

# CALDECOTE FARM

NEWPORT PAGNELL · MILTON KEYNES

## APPENDIX 12

*ENVIRONMENTAL STATEMENT*

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## TRANSPORT

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### APPENDIX 12.2

FRAMEWORK TRAVEL PLAN

SEGRO (NEWPORT PAGNELL) LTD

PROPOSED EMPLOYMENT DEVELOPMENT ON  
LAND AT CALDECOTE FARM,

WILLEN ROAD, NEWPORT PAGNELL, MILTON KEYNES

FRAMEWORK TRAVEL PLAN

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## EXECUTIVE SUMMARY

This Framework Travel Plan has been prepared by ADC Infrastructure Limited to support a detailed planning application for employment development on land at Caldecote Farm, west of Willen Road in Newport Pagnell. It sets out how the occupiers of the site will subsequently produce their own Travel Plans.

A Travel Plan is defined 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.

The planning application comprises a full application for two storage and distribution units (Class B8) with a total GFA of 81,361sqm, with associated car parking, servicing, landscaping, earth bunding, and on and off-site drainage on the site.

There are excellent opportunities to access both the local road network within Newport Pagnell and Milton Keynes, and the strategic road network via the M1. There are opportunities for pedestrian and cycle travel, with a number of residential areas within walking and cycling distance, although new infrastructure is needed as part of the development to facilitate safe access. There are opportunities for public transport travel, including both bus and rail. Route C10 provides a regular bus service running past the site at an hourly frequency, and Route 1 provides an hourly service passed the site in the evenings and on Sundays. Both bus services connect to Milton Keynes Central rail station, providing opportunities for rail travel as part of a multi-modal journey.

The development will be accessed via a new traffic signal controlled junction on Willen Road. A new Redway will be provided along Willen Road linking the site with Newport Pagnell to the north, with the existing H4 Redway Super Route in Milton Keynes to the south, and facilitate safe pedestrian and cycle travel to and from the site along the desire. New bus stops will be provided on Willen Road, and a new signal controlled Toucan crossing will be provided on Willen Road to facilitate access to the Redway and the new southbound bus stop.

The proposed development will generate up to 164 pedestrian journeys, 60 cycle journeys and 73 public transport trips per day. It will generate 1,591 single occupancy car trips per day.

The following targets are proposed:

1. The development will have a 100% Travel Plan awareness target amongst staff. Every member of staff is to be made aware of the Travel Plan. This target will be achieved within one month of occupation of each building, and will be monitored via the staff travel surveys.
2. The Travel Plan aims to meet a target of a 10% reduction in the proportion of staff travelling as a single occupancy vehicle driver, within five years of first occupation of the new development. This will be monitored via the staff travel surveys, with the first survey being undertaken within three months of occupation of the site.

Measures and incentives are proposed to achieve these targets, including: the appointment of a site-wide Travel Plan Co-ordinator (TPC) and individual Travel Plan Managers (TPM) to implement and monitor the Travel Plan process; the provision of travel information via travel welcome packs, noticeboards and the company intranets; and the promotion of walking, cycling, bus and car sharing.

A monitoring regime, using STARSfor, will be required to ensure that the Travel Plan objective and targets are achieved.

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## APPENDICES

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## 1.0 INTRODUCTION

1.1 SEGRO (Newport Pagnell) Ltd has commissioned ADC Infrastructure Ltd to produce this Framework Travel Plan in support of their detailed planning application for new employment development on land at Caldecote Farm, to the west of Willen Road, in Newport Pagnell (Figures 1 and 2).



Figure 1: General site location



Figure 2: Detailed site location

- 1.2 The detailed planning application proposals comprise the construction of two storage and distribution units (Class B8) with associated car parking, servicing, landscaping, earth bunding and off-site drainage. The two B8 warehouses would have a total GFA of 81,361sqm (875,763sqft), including 4,583sqm of ancillary office space. The development masterplan showing the proposed layout is contained in **Appendix A**.
- 1.3 This report presents the Framework Travel Plan for the site as a whole, and has been produced in support of the planning application and alongside the Transport Assessment.
- 1.4 A Travel Plan is defined 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”*<sup>1</sup>.
- 1.5 A Travel Plan involves the development of agreed targets and outcomes which are linked to an appropriate package of measures aimed at reducing the need to travel, encouraging more sustainable travel, and reducing single occupancy car use, for all trips to and from a development. The Travel Plan process also includes continuous monitoring, review, and refinement over time, as travel survey data is collected to determine trends in travel patterns.
- 1.6 A Travel Plan is therefore a living document that sets out ways in which an organisation can reduce the number of vehicle trips to their site by promoting more sustainable travel options. It is site specific and considers the unique needs and interests of employees, visitors, and deliveries in the context of the local environment and transport network.
- 1.7 This Framework Travel Plan includes the above, and has been prepared to address travel by staff, visitors, and deliveries. It sets out how the occupiers of the individual units will produce their own Travel Plans, in line with the overall aims and targets of this Framework Travel Plan.
- 1.8 This Framework Travel Plan has been prepared in accordance with MKC's guidance<sup>2</sup> and is structured as follows:
- Section Two details the site location and existing opportunities for travel to and from the site.
  - Section Three details the development proposals, and the forecast operation at the site.
  - Section Four details the forecast trip generation of the proposed development
  - Section Five presents the key benefits of the Travel Plan process, the aim and objectives, and the Travel Plan targets for the Framework Travel Plan and subsequent full Travel Plans.
  - Section Six details the measures and incentives to encourage the use of sustainable modes of travel, in the context of the site's location, the opportunities for sustainable travel, and the likely operation of the development.
  - Section Seven includes methods for implementing, monitoring and reviewing the Travel Plan and the travel patterns of the development, and how the subsequent full Travel Plans will be produced.
- 1.9 This report has been structured in the order detailed above. It is emphasised that this document comprises a framework for the production of full Travel Plans for each unit at a later date. As such, this report represents the first stage in the Travel Planning process.

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<sup>1</sup> Department for Transport's (DfT) 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (April 2009)

<sup>2</sup> MKC Workplace Travel Plans: A step by step guide (July 2015)

## 2.0 EXISTING CONDITIONS

### Site location

2.1 The development site is located to the south of Newport Pagnell and east of Milton Keynes (**Figures 1 and 2**). It is a triangular piece of land bound to the north by the A422 Monks Way, to the east by Willen Road, and to the west by the M1.

### Wider development

2.2 The site forms part of a much larger area of land allocated within the adopted Plan:MK for a mixed residential and employment strategic urban extension (**Figure 3**). Policy SD12 – Milton Keynes East allocates the land for residential development and employment uses. The development proposals therefore fall within the employment aspects of this adopted policy.

2.3 Plan:MK states that key infrastructure improvements are required over the M1 “to support the connectivity of this strategic urban extension to the existing Milton Keynes urban area”. Policy SD12 specifically states that the development will comprise “The phased introduction of a comprehensive network of transport infrastructure in line with the Local Investment Plan, to include grid road connections to H4/V11 to the west and improved highway connections to Newport Pagnell and Central Milton Keynes (CMK), including new and/or enhanced vehicular crossings of the M1, involving highway works on and off-site, as well as “A network of segregated, and where appropriate grade-separated, new and enhanced footpaths, cycleways and bridleways (including redways) to connect to existing routes beyond the site, including provision of appropriate pedestrian and cyclist crossings of the A422 and suitable safe and attractive crossings of the M1 as appropriate”.

2.4 Later sections of this Travel Plan demonstrate how the development proposals will improve vehicle, pedestrian, cycle and public transport connectivity over the M1 between the site and Milton Keynes, as well as improve highway, pedestrian, cycle and public transport connections to Newport Pagnell, and therefore demonstrates that the development will accord with Policy SD12.

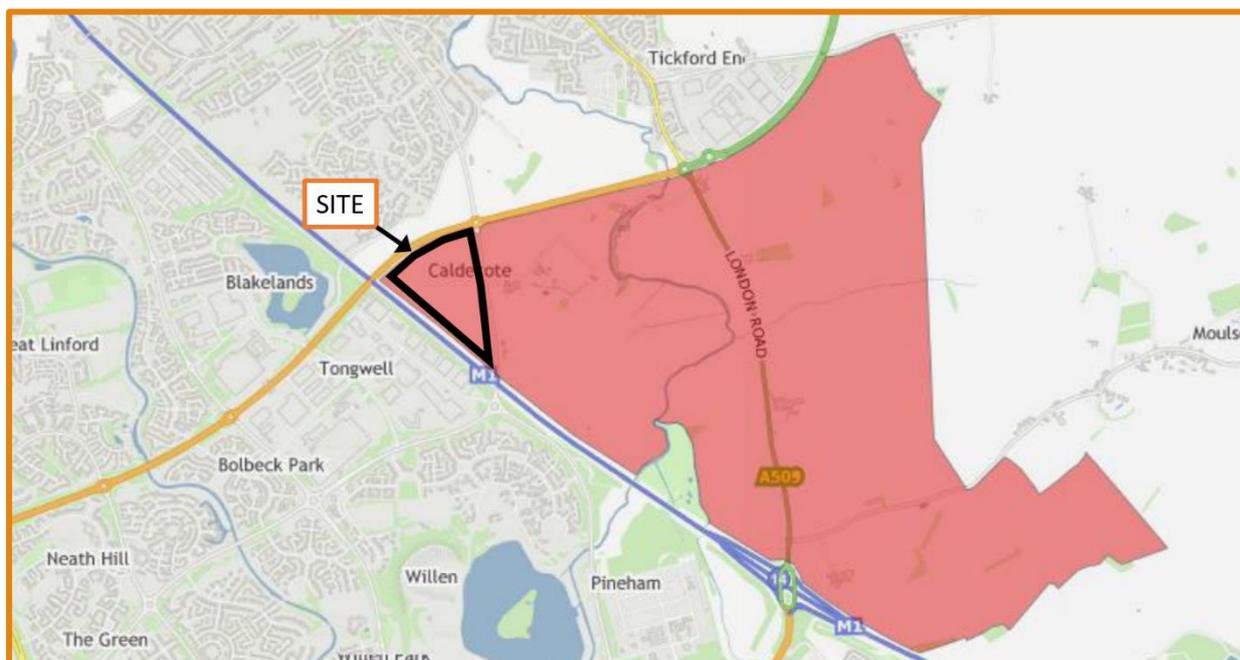


Figure 3: Plan:MK Policy SD12 – Milton Keynes East

## Highway network

- 2.5 Along the site frontage, Willen Road is a single carriageway road subject to the national speed limit. There are no parking restrictions, but no on-street parking occurs. Willen Road is classed as a district distributor road in accordance with MKC's 'A Highway Guide for Milton Keynes'
- 2.6 To the north of the site, Willen Road (S) joins the A422 and Willen Road (N) at a four-arm roundabout, known as the Marsh End Roundabout. The junction is subject to the national speed limit. From the roundabout, Willen Road (N) provides one of the main routes into central Newport Pagnell. To the north of the roundabout, Willen Road is subject to the national speed limit between the Marsh End Roundabout and the entrance to Newport Pagnell, where it become Marsh End Road and is subject to a 30mph speed limit.
- 2.7 To the east, the A422 dual carriageway joins the A509 and London Road at a four-arm roundabout, known as the Tickford Roundabout. The Tickford Roundabout joins the adjacent Renny Lodge Roundabout in a dumbbell junction arrangement connected by dual carriageway. From that roundabout, Renny Park Road forms a second access into Newport Pagnell, but primarily serves the Interchange Park employment area.
- 2.8 To the north, the A509 leads toward Kettering, and to the south the A509 connects to the M1 Junction 14 at a grade separated signal controlled gyratory.
- 2.9 To the south-west of the M1 Junction 14, the A509 routes onwards into Milton Keynes, and connects to the H6 Childs Way at a four-arm signal controlled gyratory known as Northfield Roundabout.
- 2.10 Further west, the A509 dual carriageway joins the V11 Tongwell Street at a four-arm roundabout with part time traffic signal controls, known as the Pineham Roundabout.
- 2.11 From the junction, the V11 is a single carriageway road, and routes north to join Willen Road and Dansted Way at a four-arm roundabout, known as the Tongwell Roundabout.
- 2.12 Overall, the site is well connected to the local road network within Milton Keynes and Newport Pagnell, and to the strategic road network via the M1 Junction 14.

## Opportunities for pedestrian travel

- 2.13 *Guidelines for Providing for Journeys on Foot*<sup>3</sup> describe acceptable walking distances for commuters, where up to 500 metres is the desirable walking distance, up to 1,000 metres is an acceptable walking distance, and up to 2,000 metres is the preferred maximum walking distance. **Figure 4** shows the potential pedestrian catchment area based on a 2,000 metres walking distance from the centre of the site. The catchment area covers the residential areas in the southern part of Newport Pagnell, including Tickford, and the residential areas in eastern Milton Keynes, including Willen, Pennyland and Blakelands. Once completed, the new residential dwellings within the allocated sustainable urban extension (if adopted) would also be within walking distance.
- 2.14 With regards to pedestrian infrastructure, there are currently no footways along Willen Road, or along the A422 to the north of the site. The footway on Willen Road (N) does not start until the edge of the existing built up area, approximately 375 metres to the north of the Marsh End Roundabout.

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<sup>3</sup> Guidelines for Providing for Journeys on Foot, Institution of Highways and Transportation, 2000

2.15 To the south of the site, there is a footway-cycleway (known locally as a Redway) on the northern side of Willen Road from the Tongwell Roundabout, approximately 100 metres from the southern site boundary. This connects to the footways on Michigan Drive through the employment area in Tongwell to the west of the site, and continues parallel to the H4 Dansted Way to connect to the residential area of Pennyland further west. It also crosses under Dansted Way to connect to the residential area of Willen and Willen Park.

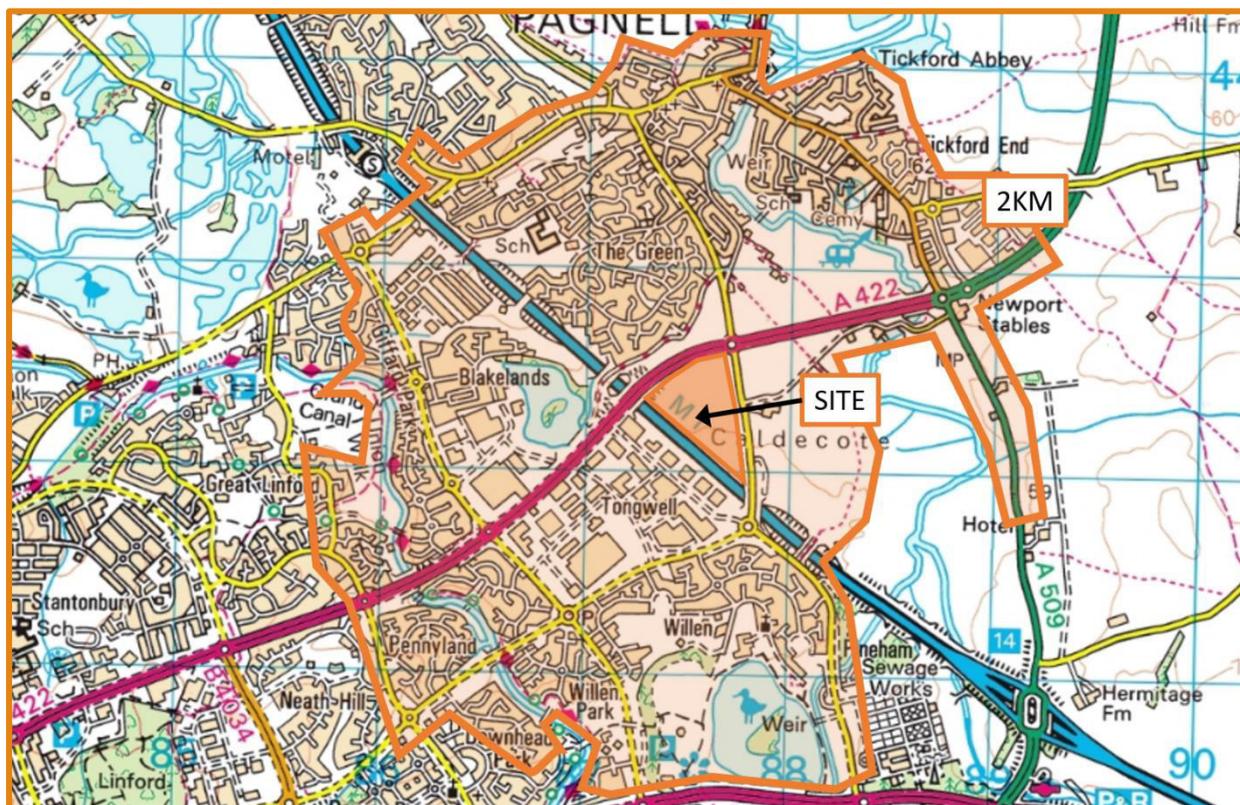


Figure 4: 2km pedestrian catchment area

### Opportunities for cycle travel

2.16 Cyclists are typically prepared to cycle up to 5km for non-leisure journeys, such as those to work. **Figure 5** shows the cycle catchment area based on a 5km distance from the centre of the site. It covers all of Newport Pagnell and the central and eastern parts of Milton Keynes.

2.17 **Figure 6** shows an extract of MKC's 2018 Redway map. This shows the Redways in the vicinity of the site, including the Redway Super Route H4 footway/cycleway alongside Dansted Way directly to the south of the site, and the Redways and leisure routes from Marsh End Road to the north of the site. MKC Highways has advised that there are proposals to provide a new Redway route alongside the western side of Marsh End Road, within Newport Pagnell. However, there are no current proposals to extend that Redway facility south along Willen Road to connect Newport Pagnell with Redway Super Route H4.

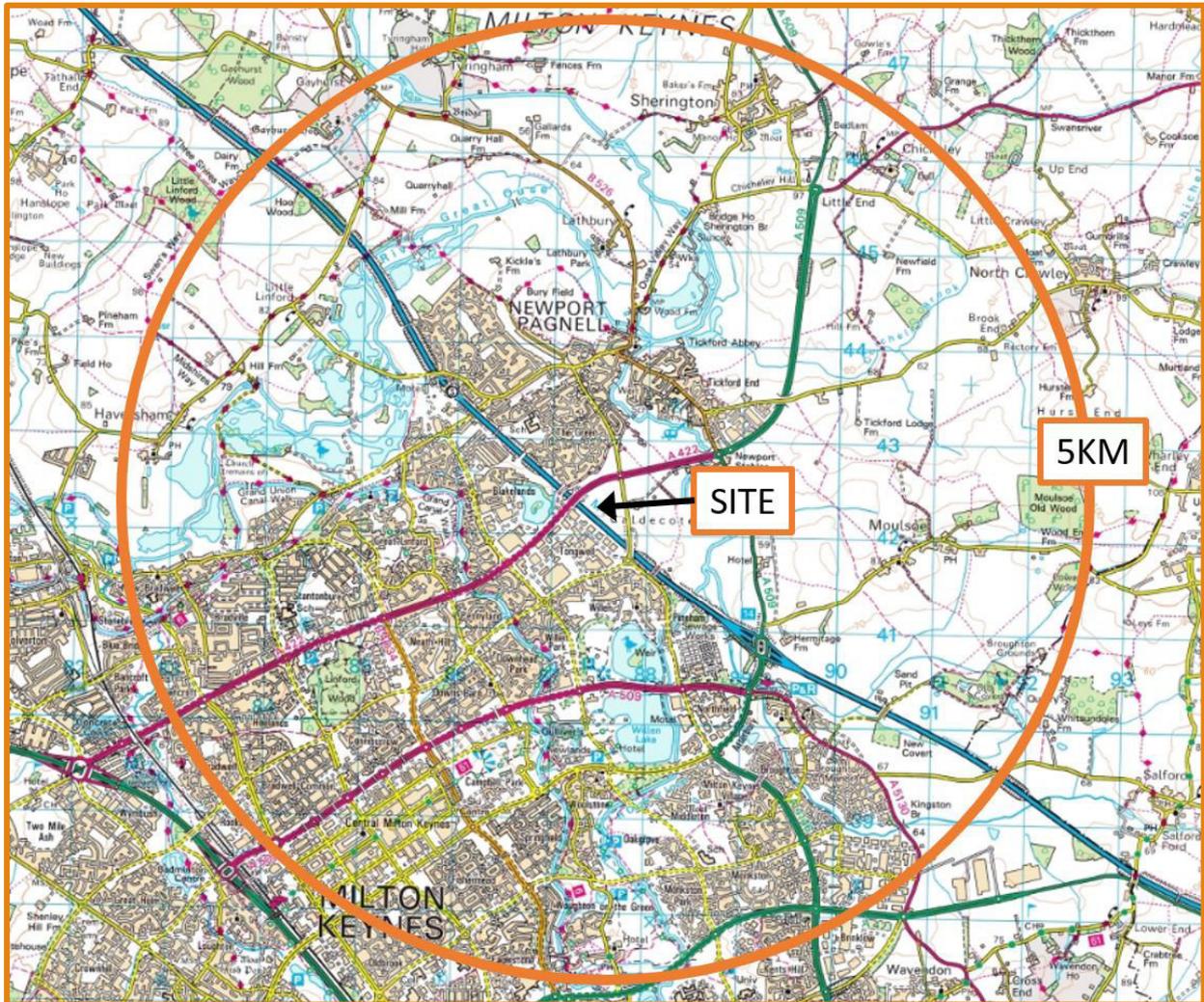


Figure 5: 5km cycle catchment area



Figure 6: extract of MKC's cycle map

### Opportunities for bus travel

- 2.18 As shown in **Figure 7**, the nearest bus stops to the site are on Willen Road within the site frontage. These comprise flag and pole bus stops, and provide access to Route 1, running between Newton Leys and Newport Pagnell, via Bletchley and Milton Keynes. Until 1 November 2017, Route 1 ran past the site every 30 minutes from Monday to Saturday, and hourly on Sundays. However, since the 1 November 2017, Route 1 only runs past the site in the evenings (between 2000 hours and midnight) Monday to Saturday, and on Sundays (between 0900 hours and midnight), at an hourly frequency. Arriva, who operate the Route 1, stated that the service was withdrawn due to low passenger usage.
- 2.19 The bus stops also provide access to Route C10, running between Milton Keynes Central rail station and Bedford, via Newport Pagnell. Route C10 runs at an hourly frequency from Monday to Friday, but there are no services on Saturdays and Sundays. The service currently routes along Willen Road between approximately 0630 hours and 1900 hours. The northbound service stops on Willen Road at 22 minutes past the hour from Milton Keynes, and the southbound service stops at 11 minutes past the hour from Newport Pagnell.
- 2.20 There is therefore one bus service per hour running past the site in each direction from 0630 hours to midnight during the weekdays, from 2000 hours to midnight on Saturdays, and one bus service per hour in each direction from 0900 hours to midnight on Sundays.

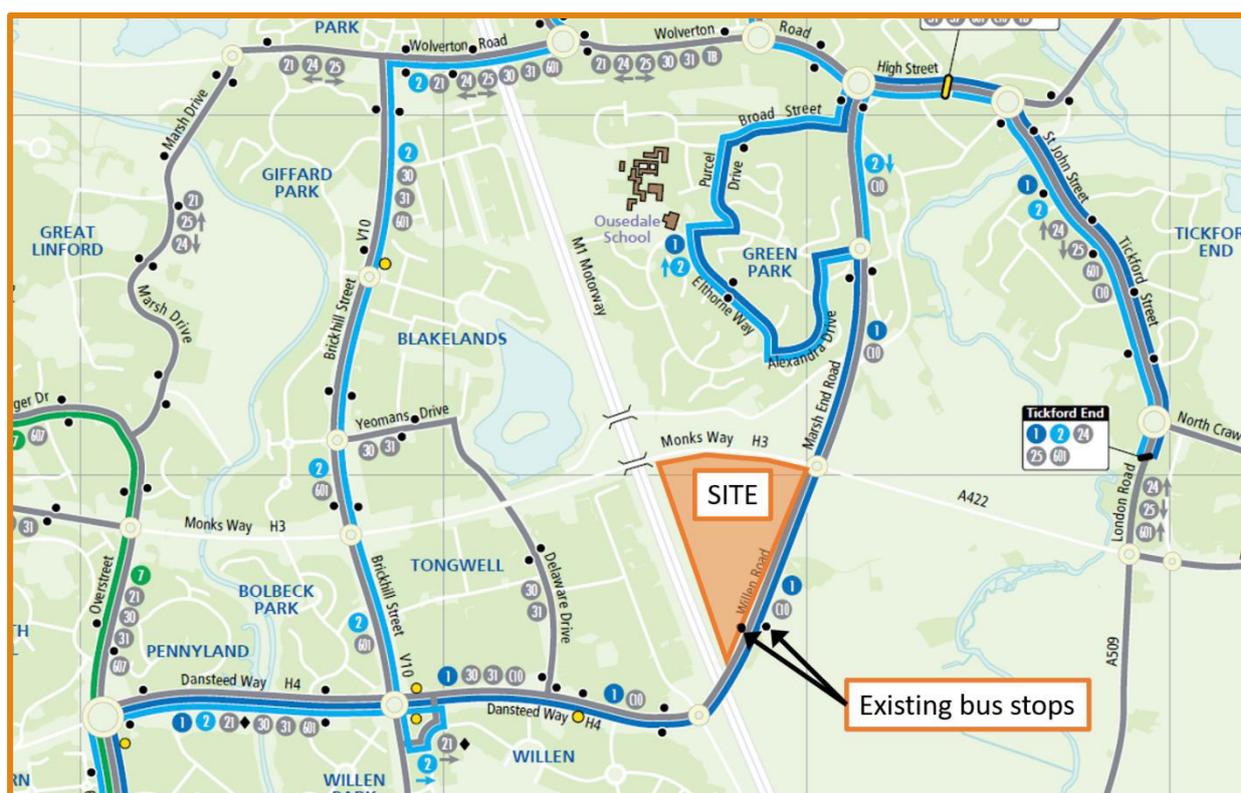


Figure 7: local bus services (May 2018)

### Opportunities for train travel

- 2.21 There are five train stations within the Milton Keynes area, with Milton Keynes Central being the main station. Milton Keynes Central is just beyond 5km cycling distance of the proposed development site. However, both bus services 1 and C10 route via the train station. There are therefore opportunities for rail travel as part of a multi-modal journey by cycle, bus or taxi.

2.22 From the station, there are regular London Midland trains between London Euston and Northampton, Crewe and Birmingham. There are also regular Virgin Trains between London Euston and Scotland.

### Summary

2.23 There are excellent opportunities to access both the local road network within Newport Pagnell and Milton Keynes, and the strategic road network via the M1 Junction 14.

2.24 There are opportunities for pedestrian and cycle travel, with a number of residential areas within walking and cycling distance. However, a new footway/cycleway (Redway) would need to be installed on Willen Road as part of the development proposals to facilitate travel along the desire lines to both Newport Pagnell to the north and Milton Keynes to the south. The new Redway would need to extend over the Marsh End Roundabout and along Willen Road (N) to improve the connectivity of the site to Newport Pagnell to the north. Further, the Redway would need to extend over the M1 bridge to the south to connect to the H4 Redway Super Route and Milton Keynes. This provision would provide a significant benefit both to employees and visitors at the proposed development, but also to existing pedestrians and cyclists wishing to walk and cycle between Newport Pagnell and Milton Keynes, where there is currently no infrastructure provided along the Willen Road corridor.

2.25 There are opportunities for public transport travel, including both bus and rail. Route C10 provides a regular bus service running past the site at an hourly frequency throughout the day, and Route 1 provides an hourly service passed the site in the evenings and on Sundays.

2.26 There are five train stations within the Milton Keynes area, with Milton Keynes Central being the main station. Milton Keynes Central is just beyond a 5km cycling distance of the proposed development site. However, both bus services Route 1 and C10 travel via the train station. Therefore, there are opportunities for rail travel as part of a multi-modal journey by cycle, bus or taxi.

2.27 The development will provide infrastructure to improve the accessibility of the site by sustainable modes, as detailed further in Section 3. This Travel Plan also includes measures and incentives to encourage travel by sustainable modes.

### 3.0 PROPOSED DEVELOPMENT

#### Development proposals

- 3.1 The development proposals comprise a detailed planning application for two warehouse and distribution units (Class B8) with associated car parking, servicing, landscaping, earth bunding, and on and off-site drainage on the site.
- 3.2 Unit 1 comprises a single B8 warehouse with a total GFA of 47,075sqm (506,711sqft). This includes 44,594sqm of B8 warehouse and 2,447sqm of ancillary B1 office use. A separate 34sqm gatehouse is also proposed. Unit 2 comprises 34,286sqm (368,366sqft) of B8 use. This includes 32,116sqm of B8 warehouse and 2,136sqm of B1 office use. A separate 34sqm gatehouse is also proposed at Unit 2.

#### Likely operation

- 3.3 Depending on the end occupier requirements, the development units may operate 24 hours a day and utilise shift patterns (typically 0600-1400, 1400-2200 and 2200-0600 hours). These units are therefore unlikely to generate significant trips in the highway network peak hours.
- 3.4 The Employment Densities Guide suggests that B8 distribution units have a density of one employee per 70 to 95sqm. Therefore, based on a total GFA of 81,361sqm, there could be between 856 and 1,162 employees at the site.

#### Parking provision

- 3.5 Car, cycle and HGV parking provision will be provided in general accordance with MKC's parking standards<sup>4</sup>. This includes the car parking, disabled parking, electric vehicle charging, powered two wheeler and cycling parking.
- 3.6 The table below shows the proposed provision for the development (as shown in the masterplan in **Appendix A**) compared with the standards.

Parking Type	Unit 1 – 47,075sqm			Unit 2 – 34,286sqm		
	Total Allowance	Proposed	% of Req	Total Allowance	Proposed	% of Req
Car*	528	528	100%	393	393	100%
Disabled	26	26	100%	20	20	100%
Electric Vehicle Charging	7	7	100%	5	5	100%
Powered Two Wheelers	8	8	100%	6	6	100%
Cycle Parking	116	90	78%	85	70	82%
HGV	157	127	81%	114	90	79%

\* includes 1 additional parking space per 30sqm of ancillary office use

- 3.7 Based on the anticipated cycle modal share set out in Section 4.0 the proposed cycle parking provision of 90 spaces at Unit 1 and 70 spaces at Unit 2 is considered acceptable. This is 78% and 82%, respectively, of the number of spaces specified by the standards. Cycle parking will be monitored as part of the Travel Plan, and additional spaces would be provided should demand dictate the need.

<sup>4</sup> Milton Keynes Council Supplementary Planning Document (January 2016)

- 3.8 Based on the 47,075sqm at Unit 1 and 34,286sqm at Unit 2, Unit 1 should provide 157 HGV spaces and Unit 2 should provide 114 HGV spaces. The masterplan at **Appendix A** includes 127 spaces at Unit 1, including 24 dock accesses and two-level access doors. Unit 2 provides 90 HGV spaces, including 20 dock accesses and two-level access doors. This is 81% and 79% of the number of spaces specified by the standards and is considered acceptable as an end occupier would not occupy a unit if it did not provide enough dock access points and hence there is no risk to the highway associated with the proposed level of provision.

### Access

- 3.9 The proposed development will be accessed via a traffic signal controlled junction, as shown on the development masterplan in **Appendix A**. The junction layout and design is explained in detail in the Transport Assessment.
- 3.10 The development proposal includes the introduction of a 40mph speed limit (currently national speed limit) along Willen Road, from the Tongwell Roundabout to the north of the Marsh End roundabout. It is also proposed that the existing 30mph speed limit on Marsh End Road should start further south, coinciding with the 'Welcome to Newport Pagnell' sign. It is noted that the proposed speed limit reduction from national speed limit to 40/30mph will generally present a safer environment for pedestrians and cyclists using the proposed Redway.

### Sustainable travel infrastructure

- 3.11 For safety and security reasons, the development would have a single point of access for pedestrians and cyclists, via shared use footway/cycleways on each side of the site access road.
- 3.12 To facilitate pedestrian and cycle travel, a new Redway (3m wide footway/cycleway) would be provided along Willen Road, connecting to the existing facilities in Newport Pagnell to the north, and the existing H4 Redway Super Route at the Tongwell Roundabout to the south. This would run along the western side of Willen Road from the Tongwell Roundabout, over the bridge over the M1, and along the site frontage. However, due to third party land constraints at Marsh End Roundabout and along Willen Road (N), it would then need to cross over to the eastern side of Willen Road, over the A422(E) at the Marsh End Roundabout, and along the eastern side of Willen Road (N).
- 3.13 To accommodate the need for pedestrians and cyclists to cross Willen Road, new traffic signal-controlled Toucan crossings would be provided on Willen Road.
- 3.14 Secure, covered cycle parking would be provided in convenient locations close to the building entrances.
- 3.15 To promote bus travel, new bus stops would be provided on Willen Road. The bus stops would include raised kerbs, shelters with seating and real-time information display screens. Public transport users would be able to safely cross Willen Road to reach the southbound bus stop, using the new footways through the development, the new Redway and Toucan crossings on Willen Road and the site access.

## 4.0 TRIP GENERATION AND TARGETS

### Traffic generation

4.1 The Transport Assessment identified that the proposed development could generate the following traffic flows for the morning and evening peak hours and daily:

proposed B8 development traffic flows									
	AM Peak (0800 to 0900 hrs)			PM Peak (1700 to 1800 hrs)			Daily (24 hrs)		
	arrive	depart	two-way	arrive	depart	two-way	arrive	depart	two-way
<b>Unit 1 (47,075sqn)</b>									
Light	57	6	63	19	66	85	497	491	988
HGV	11	10	21	10	9	19	155	151	306
Total	68	16	84	29	75	104	652	642	1,294
<b>Unit 2 (34,286sqm)</b>									
Light	41	4	45	14	48	62	363	355	718
HGV	8	8	16	7	7	14	109	111	220
Total	49	12	61	21	55	76	472	466	938

4.2 Combined, this gives the following vehicle trip generate for the development site

proposed B8 development traffic flows									
	AM Peak (0800 to 0900 hrs)			PM Peak (1700 to 1800 hrs)			Daily (24 hrs)		
	arrive	depart	two-way	arrive	depart	two-way	arrive	depart	two-way
Light	98	10	108	33	114	147	860	846	1,706
HGV	19	18	37	17	16	33	264	262	526
Total	117	28	145	50	130	180	1,124	1,108	2,232

### Modal split and person trip generation

4.3 The Transport Assessment forecasts the following modal split and person trip generation, based on the travel patterns of existing employees in the area (from 2011 Census data) and the light vehicle trip generation in the table at paragraph 4.2 above.

person trips – total development								
	on foot	bicycle	bus	train	motorcycle	car driver	passenger	taxi
	7.64%	2.80%	2.84%	0.57%	0.69%	79.67%	5.38%	0.41%
peak hour	14	5	5	1	1	147	10	1
daily	164	60	61	12	15	1,706	115	9

## 5.0 BENEFITS, AIM, OBJECTIVES AND TARGETS

### Benefits

- 5.1 As detailed in MKC's 'Workplace Travel Plans' guidance, this Framework Travel Plan, and the subsequent full Travel Plans will provide the following key benefits:
- improved opportunities for active travel and improved travel choice for staff and visitors;
  - reduced congestion and demand for parking spaces; and
  - reduced adverse traffic impacts, and local environmental improvements including reduced congestion, pollution and noise.

### Aim

- 5.2 The aim of this Framework Travel Plan, and the subsequent full Travel Plans is to develop a package of measures that promote and facilitate the use of sustainable modes of travel amongst employees and visitors, and reduce car use and overall vehicle mileage.

### Objectives

- 5.3 This Framework Travel Plan, and the subsequent full Travel Plans will meet the following objectives:
- increase the awareness of the sustainable travel options to and from the development;
  - increase the use of sustainable modes of travel for all journeys to and from the development, including walking, cycling, bus and car sharing;
  - reduce car use for commuter journeys amongst staff, and achieve the minimum number of additional single occupancy car trips to and from the development; and
  - reduce the pressure on highway capacity at peak times.

### Proposed targets

- 5.4 Guidance<sup>5</sup> states that once the baseline modal split has been established, i.e. the modal split that would occur if there was no Travel Plan in place, the next step is to establish how the Travel Plan could reduce car use and therefore car mileage.
- 5.5 The guidance notes that a strong relationship exists between the potential for changes to the modal split and the measures and incentives proposed in the Travel Plan, and therefore provides guidance on the setting of appropriate and realistic targets. The relationship is as follows:
- a plan containing only marketing and promotion is unlikely to achieve any modal shift
  - a plan with the above plus car sharing and cycle measures could achieve a 3-5% reduction in drive alone commuting
  - a plan with the above measures plus discounts on public transport, works buses, additional public transport links, could achieve around a 10% reduction
  - the combination of all of the above measures plus disincentives to car use could achieve a 15-30% reduction in drive alone commuting.
- 5.6 The guidance notes that "*only in very exceptional cases will the reduction be greater than this*".
- 5.7 Therefore, the following targets are proposed:
- **Target One** - The development will have a 100% Travel Plan awareness target amongst staff. Every member of staff is to be made aware of the Travel Plan. This target will be

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<sup>5</sup> paragraph 4.4 of Section Four entitled 'Developing credible Travel Plan targets' within the DfT 'Guidance on the Assessment of Travel Plans' (December, 2005)

achieved within one month of occupation of each building, and will be monitored via the staff travel surveys.

- **Target Two** – The Travel Plan aims to meet a target of a 10% reduction in the proportion of staff travelling as a single occupancy vehicle driver, within five years of first occupation of the new development. This will be monitored via the staff travel surveys, with the first survey being undertaken within three months of occupation of the site.

5.8 These targets support the overall aim and objectives, and will be retained in the individual full Travel Plans, unless otherwise agreed with MKC.

## 6.0 MEASURES

6.1 The following measures will be implemented across the development to promote walking, cycling, bus travel and car sharing amongst employees and visitors, and to manage deliveries. The responsibilities fall to either the Developer, the Occupier or the Travel Plan Co-ordinator (TPC), or the Travel Plan Managers (TPM). The roles of the TPC and TPM are described in Section 7.

	Measure	Responsibility	Timescale
Walking	provision of a new Redway along Willen Road, to connect to the existing infrastructure to the north and south, and the provision of appropriate footpaths through the development to facilitate pedestrian trips	Developer	during construction
	provision of new Tocuan crossing facilities on Willen Road, to facilitate safe pedestrian trips	Developer	during construction
	dissemination of site specific pedestrian route map, detailing routes, distances and journey times to areas within the pedestrian catchment area	TPC	prior to occupation
Cycling	provision of routes to all parts of the development that are appropriate for cyclists	Developer	during construction
	provision of secure cycle parking at each unit. Usage will be monitored as part of the Travel Plan process, and more parking spaces will be provided if there is demand for it.	Developer /TPM	during construction and ongoing
	provision of shower facilities, changing rooms and locker facilities in each employment unit	Developer	during construction
	creation of a Bike User Group (BUG). This will allow cyclists from across the units to find cycle partners.	TPC/TPM	on occupation and ongoing
	join up to and promotion of the Cycle2Work Scheme. This is a government initiative that allows employees to purchase a new bike, and equipment such as lights and locks, via a tax-free loan paid off monthly through a salary sacrifice scheme.	TPM	on occupation and ongoing
	dissemination of MKC's Redway cycle map, on the travel noticeboard, and on the staff intranet	TPM	on occupation and ongoing
	promotion of the use of MK's CycleStreets journey planner, which shows existing cycle routes and recommends routes between start and end destination ( <a href="https://miltonkeynes.cyclestreets.net/">https://miltonkeynes.cyclestreets.net/</a> )	TPM	on occupation and ongoing
	dissemination of information about cycling facilities within Milton Keynes, including cycle parking at Milton Keynes Central train station, and other train stations around Milton Keynes, to facilitate multi-modal journeys	TPM	on occupation and ongoing

	provision of cycle training for staff wishing to cycle to and from work. Different levels of cycle training should be offered, to cater for beginners through to experienced cyclists. This could be privately organised, or MKC offer some cycle training events	TPM	on occupation and ongoing
Public Transport	provision of new bus stops on Willen Road, with shelters and real-time information	Developer	during construction
	provision of bus timetable information on noticeboards, and links to real-time bus information on the company intranet	TPM	on occupation
	as part of the Travel Plan, explore the demand for an additional early morning/shift change bus service to complement the existing C10 service	Occupier	prior to occupation
Car use and car sharing	designate priority car share parking bays in convenient locations close to the building entrance(s). The demand for these will be monitored through the Travel Plan process, and more spaces will be provided as demand grows.	Developer/ TPM	prior to occupation and ongoing
	promote the use of a car share database (such as liftshare.com). This is a free scheme, and the website allows people to log in, state where they are travelling to and from, and whether they are seeking (as a passenger) or providing a lift (as a driver). Car sharing matches are then sent over secure email.	TPM	on occupation and ongoing
	On-going promotion of car sharing, with staff encouraged to car share on days that are convenient to them, even if it is just once a week	TPM	on occupation and ongoing
	promote electric vehicle use and use of the electric vehicle charging points provided on-site	TPM	ongoing
	provide fuel efficient pool vehicles, or membership of a car club to provide vehicles for journeys in the course of work	TPM	ongoing
Reduce the need to travel	consider a local recruitment strategy	TPM	ongoing
	promote policies that enable home-working where feasible	TPM	on occupation and ongoing
	install and utilise video-conference and audio-conference facilities	TPM	on occupation and ongoing
Deliveries and refuse	organise deliveries for common purchasing and organise waste/recycling collection at the same time, to reduce delivery/waste vehicle movements	TPC	on occupation and ongoing
Implementation	appointment of the Travel Plan Co-ordinator (TPC) for the site as a whole	Developer	prior to occupation
	appointment of Travel Plan Managers (TPM) within each unit	Occupier	on occupation

	register with Starsfor, which offers a high standard online travel plan system ( <a href="http://www.starsfor.org">www.starsfor.org</a> )	TPM	on occupation
	production of individual Travel Plans for each employment unit in accordance with this Framework Travel Plan, and promotion of this on the company website	TPM	3 months after baseline surveys
	provision of a transport “Bulletin Board” at each employment unit within the site. Information on each mode will be up-dated by the TMP	TPM	on occupation
	establish a website for the development, which will provide information on ‘how to find us’ by each mode of travel and promote the aim of the Travel Plan	Developer/ TPC	prior to occupation and ongoing maintenance
	provision of travel information ‘Welcome Packs’ to all new businesses and their employees that promote the Travel Plan and the opportunities for travel by all modes	TPC/TPM	on occupation
	promote and actively encourage involvement in national travel related events, including: <ul style="list-style-type: none"> <li>• Walk to Work Week, which usually takes place in May (<a href="http://livingstreets.org">livingstreets.org</a>)</li> <li>• National Bike Week, which usually takes place in June (<a href="http://bikeweek.org">bikeweek.org</a>)</li> <li>• Cycle to Work Day (<a href="http://cycletoworkday.org">cycletoworkday.org</a>)</li> <li>• Catch the Bus Week, which usually takes place in July (<a href="http://catchthebusweek.co.uk">catchthebusweek.co.uk</a>)</li> <li>• European Mobility Week, in September, focusing on clean, shared and intelligent mobility (<a href="http://mobilityweek.eu">mobilityweek.eu</a>)</li> <li>• Liftshare Week, usually in October, to highlight the benefits of car sharing (<a href="http://www.milton-keynes.gov.uk/highways-and-transport-hub/smarter-choices/car-share">www.milton-keynes.gov.uk/highways-and-transport-hub/smarter-choices/car-share</a>)</li> <li>• Commute Smart Week, usually in November, to highlight the importance of continuing to commute in a safe and sustainable way throughout the winter months.</li> </ul>	TPC/TPM	ongoing
Monitoring	annual monitoring surveys and report, using Starsfor	TPC/TPM	annually

## 7.0 IMPLEMENTATION, MONITORING, AND REVIEW

### Implementation

- 7.1 In order to co-ordinate the overall implementation, monitoring and review of this Framework Travel Plan, a Travel Plan Co-ordinator will be appointed for the site. This role will be fulfilled by the Developer and/or site management company/consultant, and will commence prior to the opening of the new development.
- 7.2 Within each unit, a senior member of staff will be appointed as a Travel Plan Manager. The Travel Plan Manager role will require part time involvement and appointing a Travel Plan Manager will be mandatory for the occupier.
- 7.3 For companies that are relocating to the development, the Travel Plan Manager role will need to be appointed as soon as the company have decided to relocate, once they have purchased/rented the unit, but prior to occupation. This will give them sufficient time to promote the Travel Plan and the opportunities for sustainable travel to and from the new site, to allow employees to identify possible travel modes before they relocate. For new companies that need to recruit new staff, the Travel Plan Manager role will need to be appointed prior to the recruitment of new staff, and prior to the occupation of a unit.
- 7.4 The names, addresses, and telephone numbers of each Travel Plan Manager will be supplied to the Travel Plan Co-ordinator as soon as they are appointed. The name, address (postal and email), and telephone number of the Travel Plan Co-ordinator will be provided to MKC as soon as they are appointed, as the Travel Plan Co-ordinator will be the key point of contact for the development. MKC will also be informed of any changes to the Travel Plan Co-ordinator contact details.
- 7.5 Until the ultimate Travel Plan Co-ordinator is appointed, the interim contact is:  
Ian Rigby  
c/o Segro plc  
Lumonics House  
Valley Drive  
Swift Valley,  
Rugby, Warwickshire  
CV21 1TQ  
Tel: 01788 422200  
Email:lan.Rigby@Sergo.com
- 7.6 The role of the Travel Plan Managers under the leadership of the overall Travel Plan Co-ordinator), will be to:
- Build upon this Framework Travel Plan to develop, implement and review their individual full Travel Plan for their business. This includes the analysis of the travel questionnaires, including trends against previous years, and determining what further measures, if any, could be promoted.
  - Co-ordinate the necessary data collection exercise and monitoring procedures within their individual unit, which are required to develop their individual Travel Plan, under the advice of the Travel Plan Co-ordinator.
  - Design and implement continuous effective marketing and awareness raising strategies to promote sustainable travel within their unit. For example, they will be responsible for the effective display of information on the staff notice boards and staff intranet etc.
  - Oversee the ongoing promotion, and implementation of the measures within their unit in accordance with their individual travel plans developed in accordance with this Framework Travel Plan.

- Act as a point of contact for all staff, visitors, and/or suppliers at their unit who require travel information or advice.
- To secure a sufficient budget for the Travel Plan and then ensure its efficient and effective use within their unit.

### Monitoring and review

- 7.7 The Travel Plan will be monitored annually for a period of five years following first occupation of the development. MKC use STARSfor (Sustainable Travel Accreditation and Recognition Scheme) (<https://starsfor.org>) to monitor Travel Plans, and this approach will therefore be used to allow appropriate monitoring of Target One (Travel Plan awareness), and Target Two (reduction in single occupancy staff trips).
- 7.8 The STARSfor monitoring methods, including staff travel surveys, will determine: the level of Travel Plan awareness; the modal split and travel patterns within each unit, and thus at the site as a whole; the uptake of any measures and incentives proposed in this Travel Plan; and help identify any further measures that need to be investigated and proposed. This will be obtained via surveys undertaken within three months of occupation.
- 7.9 The STARSfor monitoring methods will help to determine the travel patterns for each unit at the site, and for the site as a whole. They would help identify any further measures that need to be investigated and proposed, both for specific units, or for the site as a whole.
- 7.10 The monitoring program will also include the following 'hard' data recorded at 12 monthly intervals as part the full Travel Plans:
- demand for the cycle parking spaces (number of spaces occupied), to identify whether more need to be provided;
  - the level of use of the additional staff bus services (if applicable);
  - the level of inquiry and use of the car share scheme;
  - demand for car parking and car share parking spaces (number of spaces occupied); and
  - informal comments made by employees and visitors regarding the operation of the Travel Plan.
- 7.11 The results of the STARSfor monitoring will be presented in a report form to MKC for discussion and agreement. The individual sections, that are relevant to each unit, will be the responsibility of the Travel Plan Manager, whilst the Travel Plan Co-ordinator will be responsible for compiling the information and analysing the characteristics of the site as whole.
- 7.12 The report would confirm the travel patterns of staff and visitors, using the survey results. Details would be provided on the survey collection method, including the number of people surveyed and the response rate. The survey would focus on:
- how people currently travel to the site;
  - how people would prefer to travel to the site; and
  - what would encourage staff and visitors to use more sustainable modes of travel.
- 7.13 The Travel Plan Managers will use the analysis and results of the initial monitoring process for their individual unit to inform and develop their own full Travel Plan for their unit, within three months of analysis of the first survey results.
- 7.14 The full Travel Plan for each unit will include the following sections:
- Introduction.
  - Travel Plan aims, objectives, and benefits.

- A detailed description of the site, including the size and type of development, the site address, and a description of the existing transport links and infrastructure to support sustainable travel.
  - A description of the organisation, including the type of work undertaken, the number of staff, hours of operation, shift changeover times, number of visitors etc.
  - Detail on existing travel patterns, including the modal split of staff and visitors (information gathered in the travel surveys), and existing transport facilities (such as number of car and cycle parking spaces, lockers, etc)
  - Potential to achieve modal transfer – detail any opportunities for employees/visitors to switch their travel mode to a more sustainable mode.
  - Travel Plan targets.
  - Measures to be implemented in order to encourage modal transfer – with possible incentives identified in the travel surveys.
  - Plan administration – method for implementing the Travel Plan. This will be similar to the methods detailed above, with surveys and data collection.
  - Monitoring and review – method for monitoring and reviewing the success of the travel plan.
- 7.15 Every 12 months for a period of five years, an Annual Monitoring Report would be prepared by the Travel Plan Co-ordinator using the STARSfor methodology, and information provided by the Travel Plan Managers, and issued to MKC. The report will be structured as follows:
- Introduction & Background – number of staff employed, working hours, number of parking spaces per unit etc.
  - Results of surveys – detail of the results of the surveys that have been undertaken against indicators defined in the 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 Plan, and any issues that have not yet been resolved.
  - Specific measures from Travel Plan – detail how the measures from the Travel Plan 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 and if not why not.
  - Plan for next 12 months – detail of any specific outcomes or desired results.
- 7.16 The Annual Monitoring Reports would be made available to employees and visitors within the development. This could be either as hard copies or as a digital copy uploaded to a company's website for everyone to view. This is important so that individuals can see how their travel choices fit into the Travel Plan.

### Remedial measures

- 7.17 Remedial measures could be implemented in the event of a shortfall in the progress towards agreed targets. These could include: extending the role and responsibilities of the Travel Plan Co-ordinator; relaunching the Travel Plan; providing additional promotional activities to promote sustainable travel; and other Travel Plan measures.
- 7.18 However, such measures should not be required because, as detailed in Section 1, a Travel Plan is a living document, and therefore, in accordance with DfT's guidance, *“effective review mechanisms should enable the plan to be adjusted and avoid the need for invoking any default mechanisms or resorting to enforcement action”*.

APPENDIX A  
DEVELOPMENT MASTERPLAN



**UNIT 1**  
Gross Internal Areas

Warehouse	480,005 ft <sup>2</sup>	44,594 m <sup>2</sup>
Office (3 floors)	24,340 ft <sup>2</sup>	2,261 m <sup>2</sup>
Hub Office (2 floors)	2,000 ft <sup>2</sup>	186 m <sup>2</sup>
<b>TOTAL</b>	<b>506,345 ft<sup>2</sup></b>	<b>47,041 m<sup>2</sup></b>

Gatehouse 366 ft<sup>2</sup> 34 m<sup>2</sup>

**TOTAL** 506,711 ft<sup>2</sup> 47,075m<sup>2</sup>

10.04 ha (24.82 acres)

**UNIT 2**  
Gross Internal Areas

Warehouse	345,000 ft <sup>2</sup>	32,116 m <sup>2</sup>
Office (3 floors)	21,000 ft <sup>2</sup>	1,950 m <sup>2</sup>
Hub Office (2 floors)	2,000 ft <sup>2</sup>	186 m <sup>2</sup>
<b>SUB TOTAL</b>	<b>368,000 ft<sup>2</sup></b>	<b>34,252 m<sup>2</sup></b>

Gatehouse 366 ft<sup>2</sup> 34 m<sup>2</sup>

**TOTAL** 368,366 ft<sup>2</sup> 34,286 m<sup>2</sup>

8.68 ha (21.45 acres)



LOCATION PLAN SCALE 1:10000



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**PROPOSED MASTERPLAN**

Drawing Status: PRELIMINARY  
 CAD Reference: 4179 - SK015  
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 Date: JUNE 2018  
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