

**PROPOSED ALDI DISCOUNT FOODSTORE
SUSSEX HOUSE, PERRYMOUNT ROAD, HAYWARDS HEATH,
WEST SUSSEX**

Travel Plan

November 2024

Proposed Discount Foodstore Development
Sussex House, Perrymount Road, Haywards Heath, West Sussex

Travel Plan

Document Control Sheet

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Project Name:	Proposed Aldi, Perrymount Road, Haywards Heath
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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing and maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of Aldi Stores Limited's proposals for a discount foodstore development at Sussex House, Perrymount Road, Hayward Heath, Aldi will be implementing a Travel Plan to focus primarily on staff travel.

1.2 Travel Plan Background

- 1.2.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.2.2 The document Delivering Travel Plans through the Planning Process¹ has been reviewed with reference to the development of the store Travel Plan.
- 1.2.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:
- Increases in walking and cycling, with associated health gains.
 - Improved social inclusion.
 - Better conditions for employees.
 - Improved staff recruitment and retention.
 - The opportunity to contribute to environmental management standards such as ISO 14001.
 - Good PR for businesses.
 - Financial savings.
 - Increases in bus use and associated ticket revenue.
 - Better estate management.
 - Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
 - Better security and less fear of crime from better car parking management.

1.3 References

- 1.3.1 The Travel Plan has been prepared with reference to the following documents: -
-

¹ Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

² Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons from UK Case Studies (July 2002).
- 'Delivering Travel Plans through the Planning Process', Department for Transport, April 2009.
- <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plans/travel-plan-advice/>

1.3.2 This Travel Plan has been prepared with due regard to the Government's National Planning Practice Guidance note 'Travel Plans, Transport Assessments, and Statements in Decision-Taking'. The guidance note provides advice on when transport assessments and travel plans are required and what they should contain.

1.3.3 Under the heading 'What are Travel Plans?' the guidance indicates the following:

"Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

1.3.4 Under the heading 'How do Travel Plans, Transport Assessment and Statements relate to each other?' the guidance goes on to say the following:

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

1.4 Status

1.4.1 This Travel Plan has been prepared for the proposed foodstore, focusing primarily on staff travel. The Travel Plan will be updated to provide the details of the Travel Plan Co-ordinator / Champion (TPC) when appointed, and when the measures have been implemented and the necessary staff surveys have been completed.

1.4.2 Staff surveys will be carried out within six months of the store being brought into use. A period of three months will then be allowed to complete the survey response analysis and update the Travel Plan. At that time a copy of the updated Travel Plan will be submitted to the Local Authority.

1.5 Objectives

1.5.1 The plan is a strategy for reducing dependence of staff on travel by private car. Within the context of this Travel Plan, the word 'car' or 'vehicle' is used as a catch-all term to cover cars or vans that are powered in part or whole by fossil fuels. Electric vehicles are considered by government to be a sustainable form travel and thus within this Travel Plan have the same environmental benefit as travelling by public transport, walking or cycling.

1.5.2 The primary objective of the strategy is to:

- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff and customers.
- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.
- Reduce single occupancy, single purpose vehicle use by staff.

1.5.3 Secondary objectives are to:

- Minimise the impact on the local community of traffic associated with the store by minimising noise and pollution.
- Show a commitment to improving traffic conditions within the local area.
- Reduce the adverse effects on health associated with increased car use.
- Reduce air pollution and the consumption of fossil fuels.
- Increase the attractiveness and hence the proportion of journeys made to and from the store by sustainable modes of transport such as walking, cycling and public transport.
- Promote walking and cycling as a health benefit to staff.
- Promote social inclusion by widening the travel options available for non-car owning staff.
- Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly.
- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

1.5.4 The Travel Plan will also be of benefit to the operator from a business perspective. By minimising the number of car-based staff journeys to the store, optimum use will be made of the store car park by maximising the number of spaces which are available for the use by customers undertaking bulk shopping trips. The adoption of the Plan will also help the operator to project a more environmentally friendly image to both its staff and the local community. Therefore, it will be beneficial for the operator to fully support the adoption of the Travel Plan at the store.

1.6 Travel Plan Content

- 1.6.1 A key feature of any Travel Plan is a review of existing staff travel patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point, and will go on to inform the various Plan measures and the identified targets. Over time the staff travel review surveys will provide the monitoring framework whereby historical travel to work data will allow key trends to be identified on a store-specific basis, for the five-year life of the Plan.
- 1.6.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 4.0.
- 1.6.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.
- 1.6.4 The remainder of this report is divided into four further sections, which are as follows: -

Section 2.0 Current Travel Patterns

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 CURRENT TRAVEL PATTERNS

2.1 Introduction

2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target share of travel modes by staff travelling to the store. This section of the Travel Plan provides details of the existing local modes of travel which are available for employment purposes, and existing use of the available modes based on local Census statistics; in the updated Travel Plan, this section will present the results of the staff travel survey and will specify the modal share targets.

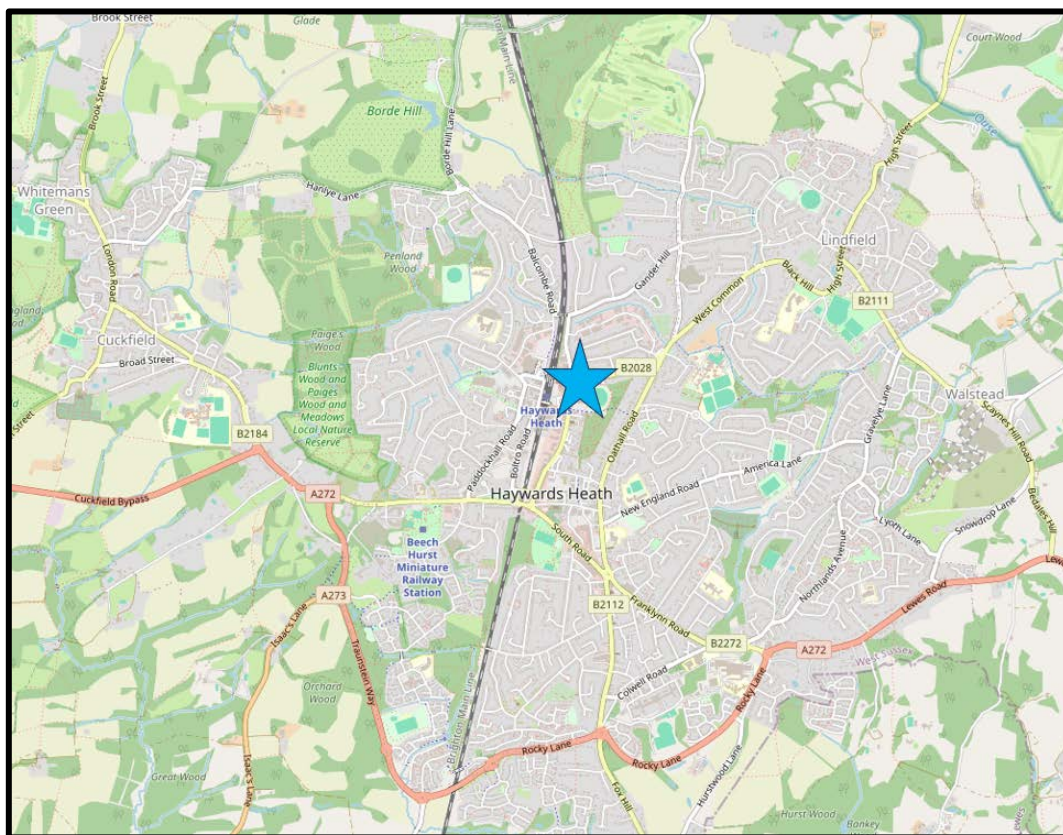
2.2 The Site and the Surrounding Area

2.2.1 The proposal site (herein referred to as 'the site') is located at Sussex House, Perrymount Road, approximately 450m north of central Haywards Heath. The site is currently occupied by Sussex House an office building, a Budgens convenience store and Colourschmer Interiors a luxury home furnishings & blind specialist, as well as associated parking.

2.2.2 The site is bound to the north by residential dwellings and a row of commercial units, to the east by Clair Park, to the south by Clair Hall community building and to the west by the B2028 Perrymount Road.

2.2.3 The location of the site in the relation to Haywards Heath, is shown at Figure 2.1 below.

Figure 2.1 – Site Location Plan

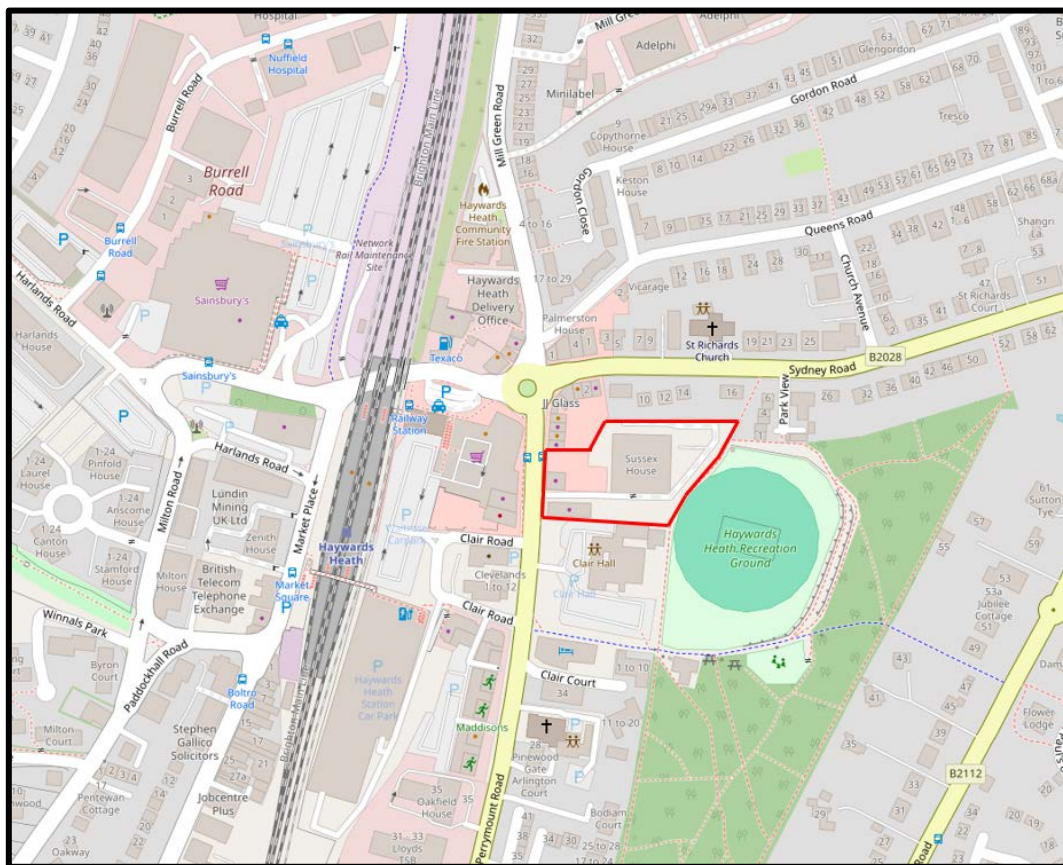


Source: OpenStreetMap.org. N.B. Site location indicated by blue star.

2.2.4 The site is located in a largely built-up urban area, close to the centre of Haywards Heath, with a number of residential dwellings, retail outlets and transport facilities in close proximity.

2.2.5 Figure 2.2 below identifies the context of the site, in relation to the immediate local area.

Figure 2.2 – Site in its Local Context



Source: OpenStreetMap.org. N.B. Approximate site location indicated by red boundary.

2.2.6 As shown above, a Waitrose supermarket is located opposite the proposal site, with Haywards Heath rail station located to the west of Waitrose. A Sainsbury's supermarket is also located on the northwestern side of the rail station.

2.2.7 Therefore, the roads local to the site are already used by people driving to these existing supermarkets, meaning that trips transferred from these retailers to Aldi will have minimal traffic impact.

2.2.8 There are no Aldi or Lidl stores currently located in Haywards Heath. There is a Lidl store in Burgess Hill c5km south of the proposal site.

2.3 Local Transport Facilities

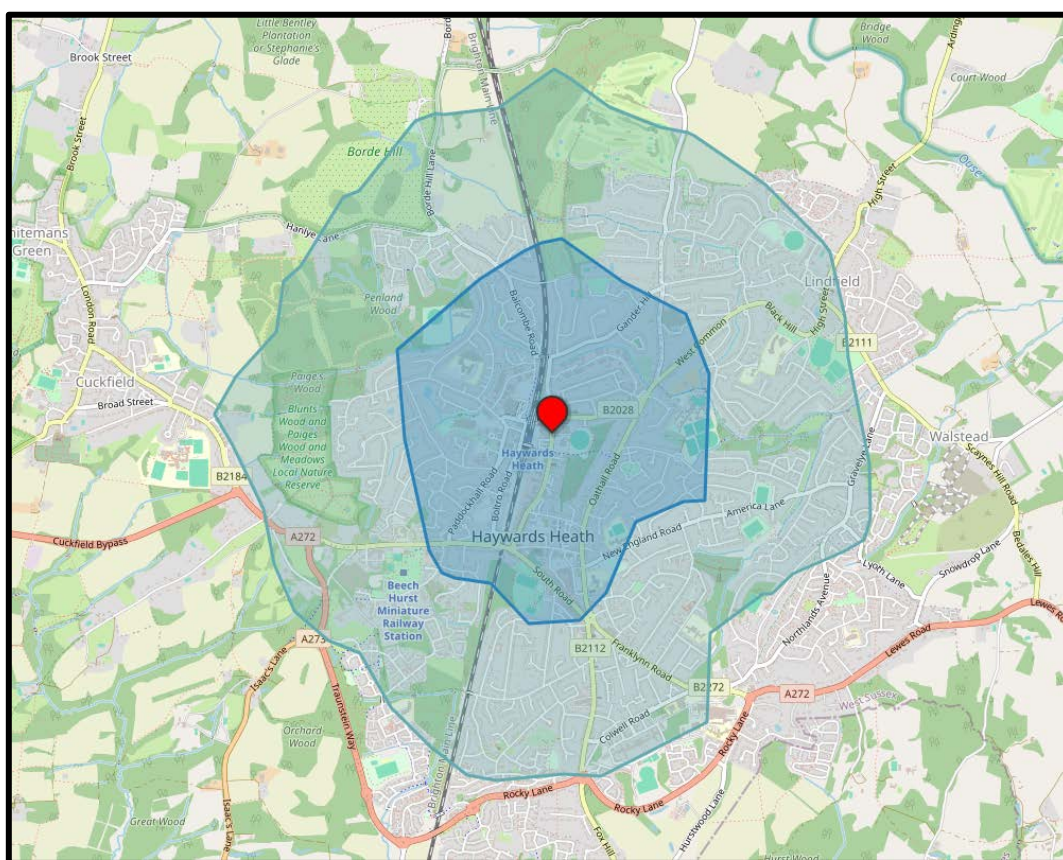
Walking

2.3.1 The Department for Transport's (DfT) document titled 'Manual for Streets' (MfS), dated 2007, provides guidance in relation to walk distances. Section 4.4 of MfS gives the following advice:-

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot."

- 2.3.2 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.3 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings and terrain. For retail trips, the likely maximum walk distance is 800m due to the fact that shoppers will be carrying bags on their return journey, while for work-based trips, people are likely to be prepared to walk the full 2km referred to in 'Providing for Journeys on Foot'.
- 2.3.4 Based on walking distances of 800m and 2km, the indicative walking catchments of the Site are shown at Figure 2.3 below. These have been shown as 1km and 2km isochrones.

Figure 2.3 – Indicative 1km and 2km Walk Catchments



Source: Openrouteservice.org.

- 2.3.5 The walk catchments above indicate that there are numerous residences within a 1km walk of the site, as well as a substantial staff pool within the 2km walk catchment. The 1km walk catchment includes central Haywards Heath.
- 2.3.6 The B2028 Perrymount Road is flanked by existing footways, connecting the site to the local pedestrian network.
- 2.3.7 A signalised pedestrian crossing facility is provided on Perrymount Road, to the south of the existing / proposed access. The crossing is shown at Figure 2.2 below.

Figure 2.4 – Signalised Crossing on Perrymount Road



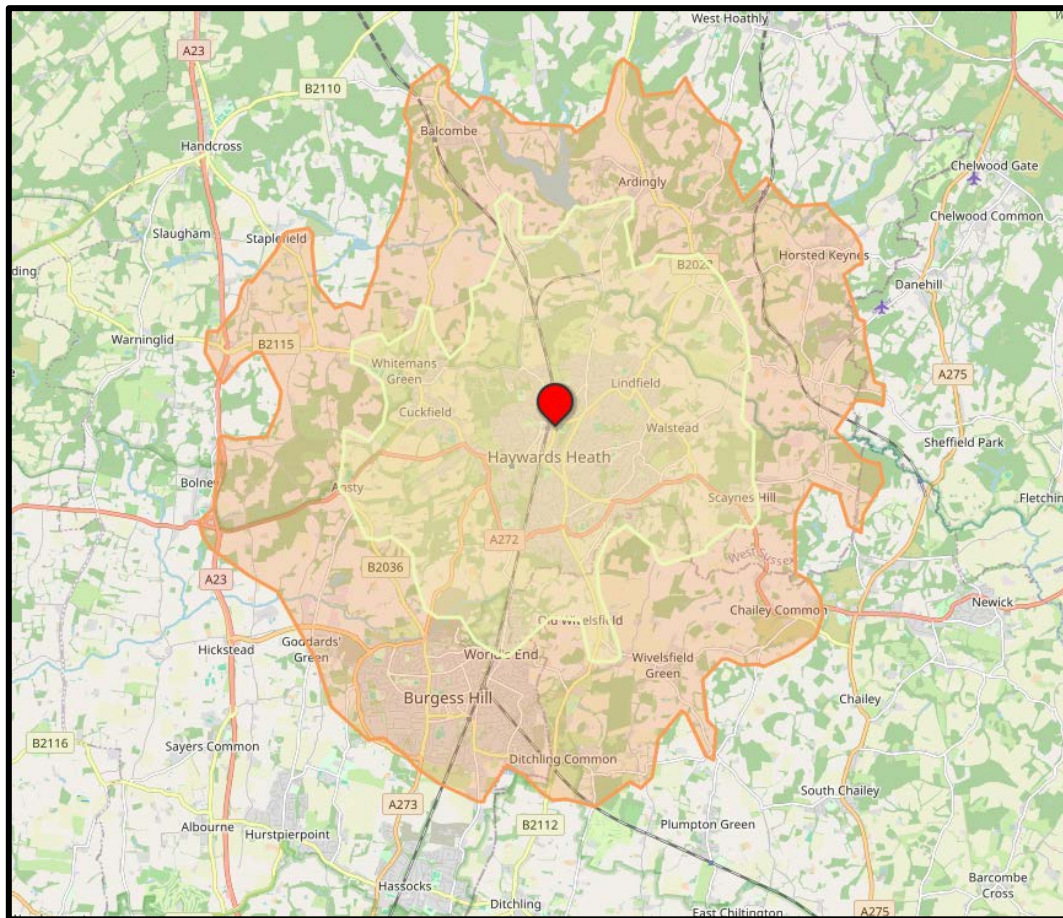
Source: On-site photo. Facing northwest.

- 2.3.8 All arms of the Perrymount Road / Sydney Road / Mill Green Road / Market Place roundabout benefit from uncontrolled pedestrian crossing facilities.
- 2.3.9 Further uncontrolled and signal-controlled pedestrian crossings are provided on the B2028 Perrymount Road.
- 2.3.10 The site benefits from good pedestrian connectivity to local bus stops, adjacent to the site access, and to Haywards Heath railway station.
- 2.3.11 In light of the local pedestrian facilities, the site is well connected to the local pedestrian network with opportunities for customers and employees to make trips by foot.

Cycling

- 2.3.12 The 2023 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.4.8km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.13 Indicative cycle catchments are shown at Figure 2.5 below, being a 5km catchment (representing the 4.8km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

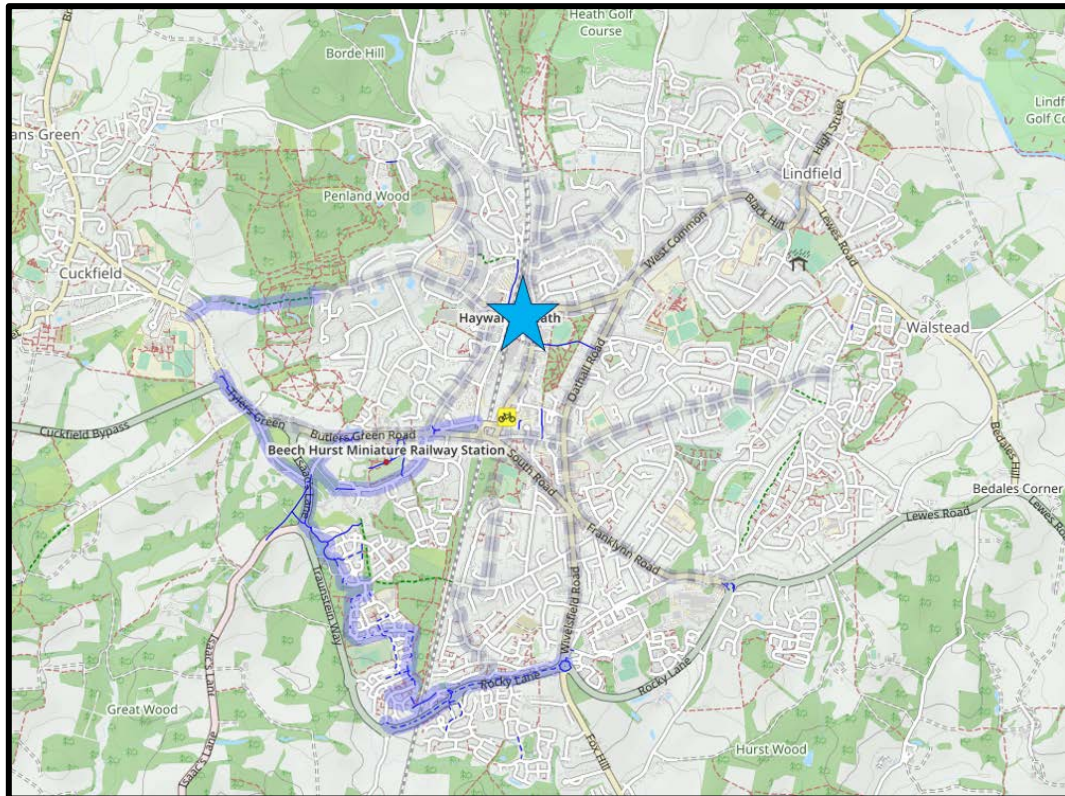
Figure 2.5 – Cycle Catchment Area



Source: *Openrouteservice.org*

- 2.3.14 The 5km cycle catchment includes all of Haywards Heath, Lindfield, Walstead, Cuckfield and Whitemans Green. The 8km cycle catchment includes, in addition to the aforementioned, Burgess Hill, World's End, Wivelsfield, Old Wivelsfield, Wivelsfield Green, Scaynes Hill, Ansty, Horstead Keynes, Ardingly, Balcombe and Chailey Common. There is therefore a significant local population within cycling distance of the site.
- 2.3.15 Figure 2.6 below, shows a cycle map for Haywards Heath and the surrounding areas taken from OpenStreetMap, showing local and national cycle ways in the area.

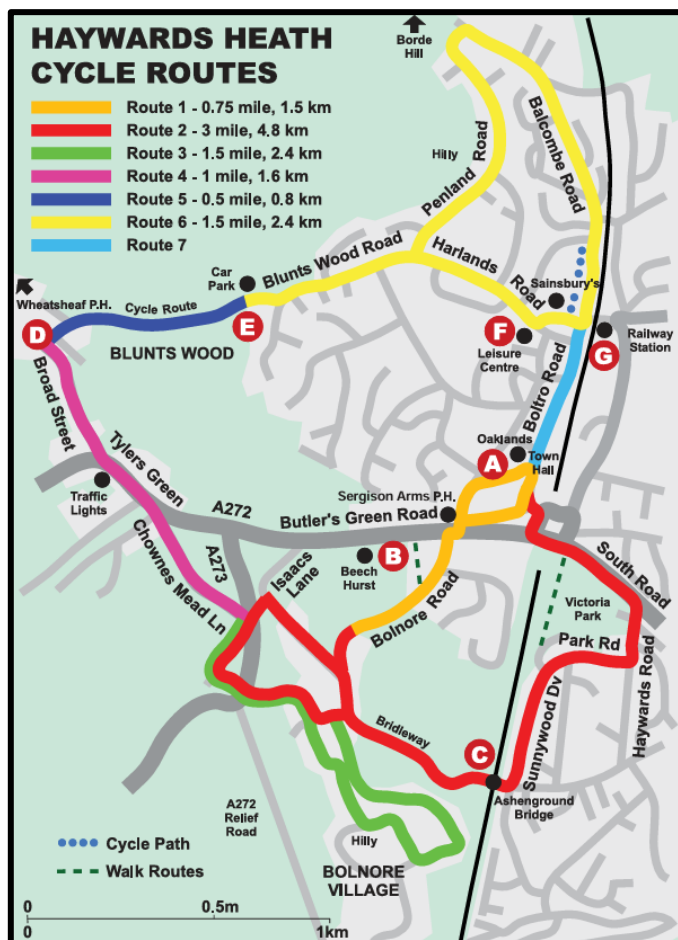
Figure 2.6 – Local Cycle Map



Source: OpenStreetMap. N.B. The proposal site is indicated by a blue star.

- 2.3.16 A local cycleway is present to the south of the Clair Hall car park, which connects Perrymount Road with Oathall Road via Haywards Heath Recreation Ground.
- 2.3.17 Other local cycle routes are also available, allowing for travel within Haywards Heath. These cycle routes, located west and southwest of the site, are shown in Figure 2.7 below, an extract from a cycling leaflet taken from Mid Sussex District Council's website.

Figure 2.7 – Haywards Heath Cycle Routes



Source: Mid Sussex District Council

2.3.18 Considering that the roads local to the site are urban in character, and that the local topography is generally gentle, there are realistic and viable opportunities for customers and employees to make trips by cycling.

Bus Access

2.3.19 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop.

2.3.20 The closest bus stops to the proposal site are located on the B2028 Perrymount Road on the site frontage. The southbound stop has a shelter with seating, bus cage markings and real-time timetable information whilst the northbound stop also includes a lay-by, as shown below.

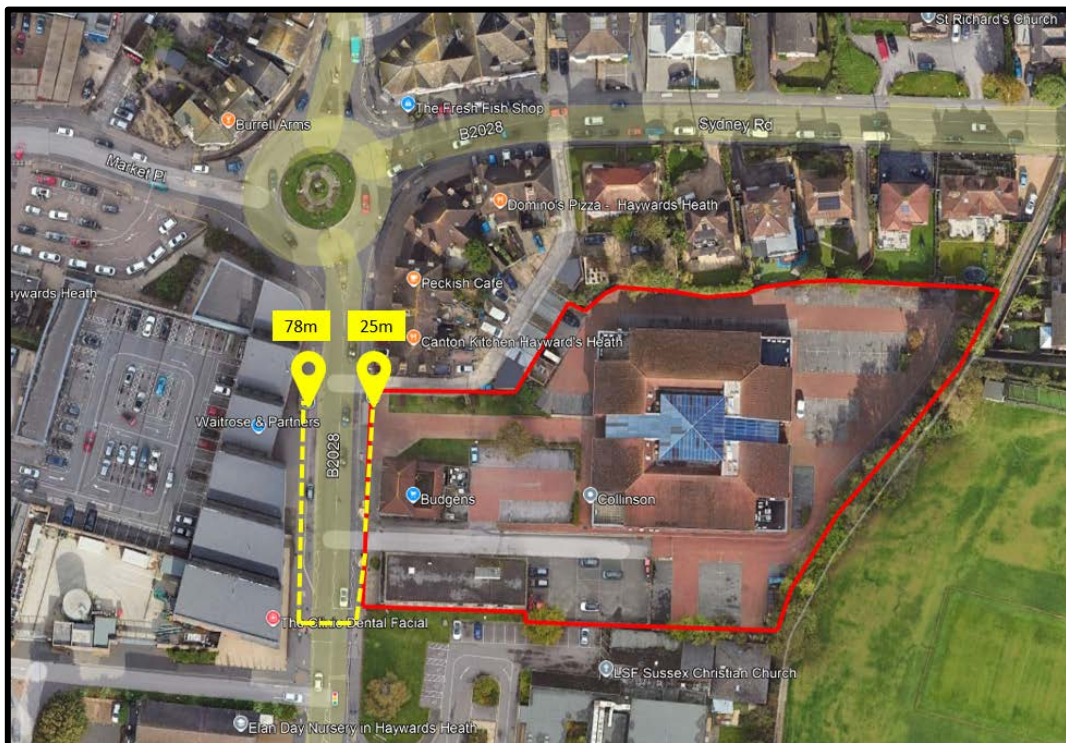
Figure 2.8 – Bus Stops



Source: On-site photo. Facing northwest.

2.3.21 These bus stops are served by the 30, 31, 31A, 33, 39, 62, 166, 270 and 271 bus services that provide access to a variety of destinations including Crawley, Brighton, Cuckfield and East Grinstead up to every hour. The bus stops in relation to the site are shown at Figure 2.9 below.

Figure 2.9 – Bus Stop Locations



Source: Google Earth. N.B All Distances, Locations and Areas approximate.

- 2.3.22 Having regard to the proximity of the bus stops, the frequency of buses and the areas that the existing local buses serve, the site is accessible by bus.

Rail Access

- 2.3.23 The guidance contained within the IHT guidelines titled 'Planning for Public Transport in Developments' suggests railway stations have an 800m catchment area, albeit 800m is not an absolute barrier and longer walk distances are common.
- 2.3.24 Haywards Heath station is operated by Southern Rail, with frequent trains to destinations including Littlehampton, Brighton, Eastbourne, Hastings, Cambridge, Bedford and London Victoria.
- 2.3.25 The station is approximately 160m walking distance from the site. It is therefore feasible that some longer journeys e.g. by staff to/from the proposed development can be made by train, with the connection between the station and the site being made by foot / bike.
- 2.3.26 Commuters using the train station may also undertake linked trips with the store on their way to / from work.
- 2.3.27 Based on the above, the site is accessible by rail.

Vehicular Access and the Local Highway Network

- 2.3.28 The proposed development will be served from the existing access on the B2028 Perrymount Road, with proposed widening on the northern side.
- 2.3.29 The B2028 Perrymount Road is a single carriageway road of approximately 9.2m width, with a speed limit of 30mph in the vicinity of the site.
- 2.3.30 The B2028 Perrymount Road is a north-south link between the Mill Green Road / Sydney Road / Perrymount Road / Market Place roundabout (known as 'Commercial Square') and The Broadway / Muster Green South / Church Road / South Road signalised gyratory.
- 2.3.31 Both South Road and Sydney Road connect to the B2112, which provides access to residential areas such as Lindfield. To the south, the B2112 provides a route to Burgess Hill.
- 2.3.32 Both South Road and Muster Green South connect to the A272, which provides a route to the A23 and the M23.
- 2.3.33 Figure 2.1 above, shows the site in its local highway context.
- 2.3.34 Overall, the site has a prominent location in relation to the local road network from which it is readily accessible.

2.4 Staff Travel Patterns

- 2.4.1 In order to establish the initial travel patterns of staff, a comprehensive staff travel survey will be conducted within six months of the store being brought into use.
- 2.4.2 One of the key outputs of the survey will be the modal split for the journey to work. A list of subjects that will be surveyed have been provided:
- Name and home location
 - Usual mode of travel, travel distance and travel time.
 - Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.

2.4.3 An example staff travel survey questionnaire is provided at Figure 2.10 below.

Figure 2.10 – Example Survey Questionnaire

CONFIDENTIAL																					
TRAVEL SURVEY																					
1: Name (BLOCK CAPITALS):	4i. What would encourage you to walk to work? <table> <tr><td>☐</td><td>A walking buddy</td></tr> <tr><td>☐</td><td>Showers and Locker Facilities at work</td></tr> <tr><td>☐</td><td>Information on Walk Routes</td></tr> <tr><td>☐</td><td>Nothing, not willing to walk</td></tr> <tr><td>☐</td><td>Alternative Incentive</td></tr> </table> (Please Specify in the box below):	☐	A walking buddy	☐	Showers and Locker Facilities at work	☐	Information on Walk Routes	☐	Nothing, not willing to walk	☐	Alternative Incentive										
☐	A walking buddy																				
☐	Showers and Locker Facilities at work																				
☐	Information on Walk Routes																				
☐	Nothing, not willing to walk																				
☐	Alternative Incentive																				
2: Home Post Code (BLOCK CAPITALS):																					
3. What are your typical working hours? 3i. Start Time:	4ii. What would encourage you to cycle to work? <table> <tr><td>☐</td><td>A cycling buddy</td></tr> <tr><td>☐</td><td>Ability to purchase bicycles at a discount</td></tr> <tr><td>☐</td><td>Showers and Locker Facilities at work</td></tr> <tr><td>☐</td><td>Improved Cycle Parking at Work</td></tr> <tr><td>☐</td><td>Information on Cycle Routes</td></tr> <tr><td>☐</td><td>Nothing, not willing to cycle</td></tr> <tr><td>☐</td><td>Alternative Incentive</td></tr> </table> (Please Specify in the box below):	☐	A cycling buddy	☐	Ability to purchase bicycles at a discount	☐	Showers and Locker Facilities at work	☐	Improved Cycle Parking at Work	☐	Information on Cycle Routes	☐	Nothing, not willing to cycle	☐	Alternative Incentive						
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☐	Improved Cycle Parking at Work																				
☐	Information on Cycle Routes																				
☐	Nothing, not willing to cycle																				
☐	Alternative Incentive																				
3ii. Finish Time:																					
3iii. Do your hours vary significantly from the above? <table> <tr><td>☐</td><td>Yes</td></tr> <tr><td>☐</td><td>No</td></tr> </table>	☐	Yes	☐	No	4iii. What would encourage you to take Public Transport? <table> <tr><td>☐</td><td>Information on local bus routes</td></tr> <tr><td>☐</td><td>Discounted Bus Tickets</td></tr> <tr><td>☐</td><td>Nothing, not willing to take public transport</td></tr> <tr><td>☐</td><td>Alternative Incentive</td></tr> </table> (Please Specify in the box below):	☐	Information on local bus routes	☐	Discounted Bus Tickets	☐	Nothing, not willing to take public transport	☐	Alternative Incentive								
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☐	Information on local bus routes																				
☐	Discounted Bus Tickets																				
☐	Nothing, not willing to take public transport																				
☐	Alternative Incentive																				
3iv. How many days do you typically work a week?																					
3i. What is your main mode of transport when travelling to work? (i.e. The mode that makes up the majority of your trip) <table> <tr><td>☐</td><td>Walk</td></tr> <tr><td>☐</td><td>Cycle</td></tr> <tr><td>☐</td><td>Public Transport (Bus / Train)</td></tr> <tr><td>☐</td><td>Motorcycle or Scooter</td></tr> <tr><td>☐</td><td>Electric Car or Van</td></tr> <tr><td>☐</td><td>Carshare or lift</td></tr> <tr><td>☐</td><td>Drive Private Car/Van alone</td></tr> <tr><td>☐</td><td>Other (Please Specify in the box below):</td></tr> </table>	☐	Walk	☐	Cycle	☐	Public Transport (Bus / Train)	☐	Motorcycle or Scooter	☐	Electric Car or Van	☐	Carshare or lift	☐	Drive Private Car/Van alone	☐	Other (Please Specify in the box below):	4iv. Would you be interested in joining a Carshare scheme? <table> <tr><td>☐</td><td>Yes</td></tr> <tr><td>☐</td><td>No</td></tr> </table>	☐	Yes	☐	No
☐	Walk																				
☐	Cycle																				
☐	Public Transport (Bus / Train)																				
☐	Motorcycle or Scooter																				
☐	Electric Car or Van																				
☐	Carshare or lift																				
☐	Drive Private Car/Van alone																				
☐	Other (Please Specify in the box below):																				
☐	Yes																				
☐	No																				
3ii. If you carshare or get a lift, do you: <table> <tr><td>☐</td><td>Share with other members of staff</td></tr> <tr><td>☐</td><td>Share with non-staff (e.g. Partners, Friends)</td></tr> <tr><td>☐</td><td>Share with both staff & non-staff</td></tr> </table>	☐	Share with other members of staff	☐	Share with non-staff (e.g. Partners, Friends)	☐	Share with both staff & non-staff	5. Do you have any other comments regarding your journey?														
☐	Share with other members of staff																				
☐	Share with non-staff (e.g. Partners, Friends)																				
☐	Share with both staff & non-staff																				
3iv. If you drive to work in car/van powered in part or in whole by fossil fuels, do you: <table> <tr><td>☐</td><td>Drive to work for Health / Disability reasons</td></tr> <tr><td>☐</td><td>Drive as part of your job (Outside of Commuting)</td></tr> <tr><td>☐</td><td>Regularly visit other destinations as part of your trip (e.g. a School, Partner's workplace)</td></tr> <tr><td>☐</td><td>Drive to work for an alternate secondary purpose (Please specify in the box below):</td></tr> </table>	☐	Drive to work for Health / Disability reasons	☐	Drive as part of your job (Outside of Commuting)	☐	Regularly visit other destinations as part of your trip (e.g. a School, Partner's workplace)	☐	Drive to work for an alternate secondary purpose (Please specify in the box below):													
☐	Drive to work for Health / Disability reasons																				
☐	Drive as part of your job (Outside of Commuting)																				
☐	Regularly visit other destinations as part of your trip (e.g. a School, Partner's workplace)																				
☐	Drive to work for an alternate secondary purpose (Please specify in the box below):																				

- 2.4.4 Once the questionnaires have been completed and the results analysed, the modal split information for the store will be inserted in Table 2.1.

Table 2.1 – Modal Split of Staff Travel

Mode of Travel	Percentage of Staff
Car driver alone	
Carshare	
Public Transport	
Cycle	
Walk	
Motorcycle or Scooter	
Electric car or van	
Other	
Total	100%

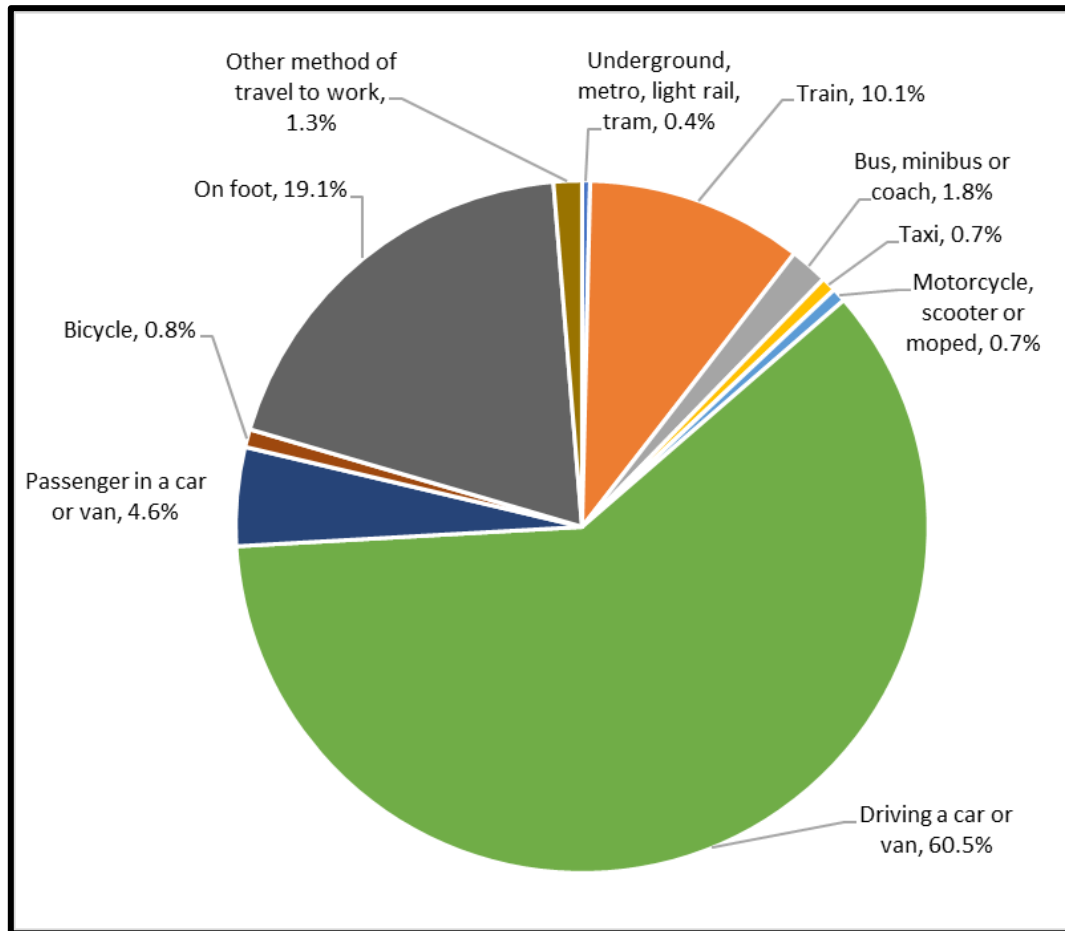
- 2.4.5 Following the staff survey, a comprehensive analysis of the results of the staff survey will be included within its own sub-heading.

2.5 Census Review and Targets

Census Review

- 2.5.1 As the store has not yet been built or occupied, a preliminary review of local travel patterns has been undertaken to establish an initial indication of how future staff may travel to the store.
- 2.5.2 The preliminary review of the modal proportions of staff trips is based on the 2021 census data for 'Method of Travel to Work' for the Middle Super Output Area of Mid Sussex 009.
- 2.5.3 The average proportion of trips by each travel mode, as identified by the 2021 census, is set out at Figure 2.11.

Figure 2.11 – Travel to Work Census Statistics – Travel Mode



Targets

- 2.5.4 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.5.5 The initial target of the Travel Plan (i.e. the results of the first travel survey) will be to achieve a modal split in line with the average figures at Figure 2.11 above, and set out at Table 2.2 below, and to then reduce the proportion of staff driving single occupancy single purpose private car journeys to work by 5%, absolute, within five years of the Travel Plan being adopted. However, the future target will take into consideration the modal split identified from the initial staff surveys.
- 2.5.6 Targets for individual mode shares have been set; however, the reduction of single occupancy private car journeys, with an associated transfer to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing, electric car and electric scooter) will contribute towards achieving the main objective of the Travel Plan.

Table 2.2 – Travel Mode Targets

Mode of Travel	Staff Target – Initial	Staff Target – 5 Years
Car driver alone	55.9%	50.9% (-5%)
Car driver sharing	4.6%	5.6% (+1%)
Car passengers	4.6%	5.6% (+1%)
Bus / Rail	12.3%	13.3% (+1%)
Cycle	0.8%	1.8% (+1%)
Walk	19.1%	20.1% (+1%)
Other	2.7%	2.7%
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 The role of Travel Plan Co-ordinator / Champion (TPC) will be shared between the Area Manager and the Store Manager on-site. The TPC is responsible for implementing and administering the plan. The Store Manager will report any issues to the Area Manager. The Store Manager will be responsible for implementing the Travel Plan on-site and will be allocated sufficient time to complete all of their TPC duties, as well as for investigating potential Travel Plan measures and sustainable travel opportunities. The amount of time needed for this is likely to vary from week to week.
- 3.1.2 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.3 Once appointed, the contact details of the TPC will be inserted below: -

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

- 3.2.1 The duties of the TPC are permanent. The TPC will be responsible for the operation and implementation of the Travel Plan, which includes the following actions:
- Implementing the Travel Plan.
 - Monitoring the Travel Plan.
 - Liaison with the Local Authority and other Travel Plan Coordinators where appropriate.
 - Liaison with the local bus operators where appropriate.
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority.

3.3 Promotion of the Travel Plan

- 3.3.1 All staff, including new employees upon commencement of employment, will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these objectives.
- 3.3.2 On confirmation of employment, new staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their journey prior to commencement of employment.

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

- 4.1.1 This section of the Plan outlines the specific physical and management measures to be implemented as part of the Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Plan.
- 4.1.2 As far as possible, the measures and initiatives outlined in this section are designed to be suitable for review and monitoring. The list is not exhaustive and the TPC will be free to investigate other potential initiatives. This list will be reviewed following the completion of the staff travel survey and the setting of the Travel Plan targets. An Action Plan has been included at Section 5.0.

4.2 Walking

- 4.2.1 The TPC will promote walking as a healthy and cheap means by which to travel. In order to encourage travel to the store on foot; the following measures will be implemented:
- A promotional poster highlighting the benefits of walking will be displayed in the staff room and communal areas.
 - The TPC will liaise with the Highway Authority to report any issues with local pedestrian walk routes.
 - Staff will be provided with secure lockers for storage of wet clothes, umbrellas, etc.
 - Walk to Work Week will be promoted by the TPC. Information will be obtained from www.livingstreets.org.uk.

4.3 Cycling

- 4.3.1 Cycling is a sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the store by cycle, the following measures will be implemented:
- Aldi are a member of the government's 'Cycle to Work' scheme and actively encourage existing and new members of staff to participate.
 - The TPC will liaise with the Highway Authority to report any issues with local cycle routes.
 - Cycle parking spaces will be provided for staff and customers. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by either staff or customers warrant it.
 - Promotional material on bicycle maintenance will be available in the staff room.
 - Should demand warrant it, the TPC will investigate the potential for a staff Bicycle User Group (BUG).
 - Bike week will be promoted by the TPC. Information can be obtained from www.cyclinguk.org/bikeweek

4.4 Bus Services

- 4.4.1 Measures for encouraging bus travel will include:

- Up to date information on bus services, including route information and service frequencies, will be available in the staff room and communal areas, and to customers within the store.
- The TPC will liaise with the local authority and the local bus operators to ensure that the information remains valid.
- The TPC will bring to the attention of the relevant bus operators any issues raised periodically by staff.

4.5 Rail Services

4.5.1 Measures for encouraging rail travel will include:

- Up to date information on rail services, including route information and service frequencies, will be available in the staff room and communal areas, and to customers within the store.
- The TPC will liaise with the rail operators to ensure that the information remains valid.
- The TPC will bring to the attention of the relevant rail operators any issues raised periodically by staff.

4.6 Car Sharing

4.6.1 Car sharing represents a relatively convenient alternative form of travel. It can reduce the total vehicle mileage by staff, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to both staff members and the environment.

4.6.2 Some staff members may be concerned about the logistics and security of car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk

4.6.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.

4.7 EV Charging

4.7.1 The on-site electric vehicle charging will be promoted by the TPC.

4.7.2 The use of the EV parking facilities will be monitored. The possibility of providing additional chargers will be investigated should demand warrant it.

4.8 General

4.8.1 Upon commencement of employment each staff member will be provided with a Travel Plan Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys. The pack will comprise the following:

- A summary page introducing the Travel Plan.
- Copies or hyperlinks to local bus timetables and maps.
- Promotional material about walking and cycling.
- Promotional material about public transport.

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- A plan showing local walk and cycle routes.
 - A promotional leaflet about car sharing.
 - A list of informative websites which promote sustainable travel.
 - Information on personal travel planning options such as the Traveline website.
- 4.8.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.
- 4.8.3 The TPC will be free to investigate other potential ways of encouraging customers to travel by sustainable modes.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

- 5.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

5.2 Monitoring

- 5.2.1 The outputs of an on-going monitoring programme will be used to inform the content of the Travel Plan reports (as detailed in Section 5.3) and will include the following:
- Monitoring the use of the cycle parking.
 - Monitoring the demand for additional cycle parking by staff.
 - Monitoring the number of staff registered for car sharing.
 - Recording of comments received from staff on transport and travel to the store.
 - Monitoring of the number of staff vehicles, if permitted, in the customer car park.
 - Monitoring the number of claims made for a lift home.

5.3 Process and Review

- 5.3.1 Within six months of the store opening, the operator will conduct travel surveys to assess the existing travel patterns of employees. Three months from that date a copy of the updated Travel Plan will be submitted to the Local Authority.
- 5.3.2 A staff survey will be conducted annually after the initial survey, after each of which a Travel Plan Review Report will be submitted to the Local Authority.
- 5.3.3 The Travel Plan Review Report will be produced following the results of each staff survey, and will include the following:
- Analysis of the latest questionnaire responses.
 - The latest targets (existing targets will need evaluation and refinement in light of the updated staff survey results. The success in achieving existing targets will also be considered).
 - Any additional measures and any changes or refinements to existing measures.
 - Evaluation of the success of the various measures implemented to date.

5.4 Action Plan

5.4.1 The Action Plan for the Travel Plan is provided at Table 5.1.

Table 5.1 – Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	3 months prior to the launch of the Plan	TBC
Display promotional walking material	Before the Launch of the Plan	TBC
Display promotional cycle maintenance poster in staff room	Before the Launch of the Plan	TBC
Display bus and rail timetables	Before the Launch of the Plan	TBC
Display contact details for local taxi companies in staff room and store	Before the Launch of the Plan	TBC
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers	Before the Launch of the Plan	TBC
Check on-site EV Charging facilities	Before the Launch of the Plan	TBC
Issue Staff Travel Packs	At the Launch of the Plan	TBC
Organise the initial staff travel survey	Within 6 Months of store opening and every year for a total period of 5 years	TBC
Analyse results of annual staff travel surveys, conduct annual review and produce Full Travel Plan (or prepare annual review report as appropriate)	Within 3 Months of each Travel Survey	TBC
Report any relevant findings from the staff travel survey to the Local Authority	Within 3 Months of each Travel Survey	TBC
Record and address any comments made verbally	On-going to inform annual review	-
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Inform new staff about Travel Plan and issue them with a Staff Travel Plan Pack	On-going	-
If demand warrants it, organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, EV charging, staff registered with car share websites, and staff parking on-site	On-going to inform annual review	-