

Tritax Symmetry (Hinckley) Limited

## **HINCKLEY NATIONAL RAIL FREIGHT INTERCHANGE**

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### **The Hinckley National Rail Freight Interchange Development Consent Order**

Project reference TR050007

### **ES Appendix 8.2 Site Wide Framework Travel Plan**

Report Prepared by: BWB Consulting Ltd

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Planning Act 2008

The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009  
Regulation 5(2)(a)

The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 Regulation  
14

**This document forms a part of the Environmental Statement for the Hinckley National Rail Freight Interchange project.**

Tritax Symmetry (Hinckley) Limited (TSH) has applied to the Secretary of State for Transport for a Development Consent Order (DCO) for the Hinckley National Rail Freight Interchange (HNRFI).

To help inform the determination of the DCO application, TSH has undertaken an Environmental Impact Assessment (EIA) of its proposals. EIA is a process that aims to improve the environmental design of a development proposal, and to provide the decision maker with sufficient information about the environmental effects of the project to make a decision.

The findings of an EIA are described in a written report known as an Environmental Statement (ES). An ES provides environmental information about the scheme, including a description of the development, its predicted environmental effects and the measures proposed to ameliorate any adverse effects.

**Further details about the proposed Hinckley National Rail Freight Interchange are available on the project website:**

<http://www.hinckleynrfi.co.uk/>

**The DCO application and documents relating to the examination of the proposed development can be viewed on the Planning Inspectorate's National Infrastructure Planning website:**

<https://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/hinckley-national-rail-freight-interchange/>

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<b>Author:</b>	Petr Jandik/ Joanne Kerry/Olivia Thomas
<b>Checked:</b>	Malcolm Ash/Joanne Kerry
<b>Approved:</b>	Shirley Dumigan

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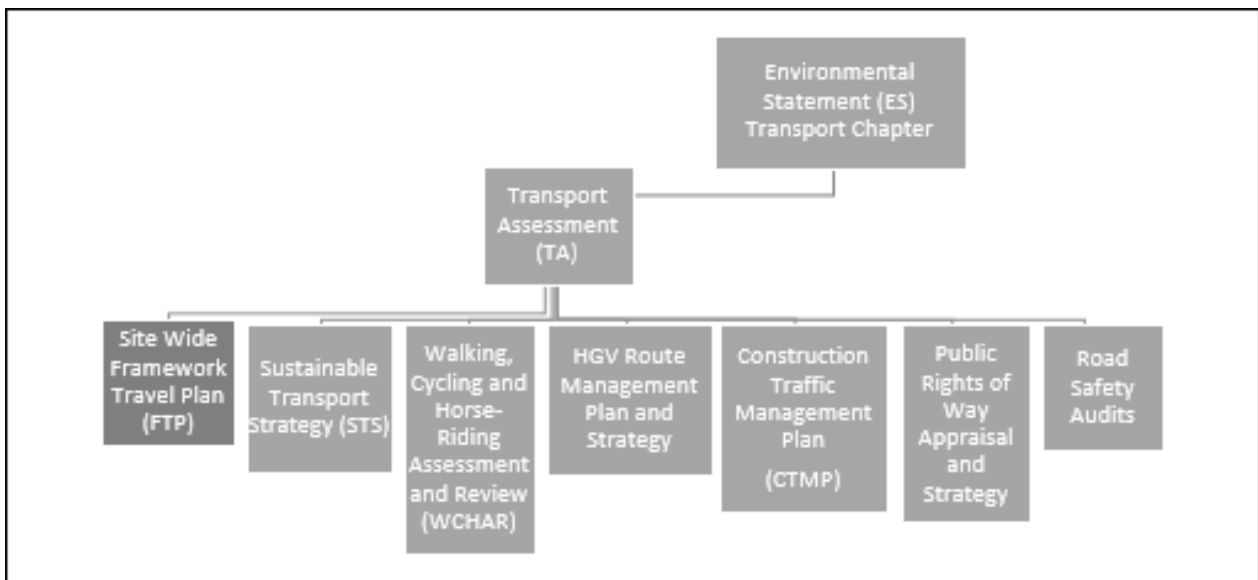
**1. INTRODUCTION**

**Introduction**

This Framework Travel Plan (FTP) accompanies the DCO submission for the proposed National Rail Freight Interchange at Hinckley, Leicestershire (HNRFI) submitted by Tritax Symmetry (Hinckley) Ltd to The Planning Inspectorate.

This FTP forms a part of a suite of DCO submission documents. It is included as an appendix to the Environmental Statement and should be read in conjunction with the related Transport Assessment and the Sustainable Transport Strategy which have been produced separately to accompany the DCO submission. Figure 1-1 describes the relationship between the series of transport related documents:

**Figure 1--1: Transport Related Documents**



This FTP will help to embed sustainable travel practices into the heart of the new development and to promote and encourage increased travel by sustainable forms of transport, such as walking, cycling and public transport, for all journey purposes.

In compliance with the National Planning Policy Framework, the development of the site will be based on a strategy that will deliver a sustainable development.

**Travel Plan Purpose**

A Travel Plan (TP) is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:

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

### Technical Appendix: Site Wide Framework Travel Plan

A Travel Plan is implemented to encourage people to use sustainable, alternative transport methods over single occupancy car use, in addition to where possible, reduce the need to travel at all. A range of measures are designed to achieve this goal.

A Framework Travel Plan (FTP) is the initial stage of the travel planning process and is prepared within the planning stage prior to any construction of the development. An FTP focussing on employees, visitors and residents of the proposed site is considered a suitable document as there will multiple users located within the development.

An FTP includes a list of potential measures that could be implemented to affect modal choice and a management strategy for producing a full TP in the future. It does not include the definitive targets or Travel Surveys as the development it refers to has not usually been constructed.

This FTP establishes the initial framework of travel initiatives to be pursued by the developers. It forms a strategy for influencing change in employees and visitor travel patterns with the intention of providing a disincentive for non-essential car use to the site.

This FTP is the overarching strategy document for the Main HNRFI site. The Framework includes indicative targets and measures to be adopted by the future Travel Plans to be produced for the site by the individual occupiers as the site is constructed and occupied. The indicative targets in the FTP are based upon 2011 Census Data, local travel characteristics and proven travel plan measures appropriate for the site.

### Guidance on Travel Plans

This document has been written in accordance with the National Planning Policy Framework (NPPF) and the National Planning Policy Guidance (NPPG). Reference has also been made to the Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT, 2009, which whilst superseded by the NPPG, is considered to contain relevant guidance on the delivery of Travel Plans.

Tritax Symmetry (Hinckley) Ltd understands and endorses that a key requirement of National Planning Policy is that developments must be sustainable. This document has been produced to show a firm commitment to the various methods of sustainable transport available to users of the site.

### Structure of this Report

Following this introduction, the Framework Travel Plan is structured as follows:

- Section 2, which follows this Introductory section discusses the travel plan principles and benefits.
- Section 3 provides the travel plan approach for Main HNRFI site.
- Section 4 is a site audit, describing the existing accessibility of the site by sustainable modes of transport.
- Section 5 describes the development proposals, including details on walking/cycling infrastructure and public transport.

- Section 6 provides initial Travel Plan targets and mode shift monitoring methodology.
- Section 7 discusses the Site Wide Measures.
- Section 8 outlines the FTP management.
- Section 9 provides an overview of the Workplace Travel Plan measures.
- Section 10 provides details on the monitoring and review process.
- Section 11 provides the Action Plan, Budget and Timescales.
- Section 12 summarises the report.

## 2. TRAVEL PLAN PRINCIPLES AND BENEFITS

### Key Principles

The FTP sets out a holistic package of measures designed predominately to reduce the use of the private motorcar, by supporting and providing alternative forms of transport and reducing the need to travel. The measures will be integrated into the design, marketing, and occupation of the site.

The approach of the FTP is based upon the principle of identifying appropriate demand management measures that will influence the travel behaviour of the new residents. These measures will then be carried forward into the individual Travel Plans.

It is essential that a staged approach of measures and strategies are implemented over time to suit the development phasing and as the level of travel demand increases. This will lead to an effective use of resources and enable measures to be reviewed and adapted when necessary.

### Travel Plan Benefits

A TP has many benefits which can be loosely categorised under three main headings:

- Health Benefits;
- Environmental Benefits; and
- Financial Benefits.

### Health Benefits

As a Travel Plan aims to reduce the number of polluting vehicles on the roads surrounding the site there will be an increase in better air quality which will promote a healthier population. In addition, there are also well documented health benefits associated with active travel, however activity levels are commonly low across the UK such as the Health Survey for England: CVD and Risk Factors for Adults, Obesity and Risk Factors for Children, Department of Health, 2008.

Regular moderate physical activity (including walking and cycling) can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

### Environmental Benefits

Climate change is a global issue that affects all nations. The British Government has pledged to play its part in reducing emissions which are harmful to the earth by setting a carbon reduction target for 2050 to be at net zero. Encouraging people to make smarter choices in the way they travel can drastically reduce the impact that a particular development or organisation makes on the environment.



## Financial Benefits

Although secondary to health and environmental benefits, there are also financial benefits to be gained from increasing active travel rates, reducing the cost of lifestyle related disease and sickness absence.

The implementation of a Travel Plan may create benefits for users of the site financially as the range of transport available will be increased, some of which may be more cost-effective than a car and in some instances the need for a car is removed by a TP therefore removing the capital and on-going costs of owning a car.

An effective TP can help encourage end users of the proposed development to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.

## Mutual Benefits

As demonstrated, there are multiple reasons as to why TPs are important to modern society. The initiatives in this FTP will have a positive effect on future users, and the surrounding community throughout Hinckley, Blaby and Leicestershire when the benefits derived from a TP have been communicated correctly.

## Travel Plan Aims

Following the above, the FTP aims to achieve the following benefits:

- A focused approach to influence travel behaviour and manage demand for travel to the site;
- A reduction in the need to travel and where appropriate, the need for journeys to be single occupancy car journeys;
- The introduction of safe and viable alternatives to single occupancy car travel, improving both the availability and choice of travel mode to the site and reducing the number of vehicle trips;
- Increased awareness of the potential for and advantages of travelling by sustainable modes of travel, including walking, cycling, public transport and car sharing;
- Increased awareness of the social, environmental and economic costs of individual travel choices;
- A positive change in attitudes towards the use of alternative travel modes;
- Provision of practical initiatives based on regular appraisal of staff travel patterns;
- Improved accessibility for all; and
- Improved safety and security for people travelling to and from the site.

### 3. HNRFI TRAVEL PLAN APPROACH

#### HNRFI Framework Travel Plan

This FTP is a requirement of the planning application process, to support the aims of sustainable development and to help mitigate the transport demands and potential traffic impacts of the development proposals. In addition to recognising the need to comply with planning requirements and obligations, Tritax Symmetry (Hinckley) Ltd is committed to maximising the quality of life for new employees and the surrounding community.

This FTP has been developed and prepared in line with both national and LCC's Travel Plan guidance. It is considered that a two-tier approach is appropriate for this size of development. The suggested approach is as follows:

#### *Tier One: Framework Travel Plan*

The preparation of this FTP sets out the overarching strategy for the proposed site and provides a framework for the preparation of detailed Travel Plans for the individual commercial/employment plots within the overall HNRFI development.

#### *Tier Two: Individual Travel Plan*

Individual occupiers will be responsible for ensuring that prior to the occupation of any element of the proposed site, individual Travel Plans are implemented that adopt the aim, objectives and targets set out in this FTP. Each Travel Plan will contain the name and contact details of the Travel Plan Co-ordinator for that Travel Plan.

#### Travel Plan Strategy

The first step in the sustainable strategy for the site is to ensure that the internal network of footways and cycleways provide clear and direct routes to the individual commercial plots land uses and to make sure that sustainable travel options are easily accessible for external trips to the surrounding residential hinterland for employees and visitors. The options for sustainable travel are highlighted within this document, extracted from the related STS establishing the site-wide sustainable travel strategy to encourage a lower proportion of single occupancy car trips than would typically be expected for a development of this type and size.

Leicestershire County Council's Cycling and Walking Strategy 2021 sets out the ambitious targets for the next 10 years which are to:

- Increase cycle and walking trips to schools and education by 10%
- Increase commuting cycle and walking trips to employment by 10%
- Increase the levels of walking and cycling trips in the county by 15%

As an employment site of national significance, the HNRFI development site is committed to the 10% target for commuting trips and can through the provision of infrastructure aid LCC in achieving the targets for education and the county overall. The targets for the site

are discussed in later sections, with the aim to achieve a 10% mode shift reduction in single occupancy car trips.

The final step is to mitigate any residual highway impact, as detailed in the Transport Assessment, Appendix 8.1 of the ES (Document Reference 6.2.8.1)

### HNRFI Development Site

Hinckley National Rail Freight Interchange (NRFI) is a proposed B8 (warehousing) employment development and National Rail Freight Interchange located to the north-west of M69 Junction 2, to the north-east of Hinckley. With a capacity of 850,000sqm of employment land, this development is expected to generate around 8,400 jobs.

The Main HNRFI site is located to the north-east of Hinckley in the Blaby district of Leicestershire. The site is bound by the Birmingham-Peterborough Cross-country rail line which forms its north-western boundary and the M69 motorway to the east (including Junction 2 at the southeast corner of the site) as illustrated in Figure 3.1.

Figure 3-1: Main HNRFI Site Location with local settlements



**Technical Appendix: Site Wide Framework Travel Plan**

The B4669 Hinckley Road runs east-west to the south of the site, and Burbage Common Road routes through the site and enters/ exits at two separate locations to the north).

Settlements closest to the HNRFI include Burbage and Hinckley about two miles to the south-west, Barwell and East Shilton approximately two miles to the north and Stoney Stanton and Sapcote approximately two miles to the east as shown in Figure 3.1.

**Travel Plan Aim**

The aim of this Framework Travel Plan is to provide a tool for the provision of appropriate measures focused on achieving the lowest practical level of single occupancy vehicle trips to and from the site and encouraging the use of other travel modes.

It will address the needs of all employees and visitors to all employment uses within the Main HNRFI site. The Framework Travel Plan and subsequent organic individual travel plans will influence travel choice and encourage sustainable travel, improving health and reducing congestion, energy consumption and pollution, contributing to a more sustainable development overall.

**Travel Plan Overarching Objectives**

The key objectives of the FTP are to:

- reduce the need to travel to and from the site;
- achieve the minimum number of single occupancy car traffic movements to and from the site;
- address the access needs of site users, by supporting walking, cycling and public transport;
- encourage uptake of active travel with gains for health;
- promote healthy lifestyles and a sustainable, vibrant community;
- provide adequately for those with mobility difficulties;

This FTP is a working document and achievement of the objectives will require good management from the TPM and the Travel Plan Coordinators (TPC) and participation from all the future occupiers and employees. The FTP is a strong indication of the commitment of the developers to the achievement of sustainable travel targets.

The FTP does not focus on one land use, rather provide an overview and guidance with some site wide measures and illustrative future measures. It is therefore proposed that individual workplace Travel Plans will be developed for each occupier of the site at the appropriate time as each unit comes forward and is occupied.

This FTP outlines a range of measures that will be commenced and implemented during the early phases of the development, since this approach encourages people to adopt sustainable travel patterns from the outset.

The site-wide TPM will oversee all the Travel Plans produced by the individual Travel Plan

Co-ordinators (TPC's) for each element of the development. Ultimately, this will ensure an integrated and consistent approach between the plans.

The Framework Travel Plan will be secured by Section 106 agreement with a requirement for site wide Travel Plan management and to secure occupier specific Travel Plans.

## 4. EXISTING SUSTAINABLE TRANSPORT PROVISION

### Local Facilities and Sustainable Travel

#### Local Facilities

Due to the nature of the HNRFI and its proposed use, it is likely that local food retail will be provided internally within the warehouse units by the individual occupiers.

Local retail facilities including post office, banks, GPs, dentists, convenience stores, restaurants and pubs are in Hinckley. Hinckley town centre is approximately 4km from the site. As described further in this report, such distance can be made by bicycle. The nearest point of access in relation to the site is located at the southern extent of the site via Junction 2 of the M69.

#### Pedestrian Travel

The Guidelines for Providing for Journeys on Foot (GPJF) document describes acceptable walking distances for pedestrians without mobility impairment. GPJF suggests that the maximum walking distance for town centres is approximately 800m, commuting/schools is approximately 2km and for other facilities is approximately 1.2km.

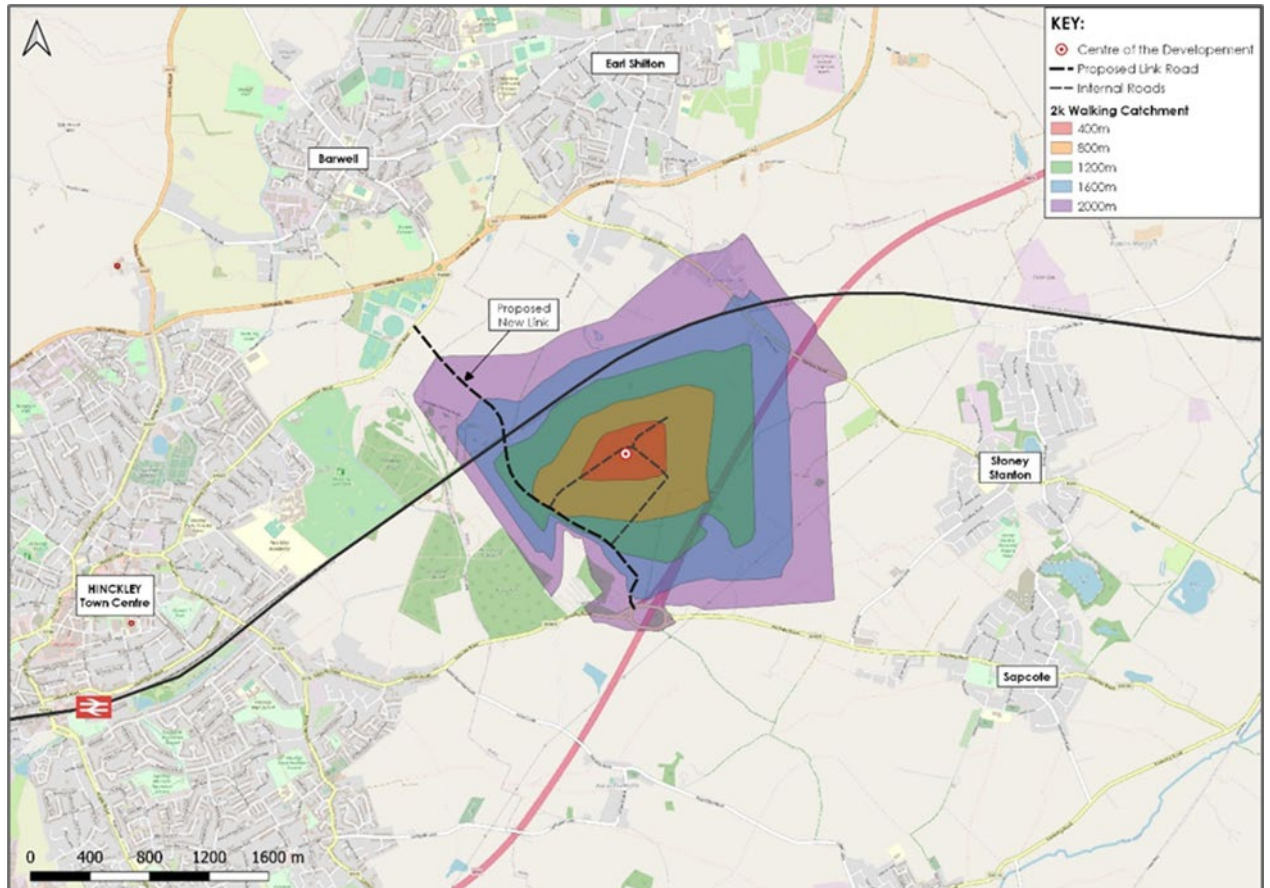
GPJF states that an average walking speed of approximately 1.4m/s (5kms/hr) can be assumed. The walking distance thresholds for commuting and other facilities set out in the GPJF document (within table 3.2) are summarised below in Table 4-1.

Table 4-1: GPJF Acceptable Walking Distances Guidance Table

Acceptable Walking Distances (metres)	Town Centres	Commuting/ School/ Sight-Seeing	Elsewhere
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Figure 4-1 identifies the 2km walking distance from the proposed development site in 400m increments.

Figure 4-1: 2km Pedestrian Isochrone



Given the location of the site, the opportunities to encourage more people to walk to the site are limited. As can be seen in Figure 4-1 above, the nearest built-up area of Hinckley is beyond the 2km threshold from the site.

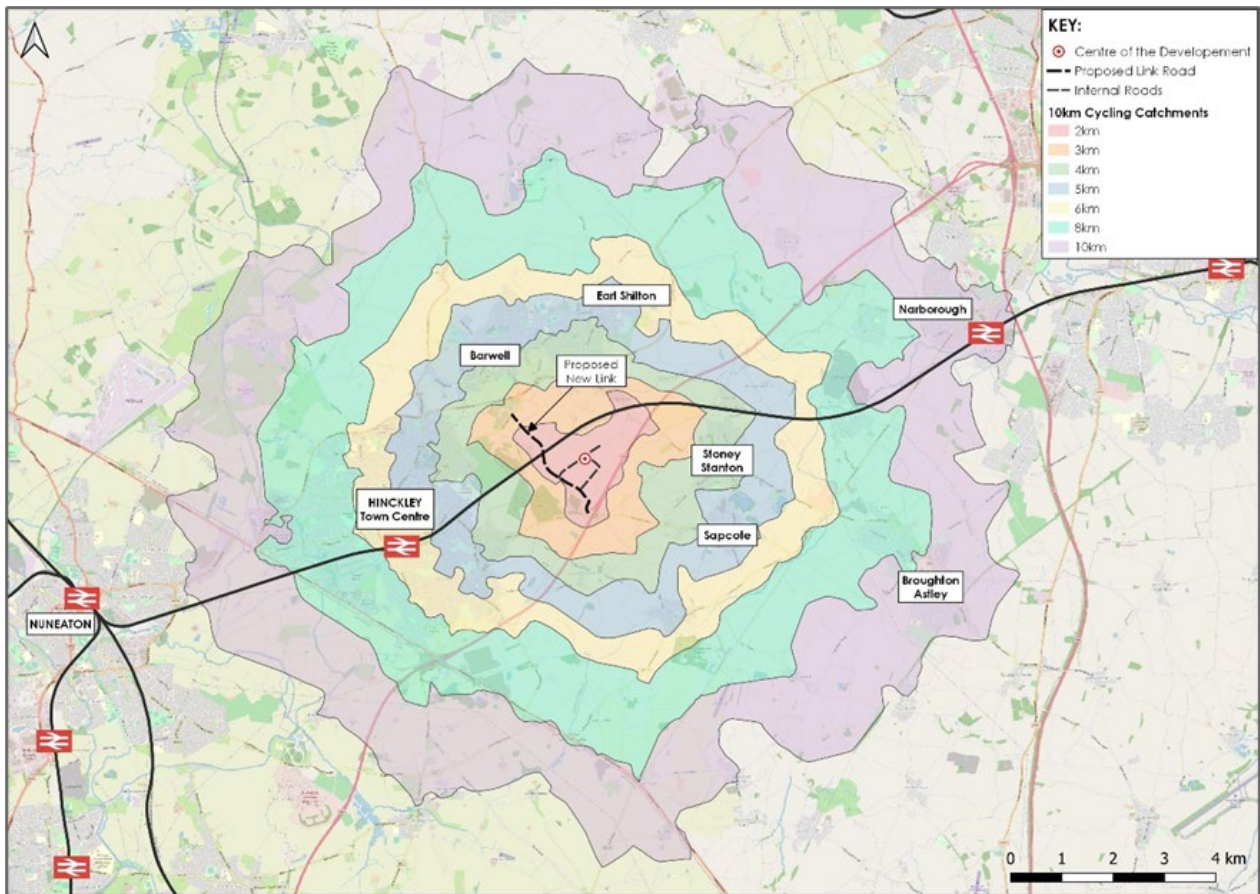
Walking improvements focus on accessibility of bus stops and the internal site layout will include direct and safe walking routes towards them. They will be located within a 400m walk of each of the B8 units as well as providing a bus hub and gate off the A47 Link road through the site. These bus stops would be high quality in nature, with live timetable information and bus shelters to attract individuals to use this mode of travel if practical.

### Cycle Travel

Local Transport Note (LTN) 1/04 states that there are limits to the distances generally considered acceptable for cycling. The mean average length for cycling is 4km (2.4 miles), although journeys of up to three times this distance are not uncommon for regular commuters. It is widely considered that cycling has the potential to substitute for short car trips, particularly those under 5km, and form part of a longer multi modal journey by public transport. Cycling is therefore an important journey to work mode that has the potential to substitute for short car journeys.

The cycling catchment area up to 10km is shown in Figure 4-2.

Figure 4-2: 10km Cycle Isochrone



The 10km cycling catchment area demonstrates that employees from Sapcote, Stoney Stanton, Barwell, Earl Shilton and the eastern part of Hinckley are within a 5km active travel commutable distance. Analysis on population numbers included within the Sustainable Transport Strategy highlights that the settlements with the largest population centres are Hinckley, Earl Shilton and Barwell.

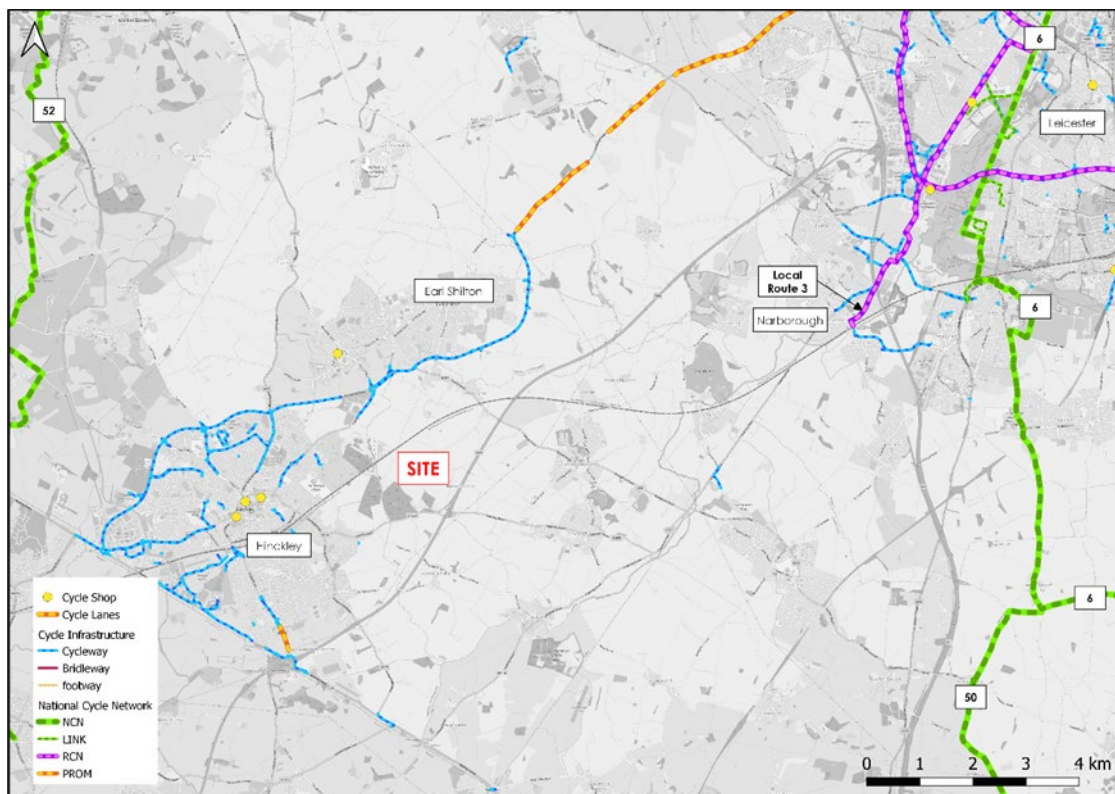
The Hinckley railway station is just outside the 5km catchment area, but high-quality cycle infrastructure could attract cyclists for longer multimodal rail-bicycle journeys.

Figure 4-3 shows the wider context of strategic cycle infrastructure. Although there is some cycle infrastructure in place in the area, the access to the site is currently limited.

Locally, the A47 benefits from cycle infrastructure. From the A5 through to the roundabout with Leicester Road (north of Earl Shilton), there is a shared footway/cycleway adjacent to the road. To the north of that roundabout there are on-road cycle lanes.

Figure 4-3: Cycle Infrastructure





Both Leicestershire and Warwickshire County Councils have schemes (Hinckley Town centre improvement scheme and Transforming Nuneaton, respectively) to improve active travel infrastructure in the area. These will comprise of improved cycle infrastructure along the A47 connecting Nuneaton and Hinckley and local improvements across Hinckley.

The Hinckley Town Centre improvement scheme includes some cycling infrastructure improvements. The council proposes to sign five local cycle routes as shown in Figure 4-4.

Route 5 is the nearest to the site running along the B4668. It is a north to south route, connecting the A47 (Route 1) on the eastern side of Hinckley, Barwell (Route 4) down towards Sharnford and Aston Flamville. The route is largely based on-road with ease of connectivity onto other routes. The works started in spring 2021.

Figure 4-4: Hinckley Local Cycle Routes



Source: Leicestershire County Council

Route 5 is the nearest to the site running along the B4668. It is a north to south route, connecting the A47 (Route 1) on the eastern side of Hinckley, Barwell (Route 4) down towards Sharnford and Aston Flamville. The route is largely based on-road with ease of connectivity onto other routes. The works started in spring 2021.

Leicestershire County Councils interactive cycle map<sup>1</sup> details all the promoted cycle routes in Leicestershire. The Hinckley map includes the on-road cycle route on the B4668 Leicester Road which then transfers to a shared footway/cycleway route outside outside the Leicester Road Sports Ground.

Cycle routes from Leicester are of high quality but terminate in Narborough. Leicester city centre can be accessed either via off-road NCN route 6 or via a local cycle route 3 along Narborough Road. Additionally, as the local cycle route 4 runs adjacent to the city ring road, other parts of the city can be also easily accessed by bike. To get to the City from the site cyclists can utilise the A47 and go via Enderby to Narborough and or the B4114 to the south or go via local cycle routes to the northwest.

<sup>1</sup> [https://leicestershire.activemap.co.uk/online\\_cycle\\_mapping\\_facility\\_county\\_map/hinckley+/?lat=52.540437&lng=-1.3738509&max=1](https://leicestershire.activemap.co.uk/online_cycle_mapping_facility_county_map/hinckley+/?lat=52.540437&lng=-1.3738509&max=1)

**Bus Services**

The Hinckley site lies to the north-east of the main town centre. There are bus services that run in relative proximity to the site, but there are no stops that sit within the recommended (CIHT) 400m walk radius. Table 4.2 highlights the core services linking the major towns and cities in the vicinity.

The key areas where employees are anticipated to commute from include Hinckley, Leicester, Nuneaton, Blaby and Coventry. The Eastern Villages of Stoney Stanton, Sapcote and Sharnford are also predicted to contain demand for employment at the HNRFI site.

**Table 4.2: Existing Bus Services**

Service	Operator	Route	Approximate Frequency (minutes)		
			Mon-Fri	Sat	Sun
X6	Arriva	Coventry – Leicester (express via	c 90	c 90	-
158	Arriva	Nuneaton – Leicester	20	30	60
148	Stagecoach	Leicester-Hinckley-Nuneaton-Coventry	30	30	60

Weekday timetables are summarised in Table 4.3. First/ last service based on time service arrives/leaves the nearest bus stop to the development site. Times for 158 and 48 services are for the Crescent bus station / Regent Street in Hinckley town centre.

**Table 4.3: Summary of Weekday Bus Timetables**

Service	Route	First Service	Last Service
X6	Coventry - Leicester (via M69)	07:57	18:32
	Leicester - Coventry (via M69)	08:04	18:38
	Hinckley - Stoney Stanton - Fosse Park -Leicester	05:39	18:06
158	Nuneaton - Leicester	06:56	22:23
	Leicester - Nuneaton	05:20	23:15
148*	Coventry - Leicester	07:12	23:37
	Leicester to Coventry	07:05	23:15

\*first and last full service as opposed to partial service

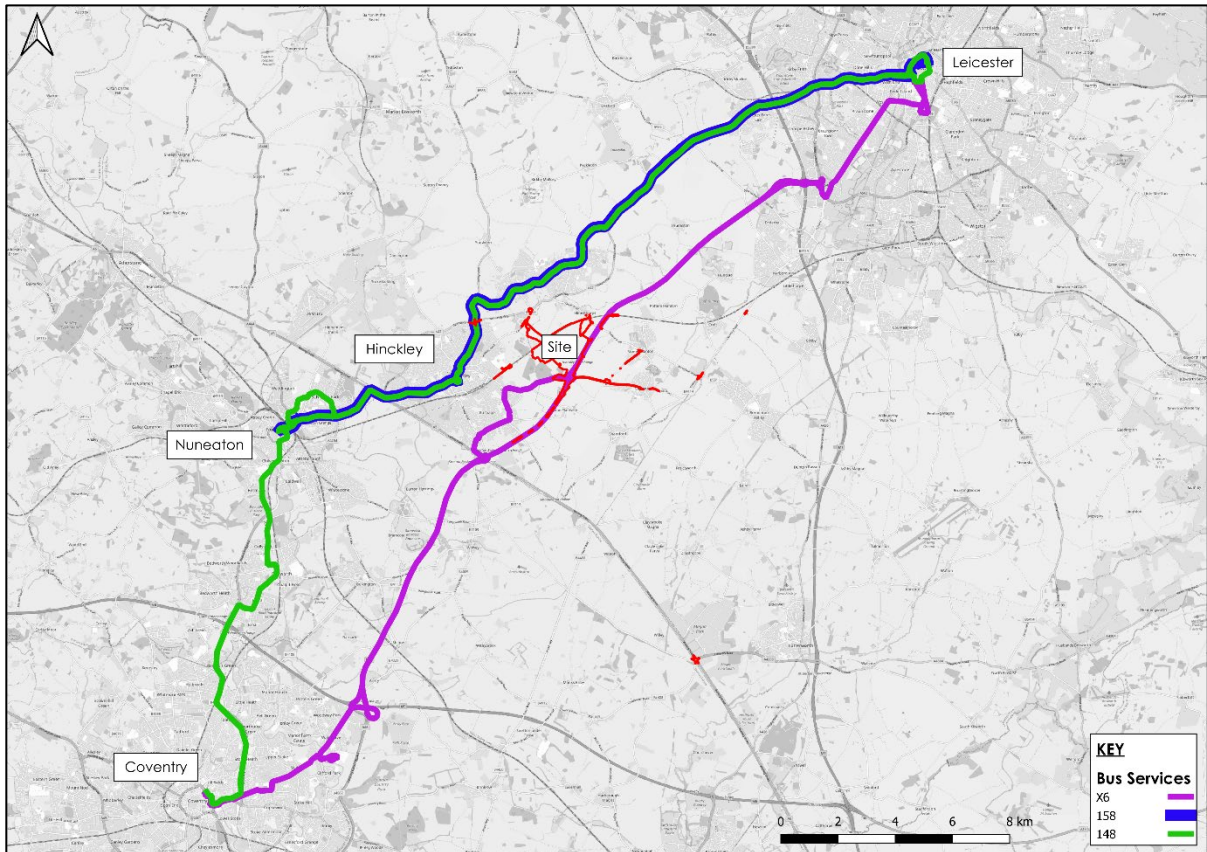
The X6 is an express service between Leicester and Coventry which uses the M69 in the vicinity of the site. It detours into Burbage as part of the route as shown in Figure 4.5. The route presents advantages for an employee service; it covers the larger conurbations where the workforce is likely to be sourced, it is relatively fast due to the use of the M69 and therefore has a reduced number of stops.

Technical Appendix: Site Wide Framework Travel Plan

The 158 service links Nuneaton, Hinckley and Leicester via the A47. Some infrequent services extend the route with a short loop covering Desford to the north-west, as illustrated in Figure 4-5.

The 148 service, operated by Stagecoach, copies the route of Arriva service 158, but then travels beyond Nuneaton to Coventry. It does not serve Desford and includes a loop in the north of Hinckley.

Figure 4-5: Existing Bus Services



A number of public transport services are available locally which could be diverted, extended or connected with new services or as part of a multi-modal trip. These are discussed in the following Section 5.

**Rail Services**

The site is located on the Felixstowe to Nuneaton line. The nearest stations are in Hinckley and in Narborough as shown in Figure 4.6. The Hinckley Railway Station is within approximately 4km of the centre of the site, whilst Narborough Railway Station is approximately 10km away.

The Hinckley station provides hourly trains in the direction of both central Leicester, Nuneaton, and Birmingham. As such, rail travel as part of a multi-modal journey (i.e., via cycle or bus) also provides an opportunity to increase the sustainability and connectivity

of the site. Services and frequency are shown in Table 4.5.

Figure 4-6: Railway Stations

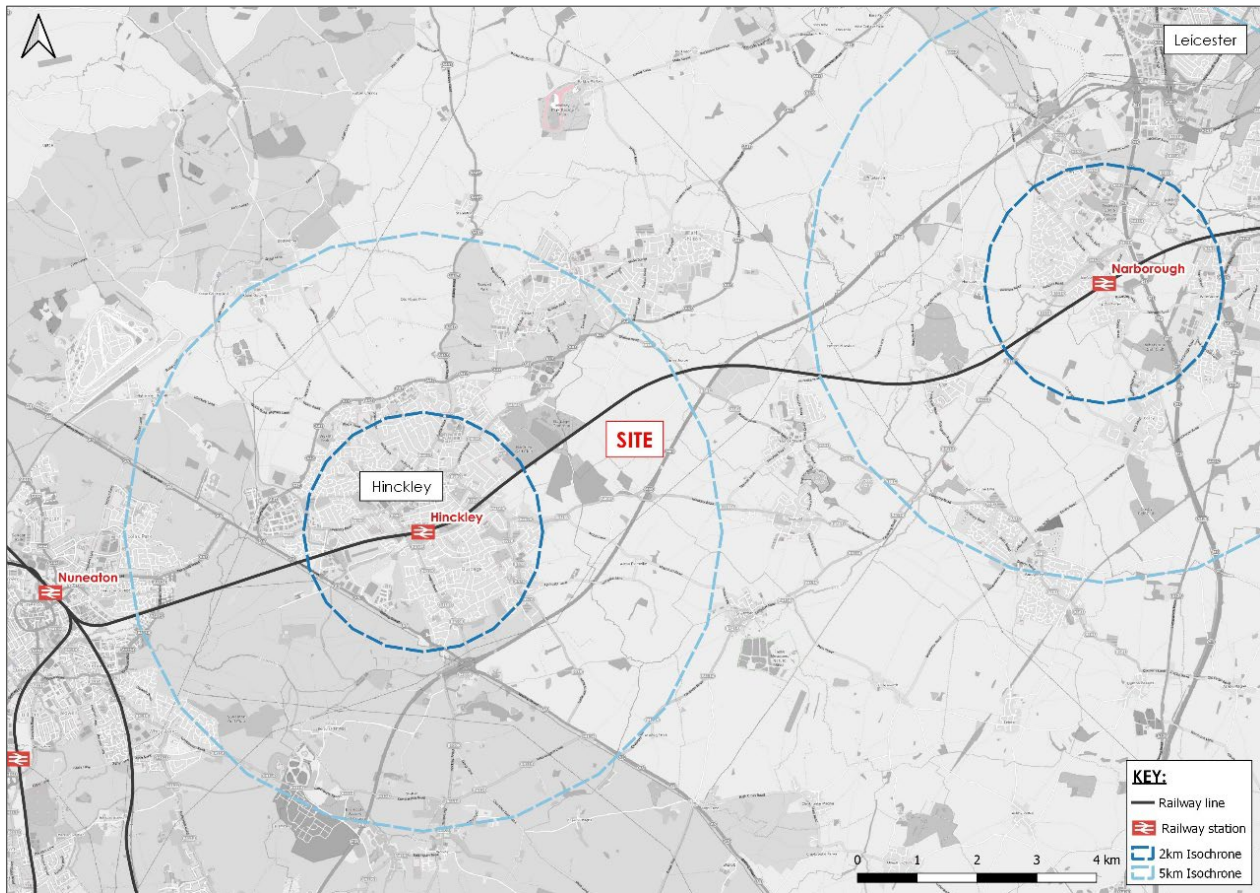


Table 4.4: Local Rail Services

Destination	Approx. Weekday Daytime Frequency	Approx. Journey Time	First Service		Last Service	
			Outbound	Inbound	Outbound	Inbound
Leicester	60min	19min	06:37	05:55	22:46	22:58
Nuneaton	60min	6min	05:55	06:38	22:57	22:47
Coventry (one change)	60min	40 - 75min	06:27	06:38	22:57	22:47

Table 4.4 above provides information about train frequency and journey times to nearby destinations from Hinckley. Whilst the journey times to and from Leicester and Nuneaton are short, there are no direct trains between Hinckley and Coventry and a change either in Nuneaton or Birmingham is required.

The times shown for the first and last services are the times trains arrive at Hinckley Train Station which indicates that multi-modal commuter trips to the HNRFI site are possible for two of the three future shift patterns.

## 5. PROPOSED DEVELOPMENT

### Introduction

Hinckley National Rail Freight Interchange (HNRFI) is a proposed B8 (warehousing) employment development and National Rail Freight Terminal located to the north-west of M69 Junction 2, to the east of Hinckley. The indicative site layout is shown in Figure 5-1 and provided in Appendix 1.

### Multimodal Development Access

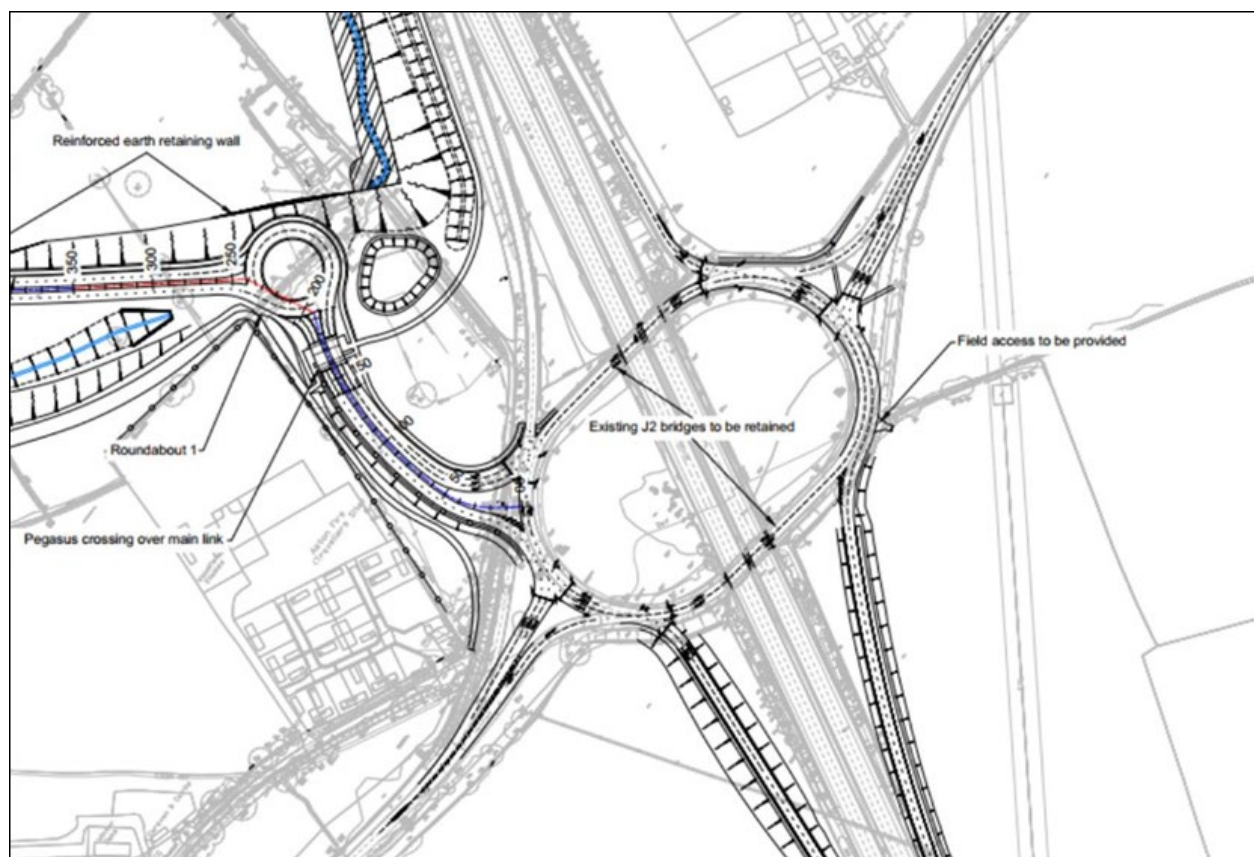
Proposed Access to the site will be via M69 J2 and an additional arm into the site, a new distributor link road (A47 Link Road) and a new roundabout junction on the B4668.

The A47 Link Road will link Junction 2 of the M69 through the site, crossing the railway and connecting to the B4668 and ultimately the A47. Access to the development from the new A47 Link Road is proposed via two roundabouts as shown in the site indicative masterplan (Appendix 1). The internal layout will benefit from a road creating a loop from the distributor road through the development providing access to individual units.

A shared cycle route will be provided alongside the road and routes provided for pedestrians to link through to existing Public Rights of Ways and Burbage Common.

The primary development access from the M69 Junction 2 is shown in Figure 5-1.

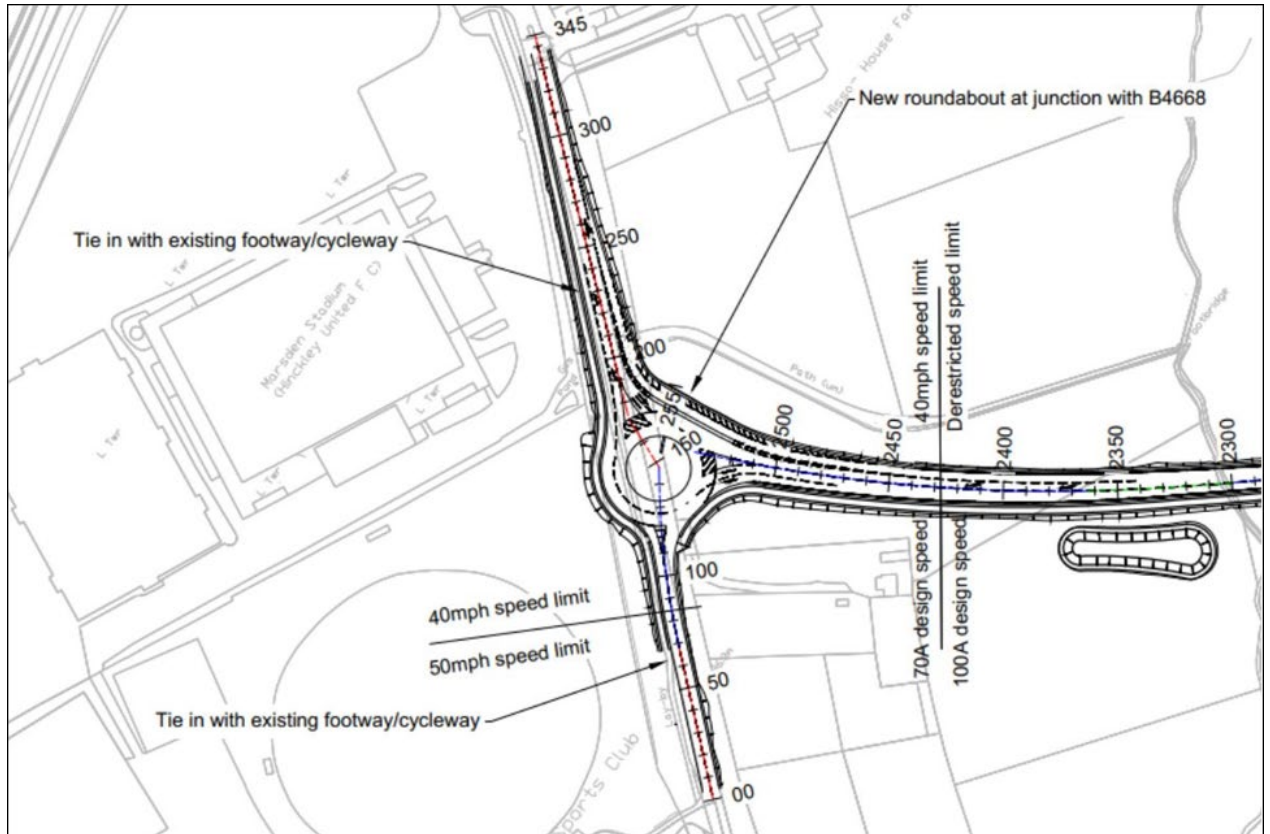
**Figure 5-1: Proposed Primary Development Access**



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Secondary access to the development will be provided via a new three-arm roundabout to connect the new A47 Link Road to the B4668 Leicester Road. The B4668 then connects to the A47 via a four-arm roundabout approximately 400m to the northeast. The new roundabout is shown below in Figure 5-2.

Figure 5-2: Proposed Secondary Development Access



Pedestrian and Cyclist Access

Walking, Cycling and Horse-riding Assessment (HNRFI-BWB-GEN-XX-RP-TR-0024-S1-P01) reviewed the current provision and Table 5-1 highlights a list of opportunities for non-motorised users. The document is provided at Appendix 15 of the TA (Ref: 6.2.8.1.), Document Reference 6.2.8.1.15.

Table 5-1: Opportunities for Pedestrians, Cyclists and Equestrians

Opportunity Number	Description
	<b>General Opportunities</b>
1	Provision of a shared use footway / cycleway along the link road to tie into existing facilities at Leicester Road.
2	Divert / stop up existing PROW V29 and provide a safe NMU route connecting Smithy Lane, across the proposed link road to provide a continuous route to Burbage Common Road.



3	Provision of a Pegasus Crossing facility on the new link road, to provide a safe crossing facility for pedestrians, cyclists and horse riders using the route.
4	Divert / stop up existing PROW V23 and provide a safe NMU route connecting Smithy Lane, to Leicester Road.
5	Provide appropriate pedestrian and cyclist crossing facilities along the HNRFI access road.
	<b>Strategic Opportunities</b>
6	Appropriate consideration should be given to ensuring that the proposals take into consideration Leicestershire County Council's Hinckley Town Centre improvement scheme. Further liaison should take place with LCC to establish the interaction between the schemes and to determine who delivers what work.
	<b>Pedestrian Specific Opportunities</b>
7	Consideration should be given to improving the footways along the northern edge of M69 Junction 2 gyratory. This could take the form of general maintenance, i.e. weeding, de-silting and trimming back overgrown areas and resurfacing.
8	Provide appropriate drop kerb crossings at both northbound slip roads.

A Sustainable Transport Strategy & Plan (STS) has been developed for the proposed development (HNRFI-BWB-GEN-XX-RP-TR-0014) with the Transport Working Group and key operators. The STS has explored and includes provisions to satisfy the opportunities in Table 5-1 above and enhance the accessibility by sustainable and active travel modes. The STS is appended to the TA (6.2.8.1.) in Appendix 14, Document Reference 6.2.8.1.14.

The aim of the STS is

*'To create an environment for employees that actively promotes a range of sustainable, low carbon travel choices and reduces the overall need to commute to work by car'.*

The STS has been produced to analyse the opportunities to maximise use of sustainable modes of transport to and from the site. It includes the development of a bus strategy setting out how services in the area could be improved and proposals to enhance active travel corridors to facilitate trips to/from the site from the first occupation

The key points of the STS all of which combine to improve the accessibility of the HNRFI site and encourage active and sustainable travel are:

- The X6 service between Leicester and Coventry presents the best service to encourage modal shift from the car. Existing services will need to be extended to cover the 6am and 10pm shifts and there may be need for additional capacity during the day for the 2pm shift change, subject to demand.
- The commitment to a bus service to Nuneaton at shift change over times and office hours. Currently this proposed as an extension to the Arriva service 8.
- Demand Responsive Transport from Hinckley and the surrounding villages will

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allow employees to access the HNRFI at specific times of day without the reliance on fixed route services.

- A private shuttle service between the A47 link road and the internal bus stops.
- The site accessibility on foot is limited due to its location. Walking improvements focus on accessibility of bus stops and the internal site layout include direct and safe walking routes towards them. The Applicant will provide LCC with an audit of locations where footway widths are reduced by poor maintenance and overgrown vegetation, so that maintenance can be undertaken prior to first occupation.
- BREEAM excellent buildings with compliant cycle parking and facilities.
- Cycling to the site is a viable alternative to car use. Improvements to the cycle infrastructure focus on the following connections:
  - Wayfinding cycle signage will be provided at key locations on the identified Hinckley Cycle Routes to Hinckley, Barwell and Earl Shilton
  - Links to Hinckley town centre and railway station via Burbage Common Road and Smithy Lane
  - Links to Nuneaton via the A47 (proposals are part of Transforming Nuneaton programme).
  - Reasonable endeavours to reach agreement with the Network Rail for the enhancement of covered bike stands at Hinckley and Narborough Stations following the first occupation beyond 105,000 sqm.
  - Bike/E-bike share scheme to be considered as part of the Site Wide travel Plan and reviews.
  - Car sharing platform to be available on first occupation for all employees.
  - As part of the Travel Plan, every two years following the first occupation, the Travel Plan Co-ordinator will undertake a feasibility study for:
    - The establishment of a mobility hub in the vicinity of the public transport interchange within the HNRFI
    - The establishment/participation of a Hinckley bike/e-bike share scheme.
    - The establishment/participation in a Hinckley car club scheme:

**HNRFI Accessibility Enhancements****Walking**

A key element of the walking improvements for the HNRFI site is the accessibility of bus stops for multi-modal journeys, rail/bus/walk and bus/walk.

The internal site layout includes a bus hub and gate off the A47 Link Road through the site and additional stops will be located within a 400m walk of each of the B8 units. There will be direct and safe walking routes between bus stops and each of the B8 units.

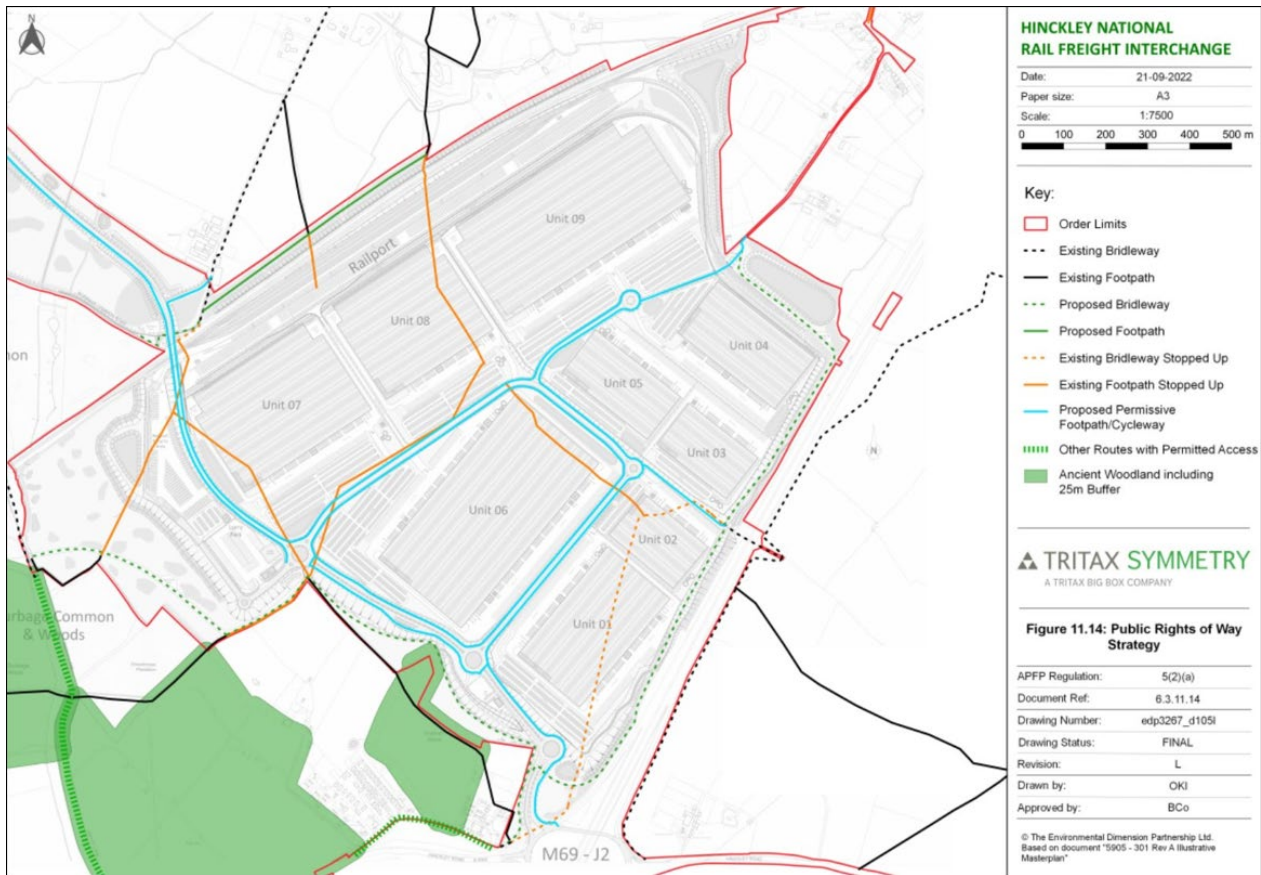
The bus hub will operate as a mobility hub with live information and cycle hub parking for e-bike/bikes rental for use within the site. The bus stops will be high quality in nature, with live timetable information and bus shelters to attract individuals to use this mode of travel for longer journeys and multi-modal trips.

### ***Public Rights of Way***

Development of the site presents an opportunity to improve existing access to Burbage Common and Wood through the creation of additional access points and extensions linking to Burbage Common and Wood through the diversion of existing PRoW.

Figure 5-3 shows the proposed PRoW proposals which are detailed in the Public Rights of Way Appraisal and Strategy (Document Reference 6.2.11.2 ES Appendix 11.2).

Figure 5-3: Proposed PRow Changes



Two footpath routes (Footpaths V23/1 and U50/3) cross the Hinckley to Leicester railway line via unprotected crossings. These are footpath, bridleway and user worked crossings where the onus is on the crossing user to check for an approaching train before they cross the railway.

It is proposed to close these two crossings and instead provide a link southward from Footpath U50/4 along the northern edge of the railway, passing Footpath V23/1 and linking with Bridleway U52/9 and Footpath U52/8 which provide a safer route via a new bridge over the railway.

The PRow assessment (Doc Ref 6.2.11.2 ES Appendix 11.2) has identified that most footpaths within the site are only lightly used and there is significant capacity to support new users on the existing network. Whilst some re-routing will be required as part of the development, access to the existing network would be enhanced through the creation of new linkages, improved marking of routes, removal of obstructions, appropriate vegetation management and the removal of gates/stiles as part of an overall enhancement programme.

Shared paths will be provided adjacent to all roads through the site, allowing continued pedestrian access north, east, south, and west through the site, whilst new bridleway provision will also provide access for walkers.

The baseline assessment has identified limited equestrian use of the existing bridleway

network within the study area.

There is commuting and access from surrounding liverys and stables towards the north of Burbage Common Road with Bridleway U52/9 and Burbage Common to the west of the site. However, there are currently no suitable connections to the Bridleway network within or to the east of the site. There is therefore opportunity to create a new traffic free link, routing a bridleway around the eastern edge of the site to connect with Bridleway V29.

Whilst part of Burbage Common Road will be lost through the site, the proposals represent an opportunity to create a traffic free, dedicated bridleway route around the perimeter of the site. Further details are included in the PRow Strategy created by EDP (Document Reference 6.2.11.2 ES Appendix 11.2).

In addition to the above, the proposals will close rail level crossings to improve public safety at additional locations outside the HNRFI Site within the wider DCO limits. These crossings include The Outwoods (U8/1) where a pedestrian footbridge will be installed and the level crossing closed, Alternative routes are proposed to allow level crossings to be closed at Elmsthorpe (T89) and Thorneyfields (U17). These are shown on Figure 11.5 of the Rights of Way Strategy (Document Reference 6.3.11.15)

## Cycling

The cycling catchment area shown in Figure 4-2 demonstrates that employees from Hinckley, Sapcote, Earl Shilton and Stoney Stanton are within an easy commutable distance by bicycle, furthermore the growing e-bike market and availability makes longer journeys by bike a more attractive sustainable transport choice.

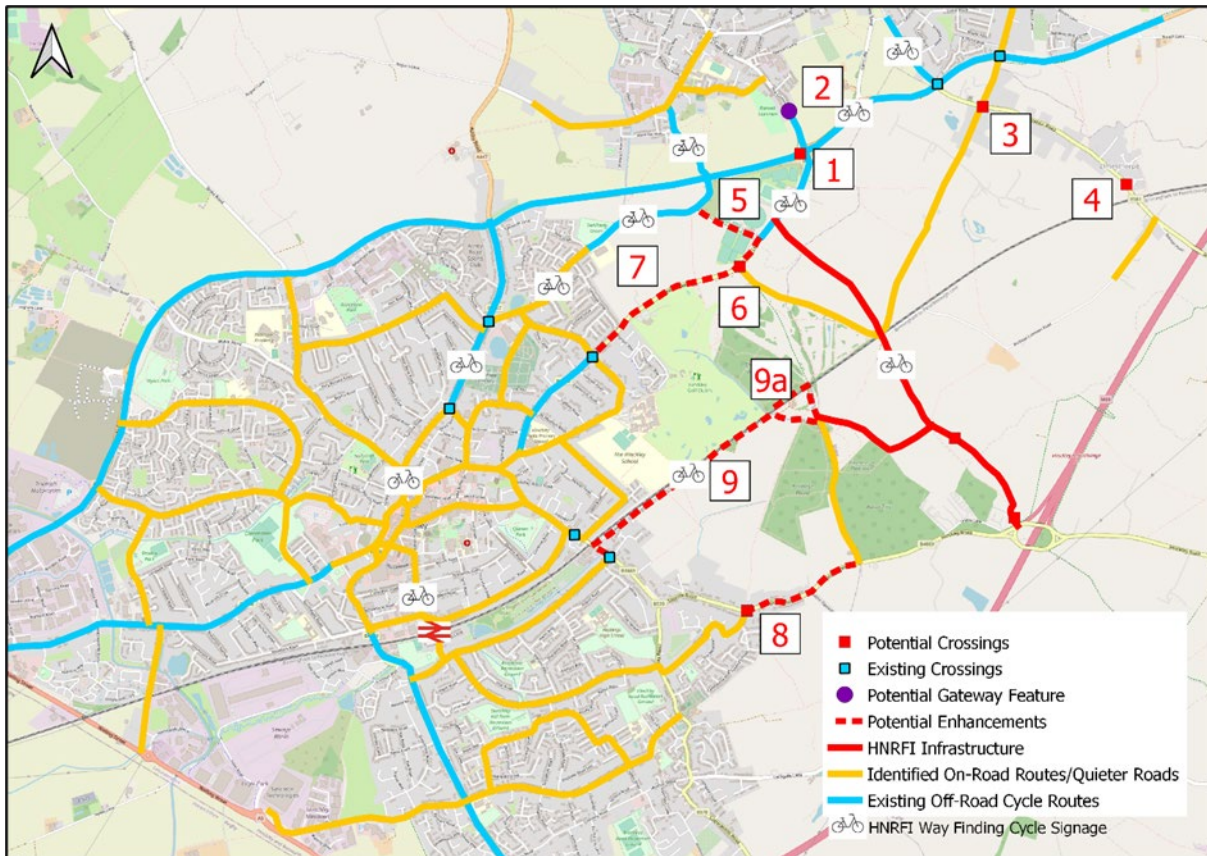
Figure 5-4 schematically shows the desirable cycle route corridors to link the HNRFI site to the surrounding settlements.

Further analysis within the STS Appendix 2 has focused the cycle interventions on areas of significant population within the catchment areas. This focuses interventions on Hinckley, Barwell and Earl Shilton.

High quality cycle infrastructure on the A47 Link Road will create opportunities to attract cyclists from further afield. Connecting existing cycle lanes on the A47 and proposed cycle lanes on the A47 Link Road has the potential to attract cyclists from as far as Leicester and Nuneaton. There are proposed infrastructure improvements by Warwickshire which are described in the following section.

In addition to this, cycling can also play a role in longer multimodal rail-bicycle journeys with the Hinckley railway station within 6km cycling distance.

Figure 5-4: Cycle Route Corridors



### Transforming Nuneaton

Warwickshire County Council (WCC) and Nuneaton and Bedworth Borough Council (NBBC) are working together to deliver the transformation of Nuneaton town centre, by implementing mixed-use regeneration for boosting economic growth.

The Transforming Nuneaton (Ring Road Highway Improvements) Programme has ambition to enhance existing cycling infrastructure, along with creating new infrastructure therefore encouraging more sustainable travel.

### A47 Long Shoot Cycle Route

This will create approximately 1.4km of new high quality, safe, segregated cycle track on the A47 The Long Shoot between Eastboro Way and the A5 Watling Street as part of a strategic cycle route connecting Nuneaton to Hinckley.

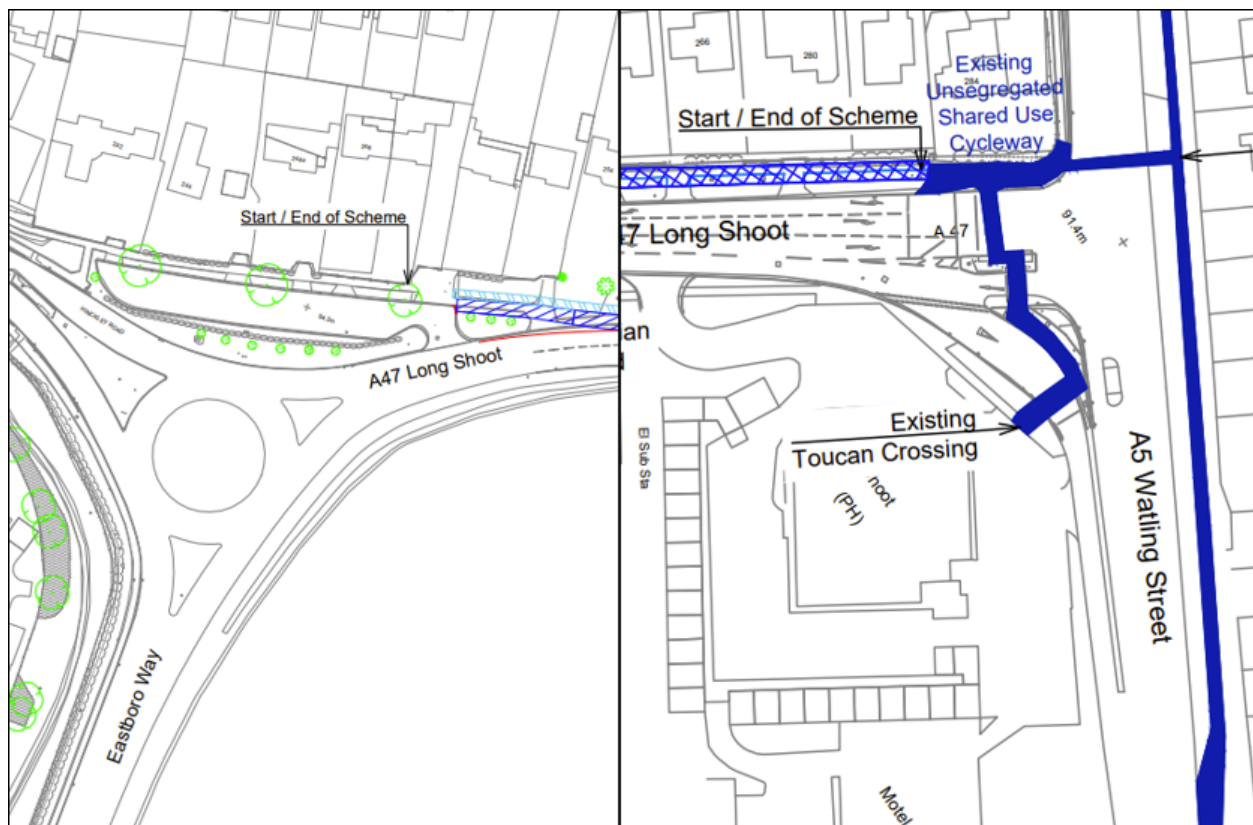
The scheme will encourage and enable a shift from car-based travel to cycling for local journeys, providing the necessary sustainable transport links to the town centre and rail station to support Transforming Nuneaton and the significant residential expansion in north-east Nuneaton.

To the west, the scheme will connect to new cycling infrastructure to be delivered by the A47 highway improvement scheme to create a continuous cycle route between north-east Nuneaton and the town centre. To the east, the scheme will connect with the existing

cycle route on the A5 to provide a connection to Hinckley.

The start and end of the WCC scheme are illustrated in below to demonstrate how the scheme will connect with the existing infrastructure.

Figure 5-5: The Long Shoot Cycle Route



### A47 Hinckley Road Improvements

The A47 Hinckley Road scheme will provide eastern Nuneaton with a new junction, an improved roundabout with additional pedestrian facilities and improved road and cycling infrastructure.

It is the main route into Nuneaton from the A5 and east Nuneaton to the town centre connecting to the Long Shoot at Eastboro Way.

### Hinckley Town Centre Improvements

Leicestershire County Council's, Hinckley Town Centre improvement scheme included some cycling infrastructure improvements which include signing five local cycle routes as shown in Figure 5-6.

Route 5 is the nearest to the site running along the B4668. It is a north to south route, connecting the A47 (Route 1) on the eastern side of Hinckley and Barwell (Route 4) for travel towards Sharnford and Aston Flamville. The route is largely based on-road with ease of connectivity onto other routes.

Figure 5-6: Hinckley Cycle Route Signage Scheme



Source: Leicestershire County Council

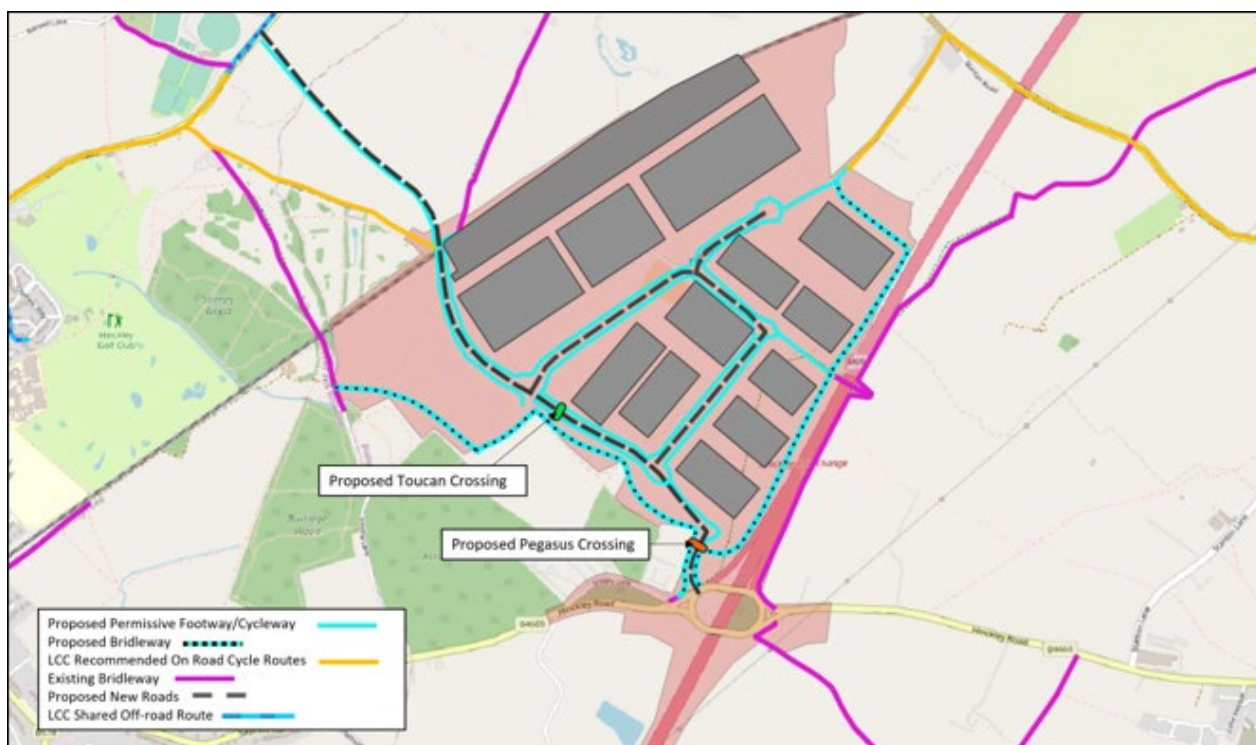
This route 5 connects directly to the proposed cycle route access infrastructure provided adjacent to the new A47 Link Road providing a direct connection between the HNRFI and Hinckley Town Centre, Route 1 ( A47) to the north and onwards to Barwell and Earl Shilton.

The future cycle accessibility of the site considering all of the above existing and proposed cycle routes including the proposed HNRFI site infrastructure and ProW strategy is shown in Figure 5-7. This includes the extended and diverted Bridleways which are also available to cyclists.

The HNRFI site will have safe and direct cycle links to Hinckley, Barwell, Earl Shilton, Leicester Forest East, Stoney Stanton. There are additional on-road routes towards Enderby and Narborough and to the south proposed improvements provide enhanced links to Hinckley south and Nuneaton.



Figure 5-7: HNRFI Cycle Infrastructure and Connections



### **Bike / E-Bike Hire Scheme**

A bike share scheme is a service whereby cycles are made available for use by individuals on a short-term basis for a membership and a small fee per ride.

Many bike hire schemes allow people to collect a bike from a docking station (bike rack) where it is locked until release by computer control following payment. The user then returns the bike to a dock from the same system. Other bike share schemes are dockless and bikes can be picked up and dropped off from virtual docks in a range of locations, which can be identified via a mobile phone app.

A new bike/e-bike hire hub could be incorporated into the HNRFI which would provide easy, convenient access to cycle travel.. These hubs have the potential to be expanded to link to hubs/cycle parking at Hinckley/Narborough railway stations.

This provision would provide good opportunities for the employees to cycle for all or part of their journey. In addition, the membership pricing system and the provision of bike stations at local train stations could also encourage multi-modal journeys.

Discussions are being undertaken with the key stakeholders to understand the viability of these options and the opportunity could be explored further and promoted in the Travel Plan process.

## Public Transport Provision

### *Bus Infrastructure*

The construction of the A47 link Road between the Junction 2 and the B4668 creates fast and easy linkage to the southern end of the HNRFI site. A layby will be built on the eastbound carriageway which will provide full kerbed separation from the link road. A large purpose-built shelter will be constructed on the southern kerb

A smaller unsegregated lay-by will be installed on the westbound kerb approximately 100m to the west of the segregated stop. This will have a smaller shelter. It is anticipated that any fixed route services that layover temporarily will use the segregated stop.

A controlled pedestrian crossing point will be installed on the link road on the key desire line between the secondary bus stop on the eastbound link and the main segregated stop on the southern side of the link road.

There has been extensive engagement with all local transport providers in Leicestershire as set out in the STS Strategy (Document Reference 6.2.8.1.14) leading to the extension of an existing service complemented by an on-demand flexible service.

### *Bus Service Diversion*

The extension of the X6 service and provision of site bound DRT service has been agreed through a private service agreement with Arriva and subject to conditions, as discussed with LCC.

Services will be routed via Hunter Boulevard, Harrier Parkway, and Wellington Parkway within Magna Park to maximise patronage. In its initial phase, the operation of this extended service between Leicester and the bus stops at Argosy Way will coincide with shift changeover times of the B8 Warehouses (6am, 2pm, 10pm) Monday to Sunday, including Bank Holidays.

### *Demand Responsive Transport (DRT)*

In addition to traditional bus services, DRT will be provided. DRT responds directly to customer needs, bookable via an app, customers share journeys with others travelling in the same direction for an agreed price which can vary depending on the number of travellers onboard. DRT provides a near door to door service and offers the convenience of a taxi with the cost effectiveness of a private vehicle, that takes passengers where they want, when they want. Customers travel in style with free Wi-Fi, charging points, tables and leather seats making it ideal for commuters and visitors.

Demand Responsive Transport (DRT) services will be able to use the laybys discussed above and will use the private loop roads to access the wider site.

### *Opportunities for Shift Workers*

Typical shift patterns for B8 Warehousing are as follows:

- 06:00 – 14:00;
- 14:00 – 22:00;
- 22:00 – 06:00.

To accommodate the demand of shift workers from different locations the following improvements are suggested:

### *Coventry and Leicester City Areas*

The agreed extension of the X6 service will pick up core demand from Coventry and Leicester city areas. Minimal stops and routing via the M69 present the best service to encourage modal shift from the car. It has been agreed that this service cover the 6am and 10pm shifts and there may be need for additional capacity during the day for the 2pm shift change. This will be adapted and adjusted through the build out phase of the development.

It has been agreed that based on the current timetable and an assumption on continental shifts there would be incremental hours increase of circa 7 hours per day, with associated additional operating costs. As the site develops an alternative scenario will put an additional vehicle into the cycle to increase the frequency around shift changes (ie to minimise the wait between people arriving at their place of work and their shift starting, or finishing their shift and the bus departing to take them home.

### *Nuneaton, Hinckley and Surrounding Villages*

Introduction of DRT as part of 3-year trial through LCC has been ongoing as part of the national bus strategy; Vectare, who run the existing service have proposed options to provide a 'Many to One' extension of their existing DRT services to the access site.

This DRT zone is an extension of NovusFLEX Leicester zone that is an existing DRT operation. It is the vision of VECTARE that these zones are combined into one large DRT zone, giving the site a fully flexible public transport system.

This would allow groupings of individuals to access the HNRFI at specific times of day without the reliance on fixed route services. It allows greater flexibility in the early stages of the project and may lead to identification of fixed routes where demand is highest. Subject to site design, the service can support multiple drop off / pick up points within the site, and bus stop poles, flags, shelters and timetable cases are required to support.

The service will operate between 04:00 and 00:00, seven days a week. The service will not operate on Christmas Day, Boxing Day and New Year's Day. The length of service day is comprehensive to enable all journey opportunities that may be required.

The service will serve a zone which is predominantly to the north and east of the site, bounded by the M1 motorway in the east, and A5 trunk roads.

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Moreover, the existing Arriva 8 Service presents a good, alternative opportunity to be extended to Nuneaton.

Similar to shift staff, strategies for office-based employees working the standard 9 to 5 pattern have been developed.

**Coventry and Leicester City Areas**

The X6 currently would permit travellers from both cities to arrive on site within an hour of the 9am start, similarly the return journey coincides with a service around the site at 5pm for both directions. Minor adjustments to timetabling will assist in allowing for better coordination with office start times.

**Leicester Nuneaton and Hinckley**

Rail inter-connectivity is an option for travellers from Leicester and Nuneaton. Half hourly services operate to and from Hinckley station during peak hours. A DRT bus service would present an alternative to a shuttle service to the site, allowing for greater flexibility around potential delays on the rail network than a fixed timetable.F

**Surrounding Villages**

As per the LCC pilot DRT is likely to be the main alternative access for villages surrounding the site.

Bus opportunities are summarised below in Table 5.2.

**Table 5.2: Public Transport Opportunities**

Type of Service	Geographical Area	Current Timetable	Office Staff	Shift Staff	Discount Scheme Potential
<b>X6 (extension of existing service)</b>	<ul style="list-style-type: none"> <li>Coventry</li> <li>Leicester (and suburbs)</li> </ul>	90 mins Good coverage at traditional office hours around HNRFI; 8am and 5pm	Yes, minor amendments to routes and timetables possible.	Extra Services Required; early and late (current services stop around 6pm)	Yes; similar to Magna Park travel scheme (monthly discounted travel offers)
<b>Service to Nuneaton (Nominally extension of 8)</b>	<ul style="list-style-type: none"> <li>Hinckley</li> <li>Lutterworth</li> <li>Nuneaton</li> </ul>	Early shift patterns included typically 60 mins though day	Yes 60 min service throughout the day.	Yes-currently operates to Magna Park during key shift changes.	Yes; similar to Magna Park travel scheme (monthly discounted travel offers)
<b>Vectare Services (Demand responsive travel)</b>	South Leicester Area (existing 3-year pilot) Covering Lubbethorpe and Narborough to the City Centre	Flexible from early morning to late night. (existing coverage)	Yes; subject to zone extensions-opportunity to introduce 'many to one' type service to the HNRFI	Yes; subject to zone extensions opportunity to introduce 'many to one' type service to the HNRFI	Offers available through Vectare

<b>Rail connections; Hinckley</b>	<ul style="list-style-type: none"> <li>Nuneaton</li> <li>Leicester</li> <li>Hinckley</li> </ul>	Half hourly in peak hours 0750, 0818, 0850 1647, 1728, 1758	Yes-connections to DRT services required to HNRFI	No; unlikely to significantly enhance train services to Hinckley to accommodate shift staff	Potential; rail and bus link up, part of business package as per Magna Park
<b>Private bus services</b>	Various	NA	Yes- potential to operate to specific areas controlled by the site management	Yes- potential to operate to specific areas controlled by the site management	No, although option to offer as staff perk.

## Car Sharing and Car Club

### Car Sharing

Car sharing (also called lift-sharing, ride-sharing and car-pooling) is when two or more people share a car and travel together. It offers the convenience of a car, whilst reducing the costs and the number of single occupancy vehicles on the road, thereby helping to reduce pollution and congestion.

Typically, people sign up to a car share scheme and their details are held on a secure database to be matched with others who can provide or require a lift. Car sharing can take place on a regular basis, or ad hoc if required.

It is proposed that the HNRFI will be signed up to an established car share organisation such as Liftshare or Lift and Go. They will provide the secure database and the messaging system to allow members to find someone to car share with. The scheme will then be promoted to all tenants as part of the Travel Plan process.

### Car Clubs

Car clubs provide a convenient alternative to car ownership, as people can have access to a car without having to own one for those trips that cannot be undertaken using public transport, cycling, or walking, or as an emergency alternative.

Car clubs work by giving members access to a car on a short-term “pay as you go” rental basis and charging by the hour or the day. A car can be booked online or by phone and then unlocked from a designated bay.

This can provide cost savings, as there is no car tax, fuel, MOT or car servicing to pay. Instead users pay for membership to the scheme and the car hire when they use it. Research has shown that low-mileage drivers i.e. those drive less than 8,000 miles per year could save up to £3,500 a year. The most recent UK Car Club Report 2021 Key Findings is provided in Appendix 3.

Car club vehicles also tend to be more environmentally friendly, emitting over 20% less

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CO2 per kilometre than the average car, and they are used more efficiently and help to reduce congestion and free up parking spaces.

The car club will help to reduce the number of company cars at the site and improve car utilisation efficiency. It allows employees travelling to the site by sustainable modes of transport temporary use of a car for work or personal purposes.

A car club is proposed to be provided at the HNRFI site and included as a measure within this Framework Travel Plan with car parking for care sharers and car club vehicles prioritised on site to encourage multi-passenger car use and reduced company car fleet with vehicles used for essential journeys only. The proposed car club structure can be based on the existing Enterprise Car Club framework which operates successfully across the UK.

***EV Charging***

There will be 20% EV provision across the site with 80% of spaces future enabled (ducting in place). This aligns with the BREEAM excellent requirements across the site.

## 6. TARGETS

The targets of the Travel Plan for the proposed site will be Specific, Measurable, Achievable, Realistic, and Time-Constrained (SMART). At the planning application stage such targets are difficult to define without the undertaking of surveys. Therefore, site specific targets will be refined once initial travel surveys are undertaken and included in the individual site Travel Plans, as appropriate.

### Modal Split

In the absence of baseline travel data for the site, as is industry practice, reference has been made to the Office of National Statistics (ONS) Neighbourhood Statistics (2011) for the Middle Super Output Area (MSOA) – “Blaby 010” and “Blaby 012”, to establish the likely method of travel to work for employment trips. The results are shown in Table 6.1. Further review of the mode split is discussed within the STS, this highlights a further amended baseline to reflect the nature of the HNRFI site and its distance from population centres and comparisons with other similar facilities. This is where the baseline estimates for SRFI are derived.

**Table 6.1: Modes of Transport**

Mode of Travel	Blaby Existing	Baseline Mode Split (for SRFI)
Car (Single Occupancy Travel)	75%	75%
Car passenger	7%	9%
Public Transport	3%	8%
Active	11%	4%
Motorbike	1%	1%
Working from home	<1%	2%
Other	1%	<1%

The mode share data indicates that 75% of workers travel to work as a driver.

The data shows that locally 11% of commuters do so on foot or by bicycle, 7% currently car share as a passenger and 3% travel by public transport.

The HNRFI is a large employment site located between several settlements will draw employees from the local community and offers an opportunity to enhance the active travel infrastructure and public transport provision to encourage modal shift away from single occupancy car use.

### Proposed Targets

With regards to the LCC modal shift target, the number of car driver trips will be reduced by 10%, in the first five years, from the current 75% of car drivers in Table 6.1. Moreover, the target after ten years will be a cumulative reduction of 15% from the current projection of 75% of private vehicle drivers. This will be complimented by an increase in the proportion of walking, cycling, public transport, and car sharing travel modes.

Indicative mode share targets are set out in Table 6.2. The targets are deemed achievable

based upon the measures to be implemented.



**Table 6.2: Indicative Employee Modal Splits Targets**

Method of Travel to Work	Baseline Mode Split (for SRFI)	Suggested HNRFI Target 5 Years	Suggested Target 10 Years
Car / Van Driver	75%	65%	60%
Car Passenger	9%	12%	14%
Public Transport	8%	15%	15%
Active Travel	4%	5%	8%
Motorbike	1%	1%	1%
Working From Home	2%	2%	2%
Other	1%	<1%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The above targets indicate an achievable a reduction in single car / van driver trips and a redistribution of the methods of journeys to work to show an increase in the use of sustainable modes of transport.

The provisional modal share targets will be reviewed / amended once the results of the first travel survey are available and annually as travel patterns and effective measures are monitored.

## 7. MEASURES AND INCENTIVES

### Introduction

Prior to setting out the measures proposed to achieve the Travel Plan targets, it is worthwhile highlighting that there are practicalities in the operation of employment developments that should be recognised. For example, the nature and hours of operation and the variety of shift patterns, will have a significant effect on the travel mode that each member of staff chooses to use to travel to and from work. Staff will be more inclined to use their cars to travel to and from work if they are travelling late at night/after dark.

Furthermore, staff may choose their travel to work mode to fit around other commitments, such as picking their children up from school etc. This will again have a significant effect on the travel mode that each member of staff chooses to use to travel to and from work.

Therefore, measures and incentives proposed in this Travel Plan have been carefully considered to address the needs of the staff who travel both inside and outside the peak hour periods.

Each distinct occupier within the development will be responsible for producing their own Travel Plan, adopting and expanding on the guidance within this Framework Travel Plan, specific to the individual company occupying the relevant plot. The respective Travel Plan for each plot would be implemented within three months of the first occupation of the relevant plot of the development and shall be maintained for five years from the first occupation.

A TPSG will be established by the site wide Travel Plan Co-ordinator for the development, to facilitate sharing ideas and best practises between various occupiers, provide critical mass with regard to initiatives, and provide a holistic approach to travel planning within development.

To provide accurate and clear timescales for the implementation of the Travel Plan, its associated measures, incentives, and targets are linked to the construction and occupation of the new development plots.

- Immediate measures refer to those that will be implemented prior to the occupation of the new development plots.
- Short term measures refer to those that will be implemented during the first six months of occupation of a development plot, and
- Medium term measures refer to those that will be implemented between six and twelve months of occupation of a development plot.

The measures relate to the potential for reducing the need to travel, and where travel is necessary, promoting and increasing travel by sustainable modes, amongst all staff, visitors, and deliveries. The methods for implementing, monitoring, and reviewing the success of these measures are detailed in Section 8.

This section details the measures that could be implemented. Implementation of measures will be managed and monitored by the individual Travel Plan Co-ordinators, with support from the site wide Travel Plan Co-ordinator.

### Measures and Incentives – Promotion and Awareness Raising

The site is accessible to pedestrian, cycle, and public transport users. Therefore, the Travel Plan will focus on the promotion of the sustainable and active travel opportunities to and from the site.

It is essential that the travel opportunities be clearly highlighted and promoted to all employees and visitors, to allow people to choose alternative modes of travel through the website and promotional literature.

#### **TP1: Appointment of Travel Plan Co-ordinator**

Measure: For each individual Travel Plan, the first stage will be the appointment of a Travel Plan Co-ordinator (IMMEDIATE). The role of the Travel Plan Co-ordinator is detailed in Section 8.

The Travel Plan Co-ordinator has responsibility for the management and implementation of the process of engaging with future staff and visitors to the site as part of tenant commitment to the Travel Plan process.

The individual TPCs will work with each other and the Site Wide TPC/Management Company in a TPSG to achieve the Travel Plan targets.

#### **TP2: Travel Welcome Pack**

Measure: The Travel Plan will also be promoted to any new staff, as part of the interview process, and with any formal job offer (IMMEDIATE).

All staff will be provided with detailed information about the transport facilities to and from the site through Travel Welcome Packs or website issued by the Travel Plan Co-ordinator prior to them starting their employment. (IMMEDIATE). The content of the welcome pack will include:

- Pedestrian and cycle route map, with key locations (such transport interchanges, local facilities, short-cuts etc) and the distances and journey times to key destinations;
- Information on the local bus routes, service timetables, stop locations, and fares;
- Contact details for the Travel Plan Co-ordinator;
- Information on any incentives available to encourage employees to travel sustainably, and how employees can obtain these incentives (see below);

**Technical Appendix: Site Wide Framework Travel Plan**

- Public transport information, including a bus and train route map and the latest timetable information. The Welcome Pack will also include full details of the range of tickets available;
- Advertise journey planning websites, such as [www.nationalrail.co.uk](http://www.nationalrail.co.uk) which provide up to date timetable and route information as well as journey times, costs modal interchange advice;
- Contact details and a location map showing local car hire and taxi companies; and
- Advertise details of relevant car share schemes.

The Travel Plan Co-ordinator will also make themselves available to provide personalised travel advice to the employees if required. (IMMEDIATE).

***TP3: Travel Information Boards and General Travel Plan Awareness***

Measure: After initial communication, the awareness raising process will be maintained through notice boards within the buildings. (IMMEDIATE). This will allow the information to be seen by all staff and, where appropriate, visitors. The Travel Plan Co-ordinator will be responsible for ensuring that the information is kept up to date.

The Travel Plan Co-ordinator will investigate running their own promotional Travel Plan events, such as 'Bikers Breakfast' for anyone who cycles to work, or car sharing events, to publicise car sharing and highlight the social element. These events will be advertised on the Travel Information Boards and can be run in conjunction with other units across the site (CONTINUOUS).

To encourage walking and cycling the health benefits of travelling by these modes would be published on the staff notice boards (SHORT TERM).

The notice boards will also display information produced for the welcome packs including a pedestrian and cycle route map and information on the local bus routes, service timetables, stop locations, and fares (SHORT TERM).

The Travel Plan and possible modes of sustainable travel will also be introduced to any visitors to the development. This will be achieved by providing information detailing how they can reach the site by sustainable modes through the company's website and promotional literature (SHORT TERM).

By implementing the above measures, all staff and visitors will have the necessary information about the local pedestrian and cycle routes, and public transport services, to allow them to realistically consider the use of these modes of travel.

## Measures and Incentives – Encouraging Other Modes

### *TP4: Provision of Motorcycle and Cycle Facilities*

Measure: Parking for motorbikes and cycles will be provided on the site and the use of the spaces will be monitored to ensure that sufficient spaces are provided (IMMEDIATE).

To encourage cycle travel staff showers and changing facilities should be provided subject to the requirements of each occupier during the fit-out process for each unit (IMMEDIATE).

### *TP5: Cycle to Work Scheme*

Measure: The occupier will investigate implementing a cycle to work scheme where employees will be able to enter into a salary sacrifice scheme for employees in order to purchase a bike at a discount. This could be incorporated with workplace events which could involve Dr Bike and Bikeability workshops. (IMMEDIATE).

### *TP6: Personalised Travel Planning*

Measure: All employers will offer personalised travel planning to all staff, to be undertaken by the associated travel plan coordinator and/or the promotion of Leicestershire's 'Choose How You Move' Travel Plan tool found at [www.choosehowyoumove.co.uk](http://www.choosehowyoumove.co.uk)(IMMEDIATE).

## Measures and Incentives – Car Use

### *TP7: Car Sharing and Car Club Participation*

Measure: The Travel Plan Co-ordinator will promote existing car sharing services such as [www.shareacar.com](http://www.shareacar.com). This type of site does not require members to necessarily have a car as some existing members will offer lifts in exchange for a contribution towards fuel costs. Alternatively, at a lower cost an intranet based one could also be set up for the development itself and managed by the Travel Plan Co-ordinator for the combined development.

Web based car sharing allows users to log in, state where they are travelling to and from, and whether they are seeking or providing a lift, and the days and times they are willing to car share.

The following measures will also be undertaken to maximise the potential for car sharing at the development:

- Promote the potential financial savings that staff will make by sharing their car through information presented on the noticeboards;
- Provide an emergency 'get you home' service in the event of emergency/sickness for staff not travelling to work in their own car; and

**Technical Appendix: Site Wide Framework Travel Plan**

- Provision of a number of priority 2+ parking spaces for the use of car sharers only.

There is also the potential to encourage the use of car clubs as described in section 5.

**Measures and Incentives – Management*****TP8: Car Parking Management System***

Measure: The site will implement a car parking management system. This will be detailed in unit specific travel plans.

***TP9: Travel Surveys and Travel Plan Management***

Measure: Annual surveying of staff travel patterns, in the form of travel surveys, will also maintain Travel Plan awareness. This is detailed further in Section 8.

Also detailed in Section 8 is the travel plan management strategy for this development.

**Reducing the Need to Travel*****TP10: Reducing the need to travel***

Measure: Where possible technology will be used to enable staff to work from home with potential for telephone and video conferencing facilities to aid the reduction of travel to customers, suppliers, and partners.

The end users of the units will consider the use of flexitime working for desk-based staff. This can relieve pressure on the road network at peak times and may also allow staff to use sustainable travel with other commitments.

**ModeShift STARS Accreditation*****TP11: Achieve silver accreditation from ModeShift STARS***

Measure: Use the ModeShift STARS portal to manage Travel Plan and measures, striving to achieve silver accreditation from Modeshift STARS as a minimum for the site.

In order to achieve silver accreditation, a Working Group must be established across the site as well as implementing a minimum of fifteen unique ‘Travel Initiatives’ and a minimum of five unique ‘Supporting Initiatives’ from the Modeshift STARS guidance which can be found in Appendix 4. In addition, there is expectation that a Travel Survey will be undertaken some time after occupation; to achieve silver accreditation a minimum response rate will need be achieved dependent on the number of employees on site. This criteria from Modeshift STARS is also found in Appendix 4.

## 8. IMPLEMENTATION AND MONITORING

### Implementation

The Framework Travel Plan establishes a structure within which individual Travel Plans for each individual occupier of the development will be required to be prepared and operate.

### Site Wide Travel Plan Co-ordinator

A Travel Plan Steering Group (TPSG) will be established which will be responsible for the monitoring and future development of the Travel Plans. The Working Group will include representatives of the local highway authority, the lead developer, along with the individual occupier Travel Plan Co-ordinators.

The implementation of the TPSG will be managed by the Site Wide Travel Plan Co-ordinator/Management Company who will be appointed by the developer. The Site Wide Travel Plan Co-ordinator will be in post from the start of construction on the site for the duration of occupation on the site.

The Site Wide Travel Plan Co-ordinator will be required to register the site and any subsidiary Workplace Travel Plans with <https://www.starsfor.org/about.php> as part of the management and monitoring of the plan.

The Site Wide Travel Plan Co-ordinator will also be responsible for coordinating the surveys required and monitoring of the HGV Management Plan and Strategy (Document Reference 17.5).

The TPSG will meet for the first time prior to occupation of the first unit and then annually through Travel Plan process. It will be the responsible for monitoring the operation of the Travel Plans for individual plots. It will prepare a Travel Plan Report prepared by the Travel Plan Co-ordinator for consideration at each meeting and, in the light of these, review the objectives and targets and agree any revisions as appropriate.

The Site Wide Travel Plan Co-ordinator will also be responsible for ensuring that Travel Plans are prepared for individual developments in accordance with this Framework Travel Plan, advising and assisting Travel Plan Co-ordinators in undertaking their duties.

The Site Wide Travel Plan Co-ordinator shall act as a focus for Travel Plan related activities on the development and shall encourage liaison between Travel Plan Co-ordinators with a view to all the Travel Plans operating in concert rather than as a series of separate initiatives. The Travel Plan Co-ordinator will be responsible for liaison with LCC as appropriate.

The role of the Site Wide Travel Plan Coordinator will also include the following:

- Co-ordinate the annual surveys undertaken by individual Travel Co-ordinators.
- Maintain records of survey information provided by individual Travel Co-

**Technical Appendix: Site Wide Framework Travel Plan**

ordinator and report this to the TPSG as part of an annual report.

- Prepare the annual monitoring reports for the development site as a whole for submission to the TPSG (Travel Plan Steering Group) .

**Occupier Travel Plan Co-ordinators**

In order to implement the individual Travel Plans, each occupier will appoint a Travel Plan Co-ordinator. The Travel Plan Co-ordinator will be responsible for the implementation and maintenance of the Travel Plan for their respective unit including all promotion, consultation, monitoring, and review. In addition, they will investigate and identify specific initiatives to achieve the targets of the Travel Plan on an ongoing basis.

The role will require part time involvement and the role will be appointed from when construction of the relevant plot first begins on site, for a period of five years. Hence, the initial implementation of the Travel Plan would involve a time commitment from the Travel Plan Co-ordinator prior to the occupation and during the first few months of occupation of the building as they undertake the tasks set out in Section 6 of this Framework Travel Plan.

They would need to invest further time once per year to undertake and analyse the travel survey results. However, on a day-to-day/week-to-week basis administering the Travel Plan would not be a time intensive task.

As the Travel Plan Co-ordinator will be the key point of contact for the Travel Plan, their name, company address, and telephone number will be provided to the Site Wide Travel Plan Co-ordinator who will pass this on to the local authority, as soon as they are appointed. The occupier will ensure that the role receives appropriate senior management support.

The Travel Plan Co-ordinator can seek assistance from Site Wide Travel Plan Co-ordinator and the role of the Travel Plan Co-ordinator will be to:

- Oversee the development, promotion, and implementation of the Travel Plan measures and incentives. This includes the content of the Travel Welcome Packs and the content and display of the Travel Information Board.
- Design and implement continuous, effective marketing and awareness raising strategies to promote the Travel Plan measures and incentives. For example, they will be responsible for the effective display of information on the Travel Information Boards etc.
- Act as a point of contact for all staff and customers requiring information. In doing so, they will represent the ‘human face’ of the Travel Plan – explaining the purpose and the opportunities on offer.
- Co-ordinate the necessary data collection exercise. This includes designing and issuing the travel questionnaires to all staff and visitors as appropriate.



- Co-ordinate the monitoring programme for their Travel Plan. This includes analysing the staff and customer travel questionnaires.
- Take a key role in the review of the Travel Plan. This includes the analysis of the travel questionnaires, including trends against previous years.
- Record and obtain information on the travel experiences of disabled users
- Secure any necessary funding to support the Travel Plan and ensure its efficient and effective use.
- The Travel Plan Co-ordinator will review and agree the Travel Plan targets, the measures and incentives, the methods for implementing and monitoring the Travel Plan, and the successes and failures.

## Monitoring

The majority of measures aim to reduce car use. Sustainable transport initiatives will be in place prior to, or soon after occupation of the new development. This will allow people to assess the potential to travel by alternative transport modes and allow a sustainable travel culture to emerge from the outset.

To ensure consistency across the development site, the surveys would be coordinated by the Site Wide Travel Plan Coordinator. The Travel Plan Co-ordinators for each unit will then issue the surveys to all staff.

The surveys would help to determine the travel patterns for each occupier at the development, the uptake of the measures and incentives proposed in the Travel Plan and help identify any further measures that need to be investigated and proposed.

The monitoring program will also include the following 'hard' data recorded at 12 monthly intervals:

- Usage of cycle parking (number of occupied stands)
- Usage of motorcycle parking (number of motorcycles parked)
- Demand for car parking (number of spaces occupied)
- The take-up of the tax free bicycle purchase scheme for employees
- The uptake of any of the incentives offered by the TPC's
- Demand for changing, locker and showering facilities
- Demand for car share scheme
- Informal comments made by employees regarding the operation of the Travel Plan.

**Technical Appendix: Site Wide Framework Travel Plan**

The results of the questionnaire surveys and data collection will be summarised by the individual Travel Plan Co-ordinators and provided to the Sustainable Travel Plan Co-ordinator. The data collection will be agreed with LCC prior to the first full travel plan. It is likely that the data collection will be over a week period and in a neutral period for the end user operations and highway Authority.

From first occupation until a period of five years after full build out of the site, each year during a neutral month, the Sustainable Travel Plan Co-ordinator will organise a five-day automatic traffic count (ATC) at the site access junctions, to determine the number of vehicle arrivals and departures during the peak hour periods on an average week for the full site.

The Sustainable Travel Plan Co-ordinator would summarise the findings into one complete Initial Monitoring Report for submission to the Travel Plan Steering Group (TPSG) for agreement.

The report would confirm the modal splits of users at the overall development, and also the peak hour vehicle traffic generation of the site. This would be analysed against the targets, as detailed in Section 7. From this, the targets would be amended/agreed and further measures introduced following feedback from the surveys.

**Annual Monitoring Report**

The year after the submission and agreement of the Initial Monitoring Report and every 12 months throughout the five-year operational period of the travel plan of the site, an Annual Monitoring Report would be prepared by the Site Wide Travel Plan Co-ordinator and issued to the TPSG and the local authority.

The report will be structured as follows:

- Introduction & Background – name of occupiers of plots, date plots occupied, number of staff employed, working hours, number of parking spaces etc.
- Results of surveys – detail of the results of the surveys that have been undertaken against indicators defined in the Framework Travel Plan.
- Description of work undertaken over the past 12 months with evidence and examples.
- Problems and issues encountered – detail of any problems encountered in implementing the Travel Plans, and any issues that have not yet been resolved.
- Specific measures from Travel Plans – detail how the measures from the Travel Plans have been implemented in terms of infrastructure, policy and promotion for each specific travel mode and strategy (walking, cycling, public transport, car sharing, general measures, working practices etc), with evidence of how each measure has been implemented.
- Summary – detail whether the site is on track to meet targets.

- Plan for next 12 months – detail of any specific outcomes or desired results.

The aim of the Travel Plan would be to reduce single occupancy car use associated with the development. The Travel Plan would need to be reviewed annually, via the monitoring report so that the overall targets can be monitored, and appropriate improvements made.

## 9. ACTION PLAN

In order to achieve the objectives of this Travel Plan, the below action plan set out in Table 9.1 summarises the programme and responsibilities for delivering the proposed measures.

**Table 9.1: Action plan**

Action	Timescale	Responsibility
Appoint Travel Plan Coordinator	Minimum of 3 months before occupation	Developer
Provision of Sustainable Travel Infrastructure	Before occupation	Developer
TPC to liaise with (LOCAL COUNCIL) Travel Plan Officer	On appointment of TPC and ongoing through operational life of scheme	Travel Plan Co-Ordinator
Develop and implement HGV Management Plan and Strategy	On appointment of TPC and ongoing through operational life of scheme	Travel Plan Co-Ordinator
TPC to provide Travel Information and Marketing	Upon occupation and ongoing for the duration of operational life of scheme	Travel Plan Co-Ordinator
TPC to promote annual sustainable travel promotional events	Within 12 months after first occupation for the operational life of scheme	Travel Plan Co-Ordinator
TPC to engage with Modeshift STARS and strive towards silver accreditation	Within 12 month after first occupation, in line with the promotion of Travel Plan measures and incentives	Travel Plan Co-Ordinator
TPC to monitor and review Travel Plan	Within 12 months after first occupation and then annually through the operational life of scheme- Notably in connection with public transport capacity and availability and promotion of active travel modes.	Travel Plan Co-Ordinator

## APPENDICES

Appendix 1: Illustrative Masterplan

## APPENDICES

### Appendix 2: Access Infrastructure

## APPENDICES

Appendix 3: United Kingdom Car Club Report 2021 Key Findings

## APPENDICES

Appendix 4: ModeShift STARS Guidance



Tritax Symmetry (Hinckley) Limited

## **HINCKLEY NATIONAL RAIL FREIGHT INTERCHANGE**

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### **The Hinckley National Rail Freight Interchange Development Consent Order**

Project reference TR050007

### **Hinckley NRFI ES Appendix 8.2 Framework Site Wide Travel Plan [Appendix 4- Modeshift Stars Guidance]**

Document reference: 6.2.8.2A

Revision: 5

**14 November 2023**

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Planning Act 2008

The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009  
Regulation 5(2)(a)

The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017  
Regulation 14



Perform process/add something.



Edit current section.



Return focus to section

## Approved Travel Plan (Green) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

### Introduction

<b>Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there. All relevant fields completed, with particular emphasis on those listed below.</b>	
'Site Details' section completed	
'Staff & Volunteer Information' section completed	
'Visitor Information' section completed	
'Opening Hours' section completed	
'Introduction to our site' completed	
'Local Amenities' completed	

### Aims & Objectives

Travel Plan 'Aim' added	
Travel Plan 'Objectives' added	

### Working Group

Working group established*	
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### Travel & Transport Infrastructure

<b>Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there and what facilities to expect on arrival. All relevant fields completed, with particular emphasis on those listed below.</b>	
'On-site Sustainable Travel Facilities' section completed	
'Transportation Links' section completed <i>Must contain sufficient detail to describe how to access the site by each travel mode to someone unfamiliar with the site.</i>	
'Car Travel' section completed	

### Travel & Transport Policies

'Travel & Transport Policies' section completed*	
'Sustainable Travel Tools' section completed*	

### Surveys, Modal Shift & Targets

At least one 'Target' set <i>Targets must be SMART &amp; not already achieved</i>	
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### Initiatives

A minimum of five unique 'Travel Initiatives' planned	
A minimum of two unique 'Supporting Initiatives' planned	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	

\*Not a requirement for Green accreditation but it is best practice to complete this section



Perform process/add something.



Edit current section.



Return focus to section

## Good Travel Plan (Bronze) Accreditation Checklist

*The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system*

### Previous Level Complete

All Green Level criteria complete & up to date	
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### Working Group

Working group established*	
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### Surveys, Modal Shift & Targets

<p>'Staff Travel Mode Data' completed within the last 2-years</p> <p><i>Minimum response rates: &lt;50 staff = 40%; 50 - 99 staff = 30%; 100 - 499 staff = 25%; 500 - 999 staff = 20%; 1,000 – 2,499 staff = 15%; 2,500+ staff = 10%</i></p>	
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### Travel & Transport Issues

A minimum of one current issue has been identified, and recorded	
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### Initiatives

Evidence is not required for Bronze but is strongly recommended

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of five unique 'Travel Initiatives' recorded and Completed	
A minimum of two unique 'Supporting Initiatives' recorded and Completed	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	

*\*Not a requirement for Bronze accreditation but it is best practice to complete this section*



Perform process/add something.



Edit current section.



Return focus to section

## Very Good Travel Plan (Silver) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

### Previous Level Complete

All Green Level criteria complete & up to date	
All Bronze Level criteria complete & up to date	

### Working Group

Working Group established and active. <i>The Working Group must represent the organisation and include a minimum of three people.</i>	
Working Group actions/activity documented	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the last 2-years <i>Minimum response rates: &lt;50 staff = 50%; 50 - 99 staff = 40%; 100 - 499 staff = 30%; 500 - 999 staff = 25%; 1,000 - 2,499 staff = 20%; 2,500+ staff = 15%</i>	
Achieve a reduction in single occupancy vehicle (car alone) journeys	

### Initiatives

Evidence is required for all Initiatives

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of fifteen unique 'Travel Initiatives' recorded and Completed	
A minimum of five unique 'Supporting Initiatives' recorded and Completed	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

## Excellent Travel Plan (Gold) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

### Previous Level Complete

All Green Level criteria complete & up to date	
All Bronze Level criteria complete & up to date	
All Silver Level criteria complete & up to date	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the last 2-years <i>Minimum response rates: &lt;50 staff = 50%; 50 - 99 staff = 50%; 100 - 499 staff = 40%; 500 - 999 staff = 30%; 1,000 – 2,499 staff = 25%; 2,500+ staff = 20%</i>	
Achieve a reduction in single occupancy vehicle (car alone) journeys	

### Initiatives

Evidence is required for all Initiatives

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of twenty-five unique 'Travel Initiatives' recorded and Completed	
A minimum of ten unique 'Supporting Initiatives' recorded and Completed	

### Gold Standard Delivery

Evidence is required for all Initiatives

A minimum of two unique 'Gold Standard Initiatives' recorded and Completed	
Gold Standard Delivery section completed	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

## Outstanding Travel Plan (Platinum) Accreditation Checklist

*The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system*

### Previous Levels Complete

All Green Level criteria complete & up to date	
All Bronze Level criteria complete & up to date	
All Silver Level criteria complete & up to date	
All Gold Level criteria complete & up to date	
Must have held Gold level STARS accreditation for a minimum of 3-years	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the last 2-years <i>Minimum response rates: all sites, any number of staff = &gt; 50%</i>	
Achieve a reduction in single occupancy vehicle (car alone) journeys and an increase in active modes (walk, cycle) from previous Gold accreditation levels	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Category	Type	Code	Action
Travel Initiatives	Cycling	BC1	Bike Security Marking takes place
Travel Initiatives	Cycling	BC2	CCTV installed for cycle security
Travel Initiatives	Cycling	BC3	Corporate membership of cycle loan scheme e.g., Brompton Dock
Travel Initiatives	Cycling	BC4	Cycle Hire / Bike Loan scheme in place
Travel Initiatives	Cycling	BC5	Cycle maintenance sessions
Travel Initiatives	Cycling	BC6	Cycle parking / storage installed
Travel Initiatives	Cycling	BC7	Cycle to University / College week
Travel Initiatives	Cycling	BC8	Cycle to work day
Travel Initiatives	Cycling	BC9	Cycle to work scheme in place
Travel Initiatives	Cycling	BC10	Cycle to work week
Travel Initiatives	Cycling	BC11	Cycle training available for staff
Travel Initiatives	Cycling	BC12	Cycling club established
Travel Initiatives	Cycling	BC13	Cycling maps available to staff/visitors
Travel Initiatives	Cycling	BC14	Cycling promoted between sites
Travel Initiatives	Cycling	BC15	Discounted cycle accessories event
Travel Initiatives	Cycling	BC16	Dr Bike sessions delivered
Travel Initiatives	Cycling	BC17	Hire to Buyer scheme (London area)
Travel Initiatives	Cycling	BC18	Implementation of cargo bike scheme
Travel Initiatives	Cycling	BC19	Improved cycle access to site
Travel Initiatives	Cycling	BC20	Lockers installed for storage of equipment e.g., cycle helmets
Travel Initiatives	Cycling	BC21	Offer lunchtime / after work cycle rides
Travel Initiatives	Cycling	BC22	Paying cycle mileage rates for staff
Travel Initiatives	Cycling	BC23	Provision of bike vouchers for new residents
Travel Initiatives	Cycling	BC24	Provision of pool bikes for staff/students
Travel Initiatives	Cycling	BC25	Secure discounts with local bike shops
Travel Initiatives	Cycling	BC26	Set up Bike User Group (BUG)
Travel Initiatives	Cycling	BC27	Showers available for use by cyclists
Travel Initiatives	Cycling	BC28	Sign up to the Department for Transport's Cycle to Work guarantee



Travel Initiatives	Cycling	BC29	Other cycling initiative
Travel Initiatives	Walking	BW1	Improved pedestrian signage on site
Travel Initiatives	Walking	BW2	Improved pedestrian access to site
Travel Initiatives	Walking	BW3	Encourage public transport users to get off a stop earlier
Travel Initiatives	Walking	BW4	Promote walking route websites and apps e.g. walkit.com
Travel Initiatives	Walking	BW5	Offer led lunchtime / after work walks
Travel Initiatives	Walking	BW6	Provide pool umbrellas for staff use
Travel Initiatives	Walking	BW7	Provide walking maps
Travel Initiatives	Walking	BW8	Run or participate in a pedometer challenge
Travel Initiatives	Walking	BW9	Walk to work week promoted
Travel Initiatives	Walking	BW10	Walking promoted between work sites
Travel Initiatives	Walking	BW11	Other walking initiative
Travel Initiatives	Public Transport	BPT1	Membership of bus company's corporate travel scheme
Travel Initiatives	Public Transport	BPT2	Negotiate bus travel discount for staff
Travel Initiatives	Public Transport	BPT3	Promote Park & Ride schemes
Travel Initiatives	Public Transport	BPT4	Providing public transport tickets for staff business journeys
Travel Initiatives	Public Transport	BPT5	Run a 'travel by bus' day /week
Travel Initiatives	Public Transport	BPT6	Season ticket purchase schemes for buses
Travel Initiatives	Public Transport	BPT7	Season ticket purchase scheme for rail
Travel Initiatives	Public Transport	BPT8	Provision of public transport smart cards for staff/students/visitors/residents
Travel Initiatives	Public Transport	BPT9	Provision of timetables/maps/information
Travel Initiatives	Public Transport	BPT10	Participate in Catch the Bus Week
Travel Initiatives	Public Transport	BPT11	Launch and manage dedicated bus services
Travel Initiatives	Public Transport	BPT12	Display real time public transport information
Travel Initiatives	Public Transport	BPT13	Improve on-site infrastructure for buses and bus users
Travel Initiatives	Public Transport	BPT14	Subsidised single / return tickets with staff ID pass on key routes
Travel Initiatives	Public Transport	BPT15	Free shuttle service from staff car park / between sites
Travel Initiatives	Public Transport	BPT16	Other public transport initiative
Travel Initiatives	Reducing Car Use	RC1	Car Free Day





Travel Initiatives	Reducing Car Use	RC2	Charge for on-site car parking and use revenue to subsidise Travel Plan measures
Travel Initiatives	Reducing Car Use	RC3	Ensure parking permit system based on parking need
Travel Initiatives	Reducing Car Use	RC4	Review business mileage policies
Travel Initiatives	Reducing Car Use	RC5	Removal of car parking spaces
Travel Initiatives	Reducing Car Use	RC6	Review employee parking entitlement
Travel Initiatives	Reducing Car Use	RC7	Offer incentives for non-use of car parking space
Travel Initiatives	Reducing Car Use	RC8	Increased enforcement against unauthorised parking
Travel Initiatives	Reducing Car Use	RC9	Parking charges increased
Travel Initiatives	Reducing Car Use	RC10	Carpooling/sharing scheme established
Travel Initiatives	Reducing Car Use	RC11	Eco driving promoted
Travel Initiatives	Reducing Car Use	RC12	Installation of electric vehicle charging points
Travel Initiatives	Reducing Car Use	RC13	Establishment of car club for site users
Travel Initiatives	Reducing Car Use	RC14	Park and walk scheme established
Travel Initiatives	Reducing Car Use	RC15	Provision of car sharing spaces
Travel Initiatives	Reducing Car Use	RC16	Provision of electric vehicles for staff as pool cars
Travel Initiatives	Reducing Car Use	RC17	Review vehicle fleet for efficiency savings
Travel Initiatives	Reducing Car Use	RC18	Use of FORS accredited drivers/vehicles
Travel Initiatives	Reducing Car Use	RC19	Provision of incentives for Car Sharers
Travel Initiatives	Reducing Car Use	RC20	Installation of secure parking for motorised scooters / motorbikes
Travel Initiatives	Reducing Car Use	RC21	Safe and fuel-efficient driver training delivered
Travel Initiatives	Reducing Car Use	RC22	Provision of pool cars for staff
Travel Initiatives	Reducing Car Use	RC23	Other reducing car use initiative
Travel Initiatives	Smarter Working Practices	SW1	Implement flexible working policies and procedures
Travel Initiatives	Smarter Working Practices	SW2	Implement home working policies and procedures
Travel Initiatives	Smarter Working Practices	SW3	Use of web and teleconferencing facilities to limit travel for meetings
Travel Initiatives	Smarter Working Practices	SW4	Utilisation of cycle courier services



Travel Initiatives	Smarter Working Practices	SW5	Prioritise using local suppliers where possible and practicable
Travel Initiatives	Smarter Working Practices	SW6	Other smarter working practices initiative
Supporting Initiatives	Policies and Procedures	PP1	Create a Travel Policy for staff/students/visitors
Supporting Initiatives	Policies and Procedures	PP2	Nominate Sustainable Travel Champions to provide communication to and from staff
Supporting Initiatives	Policies and Procedures	PP3	Work with another organisation e.g. share resources, compete in a competition
Supporting Initiatives	Policies and Procedures	PP4	Other policies and procedures initiative
Supporting Initiatives	Promotion	BP1	Information on travel options provided to new starters
Supporting Initiatives	Promotion	BP2	Information on travel options provided to visitors
Supporting Initiatives	Promotion	BP3	Launch day for sustainable and active travel
Supporting Initiatives	Promotion	BP4	Participation in Commuter Challenge
Supporting Initiatives	Promotion	BP5	Personalised Travel Planning delivered
Supporting Initiatives	Promotion	BP6	Provide relevant transport updates via desktops or noticeboards
Supporting Initiatives	Promotion	BP7	Run sustainable travel competition
Supporting Initiatives	Promotion	BP8	Sustainable travel options promoted on company website
Supporting Initiatives	Promotion	BP9	Sustainable travel options promoted on internal website
Supporting Initiatives	Promotion	BP10	Sustainable travel posters in place
Supporting Initiatives	Promotion	BP11	Sustainable travel promoted via payslips and newsletters to staff
Supporting Initiatives	Promotion	BP12	Travel maps and notice board set up
Supporting Initiatives	Promotion	BP13	Working with the local authority to support sustainable travel in the community
Supporting Initiatives	Promotion	BP14	New residents welcome pack with travel information
Supporting Initiatives	Promotion	BP15	Sustainable travel options promoted on social media
Supporting Initiatives	Promotion	BP16	RTP1 built-in to new homes
Supporting Initiatives	Promotion	BP17	Other promotion, communication or events initiative
Supporting Initiatives	Monitoring	M1	Keep records of participation levels in sustainable travel schemes and incentives

## Modeshift STARS Business & Residential Initiatives

Supporting Initiatives	Monitoring	M2	Monitor usage of car park
Supporting Initiatives	Monitoring	M3	Monitor number of car sharers
Supporting Initiatives	Monitoring	M4	Monitor number of bicycles parked on site
Supporting Initiatives	Monitoring	M5	Other monitoring initiative
Gold Standard	Gold Standard	BG1	Share best practice with other sites
Gold Standard	Gold Standard	BG2	Support another site to achieve STARS accreditation
Gold Standard	Gold Standard	BG3	Sponsor, fund or support sustainable travel in your community, e.g., support a local initiative, school, community group, etc,
Gold Standard	Gold Standard	BG4	Zero staff drive to work
Gold Standard	Gold Standard	BG5	Shared sustainable travel services with other organisations
Gold Standard	Gold Standard	BG6	The organisation fully funds and trains a travel coordinator post to deliver sustainable travel activities