

Cambridge Waste Water Treatment Plant Relocation Project  
Anglian Water Services Limited

# Appendix 19.8: Operational Workers Travel Plan

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## Summary

The proposed WWTP is located 2km to the east of the existing Cambridge WWTP. The area is a rural environment to the edge of Cambridge with key strategic and local roads such as the A14 and the B1047 Horningsea Road.

The framework Operational Worker Travel Plan (OWTP) accompanies the application for development consent and sets the framework for the detailed plan to be prepared for the proposed WWTP.

The Operational Workers Travel Plan for the proposed WWTP aims to promote sustainable travel and encourage staff to travel sustainably more often, whether it be by walking, cycling, or using public transport to and from the proposed WWTP. It will also provide information regarding walking, cycling, and public transport to the site, with the aim of making these forms of transport an attractive and affordable alternative.

The overall aim of the framework OWTP is to ensure that staff at the proposed WWTP have a viable alternative to private car journeys for their journey to work. Making use of more sustainable modes of travel reduces vehicle carbon emissions.

This framework OWTP sets out the objectives, proposed targets, measures, and monitoring strategy for the Proposed Development in operation and will be submitted as part of the Transport Assessment (TA) (Appendix 19.3, App Doc Ref 5.4.19.3) appended to the Environmental Statement. It forms the basis for the detailed plan to be prepared for the proposed WWTP. [A 'Head of Terms' document is contained in Appendix A to demonstrate how this framework will be turned in to a detailed plan.](#)

The framework OWTP outlines embedded (“hard”) and additional or secondary (“soft”) measures to encourage sustainable travel to and from the proposed WWTP and to reduce the use of private vehicles from the commencement of operations.

The framework OWTP will be updated once the proposed WWTP is occupied, and initial baseline travel surveys have been conducted which is expected to be within six months of operation.

# 1 Introduction

## 1.1 Anglian Water Services Limited

- 1.1.1 Anglian Water Services Limited (the 'Applicant') is the largest regulated water and water recycling company in England and Wales by geographic area, supplying water and water recycling services to almost seven million people in the East of England and Hartlepool.
- 1.1.2 The Applicant is committed to bringing environmental and social prosperity to the region they serve, through their commitment to Love Every Drop. As a purpose-led business, The Applicant seeks to contribute to the environmental and social wellbeing of the communities within which they operate. As one of the largest energy users in the East of England, they are also committed to reaching net zero carbon emissions by 2030.

## 1.2 Introduction to the relocation project

- 1.2.1 Anglian Water's Cambridge Waste Water Treatment Plant Relocation project (CWWTPRP) ("the Proposed Development") is funded by Homes England, the Government's housing accelerator which seeks to improve neighbourhoods and grow communities by releasing land for development.
- 1.2.2 The Proposed Development involves the relocation of the existing Cambridge Waste Water Treatment Plant (WWTP) currently operating at Cowley Road, Cambridge, to a new site between Horningsea, Fen Ditton and Stow cum Quy, adjacent to the A14 in Cambridgeshire.
- 1.2.3 The relocation would make the site of the existing WWTP available to form part of the development of a new low-carbon city district, known as North East Cambridge. The site at Cowley Road, is Cambridge's last major brownfield site, and the wider North East Cambridge district proposals envisage creating around 8,350 homes and 15,000 jobs over the next 20 years.
- 1.2.4 North East Cambridge is a highly sustainable location for housing. In addition to the Homes England funding, the area has benefitted from Transport Infrastructure Fund (TIF) funding for Park & Ride, the completion of Cambridge Guided Bus public transport infrastructure, the delivery of the Cambridge North rail station and the Chisholm Trail.
- 1.2.5 North East Cambridge is one of three key strategic sites which will form "central building blocks of any future strategy for development" in the proposed Greater Cambridge Local Plan being jointly prepared by Cambridge City Council and South Cambridgeshire District Council that will be subject to public consultation in Autumn 2023. The North East Cambridge Area Action Plan (AAP), currently in "Proposed Submission" form, will be the planning policy framework which ultimately guides the development of North East Cambridge city district.
- 1.2.6 The importance of the Proposed Development, both regionally and nationally, was recognised by the Secretary of State for Environment, Food and Rural Affairs (DEFRA)

in January 2021, who directed that the Proposed Development is nationally significant and is to be treated as a development for which a Development Consent Order (DCO) is required (see Appendix 1-3 of the Planning Statement, App Doc Ref 7.5).

- 1.2.7 The policy context of the Proposed Development is described in more detail in the Planning Statement (Application Document Reference 7.5).

### 1.3 The relocation site

- 1.3.1 The relocation site was selected following comprehensive study and public consultation. The site selection process and consideration of alternatives is described in more detail in Chapter 3: Alternatives of the Environmental Statement (App Doc Ref 5.2.3).
- 1.3.2 The current environmental conditions at the existing Cambridge WWTP site and at the relocation site are described in Chapter 2: Project Description of the Environmental Statement (App Doc Ref 5.2.2). The site is located to the north-east of Cambridge and 2km to the east of the existing Cambridge WWTP, as shown on the Works Plans (App Doc Ref 4.3.1). It is situated on arable farmland immediately north of the A14 and east of the B1047 Horningsea Road in the green belt between the villages of Horningsea to the north, Stow cum Quy to the east and Fen Ditton to the south west. Two overhead lines of pylons cross the northern and eastern edges of the main development site and come together with a third line at the north eastern corner of the site. The topography is fairly flat with an approximately 4m fall across the site south west to north east.

### 1.4 Purpose of the Proposed Development

- 1.4.1 The Proposed Development for which the DCO is being sought will deliver all the functions of the existing Cambridge WWTP at Cowley Road, treating all waste water from the Cambridge catchment and wet sludge from the wider region.
- 1.4.2 In addition, it will have an increased capacity, being intended to treat the waste water from the Waterbeach catchment and anticipated housing growth in the combined Cambridge and Waterbeach catchment area.
- 1.4.3 The infrastructure provided as part of the main works will have a design life to at least 2090, and the supporting infrastructure (i.e. the transfer tunnel, pipelines and outfall) will have a designed capacity sufficient to meet population growth projections plus an allowance for climate change into the 2080s. Furthermore, there is capability for expansion in space that has been provided within the earth bank and by modification, enhancement and optimisation of the design to accommodate anticipated flows into the early 2100s.:-

### 1.5 Outline description of the Proposed Development

- 1.5.1 The DCO application is seeking approval for the following main elements of the Proposed Development:
- an integrated waste water and sludge treatment plant.



- a shaft to intercept waste water at the existing Cambridge WWTP on Cowley Road and a tunnel/ pipeline to transfer it to the proposed WWTP and terminal pumping station. Temporary intermediate shafts to launch and recover the micro-tunnel boring machine.
- a gravity pipeline transferring treated waste water from the proposed WWTP to a discharge point on the River Cam and a pipeline for storm water overflows.
- a twin pipeline transferring waste water from Waterbeach to the existing Cambridge WWTP, with the option of a connection direct in to the proposed WWTP when the existing works is decommissioned.
- on-site buildings, including - a Gateway Building with incorporated Discovery Centre, substation building, workshop, vehicle parking including electrical vehicle charging points, fencing and lighting.
- environmental mitigation and enhancements including substantial biodiversity net gain, improved habitats for wildlife, extensive landscaping, a landscaped earth bank enclosing the proposed WWTP, climate resilient drainage system and improved recreational access and connectivity.
- renewable energy generation via anaerobic digestion which is part of the sludge treatment process that produces biogas designed to be able to feed directly into the local gas network to heat homes, or as an alternative potential future option burnt in combined heat and power engines.
- renewable energy generation via solar photovoltaic and associated battery energy storage system.
- other ancillary development such as internal site access, utilities, including gas, electricity and communications and connection to the site drainage system.
- a new vehicle access from Horningsea Road including for Heavy Goods Vehicles (HGV's) bringing sludge onto the site for treatment and other site traffic.
- Temporary construction works including compounds, temporary highway controls, accesses and signage, fencing and gates, security and safety measures, lighting, welfare facilities, communication control and telemetry infrastructure.
- Decommissioning works to the existing Cambridge WWTP to cease its existing operational function and to facilitate the surrender of its operational permits including removal of pumps, isolation of plant, electrical connections and pipework, filling and capping of pipework, cleaning of tanks, pipes, screens and other structures, plant and machinery, works to decommission the potable water supply and works to restrict access to walkways, plant and machinery.

1.5.2 Additional elements, together with more information on the above features are provided in Chapter 2: Project Description of the Environmental Statement (App Doc Ref 5.2.2). Principles of Good Design have been used to inform the development of the project, which has been guided by the National Infrastructure Commission's

Design Principles, advice from the Design Council and review by the Cambridgeshire Quality Panel, as described in the Design and Access Statement (App Doc Ref 7.6).

- 1.5.3 Construction activities, likely to take 3-4 years, will include the creation of a shaft to intercept waste water at the existing Cambridge WWTP and temporary intermediate shafts between the existing Cambridge WWTP and the proposed WWTP to launch and recover a micro-tunnel boring machine. The sequence and location of construction activities are also detailed in Chapter 2: Project Description of the Environmental Statement (App Doc Ref 5.2.2).
- 1.5.4 Towards the end of the construction period, commissioning of the Proposed Development will commence, lasting for between 6 months and 1 year.
- 1.5.5 The Proposed Development will also involve the decommissioning of the existing Cambridge WWTP at Cowley Road. This is secured by the Development Consent Order and the Outline Decommissioning Plan (Appendix 2.3, App Doc Ref 5.4.2.3) and involves activities necessary to take the existing plant out of operational use and to surrender its current operational permits.
- 1.5.6 Following decommissioning, the site of the existing plant will be made available in accordance with agreements already in place with Homes England and with the master developer appointed to deliver the redevelopment of North East Cambridge
- 1.5.7 Consent is not sought under the Development Consent Order for the subsequent demolition or redevelopment of the Cowley Road site, which, as described in Chapter 2: Project Description of the Environmental Statement (App Doc Ref 5.2.2) will be consented under a separate and future planning permission, by master developers, U+I and TOWN, appointed under the agreements described above.
- 1.5.8 The relationship between the Proposed Development, the scope of the draft DCO and the future demolition and redevelopment of the site at Cowley Road is set out in [Figure 1.1](#), below.

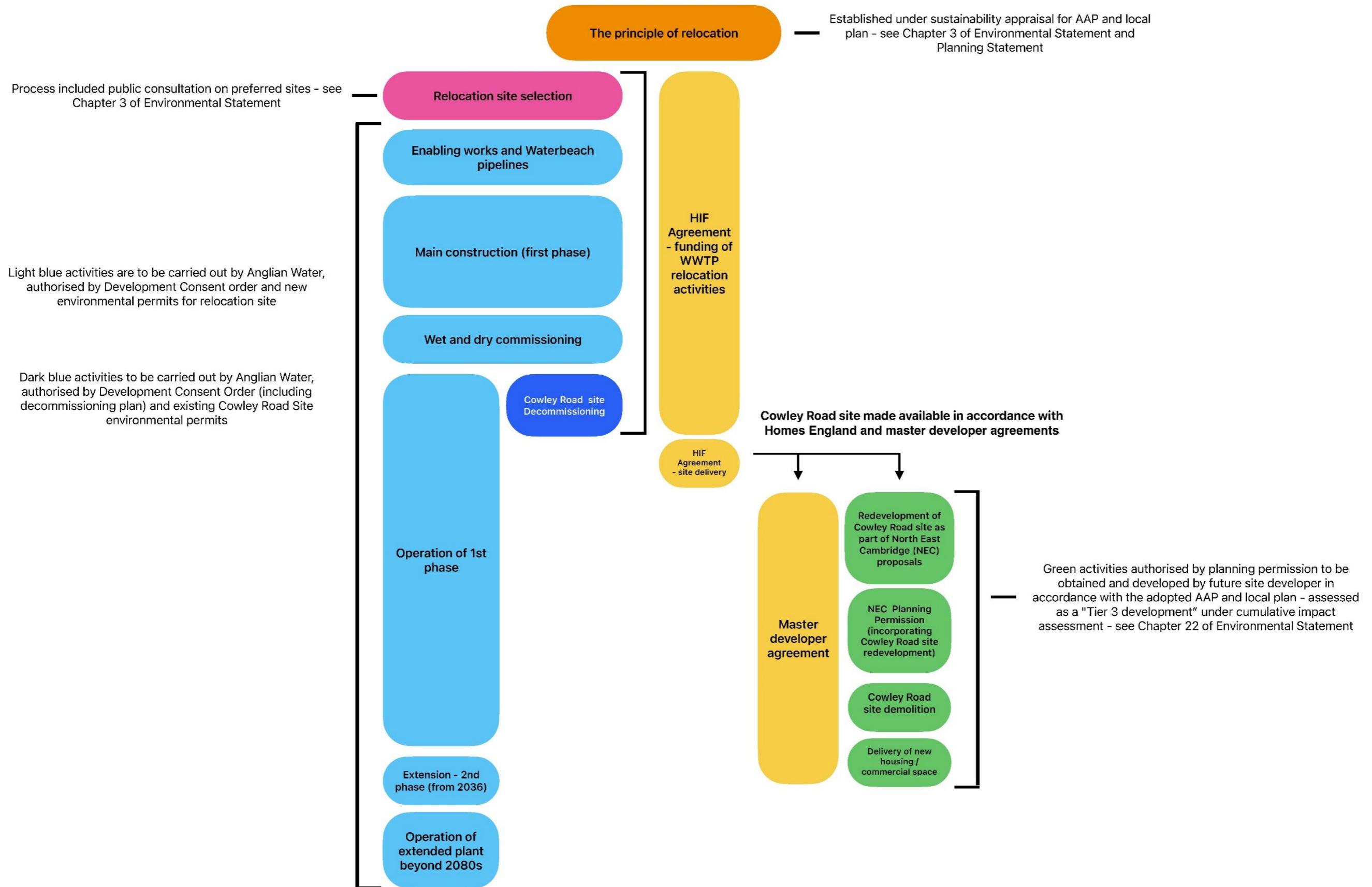


Figure 1.1: Scope of the draft DCO and the future demolition and redevelopment of the site at Cowley Road

## 1.6 Environmental mitigation

- 1.6.1 Through the environmental impact assessment process and community and technical stakeholder engagement the Proposed Development has incorporated comprehensive environmental mitigation, secured through the Development Consent Order.
- 1.6.2 This mitigation includes a Landscape, Ecological and Recreational Management Plan ("LERMP", Appendix 8.14, App Doc Ref 5.4.8.14) has been developed to complement regional and local initiatives, including the Wicken Fen Vision and the Cambridge Nature Network. The 22-hectare footprint of the plant is encircled by a landscaped and planted earth bank situated within the broader LERMP area of around 70-hectares,

## 1.7 Additional project benefits

- 1.7.1 In addition to enabling housing growth and future economic development of the Greater Cambridge area the project will also give rise to a number of additional benefits including:
- significantly reduced carbon emissions compared to the existing Cambridge WWTP, being operationally net zero and energy neutral, contributing to Anglian Water's ambition of being operationally net zero as a business by 2030.
  - greater resilience and improved storm management, meaning storm overflows and Combined Sewer Overflows (CSOs) are far less likely to occur. This means that, as Greater Cambridge continues to grow, the facility will be able to treat a greater volume of storm flows to a higher standard than would be the case at today's facility.
  - The proposed WWTP is being designed to reduce concentration in final treated effluent discharges of phosphorus, ammonia, total suspended solids and biological oxygen demand (BOD), compared to the existing Cambridge WWTP. This means that when the new facility starts to operate, water quality in the River Cam will improve.

## 2 Overview of Travel Plan Scope

### 2.1 Overview

- 2.1.1 This framework Operational Worker Travel Plan (OWTP) sets out the approach to travel demand management for the Proposed Development once operational. A final Travel Plan will be prepared once the proposed WWTP. Appendix A provides a template for the final plan.
- 2.1.2 The purpose of this plan is to provide a framework of potential measures that can be incorporated into the final Travel Plan and implemented at the proposed WWTP to encourage sustainable travel and reduce single occupancy private vehicle use associated with all operation and maintenance activities.
- 2.1.3 The framework OWTP sets out the expected operational staff numbers for the proposed WWTP, and the primary objectives are for reducing vehicle trips and encouraging active travel.
- 2.1.4 Construction information for the proposed WWTP is provided for context in this document, the workers travel plan will be part of the Construction Workers Travel Plan (CWTP) document (Appendix 19.9, App Doc Ref 5.4.19.9).
- 2.1.5 The framework OWTP sets out measures to manage and reduce the number of trips made to and from the site by private car during the operational phase. All staff will be made aware of the measures included in this Travel Plan so that benefits can be delivered, and the number of car-borne trips reduced by promoting alternative sustainable modes of travel.
- 2.1.6 The plan aims to ensure all staff are aware of the advantages and potential for travel by more sustainable and environmentally friendly modes of transport, through raising awareness and the provision of information identifying travel options and the necessary contact information.

### 2.2 Primary objectives

- 2.2.1 The primary objectives which are of most relevance during the operational phase of the proposed WWTP are to:
- reduce the overall need to travel for staff who can work remotely;
  - where travel to the site is required, promote sustainable transport options as the main modes of travel for staff and visitors to the proposed WWTP;
  - reduce vehicle carbon emissions by supporting growth in electric and alternative fuel vehicles and reducing single occupancy car travel to and from work;
  - promote a healthy workforce;
  - ensure all staff and visitors are made aware of the Travel Plan measures; and
  - ensure continued progress in improving sustainable transport usage through continued management and review of the Travel Plan.

## 2.3 Structure

2.3.1 The framework OWTP is structured as follows:

- Introduction
- Outline Travel Plan Scope
- Site Context and Proposed Development
- Policy Review
- Existing WWTP measures
- Operational staff and trips
- Objectives
- Traffic reduction targets
- Travel Plan measures
- Management
- Monitoring
- List of possible measures to be included
- References

2.3.2 This framework OWTP has been developed in accordance with Cambridgeshire County Council's (CCC) Travel Plan Guidance and consideration has also been given to:

- National Planning Policy Framework Ministry of Housing, Communities & Local Government, )
- Cambridgeshire Local Transport Plan 2011-2031 (Cambridgeshire County Council, 2015)
- Cambridgeshire County Council Transport Assessment Requirements (Cambridgeshire County Council, 2019)



## 3 Site Context and Proposed Development

### 3.1 Site location and transport context

- 3.1.1 The proposed WWTP will be located 2km to the east of the existing Cambridge WWTP, within the administrative boundary of South Cambridgeshire District. The proposed WWTP lies between the villages of Horningsea to the north, Stow Cum Quy to the east and Fen Ditton to the south east.
- 3.1.2 The A14 extends along the south western boundary of the site and Low Fen Drove Way, an unclassified road and public byway follows parts of the eastern and north eastern boundary of the site area. Beyond Low Fen Drove Way, open farmland extends to the north east towards and beyond Stow-cum-Quy, and to the east, towards Stow-cum-Quy village.
- 3.1.3 To the west of the site lies junction 34 of the A14, a junction intersected by B1047 Horningsea Road which extends north, parallel to the western boundary of the site area. The B1047 Horningsea Road connects Fen Ditton to the south with the village of Horningsea in the north.
- 3.1.4 The closest rail stations are Cambridge North and Waterbeach. Waterbeach is approximately 4km to the north of the proposed WWTP and Cambridge North is located around 3km to the south.
- 3.1.5 The closest bus stops located in Horningsea, approximately 850m to the north of the proposed WWTP, and Fen Ditton, approximately 900m to the south. Both these stops can be reached by walking along Horningsea Road. The stops are served by the Landbeach-Cambridge bus route 19, which operates four bus services a day (twice in the morning at 07:00 and 09:30 and twice in the afternoon at 12:30 and 17:55) (Stagecoach, 2022).
- 3.1.6 A shared use pedestrian and cycleway, the Fen Ditton to Horningsea Cycleway, runs alongside Horningsea Road for 2km between the settlements of Horningsea and Fen Ditton. The cycle path provides a safe connection over the A14 via a bridge at junction 34 of the A14, to the south of Horningsea. It is lit along its length using studded solar lighting embedded into the cycleway surface.
- 3.1.7 The proposed Horningsea Greenway will utilise this section of cycleway, providing an active travel route between Horningsea and Midsummer Common in Cambridge (Greater Cambridge Partnership, 2022). The draft route will include a new wider path on the A14 bridge and will provide wider connections to other Greenways, notably the proposed Swaffham and Bottisham Greenways and the recently completed Chisholm Trail (Greater Cambridge Partnership, 2022).
- 3.1.8 Figure 3.1 below shows the location and extent of the Proposed Development. The following application documents also provide details on the proposed access and visitor car parking:
- Horningsea Road and proposed WWTP Access Layout Plan (App Doc Ref 4.11.1)
  - Horningsea Road Works Cross Sections (App Doc Ref 4.11.3)

- Proposed WWTP Entrance and Visitor Car Park Layout Plan (App Doc Ref 4.11.4)
- 3.1.9 The framework OWTP will provide an overview of site accessibility by all modes of travel.



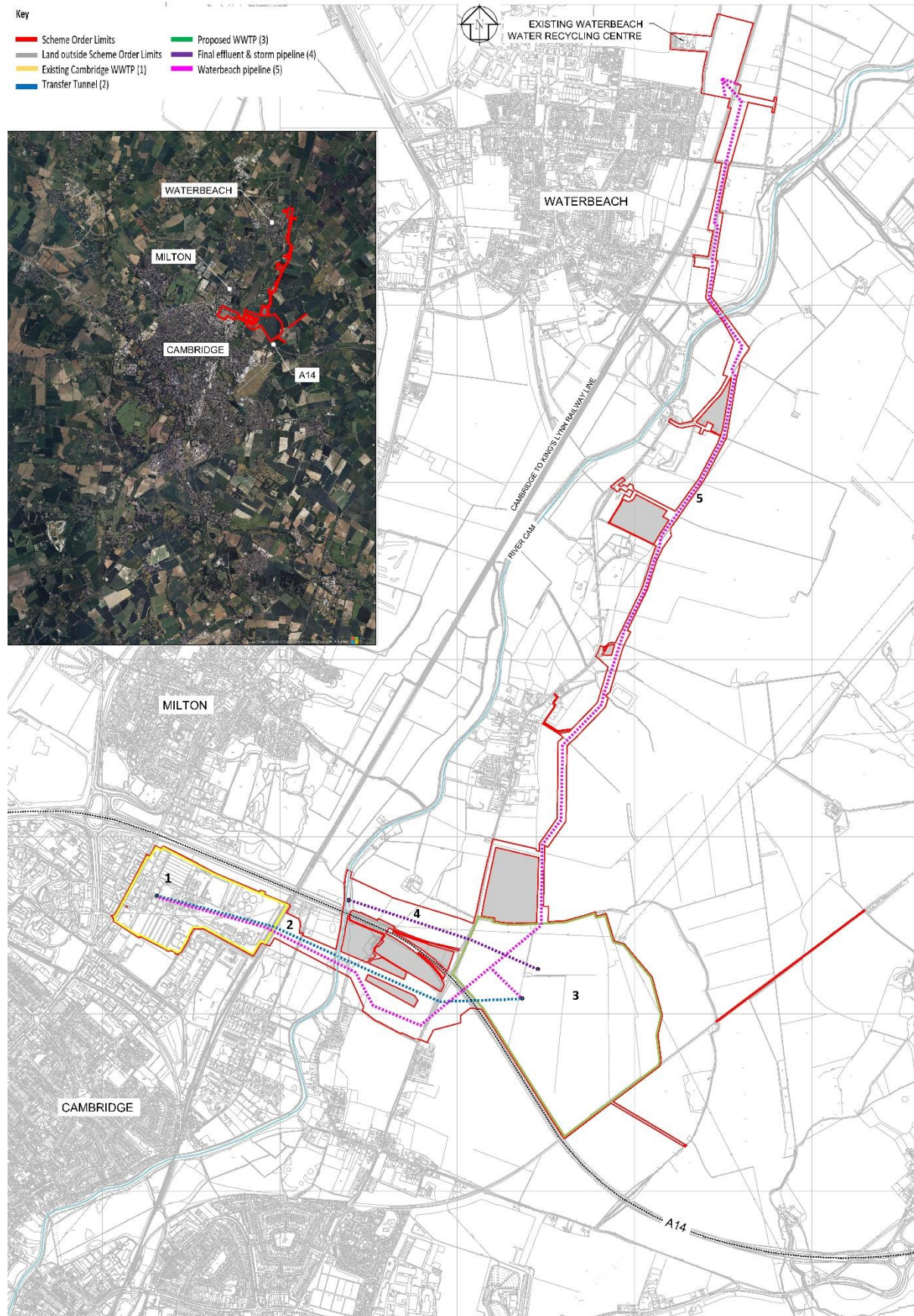


Figure 3.1: Location and extent of the Proposed Development

## 3.2 Proposed Development

- 3.2.1 The proposed WWTP scheme will reconfigure the A14 / Horningsea Road junction to provide a new access road, opposite the existing A14 off slip road. As part of the reconfiguration the path on the A14 bridge is widened to provide a 5m shared use path. The existing crossing points at the A14 on and off slip roads are modified to accommodate the increased width footway.
- 3.2.2 The proposed WWTP development also adds a new pedestrian crossing island on Horningsea Road, approximately 125m north of the A14 off slip road, to facilitate crossing to a new footway to the eastern side of Horningsea Road. The new footway provides a connection for users of the footway to access the proposed WWTP site and the new footpath that is provided around the edge of the proposed site to connect to the proposed bridleway and permissive paths that will connect to the existing Public Right of Way (PRoW) network.



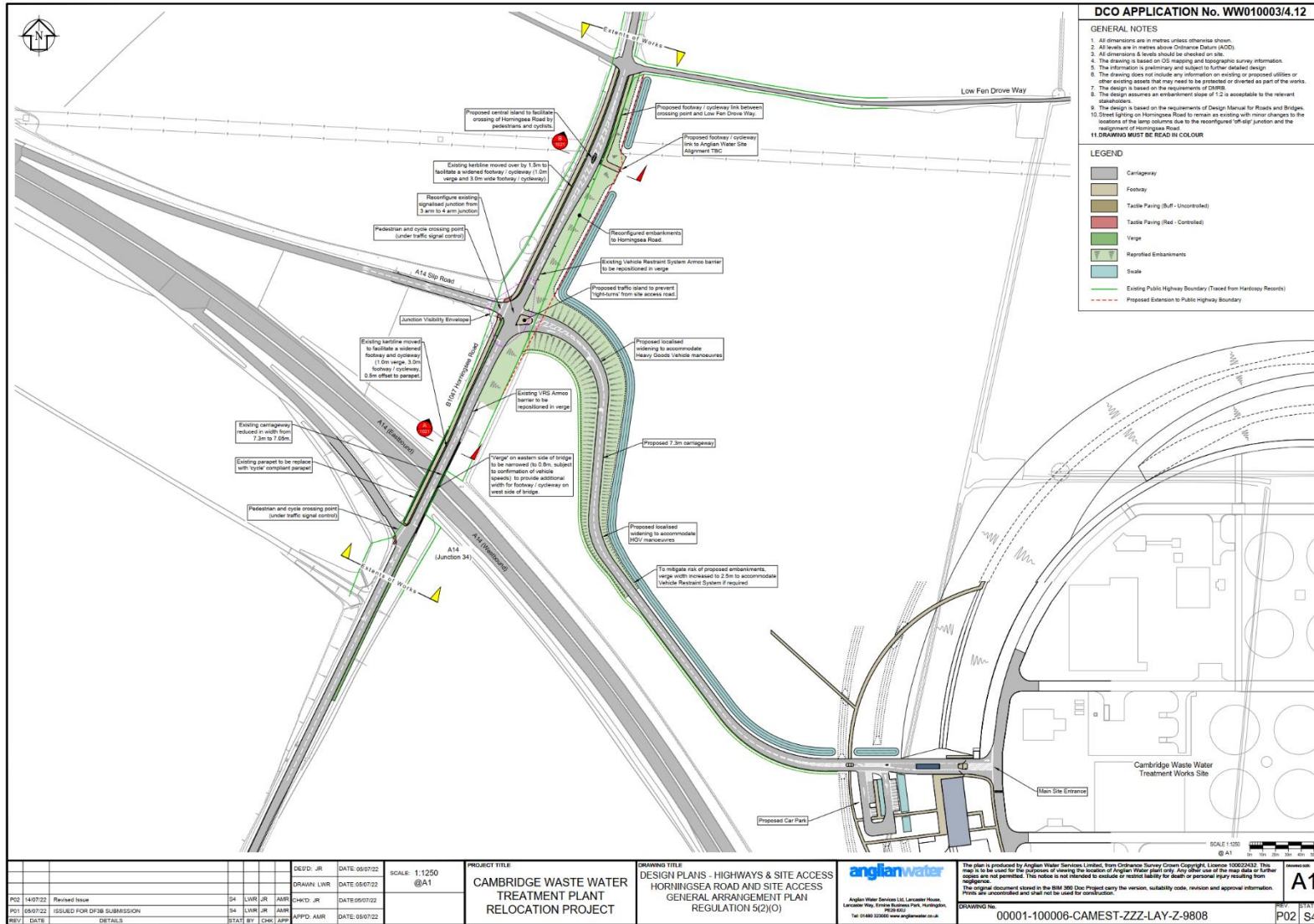


Figure 3.2: Permanent access arrangements

3.2.3 Within the proposed WWTP ancillary work offices, a substation building, and vehicle parking will be provided. The number of vehicle parking spaces provided for the site are outlined as follows:

- 6 spaces for cars to be used by Anglian Water Services (AWS) staff and for operations and maintenance staff;
- 2 spaces for AWS technical and managerial visitors;
- 2 spaces for deliveries and contractors supporting WWTP operations;
- 6 spaces for HGV/Tanker drivers using the office facilities and driving related to the WWTP operations;
- 30 spaces for Office workers using the facility daily, including Recycling Environmental Services (RES), Water Recycling Operations Logistics (RES/WROL) and other Anglian Water staff, based on likely possible maximum attendance. This will also include electric vehicle (EV) charging points and 2 blue badge spaces; and
- 12 visitor centre car parking spaces, including two blue badge spaces for disabled users, and one coach parking space.

3.2.4 Additional parking spaces relating to the operational requirements of the proposed WWTP are also provided as follows:

- 10 spaces for AWS Network Technician vans for them to move around the proposed works and have vans close to point of work;
- seven spaces for articulated lorries; and
- three spaces for trailers.

3.2.5 The proposed WWTP site will have provision of 30% spaces with EV chargers. Passive provision for a further 30% at each location will be provided and will be developed as part of the Travel Plan requirements.

3.2.6 Cycle parking for the site will be provided within a secure cycle store on the ground floor of the proposed site office/visitor centre. An initial provision of 50 cycle parking spaces will be provided, in the form of 25 Sheffield-type cycle stands. This number will be increased post occupation and developed out in line South Cambridgeshire cycle parking standards with increased demand, which will be monitored by the TP annual review. Ancillary shower facilities will also be provided for those who choose to cycle to the site.

### 3.3 Operational activities and phasing

3.3.1 The earliest operation is expected to start is 2028. The proposed WWTP may be developed in two or more phases, initially to provide capacity to treat growth to 2035 (275,000 population equivalent) and subsequently an increase to 300,000 population equivalent.

- 3.3.2 This Travel Plan allows for the development of the proposed WWTP to its full working capacity and the sustainable transport infrastructure to be developed as the site is expanded.

### **3.4 Decommissioning**

- 3.4.1 As part of the relocation process, the existing Cambridge WWTP will be decommissioned once the proposed WWTP is fully operational. The scope of the decommissioning will align with the requirements set out by the Environment Agency to surrender the existing operational permits, specifically the final effluent and storm discharge consents, and sludge treatment operation permit.
- 3.4.2 Once operations cease at the existing Cambridge WWTP all vehicle movements (operations, maintenance and visitors) would reassign to the proposed WWTP.

## 4 Policy Review

### 4.1 Introduction

- 4.1.1 The framework OWTP has been informed by a review of relevant policy documents and Travel Plan guidance, which is summarised in this section of the document.
- 4.1.2 An update to the policy review should be completed at the time the final Travel Plan is prepared.

### 4.2 National policy

#### **National Planning Policy Framework (Ministry of Housing, Communities & Local Government, 2021)**

- 4.2.1 In July 2021, the Ministry of Housing, Communities & Local Government produces its revised National Planning Policy Framework (NPPF) which has replaced the 2012 and subsequent 2018 and 2019 publications of the same title. The document identifies those applications for development proposals should ensure that:
- appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location,
  - safe and sustainable access to the site can be achieved for all users; and
  - any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.
- 4.2.2 Paragraph 111 of the NPPF sets out that all developments which generate significant amounts of transport movement should be required to provide a Travel Plan. The NPPF defines a Travel Plan as:
- ‘a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is regularly reviewed’ (Ministry of Housing, Communities & Local Government, 2021).

### 4.3 Regional policy

#### **Cambridgeshire Local Transport Plan (2011-2031) (Cambridgeshire County Council, 2015)**

- 4.3.1 The Cambridgeshire Local Transport Plan (LTP) (Cambridgeshire County Council, 2020) was published in January 2020 and replaced the Interim Local Travel Plans. The Plan describes how transport interventions can be used to address current and future challenges and opportunities for Cambridgeshire and Peterborough. The document requires “healthy streets” and quality public realms that puts people first and promotes active lifestyles.

4.3.2 The Cambridgeshire LTP addresses Cambridgeshire County Council's overarching priorities. These include:

- supporting and protecting people when they need it most
- helping people to live independent and healthy lives in their communities
- developing the local economy for the benefit of all

4.3.3 To promote and raise awareness of sustainable travel options, a new development should be supported by a Travel Plan. The Travel Plan should contain safe, healthy, low carbon travel options for commuters. That includes:

- adoption and enforcement of local travel plan guidance for new planning applications,
- promote existing and new walking and cycling routes for commuters and residents,
- continue promoting cycle training; and
- improve availability, type, and quality of information on sustainable travel modes ensuring health and air quality benefits and emphasised.

#### **Cambridgeshire County Council Transport Assessment requirements (Cambridgeshire County Council, 2019)**

4.3.4 Cambridgeshire County Council guidance requires developers to provide a Travel Plan for any planning application where a Transport Assessment is required.

4.3.5 Any Travel Plan should include details of the following:

- Proposed Development
- Policy
- Site Assessment
- Baseline Modal Split
- Objectives
- TP Coordinator
- Measures
- Funding

4.3.6 Travel Welcome Packs should contain the following:

- Map of the local area and facilities like shops, doctors, schools, library
- Details of walking routes and related websites
- Details of cycle routes, cycle training, and related websites
- Details of nearest bus stops, routes, timetables, and related websites

- Details of how to get to the nearest train station, timetables, and related websites
  - Details of journey times to key destinations for each mode of travel
  - Details of car sharing, car clubs, car hire, local taxi companies, local community transport, and related websites
  - Incentives such as bus taster or cycle discount vouchers
- 4.3.7 The final Travel Plan is to be agreed and implemented through either a S106 agreement or via a Planning Condition.

## 4.4 Local policy

### **South Cambridgeshire Local Plan (South Cambridgeshire District Council, 2022)**

- 4.4.1 The Local Plan for South Cambridgeshire replaces the South Cambridgeshire Local Development Framework. The Local Plan policies and proposals cover the period 2011 to 2031.
- 4.4.2 The Local Plan states that larger developments require a Transport Assessment and a Travel Plan. These are required to produce a site based on Low Emission Strategy Statement. The Local Plan defines larger developments as “proposals of over 20 dwellings of 0.5 hectares for residential development and over 1,000m<sup>2</sup> or 1 hectare for other development”.
- 4.4.3 A Transport Assessment and travel plan should also be provided for proposals that “are likely to have significant transport implications<sup>1</sup>”.
- 4.4.4 A Travel Plan should provide measures targeted to reduce the need to travel and maximise the use of sustainable transport modes, so as to achieve a modal share of no more than 40% of trips by car (excluding passengers). This includes the provision of employees travel plan and other similar measures which could include car clubs.
- 4.4.5 In relation to Transport Assessment and Travel Plan requirements, the Local Plan (2018) states:

‘Travel plans must have measurable outputs, be related to the aims and objectives of the Local Transport Plan, and provide monitoring and enforcement arrangements’

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<sup>1</sup> The South Cambridgeshire Adopted Local Plan 2018 defines developments with ‘significant transport implications’ as those:

- In particularly congested locations and/or generating larger numbers of trips
- Where there are particular local travel problems
- That will have an adverse impact on an existing, or will result in the declaration of new, Air Quality Management Area or an unacceptable adverse impact on local air quality.



### **Cambridge Local Plan (Cambridge City Council, 2022)**

- 4.4.6 The Cambridge Local Plan replaced the Cambridge Local Plan 2006 and sets out policies and proposals for future development and spatial planning requirements to 2031.
- 4.4.7 A Travel Plan should provide opportunities taken to mitigate negative transport impact of a development. It includes financial contributions towards schemes approved by the City and County Councils for any necessary improvements required as a result of development. The existing conditions on the wider transport network and any increase in demand over and above the existing use levels need to be considered.
- 4.4.8 Mitigation measures to be secured through planning obligations where essential site-specific measures are required. The infrastructure resulting from these contributions should be provided in a timely manner, to meet the first occupation of the site in order to influence travel behaviour from the earlier opportunity.
- 4.4.9 Any development should include a comprehensive transport strategy for the site, incorporating a sustainable transport plan to minimise reliance on private cars.
- 4.4.10 Existing footpaths that cross the site should be retained where possible. To offer more sustainable travel choices, cycling and walking infrastructure improvements should be adopted.
- 4.4.11 The Council strongly supports contributions to and provision for car clubs at new developments to help reduce the need for private parking.

### **Cambridge Draft Local Transport and Connectivity Plan (Cambridgeshire & Peterborough Combined Authority, 2022)**

- 4.4.12 This strategy sets out a vision and a framework to deliver a modern, integrated and digitally connected transport system for the people and businesses of Cambridgeshire and Peterborough. The document is an update to the first Local Transport Plan (LTP) for Cambridgeshire and Peterborough published in 2020. This LTCP helps to shape the overarching direction of travel for transport, the associated schemes and also ensures that when projects are brought forward these strongly align with our key objectives and thus help us to achieve our vision, aims and aspirations.
- 4.4.13 The draft LTCP's key objectives are:
- Truly reflecting our Sustainable Growth Ambition Statement. This LTCP identifies how they are driven by our ambitions for capital development under each of the themes, and include outcome indicators to show how they will deliver against those themes;
  - In conjunction with our Assurance Framework, providing a rigorous process for transport scheme prioritisation and development, which will ensure that investment is directed to those areas where it can contribute most to the wellbeing of the area; and

- Setting the framework for a Delivery Plan to be adhered to and monitored that sets out our spending programme, based on the resources available. The Delivery Plans will be reviewed annually through the Medium - Term Financial Planning process.

4.4.14 The draft LTCPs objectives will be realised through achieving the following ambitions:

- Doubling the size of the local economy over 25 years;
- Accelerating house building rates to meet the local and UK need;
- Delivering outstanding and much needed connectivity in terms of transport and digital links;
- Transforming public service delivery to be much more seamless and responsive to local need;
- Growing international recognition for our knowledge-based economy;
- Improving quality of life by tackling areas suffering from deprivation; and
- Providing the UK's most technical skilled workforce.

4.4.15 The LTCP's vision guides the overall direction of this strategy:

- Productivity: Giving both employers and people the means to achieve more of their potential, making them more efficient and more innovative to create more prosperity;
- Connectivity: People and communities are brought closer together, giving more opportunity for work, education, leisure and pleasure;
- Climate: Successfully and fairly reducing emissions to net zero by 2050;
- Environment: Protecting and improving our green spaces and improving nature with a well-planned and good quality transport network;
- Health: Improved health and wellbeing enabled through better connectivity, greater access to healthier journeys and lifestyles and delivering stronger, fairer, more resilient communities.

## 4.5 Other guidance

### **Smart Journeys (Smart Journeys, 2022)**

- 4.5.1 Smart Journeys is a not-for-profit commercial enterprise which provides advice on how to implement and promote sustainable and active travel. Smart Journeys was previously known as Travel for Cambridgeshire (TfC) and "has helped businesses prepare and implement effective travel initiatives on behalf of Cambridgeshire County Council".

### **Connecting Cambridgeshire (Connecting Cambridgeshire, 2022)**

- 4.5.2 Connecting Cambridgeshire is a digital delivery initiative led by Cambridgeshire & Peterborough Combined Authority to improve digital infrastructure "to drive

economic growth, help businesses and communities to thrive and make it easier to access public services”.

- 4.5.3 Connecting Cambridgeshire’s Smart Programme focuses on improving public transport infrastructure by exploring various uses of data and how these data can be better embedded in transport.
- 4.5.4 In 2018, Connecting Cambridgeshire launched a mobile travel app and installed smart wayfinding screens to help residents, commuters and visitors plan their journeys. The app and screens use real-time travel data and other information to help plan the most convenient journey for users.
- 4.5.5 The app predicts travel time and suggests the best routes around Cambridge using a mix of buses, trains, walking and cycling. The interactive screens show latest travel updates and useful visitor information including city map, local places, and suggested walking and cycling routes.

## 5 Existing WWTP Travel Context

### 5.1 Overview

5.1.1 This section provides a summary of the travel context at the existing Cambridge WWTP, which forms the initial basis for travel measures at the proposed main WWTP.

### 5.2 Existing Cambridge WWTP staff and working hours

5.2.1 The number of staff at the existing Cambridge WWTP is:

- Six WWTP Operational and maintenance staff travelling to/from work between 06:00 and 18:00.
- Two AW Technical/Managerial Visitors, weekdays between 06:00 and 18:00.
- Two deliveries & contractors supporting the WWTP operation (waste water and sludge, consumables), 7 days a week between 06:00 and 18:00.
- Six tanker/ HGV drivers using the office facilities and driving related to the WWTP operations, between 04:30 and 03:30.
- Thirty office workers using the facility daily (RES/WROL) and other AW staff (Water Resources) between 08:00 and 17:00.
- Ten AW Network Technicians visiting the facility not always using the offices typically between 6:00 and 18:00
- Twelve AW meetings visitors, visiting the facility for meetings and support typically arriving between 9:00-16:00

### 5.3 Existing mode share

5.3.1 Due to the absence of a published travel plan, there is currently no existing data regarding modal splits for the existing Cambridge WWTP to serve as a baseline.

5.3.2 To ascertain an expected modal split for employees travelling to the site, Nomis website 2011 Census '*Location of usual residence and place of work by method of travel to work*' (Destination mode) data for the South Cambridgeshire 007 MSOA area (E02003781) has been used (Nomis, 2011), as this where the proposed WWTP is to be located. This provides an indication of the likely mode split of people commuting to the site. This can be seen in [Table 5-1](#)~~Table 5-1~~~~Table 5-1~~.

**Table 5-1 - 2011 Method of travel to work modal splits**

Mode	Modal split
Train	1%
Bus, minibus or coach	2%
Motorcycle, scooter or moped	1%
Driving a car or van	72%
Passenger in a car or van	4%

Mode	Modal split
Bicycle	14%
On foot	5%

Source: Nomis 2011

5.3.3 It is evident that the majority of employees of the new WWTP site would travel to work by either car or van, with 72% driving a car or van, and 4% being a passenger in a car or van.

## 5.4 Existing travel plan

5.4.1 There is no Travel Plan available for the existing Cambridge WWTP, therefore baselines and assumptions can only be formulated once the proposed WWTP is operational and the initial baseline travel surveys have been conducted.

5.4.2 Once fully operational, a review of the modal split for the proposed WWTP will be derived from the results of the baseline staff travel surveys. The format and timing of these travel surveys is the responsibility of the Travel Plan Coordinator (TPC) to conduct.

## 5.5 Current sustainable travel measures

5.5.1 The Applicant are currently implementing a series of sustainable transport measures at the existing Cambridge WWTP. It is expected that these measures will all be carried over to the proposed WWTP site.

5.5.2 The operational site team at the existing Cambridge WWTP have the use of company vans once they arrive at the site. The vehicles carry a range of tools and equipment to carry out operational and maintenance tasks across the site. Of the five site vehicles, two are currently electric. As vehicles are due for replacement the remaining diesel-fueled vans will be replaced with electric vehicles (EVs) whenever appropriate.

5.5.3 There is an aspiration for as many company vehicles to be EVs as possible. The Applicant has partnered with car-sharing company Tusker to offer all employees the opportunity to lease an EV through salary sacrifice. The overall goal is for the Applicant to replace all Internal Combustion Engine (ICE) vehicles by 2030 in line with the Net Zero by 2030 (Anglian Water, 2021) targets (depending on technological advances/fit for purpose/affordability etc.). The Applicant's vehicle fleet is progressively being changed to EVs as vehicles end their lease periods.

5.5.4 The Applicant currently has a company scheme for employees to lease new bicycles.

## 6 Operational Staff and Trips

### 6.1 Operational staff and hours

6.1.1 The proposed WWTP staffing level is, as outlined in Table 6-1. All the staff or visitor set out in Table 6-1 are assumed to use either a car or small van as a worst case.

**Table 6-1 Operational staff**

Role / visitor type	Vehicle movements per day (two way)	Frequency
AW WWTP Operational and maintenance staff travelling to/from work	12	Daily
AW Technical/managerial Visitors (weekdays and out of peak only)	4	Daily
Deliveries & contractors supporting the WWTP operation (waste water and sludge, consumables) (7 days a week)	4	Daily
Tanker/ HGV drivers using the office facilities and driving related to the WWTP operations	12	Daily
Office workers using the facility daily (RES/WROL) and other AW staff such as Water resources – likely possible maximum attendance	60	Daily
HGV parking for sludge and cake transportation	Included in HGV movements	Daily
Trailer parking for spare and replacement trailers	N/A	Irregular
Parking for AW Network Technician vans	20	Daily
Visitors to discovery and AW meetings	20	weekly/monthly
Visitor disabled parking spaces	4	monthly
Coach for Discovery Centre visitors	2	monthly

Source: [CWWTPR Table 5-2 within the ES Chapter 2: Project Description -\(App Doc Ref 5.2.2\)](#)

6.1.2 An expected trip generation for the Discovery Centre within the Gateway Building sourced from the Trip Rate Information Computer System (TRICS) (TRICS Consortium Limited, n.d.) outputs has been presented within Chapter 9 (section 9.2) of the Transport Assessment (Appendix 19.3, App Doc Ref 5.4.19.3). The expected daily trip generation for the Discovery Centre is expected to be 13 trips to and from the site.

### 6.2 Operational traffic

6.2.1 Once the existing Cambridge WWTP ceases to operate this will result in a reassignment of all operational vehicles across the strategic and local road network. Vehicle trips, including the daily 129 two-way operational HGV trips that currently

travel to and from the existing Cambridge WWTP will reassign on the highway network to routes to and from the proposed WWTP.

- 6.2.2 Once the proposed WWTP is operational, the existing daily 129 two-way HGV trips would increase to a total of 146 two-way operational HGV trips daily. This is based on the proposed maximum operational capacity and predicted increase in flows from developments in the area. These movements are summarised below.

**Table 6-2 Estimated future operational HGV movements (two way) at the proposed WWTP vs operational HGV movements (two way) at the existing Cambridge WWTP**

Type	Average daily vehicle movements (two way)	
	Existing Cambridge WWTP	Proposed WWTP
Liquid sludge imports	57	62
Biosolids exports	10	10
Non-routine tanker movements	12	14
Septic waste movements	50	60
<b>Total HGV movements</b>	<b>129</b>	<b>146</b>

Source: [CWWTPrTable 5-3 -ES Chapter 2 Project Description \(App Doc Ref 5.2.2\)](#)

### 6.3 Maintenance activities

- 6.3.1 The proposed WWTP is expected to need regular maintenance activities, as covered in Table 6-1. These activities require one or two LGVs and all vehicles will use the permanent site access from Horningsea Road/A14 junction to access the proposed WWTP.
- 6.3.2 There is expected to be some longer-term maintenance activities such as replacement of carbon for the odour control units. These activities are typically undertaken on a 5 to 10 year cycle.
- 6.3.3 The type and frequency of maintenance activities along the pipeline is expected to be low with only occasional visits required. The type of vehicles needing access is one to two LGVs utilising the permanent site access from Horningsea Road/A14 junction to access the proposed WWTP.

## 7 Objectives

### 7.1 Overview

- 7.1.1 This section of the OWTP sets out the objectives specific to the operation of the proposed WWTP and aims to actively engage with and encourage staff to use more sustainable and healthier ways of travelling to the workplace.
- 7.1.2 The OWTP has been developed in accordance with the aims and objectives set out in the Cambridgeshire Local Transport Plan 2011-2031 which commits to: “enabling people to thrive, achieve their potential and improve quality of life” and “meeting the challenges of climate change and enhancing the natural environment” (Cambridgeshire County Council, 2015).

### 7.2 Travel plan objectives

- 7.2.1 The primary objectives which are of most relevance for the Proposed Development are to:
- reduce the overall need to travel for staff who can work remotely;
  - where travel to the site is necessary promote sustainable transport options as the main modes of travel for staff and visitors to the Waste Water Treatment Plant;
  - reduce vehicle carbon emissions by supporting growth in non-fossil fuel vehicles; and reducing single occupancy car travel to and from the workplace;
  - promote a healthy workforce;
  - ensure all staff and visitors are made aware of the Travel Plan measures; and
  - ensure continued progress in improving sustainable transport usage through continued management, monitoring, and review of the Travel Plan.



## 8 Traffic Reduction Targets

### 8.1 Targets

8.1.1 Targets for the OWTP have been based on those from approved Travel Plans from nearby developments in and close by to Waterbeach, which falls within South Cambridgeshire. These developments are outlined in ~~Table 8-1~~~~Table 8-1~~~~Table 8-1~~ below. When formulating targets for the OWTP, local transport infrastructure around the proposed WWTP, including walking, cycling, and public transport provision, have also been factored in.

**Table 8-1 - Approved operational workforce travel plans near to the ~~site~~proposed WWTP**

Application address	Application reference	Travel Plan date of approval
Stirling House, Cambridge Innovation Park, Denny End Road, Waterbeach Cambridge, Cambridgeshire	S/0933/18/DC	13th March 2018
Unit 7, Plot W, Cambridge Research Park, Beach Drive, Landbeach Cambridgeshire	S/0678/12/CONDA	7th October 2020

Source: Greater Cambridge Shared Planning

8.1.2 The suggested targets outlined in ~~Table 8-2~~~~Table 8-2~~~~Table 8-2~~ represent an achievable increase in sustainable travel and car-sharing as a result of the introduction of the OWTP.

8.1.3 Targets in the Operational Workers Travel Plan will be regularly reviewed and monitored by a Travel Plan Coordinator (TPC). The role and responsibilities of the TPC are set out in the Section ~~10~~~~10~~~~10~~ (~~Management~~~~Management~~~~Management~~).

8.1.4 The Travel Plan staff modal split targets to be achieved within five years of the proposed WWTP becoming operational are specified in ~~Table 8-2~~~~Table 8-2~~~~Table 8-2~~ below.

**Table 8-2 - Staff ~~Modal-modal s~~Split tTargets**

Mode	Baseline modal split	Target modal split (2033)
Train	1%	1%
Bus, minibus or coach	2%	4%
Motorcycle, scooter or moped	1%	1%
Driving a car or van	72%	55%
Passenger in a car or van	4%	14%
Bicycle	14%	20%
On foot	5%	5%

Source: Nomis 2011 and Mott MacDonald

8.1.5 The Travel Plan targets are as follows:

- achieve a 25% modal share for walking/cycling by 2033;

- increase cycling mode share above the current 14% to 20% by 2033;
- achieve a 55% single occupancy private motorised transport modal share, from a baseline of 72%;
- achieve an increase in multiple-occupancy car journeys to 14% of modal share (from a baseline of 4%) by 2033;
- balance capacity and demand for sustainable transport modes for staff;
- to ensure that all site users are aware of the Travel Plan and its objectives;
- to highlight the benefits of sustainable and active travel; and
- carry out the Baseline Staff Travel Survey within six months of the new WWTP site being brought into operational use.

## 9 Travel Plan Measures

### 9.1 Overview

- 9.1.1 This section sets out the measures that will be used to achieve the targets set out in the Travel Plan and serves to encourage staff to shift towards more sustainable modes of travel.
- 9.1.2 The Travel Plan will aim to contribute to environmental benefits by reducing the number of trips made to and from the proposed WWTP by private car during the operational phase. All staff will be made aware of the measures included in the Travel Plan so that benefits can be delivered, and the number of car-borne trips reduced by promoting car sharing, cycling, and public transport.
- 9.1.3 The Travel Plan is to be communicated to all staff and seek to ensure that they are aware of the advantages and potential for travel by more sustainable and environmentally friendly modes of transport and make staff aware of information on travel options and the necessary contact information in relation to more sustainable travel.
- 9.1.4 The potential Travel Plan measures that will be implemented include but are not limited to:

#### **Embedded 'hard' measures (infrastructure-based):**

- 50 secure bike parking spaces provided, with a scope to develop this out in line with increased demand which will be monitored by the TP annual review
  - Showering and changing facilities
  - Safe and accessible routes (for sustainable modes) to the proposed WWTP, including a new shared use segregated pedestrian footway/cycleway to connect with the existing Horningsea to Fen Ditton cycleway
  - EV charging points (30% active / 30% passive)
- 9.1.5 The potential Travel Plan measures that could be implemented include but are not limited to:

#### **Additional 'soft' measures (organisational initiatives):**

- Clear signage e.g., way-marking to nearby town centres and public transport stops
- Car sharing initiatives e.g., employee car clubs, car pooling
- Bicycle allowances e.g., cycle loans, Cycle-to-Work schemes
- Cycle proficiency training
- Cycle maintenance training/events
- Cycle events e.g., Cycle festivals, social bike rides

**Awareness raising measures:**

- Public transport time table information on specific services, based on Travel Survey responses.
- System of car sharing/car pooling
- Discount/loans for tickets
- Engagement campaign
- Cycle route mapping to and from the site
- Walking maps which provide information on pedestrian routes between the site and local facilities.
- Promotion of public health campaigns encouraging walking and cycling

## 10 Management

10.1.1 This section sets out how the Travel Plan will be managed, by whom, and how management could communicate with staff and other stakeholders.

### 10.2 Travel plan coordinator

10.2.1 To ensure effective implementation and management of the Travel Plan the Applicant will provide and support the following.

10.2.2 A TPC will be appointed prior to operation commencing and will:

- Make new staff aware of the overall aim of the plan
- Oversee implementation of the measures listed in the Travel Plan
- Regularly monitor and review the Travel Plan, including targets set out in section 7
- Make staff aware of sustainable travel measures being implemented as part of the Travel Plan
- Provide personal travel planning advice
- Be the first point of contact for employees for all matters related to the Travel Plan.

10.2.3 The TPC will also:

- Identify any other individuals involved in managing travel plan initiatives
- Identify how much time will be dedicated by the TPC to the travel plan and estimate cost associated with this over the lifetime of the travel plan. Confirm how this cost will be met and by whom
- Give details of management handover arrangements to ensure smooth transfer of travel plan responsibilities from the developer to the TPC
- Review the plan every three years and report on targets, actions, and overall measurement of mode change to sustainable travel.

### 10.3 Staff welcome pack

10.3.1 A Staff Welcome Pack must be included and will be distributed and regularly reviewed by the TPC.

10.3.2 The Staff Welcome Pack will be distributed to all staff and provide information about sustainable travel modes to further encourage them to travel sustainably.

10.3.3 Information in the Staff Welcome Pack will be developed as the design for the Proposed Development evolves, and could include:

- A map of the local area showing key facilities and walking and cycling distances,

- Public transport information for the site, including any other information such as organisational discounts, bus, and train time tables, mobile phone applications that provide public transport updates,
- Information on cycle schemes (to be developed), including Cycle-to-Work schemes, cycle leases, cycle maintenance schemes, cycle training,
- Information on car sharing schemes.

10.3.4 The Staff Welcome Pack will be produced according to Cambridgeshire County Council's guidance on Travel Welcome Packs.

## 10.4 Communications/Marketing Strategy

10.4.1 Promotion of the final Travel Plan to all staff is vital to ensure its success and should be the responsibility of the TPC.

10.4.2 The TPC could provide a travel induction for staff members. This induction may include information on travelling to the site by sustainable modes, and information on on-site measures such the location of cycle parking etc.

10.4.3 The TPC could also produce a Travel Plan newsletter annually. This newsletter would include content such as:

- progress of the Travel Plan against the targets set out in [Table 8-2](#)~~Table 8-2~~~~Table 8-2~~;
- articles further encouraging sustainable travel to and from the site;
- upcoming travel events such as social cycle rides etc.; and
- updates on surrounding transport infrastructure, including scheduled changes to public transport, road works, or cycle/walking infrastructure improvements (e.g., Horningsea Greenway).

10.4.4 The final OWTP shall specify the communication methods to promote the Travel Plan and confirm the intent in relation to ongoing internal reporting.

## 11 Monitoring

11.1.1 This section describes how monitoring will take place, specifies when reviews may occur and who is responsible for ensuring that reviews take place.

### 11.2 Overview

11.2.1 Monitoring must be undertaken to ensure the site achieves the Travel Plan targets and objectives agreed within the DCO. Staff surveys will take place annually throughout the 5-year life span of the travel plan.

11.2.2 A monitoring programme will be completed as part of the Travel Plan and will detail:

- what and how frequently surveys will be undertaken,
- the role of the TPC in the monitoring process, and
- how the information will be reported and reviewed with CCC.

11.2.3 Surveys will be undertaken as part of the monitoring programme these will be led by the TPC.

### 11.3 Travel survey

11.3.1 A comprehensive travel survey will be carried out with operational staff, this is expected to be within six months of operation and will take the form of anonymous standardised employee travel surveys. This review will be the responsibility of the TPC.

11.3.2 This survey will include questions such as:

- Home post code (to comply with GDPR, this will only include the first three characters of the postcode)
- Usual mode of transport to the site
- Reasons for using this mode of transport
- Views on alternative more sustainable modes of transport (i.e., barriers to sustainable transport)
- What benefits will incentivise staff to make use of sustainable transport more often
- Demographic data e.g., age, gender, car ownership

11.3.3 The travel survey will be designed based on Cambridgeshire County Council's guidance via Smart Journeys (Smart Journeys, 2022).

11.3.4 The outcome of the survey will be used to update successive versions of the Travel Plan.

## 12 List of Possible Measures to be Included

12.1.1 This section sets out a list of possible measures to be incorporated within the final OWTP prepared for the proposed WWTP:

- The continuation of the progressive change of the AW company vehicle fleet from Internal Combustion Engine (ICE) vehicles to electric vehicles (currently being undertaken in line AW NetZero 2030 targets).
- Provision of travel information (e.g. website link to Journey Planner or bus real-time information, notice board, newsletter, travel advice to visitors)
- Publicise travel plan successes. People may be more likely to continue mode shift if commended as well as encouraging others reducing the need to travel
- On-site services for employees (e.g. cafe, shop)
- Promotion of public health campaigns encouraging walking and cycling
- Distribution of maps showing safe and convenient local walking routes to services
- Provision of appropriate numbers, type, and location of cycle parking facilities (e.g. covered and secure)
- Availability of supporting facilities for staff (e.g. showers, lockers)
- Provision an active travel route to and from the site, connecting with existing walking and cycling routes.
- Provision of a public transport guide as part of sustainable travel information for residents, staff, or visitors
- Provision of shuttle service (e.g. private bus or minibus facilities, taxi share) to local transport hubs
- Parking enforcement (needs-based allocation, permits, drop off areas, pay and display)
- Corporate car club membership.
- Promoting car sharing schemes to raise car occupancy levels, including ride matching databases, a guaranteed ride home, dedicated parking spaces and incentives for car sharers such as preferential parking
- Providing dedicated parking for low emission vehicles in a priority location and supporting this through the vehicles in the company car fleet (currently being provided at the existing WWTP site).

12.1.2 The plan will be updated prior to the commencement of operations and reviewed with CCC. The plan will be 'live' and updated at appropriate interval including but not limited to after each travel survey.



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## Appendices

## Appendix A – Operational Workers Travel Plan Heads of Terms

### Operational Workers Travel Plan

#### Proposed Heads of Terms

##### Introduction

This document sets out the proposed ‘heads of terms’ for the Operational Workers Travel Plan (OWTP) for Anglian Water’s (AW) proposed Cambridge waste water treatment plant (WWTP). It builds upon the framework Operational Workers Travel Plan (App Doc Ref 5.4.19.8) by setting out the measures and activities to which AW is committing to, to maximise the uptake of sustainable modes of transport at the proposed WWTP once operational. The intent is that these ‘heads of terms’ will be used as the basis for developing a detailed OWTP for implementation once the proposed WWTP is operational.

The Heads of Terms is structured as follows:

- Car Parking Management
- Promotion of Sustainable Transport
- Travel Plan Management
- Travel Plan Monitoring

##### Car Parking Management

Once operational, there are expected to be 56 people working at the proposed WWTP on a typical day, comprising 30 office staff and 26 technical and operational staff.

The proposed WWTP will include 56 car parking spaces, which will comprise:

- 30 spaces for the use of staff;
- 6 spaces for AW operational and maintenance staff;
- 6 spaces for HGV/ Tanker drivers;
- 2 spaces for AW technical/managerial visitors;
- 2 spaces for deliveries and contractors supporting the WWTP; and
- 10 spaces for AW technicians.

A further 12 car parking spaces will be provided for use by visitors to the Discovery Centre, including two spaces for blue badge holders. There will also be one parking space for a coach.

##### Allocation of parking

To ensure that this car parking is used appropriately and is managed in a way that supports the objectives and targets of the OWTP, it is proposed that the parking will be split into three types:

- Parking for use during normal operations – parking spaces that are available for use by AW staff during normal operating periods;
- Parking for use during abnormal operations – parking spaces that are safeguarded for use by AW staff during emergencies and other abnormal events; and
- Parking for use by visitors – parking spaces that are safeguarded for use by visitors to the proposed WWTP.

The parking spaces safeguarded for abnormal operations and visitors (including the coach parking) will not be available for use by AW staff and visitors during normal operations.

The number of parking spaces available for normal use will be determined cognisant of the objectives and targets of the OWTP.

With the areas of parking designated for use during normal operations, parking spaces will be prioritised according to the following hierarchy:

- Blue badge holders
- Essential users (e.g. technician vans)
- Car sharers driving Electric Vehicles (EVs)
- Car shares driving non-EVs
- Single occupancy EVs
- Single occupancy non-EVs

The number of parking spaces allocated to each type will be determined with reference to the operational needs of the proposed WWTP, the results of the annual travel surveys and the objectives and targets of the OWTP.

Any substantive changes to the total number and allocation of parking spaces for use during normal operations will be agreed by the steering group (details of the steering group are set out in Travel Plan Management section).

#### *Promotion of Car Sharing*

In conjunction with the provision of dedicated parking for car sharers, AW will formalise the existing informal car sharing arrangements at the existing Cambridge WWTP. This will include establishing and actively managing a car sharing platform to maximise the propensity to car share and accessibility of the site, by those that do not have access to or choose not to use a private car.

#### *Promotion of Electric Vehicles*

In conjunction with the provision of dedicated parking spaces for people who drive EVs, 30% of the parking spaces at the proposed WWTP will have active provision for EV charging with a further 30% of the parking spaces having passive provision to cater for potential future growth in demand.

## Other Sustainable Transport Measures

In order to improve the accessibility of the proposed WWTP by those that do not have access to or choose not to use a private car, AW will do the following to maximise the potential uptake of sustainable modes of transport:

### Embedded 'hard' measures:

- Provide 50 secure bike parking spaces, with a scope to develop this out in line with demand;
- Provide showering and changing facilities;
- Provide a safe and accessible route (for sustainable modes) to the proposed WWTP, in the form of a new shared use segregated pedestrian footway/cycleway to connect with the existing Horningsea to Fen Ditton cycleway; and
- Provide clear wayfinding signage at the entrance to the proposed WWTP e.g., directions to nearby town centres and public transport stops.

### Additional 'soft' measures:

- Create an active travel platform to match people traveling from similar locations to the site;
- Provide cycle loans, Cycle-to-Work schemes;
- Provide cycle proficiency training;
- Establish a cycle maintenance hub/provide cycle maintenance equipment;
- Provide cycle maintenance training/events;
- Provide loan bikes/micromobility scooters for use by staff; and
- Provide a guaranteed ride home in an emergency.

### Awareness raising measures:

- Provide up to date public transport timetable information on relevant local bus and rail services;
- Provide discounts/loans for public transport tickets;
- Participate in engagement campaigns;
- Promote of public health campaigns encouraging walking and cycling;
- Promote and participate in cycling events e.g., cycling festivals, social bike rides;
- Provide cycling maps to which provide information on appropriate cycle routes between the site and local facilities/stations; and
- Provide walking maps which provide information on pedestrian routes between the site and local facilities.

## Travel Plan Management

### Travel Plan Coordinator

To ensure effective implementation and management of the OWTP, AW will appoint a Travel Plan Coordinator (TPC) / site concierge six months prior to the opening of the proposed WWTP.

Prior to opening of the proposed WWTP, the TPC will:

- Undertake a baseline survey six months prior to opening of the proposed WWTP to establish baseline travel patterns;
- Run a promotional campaign to make staff aware of the sustainable travel options, facilities and other forms of support available that will be available at the proposed WWTP;

Once the proposed WWTP is operational, the TPC will:

- Make all staff aware of the overall aim of the plan;
- Prepare and distribute a Staff Welcome Pack to all existing and new staff;
- Oversee the implementation of the Travel Plan including the measures listed within it;
- Make staff aware of any changes to the sustainable travel measures being implemented as part of the Travel Plan;
- Carry out day to day promotion and engagement of the Travel Plan with the aim of minimising social exclusions and the carbon effects of travel;
- Provide personal travel planning advice to new and existing staff; and
- Be the first point of contact for employees for all matters related to the Travel Plan.

On an annual basis, the TPC will:

- Review and update the Travel Plan, including its objectives and targets, to ensure it remains up-to-date;
- Review and update a Staff Welcome Pack to ensure it remains up-to-date;
- Undertake an annual survey of the active travel routes to the site and provide feedback on any substantive changes to the steering group as part of the annual review;
- Undertake an annual review of public transport services and timetables and provide feedback on any substantive changes to the steering group as part of the annual review;
- Undertake an annual survey of car parking usage and allocation and provide feedback on any substantive changes to the steering group as part of the annual review; and

- Report on the progress of the Travel Plan to the steering group, including:
  - overall changes to travel behaviour;
  - progress against the targets and actions; and
  - proposed changes to the Travel Plan.

### Steering Group

To support the effective implementation and management of the Travel Plan, AW will setup a steering group to oversee the implementation of the Travel Plan.

As a minimum, the steering group will comprise the TPC, a representative from AW and a representative from Cambridgeshire County Council (CCC). Other individuals may be invited to join the steering group if required, such as representatives from the emergency services.

The steering group will meet at least annually and will:

- Review and approve the results of the annual travel survey;
- Review and approve any changes to car parking provision/allocation;
- Review and consider any changes to transport services and infrastructure that may affect the uptake of sustainable modes of transport;
- Review and approve any changes to the measures included in the Travel Plan intended to promote and maximise the uptake of sustainable modes of transport;  
and
- Liaise with CCC over the potential to:
  - extend Cambridge scooter/bike hire schemes to the proposed WWTP;  
and
  - tie the proposed WWTP into other sustainable travel initiatives in the local and wider area.

### Travel Plan Monitoring

Monitoring will be undertaken to ensure the proposed WWTP achieves the Travel Plan targets and objectives.

To establish 'baseline' travel behaviour, the Applicant will undertake a survey of all staff and visitors to the existing Cambridge WWTP six months prior to opening of the proposed WWTP.

Recognising that travel behaviour will vary from day to day, the survey will be conducted over a continuous two-week period.

The survey will collect the following information:

- Date and time of arrival;



- Purpose of visit (staff, visitor etc);
- How often they visit the existing Cambridge WWTP;
- Home post code or journey origin postcode if not travelling from home (to comply with GDPR, this will only include the first three characters of the postcode);
- Main mode of transport to the site (mode used for the longest distance);
- Final mode of transport to the site;
- Expected time of departure;
- Expected mode of transport from the site;
- Reasons for choosing this/these mode(s) of transport;
- Views on alternative more sustainable modes of transport (i.e., barriers to sustainable transport);
- What benefits would incentivise them to make use of sustainable transport; and
- Demographic data e.g., age, gender, car ownership.

The travel survey will be designed based on CCC's guidance via Smart Journeys (Smart Journeys, 2022).

The outcome of this 'baseline' survey will be used to inform the development of the detailed Operational Workers Travel Plan for the proposed WWTP.

Within six months of the proposed WWTP becoming operational, a survey of all staff and visitors to the proposed WWTP will be carried out. Further surveys will take place annually throughout the 5-year life span of the travel plan. The outcome of these survey will be used to check progress against the Travel Plan targets and objectives and will inform the need for updates to the Travel Plan.

## Get in touch

You can contact us by:



Emailing at [info@cwwtpr.com](mailto:info@cwwtpr.com)



Calling our Freephone information line on **0808 196 1661**



Writing to us at **Freepost: CWWTPR**

You can view all our DCO application documents and updates on the application on The Planning Inspectorate website:

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/cambridge-waste-water-treatment-plant-relocation/>