (some 800m from Tilbury Town Station) to the Thames Estuary Path [FP193] that emerges off-road.

3.3.4 Southward from the Hairpin Bridge connection, the speed limit decreases from 40mph to 30 mph. The shared foot and cycle routes that are present on both sides of St Andrews Road terminate when the road connects with the off-road Thames Estuary Path. The shared use foot and cycle route resumes to the north of the Ferry Road roundabout.

Ferry Road

- 3.3.5 The Ferry Road / Hyundai / Fort Distribution Park roundabout, provides pedestrian crossings and refuge islands on all arms of the junction (with the exception of the Ferry Road South arm) to facilitate pedestrian and cycle crossing movements and the shared foot and cycle ways continue. At the southern Ferry Road / Fort Road roundabout safe crossing is facilitated with the presence of lowered tactile paving on the Cruise Terminal arm of the roundabout. Both roundabouts are well lit.
- 3.3.6 At the Fort Road / The Worlds End mini roundabout, footways are provided on both sides of Fort Road with pedestrian / cycle crossing provided on The Worlds End arm of the roundabout. The westbound arm of the mini roundabout provides off-road access to a shared path (Public Footpath 146) at the end, which is a footpath that follows northbound to connect to Fort Road after its eastern bend. The shared foot and cycle route is not streetlit.
- 3.3.7 At the connection with Fort Road, lowered tactile paving is in place to facilitate safe crossings for cyclists and pedestrians who want to continue northbound via Public Footpath 144 route. This is an off-road shared path that connects (via an at-grade crossing of the rail track) to the residential area at The Beeches. The shared foot and cycle route is not lit.

Fort Road

- 3.3.8 In the vicinity of the site there are pedestrian footways on the western side of Fort Road at its junction with the site access. The footway continues northbound, connecting with the footway on the residential street of Brennan Road. Brennan Road has footways on both sides of the road and provides a direct walking route to Tilbury Town Centre and the railway station.
- 3.3.9 To the south of the site access junction there are no footways on Fort Road. Further south there is a footway on the southern side of Fort Road in the vicinity of Fortress Distribution Park. Adjacent to the Riverside Business Centre footways are provided on both sides of Fort Road for a short distance, before reverting back to the southern side only connecting with the Port of Tilbury. Fort Road (becoming St Andrews Road) continues around the Port and provides footway connections between the Port, Tilbury town centre and railway station.

3.3.10 Part of National Cycle Route (NCR) 13 is located at the southern end of Fort Road; routing along the eastern perimeter of the Port, it links Tilbury, the railway station and Tilbury Fort. The Thurrock Council 2010 Cycle Plan classifies Fort Road as a route suitable for cyclists. Cycle lanes are provided along Brennan Road and a shared cycle and foot way adjacent to Feenan Highway provides a connection to the residential area in Tilbury.

3.4 Public Transportation

Bus

3.4.1 The nearest bus stop to the site is located some 800m to the west of the site on Brennan Road, accessible via a short overbridge on Fort Road. This bus stop is served by the 99 service and provides sheltered seating for its passengers. Bus 99 operates every 30 minutes on Mondays to Saturdays. No services run on Sundays. The details of local bus services are summarised in Table 3.1.

Table 3.1: Local Bus Services

| Service | Destinations | Mon-Fri | Saturday | Sunday |
|---------|---|---|---|--------|
| 99 | Tilbury Town Centre- Tilbury Rail Station - Tilbury Ferry Terminal Circular. | Every 30 mins. First bus 0540, last bus 1905. | Every 30 mins. First bus 0545, last bus 1907. | - |

Source: Traveline

3.4.2 The circular route serves the Tilbury to Gravesend Ferry and Tilbury Town Railway Station. It provides access to the Port with bus stops located at the Ferry Terminal and the railway station enabling access by bus by existing employees. The Tilbury to Gravesend Ferry bus stop provides sheltered seating and live timetabling information.

Ferry

3.4.3 The Tilbury to Gravesend Ferry Pontoon is located 1.75km to the south of the site and a short distance from the entrance to the Port. Two ferry services per hour operate from the Tilbury pontoon to Gravesend Pontoon between 05:50 to 19:10, Monday to Saturday.

Rail

3.4.4 Tilbury Town railway station is situated some 3km to the west of the site and a short distance from the main entrance to the Port. Table 3.2 provides a summary of the services from Tilbury Town railway station.

Table 3.2: Rail Services from Tilbury Town Railway Station

| Destination | Typical Frequency | Typical Journey Time |
|------------------|-------------------|----------------------|
| London Fenchurch | 2 per hour | 40 minutes |
| Southend Central | 2 per hour | 34 minutes |
| Pitsea | 3 per hour | 18 minutes |

Source: National Rail

3.4.5 Trains from this station provide up to seven services per hour on a typical Monday to Friday to westbound destinations such as Grays, Chafford Hundred, Upminster and London Fenchurch Street. Eastbound destinations that are served by the route include Pitsea and Southend.

3.5 Local Highway Network

3.5.1 Fort Road is a single carriageway road routing north to south to the west of the site. It is subject to the national speed limit of 60mph along the majority of its length, reducing to 30mph at the access to the Fortress Distribution Park to the south. The carriageway is of varying width generally 5.5m in the vicinity of the access to the power station; there is no street lighting and limited footways.

3.5.2 Fort Road continues south and west past the Port with a number of dedicated accesses to the Port and associated activities. It becomes the Ferry Road / A1089 St Andrews Road continuing west and subsequently becoming a trunk road at the main Port access. The A1089(T) then continues north joining the A13.

SECTION 4 OBJECTIVES AND BENEFITS

4.1 Overview

4.1.1 The overarching purpose of a Travel Plan is to influence behaviour change towards sustainable modes of travel and active travel. In this context and in accordance with the NPS, the primary objective of this Framework Travel Plan is to manage travel demand through the promotion of walking, cycling and public transport use as alternatives to the private car, for future staff.

4.1.2 To focus the approach, the key objectives of the FTP are to:

- Implement a range of measures that will encourage and support the use of sustainable modes of travel (e.g. walking, cycling, public transport);
- Inform staff and visitors of the availability of alternative transport facilities;
- Promote the sustainability of the site using a range of promotional measures;
- Manage staff arrival and departure times to reduce the impact of the proposed development on the highway network during the morning (08:00 to 09:00) and evening (18:00 to 19:00) peak periods; and
- Monitor the performance of the FTP Plan against targets.

4.1.3 The anticipated outcomes of these objectives include the following:

- Opportunities for active, healthy travel;
- Improved travel choices and accessibility to the site by means other than the single person occupied car;
- Less congestion on local roads including at the Asda Roundabout and the A1089(T); and
- Improved local environment through reduced congestion, pollution and noise.

4.1.4 Travel Plan measures (Section 5) will help ensure that the objectives and outcomes are met. The measures will assist in minimising car travel to and from the site and will help bring environmental benefits to the local businesses.

4.1.5 All of the measures will also assist Thurrock Council in meeting its objectives contained within their Core Strategy of reducing the dependence on the private car and enabling smarter choices in the local area, particularly by improving and encouraging greater use of sustainable transport.

4.2 **Benefits of a Travel Plan**

4.2.1 The development of a Travel Plan has a number of benefits for the employers, their staff, the local community and the surrounding environment.

Benefits to Employers

4.2.2 The Travel Plan will offer the following benefits to employers:

- Improved car park management enabling the most efficient use of the car parking space available;
- Improved relationship with neighbours by reducing demand for off-site car parking as suitable levels of on-site parking will be provided;
- Improved staff satisfaction and retention by improving ease of travel to work and by providing associated travel related staff benefits; and
- Benefits to staff recruitment due to improved access to a larger potential labour pool and the ability to recruit workers without access to travel by private car.

Staff Benefits

4.2.3 The Travel Plan will offer the following benefits to staff:

- Increased opportunities for accessing the workplace by non-car modes;
- Individual cost savings, for example through reduced motoring costs through the ability to car share with another member of staff;
- Improved health levels through increased walking and cycling and reduced stress levels in terms of travel to work; and
- Greater convenience in terms of travel choice and information availability.

4.2.4 PoTLL will seek to employ staff from the local area, therefore the measures proposed within this FTP relating to walking, cycling and public transport will offer a significant benefit to staff travelling to the site.

Community and Environmental Benefits

4.2.5 This FTP will provide the following benefits to the local community and environment:

- It will help to reduce the impact of traffic generated by the development on the local highway network including at the Asda Roundabout and on the A1089(T);
- It will help to minimise the impact of the site on the environment by reducing CO₂ emissions through fewer car journeys. This will help to contribute to both local air quality management and national climate change reduction targets; and
- The measures contained within this plan will also help to reduce the impact of transport related noise from vehicular movements into and out of the site by reducing the amount of potential traffic movements.

SECTION 5 SUSTAINABLE TRAVEL COORDINATOR

- 5.1.1 The coordination of the FTP will be managed by the Tilbury2 Sustainable Travel Group. The group will consist of representatives from each of the tenant businesses present at the site, including PoTLL, and a representative from the overall site management company.
- 5.1.2 A member of staff (admin / management) within each of the tenants, including PoTLL, will take on the role of Sustainable Travel Coordinator (STC) as part of their duties. The STC will be responsible for preparing and managing the TTP for their business. Each TTP will be approved by the Tilbury2 Sustainable Travel Group. Each STC will make themselves known to, and be required to attend meeting with the Tilbury2 Sustainable Travel Group. The group will meet every three months for two-years from the date the first part of the site is occupied and annually thereafter for up to five years, or longer if all parties agree.
- 5.1.3 One member of the Tilbury2 Sustainable Travel Group will be nominated to liaise with a Sustainable Travel Steering Group comprising a representative from the highway authorities (Thurrock Council and Highways England), Thurrock Council's sustainable travel coordinator and a representative from the Tilbury Community Forum. PoTLL will chair the steering group, it is important to note that PoTLL are also present on the London Distribution Park Steering Group and will therefore assist in providing a coordinated approach to travel planning within Tilbury.
- 5.1.4 The steering group will meet every three months from the date the first part of the site is occupied for the first two years and then every six months until at least five-years after first occupation, or longer if all parties agree.
- 5.1.5 The role of the STC will be as follows:
- Take responsibility for the delivery of the Tenant Travel Plan including implementing and coordinating measures including appropriate further measures should the targets not be met;
 - Give a 'human face' to the Tenant Travel Plan. The STC will ensure that all employees receive the Tenant Travel Plan information leaflets;

- Oversee the implementation of the 'soft' measures outlined in Section 5 of this Framework Travel Plan as they are developed within the Tenant Travel Plan;
- Raise awareness of the Tenant Travel Plan amongst staff and visitors in line with the marketing strategy in Section 6;
- Set up a steering group which includes representatives from across the business to ensure the travel plan meets the different requirements within the organisation; and
- Undertake staff travel surveys and monitor the progress of the Tenant Travel Plan against targets in line with the monitoring strategy in Section 8 of this Travel Plan.

SECTION 6 MEASURES

6.1 Introduction

6.1.1 The key measures for a workplace Travel Plan are the provision of infrastructure to facilitate the use of non-car modes of transport, the provision of information on opportunities for active travel trips, and the promotion of these modes.

6.1.2 The Travel Plan will introduce a series of 'infrastructure' and 'soft' measures to facilitate and encourage the use of modes of travel other than single occupancy car use, for staff travel to work.

6.2 Infrastructure Measures

Pedestrian and Cycle Infrastructure

6.2.1 Measures to improve walking and cycling include:

- Provision of a shared foot and cycle route adjacent to the proposed Link Road;
- Delivery of a new toucan crossing on St Andrew's Road to the east of the Hairpin pedestrian / cycle bridge;
- Footway widening along Calcutta Road and conversion into shared use;
- Widening of existing cycle lanes along Brennan Road;
- Improvements to Thames Estuary Path towards East Tilbury;
- Resurfacing of Footpath 144 within existing width;
- Diversion of Footpath 146 to achieve 2.0m headroom clearance at the proposed RoRo bridge;
- Enhancement of existing uncontrolled crossing at the Ferry Road / Hyundai / Fort Distribution Park and Ferry Road / Fort Road roundabout;
- Creation of a quiet way along Ferry Road and Fort Road, with HGVs to be diverted along the proposed Link Road; and
- Provision of Wayfinding signs along main pedestrian and cycle routes.

6.2.2 The measures proposed as part of the Link Road, will be delivered as part of the proposals. The diversion of Footpath 146 and the resurfacing of Footpath 144, will be within the Order limits and will therefore be delivered as part of the proposals. For the remainder of the measures identified above, it is proposed to contribute towards their delivery as part of a Section 106 Agreement with Thurrock Council.

6.2.3 The measures will improve pedestrian and cycle access to the site whilst also improving the links between the site and the residents in the surrounding area including Tilbury, Grays and East Tilbury.

6.2.4 Cycle parking will be provided at a level consistent with Thurrock Council's parking standards with details agreed in consultation with Thurrock Council. Based on estimated employee numbers of circa 300 staff it is likely in the region of 50 cycle parking spaces would be provided. It will be designed to:

- Be secure and covered;
- Be conveniently located adjacent to entrances to buildings;
- Enjoy good natural observation and surveillance;
- Be easily accessible from roads and / or cycle routes;
- Be well lit; and
- Be located so that it does not obstruct pedestrian and cycle routes.

6.2.5 The site will also include provision of showers and changing facilities for both staff and visitors. The details will be agreed with Thurrock Council and the facilities will be completed by the PoTLL, prior to occupation of the development site. For pedestrians high visibility jackets and personal alarms would be made available on request.

6.3 Promotion of Public Transport

6.3.1 Information on the public transport routes and facilities serving the new development will be made available to employees through the Sustainable Travel Coordinator and other means described below.

6.3.2 Staff will be offered interest free loans for local bus, rail and ferry services.

6.3.3 A new bus stop will be located on Fort Road close to the Tilbury2 site access. This will serve the 99 service and the exact location will be agreed with TC as part of the detailed design of the link road and associated changes to Fort Road.

6.3.4 The 99 bus service would provide a genuine option for 242 of the 309 staff anticipated to be employed at Tilbury2 (paragraph 2.2.1) based on the current hours of service (paragraph 3.4.1). As noted at paragraph 6.2.1 improved pedestrian and cycle facilities are to be provided enhancing connections to Tilbury Town railway station and Tilbury-Gravesend ferry. These improvements (set out in the Active Travel Study) will be secured through a s106 with Thurrock Council, which also includes a financial contribution towards enhancements to the existing ferry service.

6.3.5 PoTLL and tenants will through the T2 Sustainable Travel Group explore with bus and ferry operators modifications to timetables to coordinate with shift patterns wherever practicable.

6.4 **Soft Measures**

6.4.1 Further measures to encourage staff to travel to work by more sustainable modes that should be considered to be part of TTP's include:

- Liaison and involvement with Essex County Council and Thurrock Council's South Essex Active Travel (SEAT) project;
- Through the Tilbury2 Sustainable Travel Group investigate co-ordinated approach with other employers and benefits of Liftshare's My PTP;
- The promotion to staff of national sustainable travel events, such as national 'Walk to Work Week' (www.livingstreets.org.uk/walk-with-us/events/walk-to-work-week) 'Bike Week' (www.bikeweek.org.uk) and Liftshare Week ([www. https://liftshare.com/uk](https://liftshare.com/uk));
- A Bicycle User Group (BUG) to encourage cycling, particularly amongst those who have not previously cycled or who have not cycled for some time. The BUG will be led by an overall co-ordinator sourced from a local cycle shop. Regular meetings will be held for employees wishing to attend. The BUG will organise events that will encourage cycling, including adult cycle training, bicycle maintenance lessons and events e.g. Dr Bike;

- The promotion of local cycle events and clubs, such as Gateway Cycling Club;
- Attendance at cycle forum meetings when arranged by Thurrock Council;
- Investigate opportunity to take up the government Cycle Scheme which provides tax free bikes for employees through their employer. More information can be found at (www.cyclescheme.co.uk);
- A cycle / walking 'buddy' scheme to encourage shared journeys by these modes; and
- The investigation of opportunities for discounted bus, rail and ferry services.

Car Sharing

6.4.2 The following measures are proposed to encourage staff to car share:

- Sign up to Lift Share Schemes (<http://www.liftshare.com>) and provide details to staff;
- The car share scheme will be promoted on an information board and monitored and implemented by the TPC. Information on staff home postcodes (those who are willing to car share) will be gathered and displayed on the pin-board to enable staff to identify potential car share partners;
- Introduce a 'guaranteed ride home' scheme to cover those staff registered as car sharers. Staff can sometimes find themselves stranded if their car-share partner has to work longer hours or is off sick which can create a barrier to car sharing. This type of scheme ensures that staff can get home if their car share arrangements fail;
- Where feasible, the TTP will set out that the tenant and / or PoTLL (as relevant) will consider reasonable requests for matching of shift hours where it would enable staff to car share; and
- Provide preferential car parking locations close to the site entrance (where applicable) within each dedicated parking zone on the Tilbury2 site for car-sharers (depending on the up take of the car share scheme). [A plan to manage car sharing spaces would be prepared and agreed by TC through the Tilbury2 Sustainable Travel Group.](#)

Visitors to the Site

6.4.3 To assist in influencing the travel choices of less frequent visitors to the site, the following measures will also be implemented as part of TTPs:

- Public transport timetables and cycle route maps will be provided in reception facilities; and
- Information on public transport will be provided on the websites of tenants.

6.4.4 Details relating to the sustainable travel options to and from the site will be included in the details sent to visitors attending the site.

SECTION 7 **MARKETING AND PROMOTION**

7.1 **Overview**

7.1.1 Staff will regularly be provided with up-to-date information.

Travel Plan Communication – Information Boards

7.1.2 Information on alternatives to driving their cars to and from the site will be provided on staff notice boards (to be located in a communal area of each tenanted part of the site) and in a takeaway 'leaflet' form. The STC for each tenant will be responsible for keeping this information up-to-date. Staff will also be informed of the Travel Plan during their induction.

7.1.3 The information boards will include the following information:

- Details of the Framework Travel Plan website, which will form part of the Tilbury2 website (www.tilbury2.co.uk);
- An overview of the objectives and structure of the Framework Travel Plan and the Tenant Travel Plan;
- Contact details of the Sustainable Travel Coordinator for each tenant;
- Details on pedestrian, cycle and public transport routes / timetables in the local area;
- Details of the bus service operating from the site;
- Safe walking and cycling routes in the surrounding area for accessing the site;
- Contacts and support available from the SEAT team at Essex County Council and Thurrock Council;
- A summary of the results of the travel plan surveys;
- News of local and national travel awareness campaigns and events such as Bike to Work week;
- Details of the car sharing scheme;
- Information on the guaranteed ride home scheme;

- Details about discounts if available on public transport services; and
- Details about cycle facilities on site available to employees.

SECTION 8 TARGETS AND MONITORING

8.1 Targets Overview

8.1.1 Targets are measurable goals against which the progress of the Framework Travel Plan can be assessed. Targets need to be SMART (Specific, Measurable, Achievable, Realistic and Timed) in order to conform with Thurrock Council’s guidance checklist for Travel Plans.

8.1.2 The indicative targets set out below are an example of the results that would be expected if a first travel survey was carried out at opening and will be updated and refined following the initial staff travel survey which will be undertaken within one year of the first occupation of the site by each occupier. This approach has been agreed by TC. The survey will also monitor awareness of the FTP.

8.2 Employee Journey to Work Data

8.2.1 Staff at the proposals are likely to exhibit similar travel patterns to that of the existing commuters in the local area. Therefore, initial targets have been based upon a summary of the Census 2011 Origin Destination Flow Data for the Method of Travel to Work dataset (WU03EW) for workers in the local area (based on the Middle Super Output Area Ref: Thurrock 018). This is provided below in Table 8.1.

Table 8.1: Census 2011 Method of Travel to Work

| Method of Travel to Work | Place of Work: Thurrock 018 MSOA Level |
|---------------------------|--|
| | % |
| Train | 4.3% |
| Underground | 0.4% |
| Bus | 2.1% |
| Taxi | 0.5% |
| Motorcycle | 1.2% |
| Driving a Car or Van | 77.2% |
| Passenger in a Car or Van | 5.5% |
| Bicycle | 2.5% |
| On Foot | 6.0% |
| Other | 0.4% |
| Total | 100% |

Source: Nomis Web.

8.2.2 Table 8.1 shows that the most favoured travel modes for people travelling to work in Tilbury are by car or van, walking, bus, as a car passenger or by train. Table 8.1 shows that 77.2% of people commute to work by car or van, 6.0% by foot, 5.5% as a car passenger, 4.3% by train, 2.5% by bicycle and 2.1% by bus.

8.3 Initial Targets

8.3.1 The key aim of this Framework Travel Plan is to reduce single occupancy car use for travel to the site. The Framework Travel Plan will aim to achieve the following interim target for staff travel to the site over a five-year period from first occupation of the development proposals:

- **To reduce single occupancy car use amongst staff for travel to the site by 5 percentage points from the 2011 Census baseline by the end of the five-year monitoring period.**

8.3.2 Using the Census data as a base, Table 8.2 below sets out the initial modal split target for staff travel to work at the development.

Table 8.2: Staff Travel to Work – Initial Targets

| Mode | 2011 Census | Initial Target |
|----------------------------------|-------------|----------------|
| Car Driver | 77.2% | 72.2% |
| Other modes (inc. car passenger) | 22.8% | 26.7% |
| Total | 100% | 100% |

Source: 2011 Census.

8.3.3 The interim target to reduce single occupancy car travel for staff would result in a modal shift for car drivers of 5 percentage points from the base 2011 Census data over a five-year period from first occupation of the site.

8.3.4 Once the first travel survey has been undertaken, the targets will be reviewed and updated as necessary by the Tilbury2 Sustainable Travel Steering Group in discussion with TC.

8.3.5 The targets and travel plan measures will be reviewed each year within three months of the results from the annual travel surveys undertaken as part of the Framework Travel Plan.

8.4 Monitoring

8.4.1 The Framework Travel Plan will be monitored for the period five years after the first occupation of the site. It is estimated that the development will be occupied in 2020, therefore the monitoring period will extend to at least 2025 depending upon the rate of occupation.

8.4.2 In order to comply with Thurrock Council's guidance for Travel Plans, monitoring of the Travel Plan's progress towards meeting its targets will be monitored annually.

8.4.3 The first full staff travel survey will be undertaken within 6 months of the first occupation on the site, this will be coordinated by the Tilbury2 Sustainable Travel Group. The exact date will be agreed in consultation with TC and will be set to ensure that there is an established critical mass of employees.

8.4.4 In accordance with Thurrock Council's monitoring guidance, the STC for each tenant will then carry out later annual surveys in the following manner:

- The same data collection methods will be used for each survey by each tenant. Each tenant will be responsible for collecting data in a consistent method to feed into the overall monitoring for the site;
- Reports will be submitted to Thurrock Council Sustainable Travel Coordinator and any changes to modal shift targets agreed within three months of the travel survey being undertaken;
- Results shall be submitted to TC within one month of the end of each monitoring period;
- Framework Travel Plan targets will be reviewed and new targets set if needed on the basis of the above information;
- The targets within the Framework Travel Plan will be reviewed and updated within 3 months if targets are not achieved based on the data from each STC;
- The updated Travel Plans shall be implemented within 3 months of the TC's approval; and
- Survey results will be reported to general staff, TC and HE.

8.4.5 Thus, monitoring will continue for 5 years from the last tenant occupation.

SECTION 9 SUMMARY

- 9.1.1 This Framework Travel Plan has been prepared on behalf of Port of Tilbury London Ltd for the Tilbury2 proposals, part of which involves development of land at the former Tilbury Power Station to provide an extension of the existing Port.
- 9.1.2 This land is located to the east of Tilbury town centre and is well located in terms of proximity to public transport including bus and rail services, which provide access to Chadwell, Grays, Upminster and Barking. Ferry services are also available providing a connection between Tilbury and Gravesend. It is within a reasonable walking distance of the main residential areas within Tilbury and within a reasonable cycling distance of a number of local settlements including Grays, Chadwell St Mary and East Tilbury. It is therefore within an accessible location with opportunities for future staff to travel by non-car modes.
- 9.1.3 The interim target is to reduce single occupancy car travel for staff by 5 percentage points by the end of the five-year monitoring period in accordance with the targets set out in Section 7.
- 9.1.4 This Travel Plan identifies the infrastructure measures such as improvements to the existing pedestrian and cycle networks and the provision of a new shared foot and cycle way adjacent to the proposed link road. Further measures including the provision of secure cycle parking for staff and visitors, showers, lockers and changing facilities, and staff measures such as provision of a Travel Plan notice board and promotion of car sharing will also be delivered to reduce single occupancy car travel to and from the site.
- 9.1.5 This Framework Travel Plan also sets out a number of objectives which include encouraging the use of more sustainable modes of travel, ensuring staff are aware of the relevant Tenant Travel Plan and monitoring the performance of the Travel Plan against its targets by collecting accurate travel information from staff.
- 9.1.6 A STC will be appointed three months prior to first occupation of the site to oversee the implementation of the proposed measures and will effectively oversee the monitoring of the Travel Plan; each tenant including PoTLL will then appoint a STC upon occupation. A monitoring programme has been put forward in accordance with Thurrock Council's Travel Plan Guidance and sets out the dates for monitoring and review of the Travel Plan over the next five-years.

SECTION 10 ACTION PLAN

10.1 Action Plan

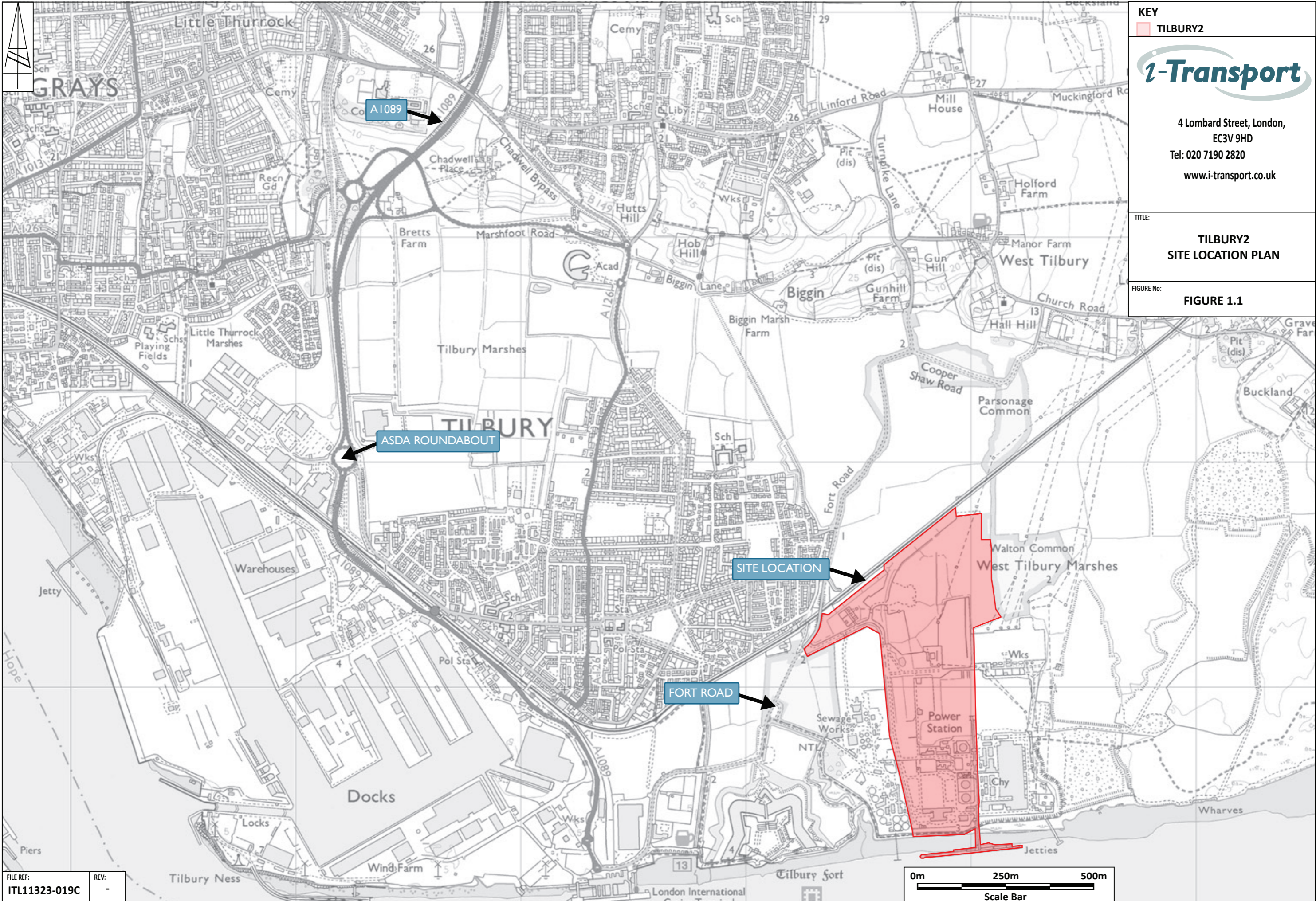
10.1.1 An Action Plan is presented below in Table 10.1 which provides a programme for delivering the Travel Plan measures.

Table 10.1: Action Plan

| Measure | Summary of Task / Measure | Target Groups | Priority | Responsibility | Timescale |
|---|--|------------------|----------|--------------------------------|---|
| On and Off-Site Pedestrian and Cycle Improvements | Provision of a shared use footway / cycleway adjacent to the proposed link road. | Staff / Visitors | High | PoTLL | Prior to Occupation of first part of the site. |
| Sustainable Travel Coordinator | Nominate Sustainable Travel Coordinator | Staff | High | Tenant(s) | 3 months prior to occupation |
| Travel Plan Promotion | Information sheet about the Travel Plan and local and national transport events and options available | Staff | High | Sustainable Travel Coordinator | First information sheet/leaflet distributed upon first occupation and yearly update |
| Access to Bus Services | Detail of local bus services and timetables to be provided to staff and visitors | Staff / Visitors | High | Sustainable Travel Coordinator | Upon first occupation, annual review |
| | Interest free season ticket loan scheme Explore opportunities for discounts with local bus operators | | | | Season ticket loan scheme within six months |
| Promoting Cycling | Develop interest free loan scheme for cycles and equipment, discounts at local cycle shops, BUG and distribution of information leaflets | Staff | Medium | Sustainable Travel Coordinator | Introduced within three months of occupation, review regularly Interest free loan scheme within six months |
| Cycle Facilities | Provision of secured and covered cycle parking on site. Provision of showers and changing facilities in each entrance lobby | Staff / Visitors | High | Tenant(s) | Prior to Occupation of first part of the site. |
| Promotion of Car Sharing | Information about the benefits of car sharing, internally or using the Thurrock Lift Share scheme/Guaranteed Ride Home | Staff | Medium | Sustainable Travel Coordinator | Within three months of occupation of first part of the site and reviewed regularly |

| Measure | Summary of Task / Measure | Target Groups | Priority | Responsibility | Timescale |
|--|--|-----------------------|-------------|---------------------------------------|---|
| Promotion of National and Local Events | Information to be made available about upcoming national and local events, such as 'Bike Week' and 'Walk to Work' week | Staff | Medium | Sustainable Travel Coordinator | Introduced within three months of occupation of the first part of the site, review regularly |
| Travel Plan Monitoring and Review | Monitor staff and visitor modal split and initiative take-up. Review of travel plan measures and targets in line with the Travel Plan. | Staff | High | Sustainable Travel Coordinator | Within <u>6 months</u> of first occupation (2021) of the first part of the site with subsequent annual surveys for four years |
| <u>Access to Rail Services</u> | <u>Details of local rail services and timetables to be provided to staff and visitors.</u> <u>Explore opportunities for discounts with C2C for staff</u> <u>Interest free season ticket loan scheme</u> | <u>Staff/visitors</u> | <u>High</u> | <u>Sustainable Travel Coordinator</u> | <u>Upon first occupation.</u> |
| <u>Access to Ferry services</u> | <u>Details of local ferry services and timetables to be provided to staff and visitors.</u> <u>Interest free season ticket loan scheme</u> <u>Explore opportunities for discount with ferry operator for staff</u> | <u>Staff/visitors</u> | <u>High</u> | <u>Sustainable Travel Coordinator</u> | <u>Upon first occupation.</u> |

FIGURES



KEY

TILBURY2

i-Transport

4 Lombard Street, London,

EC3V 9HD

Tel: 020 7190 2820

www.i-transport.co.uk

TITLE:

**TILBURY2
SITE LOCATION PLAN**

FIGURE No:

FIGURE 1.1

FILE REF: ITL11323-019C
REV: -

0m 250m 500m
Scale Bar

Reproduced from ordnance survey by the permission of the controller of her majestys stationery office. Crown copyright. All rights reserved. Licence number 100022432

APPENDIX A

**Thurrock Council's Travel
Plan Checklist**

Thurrock Council – travel plans checklist

Major development proposals must be accompanied by a transport assessment. The assessment should provide details of the transport conditions and the likely impact of development.

A separate development-related travel plan should provide the long-term strategy to mitigate any adverse impacts and maximise the potential for achieving sustainable travel behaviour.

| | | TYPE / FORM OF TRAVEL PLAN | | | |
|---------------------------------|--|----------------------------|----------------------|------------------------|-------------|
| CONTENT | DETAIL REQUIRED | FRAMEWORK | FULL: OCCUPIER KNOWN | FULL: OCCUPIER UNKNOWN | RESIDENTIAL |
| COVER PAGE | | | | | |
| Key contact/ address details | Development name (if known), or site name and occupier name (if known). | ✓ | ✓ | ✓ | ✓ |
| | Full address of the development. | ✓ | ✓ | ✓ | ✓ |
| | Contact details for the person responsible for preparing the Travel Plan. | ✓ | ✓ | ✓ | ✓ |
| BACKGROUND | | | | | |
| Summary of proposed development | Brief description of the nature and context of the proposed development. | ✓ | ✓ | ✓ | ✓ |
| | Key parameters by land use class e.g. number of units; floor area; number of cycle and car parking spaces etc. | ✓ | ✓ | ✓ | ✓ |
| | Details of associated travel including number of staff expected on site; numbers of visitors and key details about delivery and servicing activity. Provide as much detail as possible e.g. breakdown of full-time/ part-time employees, and number of staff expected on site at any one time. | ✓ | ✓ | ✓ | ✓ |
| | For multiple land uses on a site: i) a breakdown of different land uses expected on site; ii) details of size of each type of land use; iii) details of how build-out of the development will be phased. | ✓ | | | |
| | Commitment for occupiers of the site to develop individual Travel Plans within the context of the overarching (Framework) Travel Plan. | ✓ | | | |
| Scope of the Travel Plan | Users covered by the Travel Plan e.g. staff; visitors etc. | ✓ | ✓ | ✓ | ✓ |
| Benefits | Overview of benefits of a Travel Plan for the site. | ✓ | ✓ | ✓ | ✓ |
| Timescales | Outline timescales for occupation and details of any phasing of development, if appropriate. | ✓ | ✓ | ✓ | ✓ |
| Statement of case | Demonstrate that the developer recognises the value of sustainable transport. | ✓ | ✓ | ✓ | ✓ |

| POLICY AND BEST PRACTICE | | | | | |
|--------------------------------|--|-----|---|-----|-----|
| National and local policy | Overview of national policy e.g. NPPF, and local policy e.g. Thurrock's Core Strategy. | ✓ | ✓ | ✓ | ✓ |
| SITE ASSESSMENT | | | | | |
| Location | Clearly define the location of the development including boundaries and access points for all transport modes. | ✓ | ✓ | ✓ | ✓ |
| | Key infrastructure which will be delivered in the surrounding area as part of the development. | ✓ | ✓ | ✓ | ✓ |
| | Include a map and site plans where useful. | ✓ | ✓ | ✓ | ✓ |
| Walking and cycling | Pedestrian and cycling access points and routes to the site, to local transport and other amenities. | ✓ | ✓ | ✓ | ✓ |
| | Quality and availability of infrastructure around the site – consider how amenable local roads are to walking and cycling. | ✓ | ✓ | ✓ | ✓ |
| | Detail of infrastructure to be introduced as part of the development e.g. cycle and pedestrian routes, cycle parking. | ✓ | ✓ | ✓ | ✓ |
| | Organisational policies and other initiatives that will influence active travel and public transport use e.g. tax-free cycle purchase schemes, cycle training, season ticket loans etc. | | ✓ | | |
| Car Use | Car-related initiatives in place e.g. car park management, car clubs in the local area, car sharing, pool cars etc. | (✓) | ✓ | (✓) | ✓ |
| Public Transport | Public transport facilities and services including routes, hours of operation and service frequency. | ✓ | ✓ | ✓ | ✓ |
| | Quality of stops and stations including lighting, cleanliness, cover, real-time information etc. | ✓ | ✓ | ✓ | ✓ |
| Reducing the need to travel | Initiatives/work practices that reduce the need to travel or encourage sustainable travel e.g. home-working, teleconferencing, flexi-working, sustainable business policy. | | ✓ | | (✓) |
| | Amenities/ facilities in the surrounding area that can be reached by walking/cycling, reducing the need to travel by car e.g. at lunchtime. | ✓ | ✓ | ✓ | ✓ |
| Disabled access | Provision for disabled site users. | ✓ | ✓ | ✓ | ✓ |
| TRAVEL SURVEY | | | | | |
| Surveys | Specify whether surveys have been undertaken. | | ✓ | | |
| | <ul style="list-style-type: none"> If yes, provide details of the survey including method, date, response rate and key findings. If no, specify when surveys will be undertaken (usually within 6 months of occupation or at 75% occupancy). | ✓ | | ✓ | ✓ |
| Baseline Data: staff, visitors | Travel survey data analysis if there are existing site users. | | ✓ | | |
| | Where there are no existing site users, this should be based on the Transport Assessment or on comparator data drawn from e.g. TRICS or census data. | ✓ | | ✓ | ✓ |
| OBJECTIVES | | | | | |
| Objectives | Encourage sustainable travel to and from the site; cover a range of outcomes e.g. environmental, health; and ensure objectives are relevant to the site, and to local policy in Thurrock. | ✓ | ✓ | ✓ | ✓ |

| TARGETS | | | | | |
|---|---|-----|---|-----|---|
| SMART targets | Targets should enable enforcement and success in achieving objectives of the Travel Plan to be measured, and link directly back to the Transport Assessment. Where occupier is unknown <i>interim targets</i> should be specified – linking to the Transport Assessment. | | ✓ | | ✓ |
| | | ✓ | | ✓ | |
| Timescale | Targets should have a (minimum) five year time frame, and be set for Years 1, 3 and 5. For larger developments, targets may need to be set beyond 5 years. If <i>interim</i> targets are set, these should also have 1, 3 and 5 year timeframes. | | ✓ | | ✓ |
| | | ✓ | | ✓ | |
| TRAVEL PLAN MANAGEMENT | | | | | |
| Travel Plan Co-ordinator | Identify a Travel Plan Co-ordinator, including their name where possible. In the absence of this, a nominated point of contact should be provided. (for Framework Travel Plans, this should be a Site-Wide Co-ordinator) Make roles and responsibilities clear (may include provision of personal Travel Planning advice, preparation and distribution of welcome packs, monitoring etc.). Identify any other individuals involved in managing initiatives Specify how much time the Co-ordinator will be dedicating to the Travel Plan. | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| Marketing | Ensure it is clear what marketing activities will be carried out, and by whom. | ✓ | ✓ | ✓ | ✓ |
| MEASURES – clearly contribute to achieving targets and objectives, and are specific to the site. Should take account of future propensity for walking and cycling (active travel) | | | | | |
| Walking & cycling | <ul style="list-style-type: none"> Physical and infrastructure provision e.g. secure bike parking, showering and changing facilities, safe and accessible routes. Consider organisational and other policies that encourage walking and cycling e.g. cycle mileage for business travel. | ✓ | ✓ | ✓ | ✓ |
| | | | ✓ | | |
| Public transport | <ul style="list-style-type: none"> Initiatives for encouraging use of public transport e.g. season ticket loans. | (✓) | ✓ | (✓) | ✓ |
| Managing private car-use | <ul style="list-style-type: none"> How will parking be managed and restrained, e.g. permits or charge? New developments are required to provide an adequate amount of disabled parking bay/s – how will this be enforced? Consider car sharing, car clubs and provision of electric vehicle charge points where appropriate. | (✓) | ✓ | (✓) | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| Working practices/ reducing the need to travel | <ul style="list-style-type: none"> Consider home working, teleworking, etc. or an appropriate business travel policy. | (✓) | ✓ | (✓) | ✓ |

| MONITORING AND REVIEW | | | | | |
|-------------------------------------|---|---|---|---|---|
| Programme for Monitoring and Review | <ul style="list-style-type: none"> • Include a clear monitoring programme detailing what and how frequently surveys will be undertaken; by whom; and how they will be reported. For a framework Travel Plan this should include Site-Wide monitoring. • Incorporate Year 1 (baseline), 3 and 5 monitoring periods. | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| ACTION PLAN | | | | | |
| Action Plan | <ul style="list-style-type: none"> • Should include i) short/ medium/ long term actions; and ii) timescales and responsibilities. • Concise and focused on delivery and implementation of the Travel Plan. • All measures/ initiatives to be introduced should be summarised, including marketing activities and monitoring. | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| | | ✓ | ✓ | ✓ | ✓ |
| SECURING AND ENFORCEMENT | | | | | |
| Securing the Travel Plan | <ul style="list-style-type: none"> • Measures in place to ensure the Travel Plan is implemented effectively e.g. include relevant excerpts from the S106 agreement or planning conditions and how the Travel Plan is consistent with them. | ✓ | ✓ | ✓ | ✓ |
| TRAVEL PLAN FUNDING | | | | | |
| Funding streams | <ul style="list-style-type: none"> • How will the Travel Plan be funded, including the Travel Plan Co-ordinator and monitoring programme (for a Framework Travel Plan, this should relate to site-wide initiatives) | ✓ | ✓ | ✓ | |

✓ means that aspect is relevant to the type or form of travel plan specified

(✓) means that aspect applies to some extent

For further information go to: thurrock.gov.uk/travel-planning