FRAMEWORK TRAVEL PLAN

Land at B1173 Barrier Bank (Lincs Gateway), Spalding

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CONTENTS

1.0 INTRODUCTION 3
1.1 Overview 3
1.2 Purpose of the Travel Plan 3
2.0 SITE CONTEXT AND DEVELOPMENT PROPOSALS 4
2.1 Location 4
2.2 Proposed Development 4
2.3 Vehicular Access 5
2.4 Pedestrian and Cycle Access 5
2.5 Car Parking 5
2.6 Cycle Parking 6
3.0 SITE ACCESSIBILITY REVIEW 6
3.1 Pedestrian Access 6
3.1.1 Pedestrian Infrastructure 6
3.1.2 Walking Distances and Catchments 7
3.2 Cycle Access 7
3.2.1 Cycle Infrastructure 7
3.2.2 Cycle Distances and Catchments 7
3.3 Bus services 8
3.4 Rail services 8
4.0 DELIVERY OF THE TRAVEL PLAN 10
4.1 Introduction 10
4.2 Travel Plan Management Structure 10
4.3 Site Wide Travel Plan Coordinator 10
4.3.1 Nominated TPC 10
4.3.2 Roles and Responsibilities 10
4.4 Subsidiary Travel Plans and Co-ordinators 10
5.0 AIMS, OBJECTIVES AND TARGETS 12
5.1 Introduction 12
5.2 Aim 12
5.3 Objectives 12
5.4 Targets 12

6.0 MEASURES AND ACTIONS 14
6.1 Introduction 14
6.2 Raising Awareness 14
6.2.1 Staff Inductions and Travel Forums 14
6.2.2 Staff Travel Information Packs 14
6.2.3 Staff Information Boards 15
6.3 Measures to encourage Walking and Cycling 15
6.3.1 Pedestrian Initiatives 15
6.3.2 Cycle Initiatives 15
6.4 Measures to encourage Public Transport Use 16
6.5 Measures to encourage Car Sharing 17
7.0 MONITORING AND REVIEW 18
7.1 Introduction 18
7.2 Monitoring Approach 18
7.3 Monitoring Framework 19
7.4 Implementation Plan 19

DOCUMENT REFERENCES

TABLES

Table 7-1 Implementation Plan for Individual Unit Subsidiary Travel Plans 20

FIGURES

Figure 2-1 Site Location 4
Figure 7-1 TP Monitoring Approach 18

APPENDICES

Appendix 01: Proposed Site Layout

1.0 Introduction

1.1 Overview

This Framework Travel Plan (FTP) has been prepared by SLR Consulting Ltd. (SLR) on behalf of Alcan Properties Ltd. and is submitted in support of a planning application to South Holland District Council (SHDC) for the erection of buildings to comprise up to 750,000 sq. ft (69, 677 sq. m) of Class B8 (storage or distribution) floorspace to include ancillary Class E(g) (office) floorspace and provision of associated infrastructure on land at the B1173 Barrier Bank, including utilising the existing vehicular access from the B1173.

A Transport Statement (TS) has also been prepared by SLR to support the planning application and should be read in conjunction with this FTP.

1.2 Purpose of the Travel Plan

The purpose of any FTP is to demonstrate the importance of the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. The overarching objective of the FTP is to ensure that all reasonable actions are considered and implemented to promote awareness of the sustainable transport options available to staff at the site.

This FTP sets out details of the initiatives and measures that will be considered to provide for the travel needs of employees at the site, with a focus on promoting the use of sustainable modes of transport (such as bus, cycling and walking) as an alternative to the use of the private car where feasible. Whilst the FTP focusses primarily on the needs of the workforce at the site, the measures promoted within the FTP may also be of incidental benefit to visitors of the site.

Future occupiers of the building(s) that would be delivered on the site will be required to produce their own subsidiary Travel Plan in line with the principles of this site-wide framework; this responsibility will be with those individual businesses so that the subsidiary documents can be tailored to their staff and business operation.

2.0 Site Context and Development Proposals

2.1 Location

The location of the site on which is on a parcel of land at the junction between the B1173 Barrier Bank and the A16, as shown in **Figure 2-1** below.

Figure 2-1 Site Location

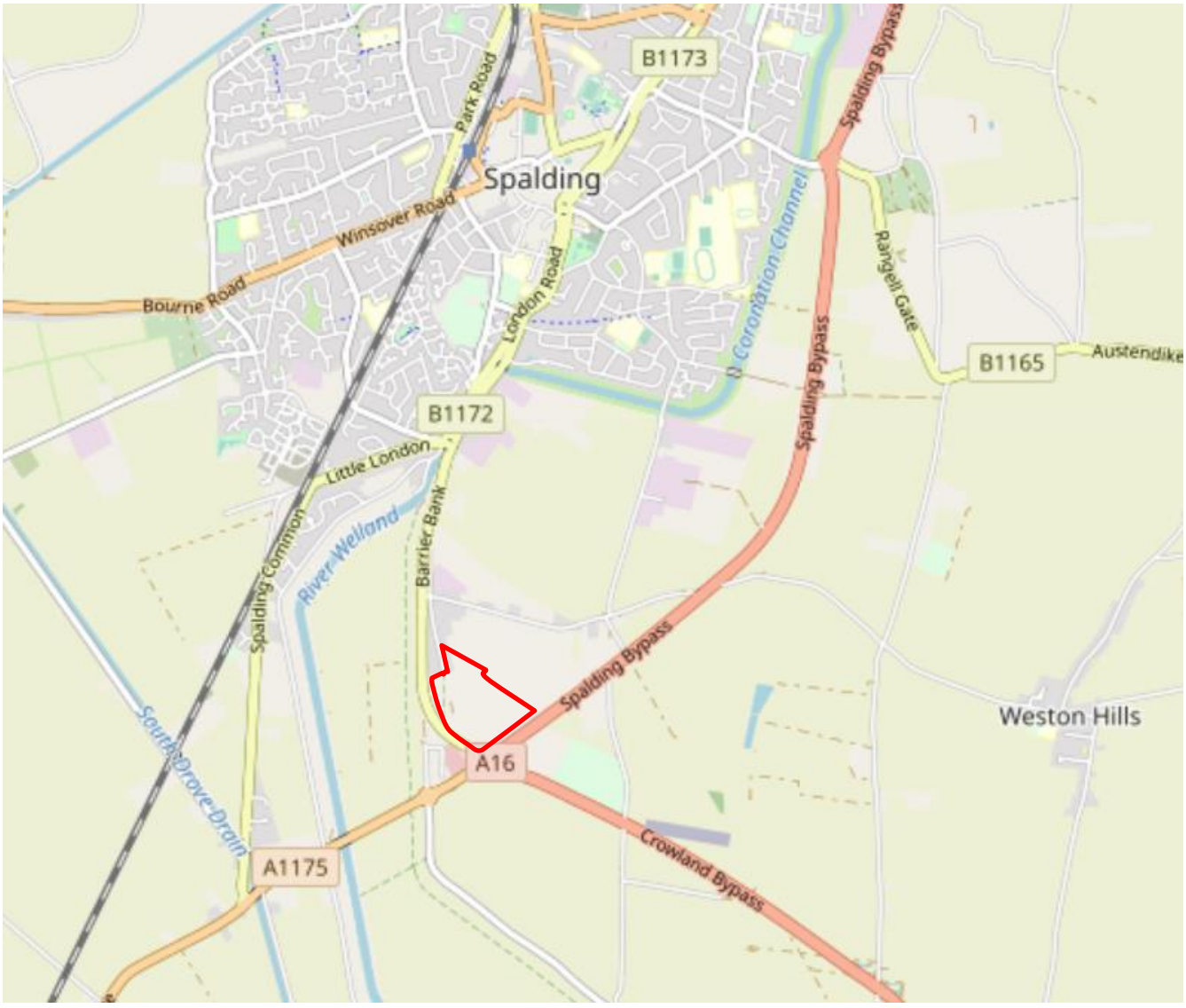


Image Source: OpenStreetMap

2.2 Proposed Development

The indicative site layout (**Drawing no. 22119-UMC-ZZZZ-SI-DR-A-0010-P01**) as provided in **Appendix 01**, shows three warehousing units as follows:

Unit 100

- Warehousing use (Class B8) – 11,035 sq. m GIA; and
- Ancillary office use (Class E g i) – 809 sq. m GIA

Unit 200

- Warehousing use (Class B8) – 34,789 sq. m GIA; and
- Ancillary office use (Class E g i) – 2,063 sq. m GIA

Unit 300

- Warehousing use (Class B8) – 12,894 sq. m GIA; and
- Ancillary office use (Class E g i) – 997 sq. m GIA

The occupier Travel Plan(s) will include the final site layout.

2.3 Vehicular Access

It is proposed to utilise the site access that has already been constructed on the B1173 with a ghost island right turn lane arrangement.

2.4 Pedestrian and Cycle Access

The proposals include improvements (resurfacing and low-level lighting) to the bridleway, which provides an attractive connection into the site for pedestrians and cyclists arriving from the north (which is likely to be the majority of pedestrians and cyclists, given the location of the site).

Pedestrians would be able to access the site from the roadside services on the other side of the B1173 Barrier bank using the existing footways and central refuge at the vehicular access.

Additional off-site pedestrian and cycling improvements are currently being discussed with Lincolnshire County Council (LCC).

2.5 Car Parking

The indicative layout has 428 car parking spaces as follows:

- Unit 100
    - 76 standard;
    - 5 disabled (7% of total); and
- Unit 200
    - 214 standard;
    - 14 disabled (7% of total); and
    - 23 electric vehicle charging
- Unit 300
    - 68 standard;
    - 5 disabled (7% of total); and
    - 23 electric vehicle charging

The occupier Travel Plan(s) will include the final site layout indicating the confirmed number of car parking spaces.

2.6 Cycle Parking

The indicative layout has 112 cycle parking spaces as follows:

- Unit 100
  - 48 spaces
- Unit 200
  - 96 spaces
- Unit 300
  - 48 spaces

The occupier Travel Plan(s) will include the final site layout indicating the confirmed number of cycle parking spaces.

3.0 Site Accessibility Review

3.1 Pedestrian Access

3.1.1 Pedestrian Infrastructure

There is a 2m footway (approximately 96m in length) on the western side of the carriageway between the roadside services access and an uncontrolled pedestrian crossing to the proposed development site at the existing site access, which has tactile paving and a central refuge a shown in **Photograph 2-2** below. This would allow employees at the proposed development to access the roadside facilities at the services, safely.

Photograph 2-2 Uncontrolled pedestrian crossing on the B1173 at the site access



There is a bridleway (Spal/894/1) of around 275m in length, running through the western corner of the site between Fen End Lane and the B1173.This is to be improved with new surfacing and low-level lighting. It would be connected into the on-site pedestrian infrastructure for the proposed development.

There is a footway on both sides of Fen End Lane for around 140m north of the bridleway. Between this point and the junction with Burr Lane, there is a footway on the western side of Fen End Lane only. There is no footway on the section of Fen End Lane between Burr Lane and the junction with the B1173 Barrier Bank; however, given the nature of this road, which will have very few vehicular movements (and is more akin to a shared space street), it is considered suitable for pedestrians. Fen End Lane is lit along both sections.

On the B1173 Barrier Bank, there is a footway on the eastern side of the carriageway providing a connection for pedestrians between Spalding and the site; however, there is currently a section of around 75m that is closed to pedestrians due to subsidence.

The consideration of opportunities for improvements for pedestrians is currently being discussed with LCC.

3.1.2 Walking Distances and Catchments

The infrastructure available in the vicinity of the site to pedestrians has been detailed above. This section considers the accessibility of the site using the available infrastructure.

Manual for Streets (DfT, 2007), notes at Section 4.4.1 that:

> *"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to 800m) walking distance of residential areas".*

It is also noted, however, that this is not an upper limit and that:

> *"Walking offers the greatest potential to replace short car trips, particularly those under 2km".*

In addition to the above, the Chartered Institute of Highways & Transportation (IHT) document, Guidelines for Providing Journeys on Foot, provides further comprehensive advice on pedestrian accessibility and walking trips.

In terms of commuting journeys by foot, the desirable distance is 500m, the acceptable distance is 1,000m and the preferred maximum is 2,000m. These distances equate to an approximate 6-minute walk (500m), 13 minute walk (1,000m) and 25 minute walk (2,000m) based on an average speed of 4.8 km/hr (1.33 m/s).

Broadly, the residential areas bounded by Hill's Drain, Spalding Cricket Club and the River Welland would be within the preferred maximum walking distance (2,000m). Given, in reality, some employees may be prepared to walk further than 2,000m, the proposed development would be with a suitable walking distance from other residential areas within Spalding.

3.2 Cycle Access

3.2.1 Cycle Infrastructure

There is no specific cycle infrastructure in the vicinity of the site; however, the bridleway from Fen Bank Lane would provide a safe and convenient route for any cyclists accessing the site from the north, which is where the majority of employees choosing to cycle to the proposed development are likely to arrive from.

Several comments were received at the public consultation regarding the ability for cyclists to safely access the site, particularly given the 60mph speed limit on the B1173 Barrier Bank and the use of this by HGVs.

The consideration of opportunities for improvements for cyclists is currently being discussed with LCC.

3.2.2 Cycle Distances and Catchments

It is accepted that cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of longer journeys by public transport.

Cycling offers the opportunity to replace short distance car trips, particularly those under 5 miles. The 2014 CIHT publication 'Planning for Cycling'[1] states that "the majority of cycling trips are for short distances, with 67% being less than five miles (8km) and with 38% being less than two miles (3.2km)" and in DfT's most recent Local Transport Note 1/20 'Cycle Infrastructure Design'[2], it highlights the potential for a significant increase in cycle trips under five miles in length, which is a distance achievable for most people.

The whole of the Spalding urban area is within 5km and therefore the site is well located to encourage employees to choose cycling as a mode to and from the site. Also, Spalding Railway Station is approximately 3km from the site, which would allow potential employees living in locations such as Sleaford or Peterborough (both a 20-minute journey) to access the site as a multi-modal journey, in as little as around 30 minutes.

3.3 Bus services

The frequency and proximity of public transport services have a significant bearing on whether these modes of transport are a realistic alternative to a private car journey and will be used by employees at the proposed development. The following section provides details of the bus services within the proximity of the site.

The IHT document 'Guidelines for Planning for Public Transport in Developments' suggests that, as a general guide, the walking distance between a proposed development site and a bus stop should be no more than 400 metres. This equates to an approximate 5-minute walk based on an average speed of 4.8 km/hr (1.33 m/s).

However, this distance should only be treated as a guide, as set out on page 73 in the document:

> *"These standards should be treated as guidance, to be achieved where possible by services that operate at regular frequencies and along direct routes. It is more important to provide that easy [sic] for passengers to understand and attractive to use than to achieve slavish adherence to some arbitrary criteria for walking distance".*

Furthermore, the IHT document, 'Buses in Urban Developments', 2018 also states on page 18:

> *"The acceptability of the walking distance is not a stand-alone consideration. People take account of the total journey travel time, including the 'in bus' time as well as the walk at either end. Consequently, people will accept longer walks to reach bus services that are fast and direct, or more frequent, and to stops serving a wider range of destinations".*

The closest bus stop to the site is on the B1172 Little London, which is approximately 1.5km from the site and the following services can be accessed:

- 312 (Bourne to Stamford, via Spalding), which is an hourly service, with nine services per day (Monday to Friday); and
- 37 (Spalding to Peterborough), which is a two hourly service, with seven services per day (Monday to Saturday). The journey time from Peterborough is around an hour.

3.4 Rail services

Spalding is on the Peterborough to Lincoln line and has direct services from the following locations with under an hour journey time:

- Sleaford and Peterborough (20-minute journey);
- Ruskington (28 minutes);

[1] Planning for Cycling, CIHT, 2014, p4
[2] Local Transport Note 1/20: Cycle Infrastructure Design, DfT, 2020, p16

- Metheringham (37 minutes);
- Lincoln (49 minutes); and
- Hykeham (59 minutes)

As set out in **Section 3.2.2**, whilst Spalding Railway Station is around 3.0km from the site, rail could be used by cyclists as part of a multi-modal journey.

4.0 Delivery of the Travel Plan

4.1 Introduction

This section considers the delivery of the FTP in practice and sets out the overarching responsibilities for travel planning at Lincs Gateway. The FTP is intended to set the principles for the two units proposed at the site, however clearly each of the individual businesses that ultimately occupy these units will have different operational and management requirements and priorities. Individual occupiers are therefore expected to contribute positively to the sustainability of the site, and in achieving the targets set for it.

4.2 Travel Plan Management Structure

This FTP sits at the heart of the process for the site, with each of the individual occupier Travel Plans feeding into this and supporting its principles.

4.3 Site Wide Travel Plan Coordinator (TPC)

4.3.1 Nominated TPC

The key to the implementation of the FTP is the nomination of a site wide TPC who will act as a "champion" for the travel planning principles for the site, ensuring that the individual unit Travel Plans are implemented, managed, monitored and reviewed over time.

Alcan Properties will appoint the site-wide TPC prior to the first occupation of the site.

4.3.2 Roles and Responsibilities

The roles and responsibilities of the site-wide TPC include:

- Overseeing the implementation of the FTP, issuing this to all new occupiers and ensuring they develop their own Subsidiary Full Travel Plans;
- Encouraging individual businesses at each unit on the site to be promoting sustainable travel behaviour amongst their staff; and
- Supporting Subsidiary Travel Plan Coordinators where appropriate in developing and maintaining the Subsidiary Travel Plans.

4.4 Subsidiary Travel Plans and Co-ordinators

Each of the individual units on the site are expected to prepare stand-alone Subsidiary Travel Plans in the future, which will be based on the over-arching principles set out in this FTP. The Subsidiary Travel Plan must include the nomination of an individual Subsidiary Travel Plan Co-ordinator, who will liaise with the Site-Wide TPC as required to discuss the Travel Plans and to set out the occupier's obligation to the FTP.

Whilst the site-wide Travel Plan Co-ordinator would be expected to offer assistance, it would remain the responsibility of the individual occupier to complete, implement and maintain their Subsidiary Travel Plans. Specifically, the Subsidiary Travel Plan Co-ordinators are expected to:

- Prepare the Subsidiary Travel Plans;
- Liaise with the Site-Wide Travel Plan Co-ordinator and other Subsidiary Travel Plan Co-ordinators on the site to share ideas, co-ordinate efforts and review progress;

- Actively promote sustainable travel measures and provide relevant information to the Travel Plan stakeholders;
- Represent the 'human face' of the Travel Plans to their staff, explaining their purpose and the opportunities on offer;
- Act as a focal point on transport related issues;
- Ensure that the approved Travel Plan and its component parts are being implemented effectively;
- Undertake annual reviews of the FTP to monitor progress;
- Organise and submit feedback to LCC; and
- Liaise with LCC and stakeholders as and when appropriate.

As each new organisation joins the site, the site-wide TPC will coordinate between each organisation to maximise sustainable opportunities for the site as a whole and all future occupiers will be required to endorse the principles of the FTP.

5.0 Aims, Objectives and Targets

5.1 Introduction

Delivery of an effective Travel Plan requires the identification of aims, objectives and targets. Without these a Travel Plan may be all too easily overlooked or forgotten by those individuals for which it is produced or by those it is intended to benefit. The following sub-sections clarify each of the above in context of the FTP, and which individual Subsidiary Full Travel Plans for each unit are expected to follow the principle of.

5.2 Aim

The primary aim at the core of a Travel Plan is to influence a modal shift away from single occupancy car use - and indeed car use in general - and encourage the use of sustainable forms of transport, such as walking, cycling and public transportation.

The main focus of this FTP is in relation to employee trips, however it is also recognised that initiatives designed for this purpose are equally suitable to be used for and by any visitors to Lincs Gateway.

5.3 Objectives

In support of the above-stated aim, several objectives have been identified and are listed below:

- Reduce as far as possible vehicular trips generated by or associated with the site, and specifically 'single occupancy' trips;
- Promote amongst the work force, the environmental repercussions associated with all available modes of transport;
- Actively promote walking, cycling and public transportation to improve sustainable accessibility to the site;
- Increase as far as possible the choices available to staff through innovation; and
- Identify, and implement where possible, all opportunities to reduce the need to travel.

5.4 Targets

Targets, and the achievement thereof, form a visible measure of the implementation and effectiveness of a Travel Plan; they also provide a point of focus for the site-wide and subsidiary TPC's to conduct their role.

Targets should be **site-specific, measurable, achievable, realistic and time-related (SMART)**. They may be phased year on year and can be 'aim' type [e.g. percentage using non-car modes by…] or 'action' type [e.g. appoint a travel coordinator by…].

An example of an 'aim' target would be:

> *'A target of a 10% reduction in the number of single car occupancy trips by year three of the implementation of the final Travel Plan.'*

Fundamental to the commitment and delivery of the FTP will be the appointment of suitable subsidiary TPCs, specifically dealing with the promotion to their staff of the Full Travel Plans that will be required for each Unit at Lincs Gateway.

As staff at the site have not yet been employed, it is not known at this stage where they will be travelling from and their initial preferred method of travel. With regard to detailed mode share targets for walking, cycling, public transport and car sharing, therefore, these will be established after the completion of staff travel surveys for each unit as the site begins to open and reported in the Travel Plans for each of those units.

The 'action' targets for this FTP are as follows:

- Appointment of Subsidiary TPCs for each unit on the site - prior to any unit opening;
- Baseline Travel Surveys to be conducted on site by the Subsidiary TPCs to identify the number of staff/visitors travelling by car/other modes – within six months of an individual unit opening; and
- Future targets to be set by the Subsidiary TPCs based on the results of the individual unit Baseline Travel Surveys – within a three-month period of completion of the initial surveys.

Travel surveys early on in the lifetime of the development will enable each Subsidiary TPC to establish the initial modal split of travel to and from the individual unit. These surveys will then act as a realistic base against which targets can be set. This record of the initial travel habits of staff will also enable comparisons to be drawn as time passes, enabling the success of the Full Travel Plan for each unit to be determined.

6.0 Measures and Actions

6.1 Introduction

Several indicative measures have been designed to effectively deliver the objectives and subsequent targets that will ultimately be set out within the Full Travel Plans for each unit. These measures have been divided among the following categories:

- Raising staff awareness;
- Encouraging walking and cycling;
- Encouraging the use of public transport; and
- Encouraging car sharing among staff.

The categories listed above are each discussed in the following sections. It should be noted that these measures and initiatives are provided as a guide and a Framework; it will be the responsibility of each individual unit to tailor their own measures and actions to the needs of their business and staff, and in agreement with the local highway authority.

6.2 Raising Awareness

Raising awareness is the first and most vital step in the process of encouraging individuals to alter their travel habits with the overarching goal of reducing vehicular trips associated with Lincs Gateway and particularly those classified as 'single occupancy' car trips.

6.2.1 Staff Inductions and Travel Forums

Influencing peoples travel habits is most achievable when there is a significant change of circumstance in their lives; such as starting a new job or moving home. The former is most relevant to this site, and there is therefore a significant opportunity to encourage more sustainable travel behaviour from the outset by promoting sustainable travel options. It is also crucial that appropriate information on travel options is given to employees at the site that do not have access to a car.

There is a greater chance of influencing modal shift if employees are provided with tailored information as part of the recruitment and induction/training process by individual businesses on the site. As well as providing information on walking, cycling and public transport opportunities, individual businesses on the site should endeavour to facilitate car sharing amongst staff by identifying other staff with a car that live nearby during staff inductions and introducing them to suitable car share partners.

Staff inductions should include information on the travel options available to employees to seek to minimise single occupancy car trips. The staff induction meetings should include provision of travel information covering all relevant travel modes, focused on the individual's specific travel requirements.

Travel forums should also be held regularly with staff on an at least a 6-monthly basis to remind staff of the importance of the Travel Plan and to review travel needs and travel plan measures. These should be organised and chaired by the appropriate subsidiary TPC and will involve both management and staff from those businesses.

6.2.2 Staff Travel Information Packs

Individual businesses on the site should be encouraged to provide Travel information packs to all employees as part of the recruitment process in order to inform and encourage the use of sustainable transport modes. The packs could include:

- Details of the Travel Plan and its purpose;
- Contact details for the subsidiary TPC, and an outline of the site-wide and subsidiary TPC responsibilities;
- Details and routes for local walking, cycling and public transport options, tailored to the staff member's home location and travel requirements;
- Details of car sharing options, including potential car-sharers with other members of staff. These would again be tailored to the individual's home location and travel requirements; and
- An outline of the various environmental, health and financial benefits of sustainable travel.

Staff Travel Information Packs should be kept up to date throughout the life of the Travel Plan.

6.2.3 Staff Information Boards

Notice boards with travel information should be placed in a communal area of each unit by the relevant individual businesses, providing the contact details of the subsidiary TPC and relevant information on local sustainable travel opportunities.

As well as details on walking, cycling, public transport and car share opportunities, the notice boards should also include information on up-and-coming events and activities. Staff e-mails, newsletters and text messages should also be sent, as appropriate, by each individual business to provide information on the Travel Plan.

6.3 Measures to encourage Walking and Cycling

6.3.1 Pedestrian Initiatives

Opportunities for walking to work at Lincs Gateway will be limited to those living in Spalding only based on the maximum distances that employees would be willing to walk. The opportunity to increase the numbers of people walking to work will therefore be dependent on how many people employed at the site live in the Spalding regardless of any measures introduced.

Notwithstanding the above, there is existing pedestrian infrastructure in place surrounding the site to allow staff to make journeys on foot to and from work (noting the current footway closure on the B1173 Barrier Bank), and to encourage staff to walk to local amenities at the roadside services on lunch breaks for example rather than undertaking a journey by car.

Taking the above into consideration, the following measures could be adopted to actively encourage staff at the site to adopt walking as a primary means of commuting to the site if they live locally:

- Publicity of specific walking events, such as those organised by the charity Living Streets that promotes walking. These will include initiatives such as National Walking Month and how employees can get involved;
- Umbrellas could be made available by individual businesses upon request for all staff regularly walking to work;
- Individual businesses to allow their staff who have walked to work to be entitled to a taxi ride home in emergency situations; and
- Personal attack alarms could be provided by individual businesses on request to all staff walking to work as a means to address issues of personal security, particularly during night time conditions.

6.3.2 Cycle Initiatives

The opportunity for employees at Lincs Gateway to cycle to work is limited to a catchment area of up to approximately 5 kilometres (20 minutes cycle time) in reality and in line with IHT guidance. As indicated earlier

in this FTP, this means that future employees living in Spalding and some surrounding villages such as Cowbit and Weston Hills could potentially commute by cycling.

Whilst cycling on the A16 or A1175 to the south of the site may not be suitable for all, the majority of cyclists are likely to arrive from the north, which is more appropriate for most cyclists, noting the ongoing discussions with LCC regarding potential improvements. A significant number of cycle parking spaces are to be provided on site for staff to use.

With the above in mind, the following initiatives could therefore be adopted:

- Staff should be made aware of the benefits of cycling, including the money it can save and the reduced environmental emissions any associated health benefits, compared to driving a car;
- Staff should be made aware of the secure parking arrangements for bicycles and where these are located;
- Staff should be made aware of changing facilities available to allow clothes to be changed as weather conditions demand;
- Cycle training could be offered free of charge to employees (where interest warrants), and would be arranged by the Subsidiary TPC;
- Individual businesses will be encouraged to establish a "cycle to work" scheme to enable their employees to purchase a bicycle and equipment at a discounted price;
- Consideration could be given by individual businesses to the provision of 'pool cycles' for employee use; and
- Maps and plans detailing local cycle amenities and facilities will be placed in staff break areas by individual businesses.

6.4 Measures to encourage Public Transport Use

In terms of opportunities to use public transport to access Lincs Gateway, this will be limited to:

- Employees that will be comfortable waking 1.5km between the nearest bus stop and the site; or
- Employees that use the train part of a multi-modal journey, cycling between Spalding Railway Station and the site

The opportunity for staff to utilise these rail and bus services will be dependent on their home location, distance from the site and their typical hours of work.

Notwithstanding the above, individual businesses occupying the units on the site should encourage their employees to adopt public transport use as a means of commuting to the site where possible, including the following initiatives:

- Public transport information should be made available to staff including timetable details, and directions to key websites they can access.
- Individual businesses should promote the use of public transport for work purposes where practicable; and
- Where practicable, individual businesses could offer staff a limited number of discounted bus tickets to encourage continued use of public transport, however this will be a decision for those businesses and for agreement in the Subsidiary Travel Plans alongside LCC.

6.5 Measures to encourage Car Sharing

As the name suggests, car sharing is when two or more people share a car and travel together. It offers the convenience of car travel, whilst helping to reduce the congestion and pollution they cause. Given the relatively rural location of the site and that a large proportion of future employees are likely to live in locations where the options for walking, cycling and the use of public transport to travel to the site are limited, car sharing is therefore considered to be the best opportunity to influence travel behaviour and reduce single occupancy car trips further. Car sharing also has a greater chance of success as an initiative on a large employment site such as Lincs Gateway given the number of people who will be travelling to the same place, and therefore representing a better opportunity of finding a "car share match".

With the above in mind, the following measures would actively encourage staff at the site to car-share as an alternative to single occupancy car use:

- Staff of individual businesses should be directed to the Liftshare website (www.liftshare.com) which operates a national car share scheme and allows registered users to find individuals with compatible transport requirements. It should be noted that Liftshare also includes provision for users to find walking and cycling partners, and an option geared toward sharing taxis;
- Incentives could be offered to further attract drivers to car sharing. Examples may include a free car wash or regular prize draw, but this will ultimately be a decision for individual businesses on the site; and
- Individual businesses on the site will be encouraged to develop an 'Emergency Ride Home' procedure for car sharers to ensure that any employee with a domestic emergency, or who is feeling unwell will be provided with a lift or taxi home.

7.0 Monitoring and Review

7.1 Introduction

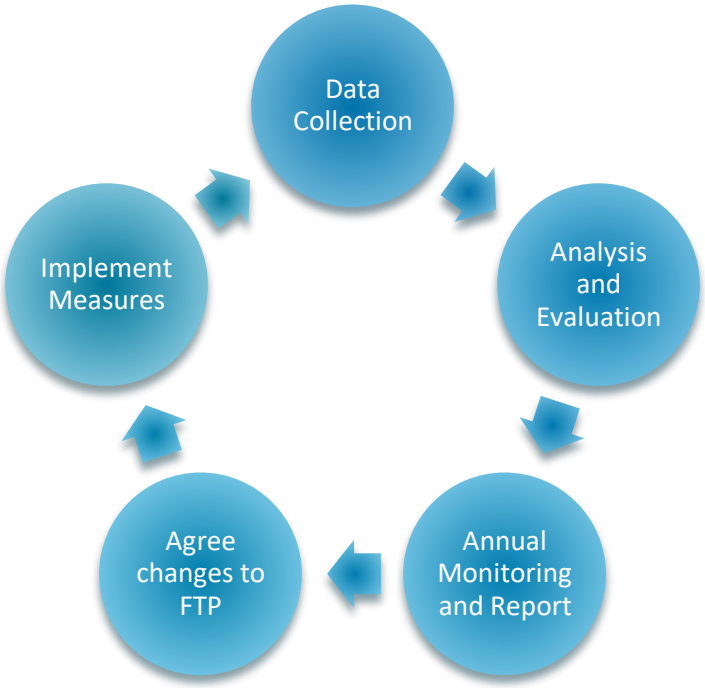
In order to ensure that the Subsidiary Travel Plans of each unit when brought forward remain realistic and relevant for employees at Lincs Gateway, it is essential that an effective monitoring strategy is put in place. This section discusses the approach to monitoring that will be encouraged and the overall Monitoring Framework.

7.2 Monitoring Approach

Although now archived, the Department for Transport Good Practice Guidelines (2009) for delivering Travel Plans helpfully set out that Travel Plans should be seen as "living" documents, and the implementation of such plans involves "a continuous process for improving, monitoring, reviewing and adjusting the measures in the plan to reflect changing circumstances"[3].

Taking the above into consideration, a cyclical approach to managing each Full Travel Plan is shown in **Figure 7-1** below.

Figure 7-1 TP Monitoring Approach



As shown in the above diagram, regular monitoring by each individual occupier will be undertaken and the outputs of this will be used to agree changes to its Full Travel Plan and to develop new measures and targets as appropriate. As such, the Travel Plan becomes a continuous and on-going process of monitoring and review, rather than a one-off event.

[3] Good Practice Guidelines: Delivering Travel Plans through the Planning Process, 2009, Department for Transport.

7.3 Monitoring Framework

It is suggested that the monitoring framework for the Travel Plan of each individual Unit will be for a period of five years from the date of that particular Unit opening, and will comprise the following elements during that timeframe:

- Questionnaire travel surveys to be conducted in the 1st, 3rd and 5th years for staff of that Unit;
- Recording all feedback from those directly using the Travel Plan; and
- Consulting with the management and relevant 3rd parties to identify if alternative measures and initiatives are required.

The data gathered as a result of the above actions will inform a report after each monitoring period, to be submitted to LCC by the Subsidiary TPS of that Unit and be instrumental in identifying any necessary revisions to the plan and its component initiatives.

7.4 Implementation Plan

The following table clearly sets out a typical programme that would be expected of each business occupying an individual Unit on Lincs Gateway in terms of implementing the chosen strategies of the Travel Plan.

Table 7-1 Implementation Plan for Individual Unit Subsidiary Travel Plans

Element of Travel Plan / Mode of Transport	Action	By When
Travel Plan Implementation	Appointment of Subsidiary Travel Plan Co-ordinator	Prior to Unit opening
	Provide Travel Information Packs to all staff members	During staff induction / any new recruitment thereafter
Ongoing Staff Awareness	Update information boards	As required
	Update information packs and information boards	As required
Walking and Cycling	Provide walk and cycle maps to each member of staff	As part of staff training / induction programmes
	Provide walking/cycling equipment to staff	As appropriate
	Provide information on Walk and Cycle to Work and Cycle scheme vouchers to all staff	As part of staff training / induction programmes
	Provide local bus and train information	As part of staff training / induction programmes
Public Transport	Provide fare information including operator season ticket discounts	As part of staff training / induction programmes
	Provide a personalised journey plan	As appropriate
	Provide staff with links to journey planning websites	As part of staff training / induction programmes
Car Sharing	Provide car share posters	As appropriate
	Provide information on car sharing opportunities and informal car share meetings	As part of staff training / induction programmes, and as appropriate
	Explore incentives to increase car sharing	As appropriate
Monitoring –1st, 3rd and 5th years over five-year period	Disseminate initial staff travel surveys	Within 6 months of site opening during neutral period [i.e. not typical holiday times].
	Undertake additional staff surveys	Same time each year as initial surveys
	Review staff travel requirements	At least annually
	React to changes in transport conditions	Ongoing
Reporting	Collate survey results, analyse and summarise actions, results and success of the Travel Plan.	Annually
	Produce final Travel Plan	3 Months after results of initial travel survey
	Based on the report findings Consider new initiatives	Ongoing

APPENDIX 01

Proposed Site Layout



10m SCALE 1:1000

- Dimensions are in millimeters, unless stated otherwise.
- Scaling of this drawing is not recommended.
- It is the recipients responsibility to print this document to the correct scale.
- All relevant drawings and specifications should be read in conjunction with this drawing.

Schedule of Accommodation

Total GIA	-	**673,991 ft²**	**(62,615 m²)**
Site Area	-	46.02 ha	18.62 ha
Site Density GIA	-		33.62%
Unit 100			
Warehouse Area	-	118,776 ft²	(11,035 m²)
Office Area (incl. GF core)	-	6,212 ft²	(577 m²)
Transport Office	-	2,500 ft²	(232 m²)
Unit 100 GIA	-	**127,488 ft²**	**(11,844 m²)**
Unit 200			
Warehouse Area	-	374,467 ft²	(34,789 m²)
Office Area (incl. GF core)	-	19,708 ft²	(1,831 m²)
Transport Office	-	2,500 ft²	(232 m²)
Gatehouse	-	300 ft²	(28 m²)
Unit 200 GIA	-	**396,975 ft²**	**(36,880 m²)**
Unit 300			
Warehouse Area	-	138,792 ft²	(12,894 m²)
Office Area (incl. GF core)	-	8,236 ft²	(765 m²)
Transport Office	-	2,500 ft²	(232 m²)
Unit 300 GIA	-	**149,528 ft²**	**(13,891 m²)**

rev	amendments	by	ckd	date
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Lincs Gateway, Spalding, Lincolnshire

Masterplan

Information Container LOD:	LOD 100

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