

Environmental Statement

Volume 3 – Appendices

Appendix 14.5 – Construction travel plans

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Appendix 14.5A – Construction Travel Plan – Strategic compounds

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1. Introduction

- 1.1.1 This Construction Travel Plan (CTP) has been prepared to provide a strategy to reduce and manage traffic generation by staff and operatives during the construction period of East West Rail Phase 2 (hereafter referred to as the Project).
- 1.1.2 This CTP is to be submitted as an appendix within the Environment Statement (ES) to support the application for a Transport and Works Act Order. It should be read in conjunction with the ES, in particular:
- Chapter 2 (Project description) Volume 2i Project-wide
 - Construction Code of Practice (CoCP) Appendix 2.1, Volume 3
 - Construction Traffic Management Plan (CTMP) Appendix 2.2, Volume 3
 - Chapter 14 (Traffic and transport) Volume 2i Project-wide
 - Transport Assessment Appendix 14.2, Volume 3
- 1.1.3 This CTP will specifically target workforce daily movements to and from the relevant construction compounds.
- 1.1.4 This CTP has been prepared prior to the commencement of the Project. Updates will be provided in future versions of the CTP.
- 1.1.5 It will be the site manager or logistics manager's responsibility to take forward and implement this CTP for each construction compound covered by this document.

1.2 Context

- 1.2.1 A CTP is a package of measures tailored to a particular construction site to provide a co-ordinated transport strategy with an emphasis on reducing reliance on the private car and increasing travel choice for the workforce and visitors. It is a dynamic process that will develop over time and with changing circumstances.
- 1.2.2 The successful implementation of a CTP will deliver the following benefits:
- **Employer:** reduced demand for on-site car parking and accessibility improvements for contractors, hence an extended labour market catchment area
 - **Contractors, subcontractors and visitors:** possible reduction in journey time and cost, improved accessibility and travel choice
 - **Local community:** reduced congestion and severance
 - **The environment:** reduced impacts in relation to air quality, noise pollution, vibration and dust pollution through a reduction in vehicles

1.3 Aim

- 1.3.1 The primary aim of the CTP is to reduce traffic generation by staff and operatives during the construction of the Project. This will be achieved through the effective management of workforce daily movements to and from the relevant construction sites, whilst maintaining an efficient and safe operation of the construction process.
- 1.3.2 This document will identify the transport implications of staff and operative travel movements and propose a series of measures which, when implemented, will help to achieve this primary aim.

1.4 Scope

- 1.4.1 The CTPs are concerned with the Project's construction compounds. For the purpose of the CTP, the following compound types have been considered, as they are likely to generate the majority of constructors' traffic movements associated with the construction of the Project.

- **Strategic compound** – larger, main compound from which construction and main project management is undertaken, providing main office space, main canteen areas, main welfare facilities and processing and storage of site materials
- **Satellite compound** – smaller compound from which construction for that section is managed, comprising small offices and welfare facilities, areas for the storage of plant and materials and some material processing
- **Vehicle park** – one compound, near M1 Junction 13, will be used as a location to hold Heavy Goods Vehicles (HGVs) while they wait to access other compounds at the right time. This will include a large parking area with basic welfare facilities. For the purpose of the CTP, this has been encapsulated by the satellite compounds

1.4.2 A summary of the facilities provided with each type of compound is included in Table 1.1. This information will be updated if necessary.

Table 1.1 Summary of facilities at strategic compounds and satellite compounds

Compound Facilities	Strategic Compounds	Satellite Compounds
Car parking	Car parking provided to avoid overspill onto to public highway	Car parking provided to avoid overspill onto to public highway
Cycling/ motorcycle storage	Cycle racks and motorcycle storage facilities provided	Limited storage facilities will be provided where appropriate
Welfare	Changing rooms, showers, lockers, drying rooms, communal area and canteen provided	Basic welfare facilities will be provided
Visitors	Visitors will report to strategic compounds; relevant facilities will be provided	Basic facilities will be provided that visitors can utilise if necessary

1.4.3 This CTP is concerned with the strategic compounds and will be tailored to meet the travel requirements of these sites. The strategic compounds include the following sites:

- A1 Bicester
- A4 Green Lane
- B4 Little Horwood
- B6 Bletchley
- E5 Fleet Marston

1.4.4 The CTPs form part of a package of management documents to assist in the control of transport movements to and from construction compounds during the Project's construction period. The CTPs are concerned with the movement of personnel only.

1.4.5 Table 1.2 summarises the type of the contractor trips that will be managed under the CTP.

Table 1.2 Personnel movements that are captured in the CTP

Type of Movement	Definition
Staff	Supervisors and administrative staff
Operatives	Construction staff
Subcontractors	Off-site staff providing specialist services
Workforce	All contractors working on construction compounds

- 1.4.6 It is not proposed to provide site specific Travel Plans beyond the information provided in the CTPs. The majority of elements included in any Travel Plan would be the same for each group of compounds. These have been captured in the two standalone documents (strategic compound CTP and satellite compound CTP) and include any individual conditions, measures and targets for each of the compounds concerned.

1.5 Methodology

1.5.1 The methodology of the CTP includes the following tasks:

- Understanding the requirements for the CTPs, the anticipated working patterns and arrangements of construction workforce, and the schedule of construction works
- Assessing the travel options for strategic and satellite compounds and reviewing CTP best practice to identify the appropriate strategies and initiatives
- Ensuring the proposed initiatives included in the CTP are appropriate and that a suitable monitoring procedure is in place

1.5.2 This CTP has been developed to be in accordance with the traffic generation assumptions tested in the ES, e.g. achieving an average car occupancy of 1.5 operatives per vehicle for trips to and from construction compounds.

1.6 Report structure

1.6.1 This CTP document is structured as follows:

- **Section 2** provides a short summary of national and local policies relating to CTPs
- **Section 3** provides background to the construction process, including the workforce profile, shift patterns and accessibility of the relevant compounds
- **Section 4** outlines the objectives and targets of the CTP
- **Section 5** describes the proposed action plan for the implementation of the CTP
- **Section 6** details the monitoring strategy of the CTP to ensure the objectives and targets are met

2. The construction programme

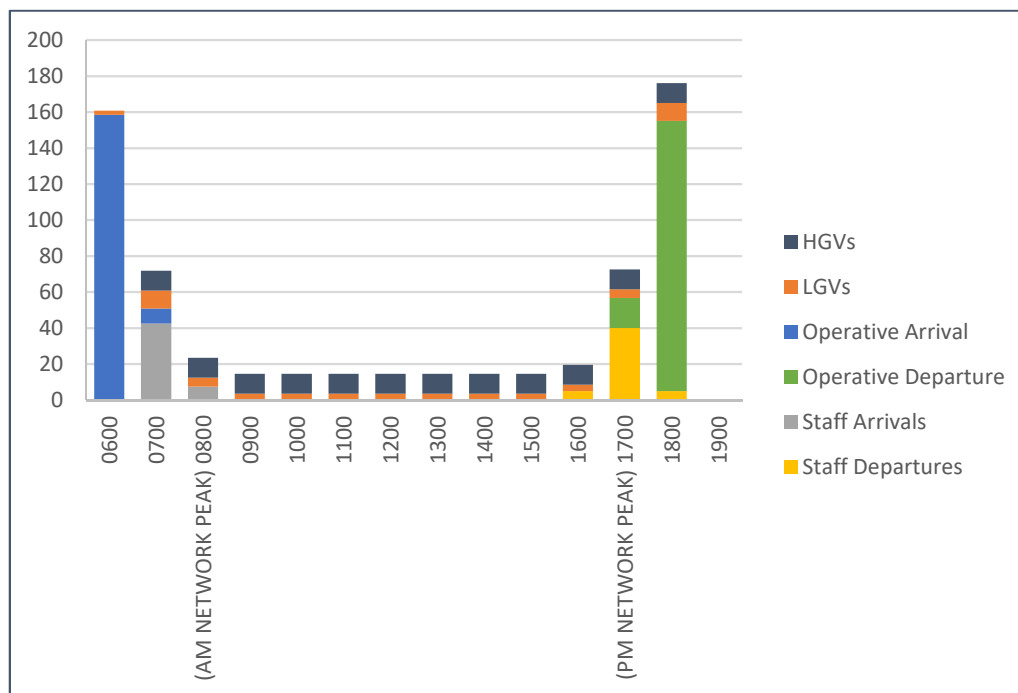
2.1 Daily trip profile

- 2.1.1 Construction work will be carried out during the working hours of 07:00 and 18:00 on weekdays and 08:00 to 16:00 on Saturdays. Where works take place under possession of the track, work will take place overnight or over a full weekend (and bank holiday). Further details are provided Chapter 2 (Project description) Volume 2i Project-wide.
- 2.1.2 Where possible, all deliveries will be planned to avoid peak hour traffic (AM and PM). All deliveries will be between 07:00 and 18:00 hours during weekdays.

Workforce movements

- 2.1.3 Operatives will arrive in the hour prior to work starting at 07:00, and depart in the hour after work finishes at 18:00. Staff will arrive between the hours of 07:00 and 09:00 and depart between 16:00 and 19:00. Operative movements reflect shift patterns, whilst staff are expected to arrive and depart during the AM and PM peaks.
- 2.1.4 Figure 2.1 shows the daily construction trip profile which shows the staff and operative movements during the morning from 06:00 to 09:00 and in the afternoon from 16:00 to 19:00.

Figure 2.1 Daily construction trip profile



Subcontractors

- 2.1.5 Once subcontractors have been appointed, the following information will be used to inform the CTP:
- On-site phasing of subcontractors
 - Information on working arrangements of current and future subcontractors e.g. number of staff, shift patterns
 - Travel arrangements for subcontractors
 - Likely origins of subcontractor staff and site deliveries.

Commuting patterns

- 2.1.6 It is assumed that most operatives will limit their daily commute to less than 60 minutes, which roughly corresponds to a 50-mile radius from the development site (a nominal centre point has been taken at Claydon Junction). Those who travel from outside this area are assumed to lodge in the local area, travelling to and from their home location on Mondays and Fridays. It is assumed that 30-40% of the workforce will be lodging during the week.
- 2.1.7 Table 2.1 shows the estimated geographic distribution of workforce which is centred at Claydon Junction.

Table 2.1 Geographic distribution of workforce

Location	Distribution Percentage
Cambridge	1%
London	10%
South of London	2%
Luton	5%
Bedford	5%
North of Leicester	2%
Leicester	1%
Milton Keynes & Northampton	25%
Aylesbury & Nearby	20%
Reading	1%
Oxford	2%
Bicester	15%
Banbury	5%
Birmingham & Coventry	5%
Bristol & Bath	1%

2.2 Car parking

- 2.2.1 There will be enough on-site parking to meet demand with no overspill onto the surrounding highway network. There will be a Gateman/Vehicle Marshall who will control vehicle movement to and from the compounds. Parking provisions and layout will be determined at later design stages, at which time the CTP will be updated.
- 2.2.2 The majority of car parking will be provided at the strategic compounds, with workforce mini buses provided to transport the workforce from these strategic compounds to satellite compounds.

2.3 Site access

- 2.3.1 This section provides a review of the existing accessibility of the sites included in this CTP. This CTP concerns the strategic compounds only. The compound locations are shown on the Scheme Drawings in Volume 4.
- 2.3.2 It is recognised that staff and operatives travel choices will be influenced by the following factors:
- The need to carry equipment/clothing
 - The origin of journey and availability of local accommodation

- The availability of sustainable transport options and timetables which match the shift times.

2.3.3 Appendix A of this document provides a summary of site access by various transport modes. The walking, cycling and public transport options have been provided.

Compound A1

Vehicular access

2.3.4 This compound has good access to the local highway and Strategic Road Network (SRN). There is access immediately adjacent to the A4421 to the east of Bicester, which is connected to the A41, M40 and A34 to the south of Bicester and the A421 approximately 10km north of Bicester.

Walking and cycling

2.3.5 Walking and cycling accessibility has been determined according to short journey parameters for each travel mode. For walking, a maximum limit of 2km has been used with a desirable limit of 500m. For cycling, a maximum limit of 5km has been established, with a desirable limit of 2km. A desktop assessment has found the following walking and cycling catchments:

- Walking (500m): Launton (west of Skinner Road)
- Cycling and Walking (2km): Launton; Bicester (east of the B4100 and Buckingham Road)
- Cycling (5km): Launton; Bicester; Marsh Gibbon; Caversfield; Stratton Audley; Chesterton; Ambrosden; Blackthorn

2.3.6 There are footways, cycleways and pedestrians crossing provided within the vicinity of the site along the A4421 Charbridge Lane/Skimmingdish Lane and Bicester Road towards Launton with street lighting provided.

2.3.7 National Cycle Route 51 provides access to the compound from Bicester and Launton. This includes some traffic free cycle lanes.

Bus services

2.3.8 Stagecoach and Langston & Tasker provide bus services with stops in the compound's locality (up to 500m from the site). The nearest bus stops and relevant services are provided in Appendix A of this document.

Bicester park and ride

2.3.9 The S5 service would provide a bus service for staff and operatives to travel from Oxford City Centre to either:

- The Glory Farm, Bicester Road bus stop and then an approximately 200m walk from/ to this stop to/from Compound A1; or
- The Bicester park and ride site, with the potential for shuttle transport (e.g. a minibus) to be provided by the Alliance for transport between the park and ride site and Compound A1.

Rail services

2.3.10 The nearest railway stations are Bicester Village and Bicester North, approximately 5km and 3km respectively. Bicester Village offers regular services between Oxford and London Marylebone and Bicester North has regular services to Birmingham Moor Street/Snow Hill, Banbury and London Marylebone. There are also connections to Stratford-upon-Avon and Aylesbury.

Compound A4

Vehicular access

2.3.11 The compound is accessed off the junction with Main Street and Station Road east of Poundon. For workforce travelling west, there is access to the A41 via Townsend southwest of Marsh Gibbon, which then leads to the M40 via Bicester, and the A4421 via Main Street (Poundon), which allows access

to the A421 and A43 to the northwest. Workforce travelling east can access the A421 via Perry Hill to the east of Twyford or via the A41 to the south of Marsh Gibbon.

2.3.12 Vehicular access will be taken through private land directly off the Main Street/Station Road junction east of Poundon.

Walking and cycling

2.3.13 The same walking and cycling parameters have been used as compound A4. A desktop assessment has found the following walking and cycling catchments:

- Walking (500m): None
- Walking and Cycling (2km): Twyford, Marsh Gibbon
- Cycling (5km): Twyford, Calvert, Marsh Gibbon, Edgcott, Steeple Claydon

2.3.14 This catchment is rural and whilst cyclists and walkers could access local footways, PRoWs and roads, this is not considered a viable transport option for most.

Bus services

2.3.15 There is a pair of bus stops on the Main Street/Station Road junction east of Poundon. Langston & Tasker provide bus services between Bicester and Steeple Claydon; the relevant services are provided in Appendix A of this document. These bus stops are situated over 500 meters from the compound site but does offer access via a private haul route to the compound.

Rail services

2.3.16 There is no rail service provision within the vicinity of the compound.

Compound B4

Vehicular access

2.3.17 This compound is accessed off Station Road to the north of Mursley. The workforce can access routes to the east and west via Station Road, Mursley Road (Little Horwood) and Shucklow Hill which leads to the A421. There is alternative access to the south and east via the B4032, High Street South, Wing Road and Stewkley Road to the A418.

2.3.18 Vehicular access will be taken through private land directly off Station Road to the north of Mursley.

Walking and cycling

2.3.19 The same walking and cycling parameters have been used as Compound B4. A desktop assessment has found the following walking and cycling catchments:

- Walking (500m): None
- Walking and Cycling (2km): Mursley, Little Horwood
- Cycling (5km): Mursley, Swanbourne, Winslow, Netwon Longville, Little Horwood, Great Horwood, Nash, Whaddon, Kingsmead, Tattenhoe, Snelshall East and West

2.3.20 This catchment is rural and whilst cyclists and walkers could access local footways, PRoWs and roads, this is not considered a viable transport option for most.

Bus services

2.3.21 There is no bus service provision within the vicinity of the compound.

Rail services

2.3.22 There is no rail service provision within the vicinity of the compound.

Compound B6

Vehicular access

- 2.3.23 There is good access to the local and SRN. The compound can be accessed to/from the south from Bletchley Road and Newton Road (Newton Longville) and via Newton Road/B4034 Buckingham Road (Bletchley) to/from the north. This includes links to the A418, A505, M1 and M40 to the south and the A421, M40 and M1 to the north.
- 2.3.24 Vehicular access will be taken through private land directly off Bletchley Road to the north of Newton Longville.

Walking and cycling

- 2.3.25 The same walking and cycling parameters have been used as compound A1. A desktop assessment has found the following walking and cycling catchments
- Walking (500m): Far Bletchley (south of Buckingham Road, west of St Mary's Avenue, east of Blaydon Close)
 - Walking and Cycling (2km): Far Bletchley; Newton Longville; Old Bletchley; West Bletchley; Tattenhoe
 - Cycling (5km): Bletchley; Newton Longville; Newton Leys; Water Eaton; Stoke Hammond; Drayton Parslow; Whaddon; Westcroft; Shenley Brook End; Medbourne; Shenley Church End; Shenley Lodge; Furzton; Knowlhill; Kingsmead; Emerson Valley; Oxley Park; Oakhill; Netherfield; Tinkers Ridge; Mount Farm; Redmoor; Beanhill; Denbigh; Fenny Stratford; Coffee Hall; Bleak Hall; Winterhill Snelshall; Ashland
- 2.3.26 There are footways with some street lighting provided with nearby access to Milton Keynes Redway cycling network. This provides an extensive off road and on road cycling network throughout the Milton Keynes and Bletchley area.

Bus services

- 2.3.27 Red Kite and Vale Travel offer bus services within the locality of the compound site (up to 500m from the site). The nearest bus stops are relevant services are provided in Appendix A of this document.

Rail services

- 2.3.28 The nearest railway station is Bletchley which is approximately 2.5km away. Regular services are provided between London Euston, Milton Keynes Central, Watford Junction, Rugby, Bedford and Birmingham New Street. There are also connections to East Croydon and Northampton.

Compound E5

Vehicular access

- 2.3.29 This compound is accessed off the A41 Bicester Road to the northwest of Aylesbury. The A41 provides access to routes east and west, leading to the M40 via Bicester or the A418 and the M1 via the A418.
- 2.3.30 Vehicular access will be taken through private land directly off the A41 Bicester Road to the northwest of Aylesbury.

Walking and cycling

- 2.3.31 The same walking and cycling parameters have been used as Compound B4. A short GIS exercise has found the following walking and cycling catchments:
- Walking (500m): None
 - Walking and Cycling (2km): Berryfields
 - Cycling (5km): Waddesdon, Berryfields, Quainton, Whitchurch, Hardwick, Weedon, Stone, Haydon Hill, Quarrendon, Fairford Leys, Buckingham Park, Watermead, Aylesbury (west of the A418/ Exchange Street/Bierton Road)

- 2.3.32 Whilst there is extensive cycleway and footway provision in Aylesbury, this catchment is largely rural and this is not considered a viable transport option for most. There is no pedestrian and cycling provision within the immediate vicinity of the compound.

Bus services

- 2.3.33 There is bus stop provision approximately 500m from the compound site on the A41. There are no pedestrian facilities on the carriageway, but the relevant bus services are within a feasible distance of the compound. The nearest bus stops and relevant services are provided in Appendix A of this document.

Rail services

- 2.3.34 The nearest railway station is Aylesbury Vale Parkway, which is approximately 2km away. Regular services are provided between Aylesbury and London Marylebone. There are also connections to Princes Risborough which offers services to Bicester and Banbury.

3. CTP objectives and targets

3.1.1 The primary aim of this CTP is to reduce traffic generation by contractors during the construction phase of the Project, by encouraging car sharing and sustainable forms of travel by those people involved in the construction phase of the Project, whilst ensuring the continual efficient operation of the construction process.

3.2 Objectives

3.2.1 Travel Plan objectives are high-level aims of the plan. They provide the CTP with direction and focus. The following objectives have been set for the CTP:

- To reduce the impact of the construction traffic on the highway network, particularly in relation to the peak periods when the majority of staff and operatives will be arriving/departing compound sites
- To ensure that the construction traffic has minimal environmental impact on the surrounding area by providing routing options and reducing the overall number of private vehicles
- To effectively manage use of the car for commuter trips through promotion of car sharing and reasonable alternative modes of transport, thereby reducing parking demand
- To maximise opportunities for the workforce to travel to compounds by means other than the private car.

3.3 Targets

3.3.1 Targets have been set to achieve the objectives set out above. The targets are often interrelated and will help in meeting several of the objectives. Targets will include:

- Reduction in single occupancy private car use over the construction period
- Achieve an average car occupancy rate of at least 1.5 for operative trips
- Efficient management of on-site contractor car parking to accommodate journeys which cannot be made by alternative modes
- A commitment to the delivery of the CTP in all construction tenders
- Increase the proportion of workforce using public transport and walking and cycling for short journeys, where feasible.

3.3.2 Targets will be updated once the workforce baseline surveys have been undertaken. These could include numerical targets which can be measured to determine progress of the CTP. Section 5 and 6 provide more details on the workforce travel survey requirements. A number of action based targets have been identified. These are outlined in the following section.

4. CTP initiatives

- 4.1.1 A range of deliverable and effective measures will be delivered to achieve the CTP objectives and targets. These will include a mix of physical measures, co-ordination roles and responsibilities and promotion of sustainable transport modes. Proposed measures will be finalised by the contractor once appointed and prior to works commencing on site. The proposed measures are described below.

Travel Plan Co-ordinator

- 4.1.2 The appointment of a Travel Plan Co-ordinator will provide the workforce with a single point of contact for enquiries relating to the CTP. The Co-ordinator will be responsible for implementation and monitoring of the CTP on a day to day basis.
- 4.1.3 The Travel Plan Co-ordinator will liaise and communicate with the workforce on a regular basis as well as establishing partnerships with relevant stakeholders.
- 4.1.4 There will be a commitment to the CTP in the contractors' tendering agreements. The Travel Plan Co-ordinator will liaise with contractor companies and ensure these companies communicate the CTP to their employees e.g. as part of the workforce induction process.
- 4.1.5 The appointment of a Travel Plan Co-ordinator will provide the CTP with drive and focus. It is likely that this responsibility will be taken by the site manager or logistics manager. This will be confirmed in due course and updated accordingly.

Information collection strategy

- 4.1.6 To ensure that the CTP strategies and initiatives are appropriate, a good understanding of the travel and transport issues in relation to the effective operation of the compound sites is required.
- 4.1.7 Once construction has commenced, the following information will be obtained and incorporated into the CTP to enhance the effectiveness of the initiatives and strategies:
- Number of staff and operatives on site employed by each contractor
 - Number of vehicles required on site by each contractor
 - Details relating to the use of sub-contractors and the schedule of works.
- 4.1.8 Further information on workforce travel issues will be gained by initiating a workforce travel survey once personnel have been appointed. Initial workforce travel surveys will be conducted within one month of the construction sites commencing operation. This will also be rolled out to external visitors. A workforce travel survey will provide the following information:
- Journey origins of the workforce
 - How they travel to/from their place of origin
 - Willingness to travel by sustainable forms of transport
 - Willingness to take part in car sharing initiatives
 - How their journeys can be improved.

Car sharing/van pooling strategy

- 4.1.9 As there will be many operatives on site at one time, there is potential for their journeys to work and shift times to coincide. Any workforce that are lodging in the compound's locality or travel from the same location have the potential to car share with each other. There are a number of formal car sharing schemes, such as Lift Share (<https://liftshare.com/uk>), although car sharing will also be encouraged on an informal basis – especially considering the nature and location of the sites.
- 4.1.10 Car-sharing or van-pooling initiatives will be implemented, allowing operatives to effectively combine their journeys to reduce the total number of vehicles travelling to the site. Notices in communal areas will promote car sharing and it will be published during the staff induction process.

Sub-contractors

- 4.1.11 Opportunities will be pursued to develop van pooling initiatives for sub-contractors, particularly with the use of local businesses. Once a full schedule of works has been obtained, details of any van pooling measures can be put forward. Provision of company vans will be investigated so similar trades can combine resources and van pool.

Local recruitment policy

- 4.1.12 A local recruitment policy will be implemented to reduce the distance which sub-contracted staff have to travel to site. This would also increase the viability of travel by sustainable modes. It is however noted that this may not be practical on occasions where specialist contractors are required.
- 4.1.13 Where specialists are recruited from further afield, opportunities for lodging nearby will be pursued which may allow van pooling and car sharing measures to be taken.

Procurement

- 4.1.14 When procuring services from sub-contractors, the credentials of the company will be examined to understand their policies on using energy efficient vehicles for the transport of personnel to the construction compounds.

Staff and operatives vehicle routing strategy

- 4.1.15 Construction Access Routes to each compound have been proposed and described in Chapter 2 (Project description) Volume 2i Project-wide. All HGV and LGV trips will be made along Construction Access Routes.
- 4.1.16 The staff and operative car trips have been assigned onto the whole road network rather than along designated Construction Access Routes, as it is recognised that specifying car trips along designated routes is not practical and cannot be enforced. However, staff and operatives will be encouraged to use the Construction Access Routes identified where possible.
- 4.1.17 Measures can be put in place to promote these proposed Construction Access Routes, such as leaflets, maps and infographics on site. Information will also be included in any welcome packs or starter inductions.
- 4.1.18 A vehicle routing initiative will ensure that all site staff are informed of the desirable use of the Construction Access Routes.

Car parking strategy

- 4.1.19 The parking of construction related vehicles will be managed by the contractors to reduce the overall environmental impact. Parking initiatives will include providing parking spaces which are closer to the site compound turnstile exit/entrance for those who car share or van pool. It is proposed that the site manager or logistics manager will keep surveillance on parking to ensure no inappropriate overspill onto the public highway. It is also proposed that all the essential car parking information will be included in starter packs, staff leaflets and promotional material and site inductions.

Bus and rail strategy

- 4.1.20 To reduce the reliance on solo occupancy private car use, operatives will be encouraged to access the site using bus and rail. As outlined in Section 3, several bus routes currently serve the Bicester, Bletchley and Aylesbury areas. These services should be promoted to the workforce living in local towns/villages served by these routes. In addition, for workforce living further afield there is the possibility of taking the train to Bicester Village, Bicester North, Aylesbury Vale Parkway, Aylesbury and Bletchley stations and then transferring to site by shuttle bus.
- 4.1.21 Having travel information readily available to the workforce is an important measure to encourage staff to use public transport. Potential locations to display travel information within the construction compound include staff communal areas and locker rooms. Information that would be displayed includes bus and train timetables. In addition, for the workforce using a combination of bus and rail to

access the site, PLUSBUS should be marketed. PLUSBUS is an integrated rail and bus ticket, which could reduce the overall cost of the journey.

- 4.1.22 Traveline resources will be marketed to the workforce. Traveline provides public transport information via their website <http://www.traveline.info/>, by phone on 0871 200 22 33 or via a SMS texting facility. All bus stops are coded and information on bus services can be obtained by texting 84268.
- 4.1.23 Where bus or rail travel does not offer a reasonable alternative to private car journeys for staff and operatives, alternative measures should be promoted and encouraged such as minibus and car sharing schemes.

Minibus service provision

- 4.1.24 A minibus services is proposed to transfer workforce to and from the strategic compounds to other work areas. Similar measures can be investigated to ferry workforce to and from nearby transport hubs, such as the following:
- Compound A1: Bicester Village rail station; Bicester North rail station; Bicester park and ride
 - Compound B6: Bletchley rail station; Bletchley bus station.
 - Compound E5: Aylesbury bus station; Aylesbury rail station, Aylesbury Vale Parkway station
- 4.1.25 Provision of such a service will be investigated and any updates will be included in any revisions of the CTP.

Bicester Park and Ride

- 4.1.26 The feasibility of providing a private shuttle transport for staff and operatives (e.g. a minibus) from Bicester park and ride site to Compound A1 will be investigated and discussed with Oxfordshire County Council. This would provide staff and operatives with the option of using the S5 public bus service to travel from Oxford City Centre to the Bicester park and ride site and then travelling to the compound using the private shuttle transport provided.
- 4.1.27 To reduce the number of arrivals at Compound A1 by single occupancy private vehicles, the option of staff and operatives travelling to Bicester park and ride site in their private vehicles and then transferring the last 5km to Compound A1 using the private shuttle transport provided will also be investigated. This requires discussions with Oxfordshire County Council over the use of car parking by staff and operatives at the Bicester park and ride site.

Walking and cycling strategy

- 4.1.28 Walking and cycling should be promoted to workforce who live within 2km of the compound sites, also helping to reduce reliance on solo occupancy car use.
- 4.1.29 In addition to public transport information, information on walking routes and cycle route maps should be displayed in an appropriate location within the construction compound, e.g. the canteen and communal changing areas.
- 4.1.30 To further encourage the uptake of walking and cycling, the following could be made available to staff: cycle storage facilities; and on-site facilities for staff e.g. changing rooms, showers, and lockers.
- 4.1.31 The national cycling charity, Sustrans, may also be able to provide free/lost cost resources to help increase uptake of cycling amongst staff. The following page provides advice and resources that may be of relevance to developing cycling initiatives at compound sites: <https://www.sustrans.org.uk/our-services/where-we-work/workplaces/change-way-your-staff-travel-work>.

4.2 Action plan

- 4.2.1 Table 4.1 outlines the required actions in order to implement the CTP and identifies deadlines for completion to ensure that proposed measures are realised and met.
- 4.2.2 The Travel Plan Co-ordinator will have the overall responsibility for ensuring that the action plan is implemented adequately, with support from other parties.
- 4.2.3 Contractors will be expected to cover elements of the CTP in their tender offer, meaning that initiatives can be implemented promptly at the construction stage.

Table 4.1 CTP strategic compound action plan

Measure	Programme for implementation	Responsibility
Information Collection	This will be undertaken periodically. A baseline staff travel survey will be undertaken within 1 month of works commencing.	TPC/On site staff
Car sharing/van pooling strategy	This will be implemented from commencement of works on site.	TPC
Staff and operatives vehicle routing strategy	This will be implemented from commencement of works on site.	Logistics Manager/Site Manager/TPC
Car parking strategy	This will be implemented from commencement of works on site.	TPC
Travel information publicity	This will be implemented from commencement of works on site.	TPC
Provision of facilities to support sustainable travel	This will be implemented from commencement of works on site.	TPC
Provision of a minibus shuttle service	This will be investigated prior to the commencement of works on site.	TPC
Local recruitment policy	Prior to commencement of works on site.	Site Manager/Logistics Manager
Assess the use of energy efficient vehicles in the subcontractor procurement process	Prior to commencement of subcontractor works on site.	TPC/Logistics Manager/Site Manager

Management support

- 4.2.4 As mentioned previously, the Travel Plan Co-ordinator will require support in implementing the CTP. In particular, it is critical that management support is obtained from the contractors to ensure that the implementation of the CTP is effective.
- 4.2.5 The tender requirements will stipulate that contractors take responsibility for taking forward and implementing the CTP.

5. Monitoring strategy

5.1.1 Monitoring and reviewing is essential to the success of any Travel Plan. This process allows an assessment of the success and deficiencies of the CTP against the targets that were initially set out. The CTP can then be revised as necessary.

Monitoring regime

5.1.2 Monitoring and reviewing the implementation of the CTP will commence when works start on site.

5.1.3 Day to day monitoring of the CTP will be the responsibility of the Travel Plan Co-ordinator. This does not require formalised activities on a daily basis, rather the Travel Plan Co-ordinator is a point of contact who staff can report any travel problems to. In addition, the Travel Plan Co-ordinator should also have a general awareness of travel issues pertaining to the site.

Workforce travel survey

5.1.4 Conducting workforce travel surveys will allow progress against the targets to be achieved, including the operative car occupancy rate. It also offers an opportunity to gather information which can inform the ongoing development of the CTP.

5.1.5 A baseline workforce travel survey should be carried out as soon as possible following commencement of works on site.

Monitoring of facilities

5.1.6 In addition to monitoring staff travel habits, the usage and demand for facilities will be monitored on a regular basis. This will include:

- **Car parking:** The demand for car parking will be monitored to ensure that workforce are only parking in designated areas in formal parking spaces e.g. not blocking access routes and overspilling onto the local network etc.
- **Cycle parking:** Monitoring the use of cycle parking provided on site. Should there be evidence of demand beyond the supply of parking, additional spaces will be provided.

5.1.7 The Travel Plan Co-ordinator will take responsibility for completing the CTP monitoring record on a regular basis. A template of the record will be made available. This will be used to set new targets (where appropriate) and to check where improvements could be made.

5.1.8 Where improvements are identified, the CTP will be updated to accommodate any changes which are deemed necessary.

Revision and remedial measures

5.1.9 A Travel Plan is a dynamic process and should change as the needs of the workforce change. This should be considered throughout the monitoring and review process.

5.1.10 As mentioned in the section above, the Travel Plan Co-ordinator will undertake a regular review of the CTP; this will involve a review of the targets which will be determined following the completion of the baseline travel surveys.

5.1.11 Should the CTP fail to meet the agreed Travel Plan targets, remedial measures can be considered to make a positive impact to the CTP. It is suggested that the following remedial measures may be appropriate (depending on the exact nature of the failure):

- A renewed attempt at marketing sustainable modes of travel to the workforce
- Additional incentives to encourage car sharing e.g. priority parking spaces
- Provide additional shuttle bus services and vanpools.



Appendix A: Bus service timetables for compounds A1, A4, B6 and E5¹

Bus services operating within the vicinity of compound A1

Service no.	Operator	Route	Outbound frequency		Inbound frequency	
			Monday-Friday	Saturdays	Monday-Friday	Saturday
S5	Stagecoach	Oxford – Gosford – Bicester – Glory Farm / Launton / Arncott / Langford	20-45 mins Morning Services: 07:40; 08:25; 08:40 (Oxford Magdalen Street)	60 mins Morning Services: 07:05; 08:05 (Oxford Magdalen Street)	60 mins Afternoon Services: 16:41; 17:56; 19:01 (Glory Farm, Bicester Road)	30 mins Afternoon Services: 13:26; 13:56; 14:26 (Glory Farm, Bicester Road)

Bus services operating within the vicinity of compound A4

Service no.	Operator	Route	Outbound frequency		Inbound frequency	
			Monday-Friday	Saturdays	Monday-Friday	Saturday
18	Langston & Tasker	Bicester – Steeple Claydon	5 a day Morning Service: 08:35 (Bicester Town Centre) 07:52 (Steeple Claydon, Opp. The Foundation)	No service	5 a day Afternoon service: 17:23 (to Bicester) 18:20 (to Steeple Claydon)	No service
16	Redrose Travel	Marsh Gibbon – Poundon	2 a day Morning Service: 06:45 (Marsh Gibbon Post Office)	2 a day Morning Service: 07:00 (Marsh Gibbon Post Office)	2 a day Afternoon Service: 18:55 (to Marsh Gibbon)	2 a day Afternoon Service: 18:50 (to Marsh Gibbon)

¹ <http://www.traveline.info/>



Bus services operating within the vicinity of compound B6

Service no.	Operator	Route	Outbound frequency		Inbound frequency	
			Monday-Friday	Saturdays	Monday-Friday	Saturday
28	Vale Travel	Bletchley – Central Milton Keynes – Westcroft	60 mins Morning Service: 06:15; 07:00; 08:00; 09:00 (Bletchley Bus Station)	60 mins Morning Services: 07:00; 08:00 (Bletchley Bus Station)	60 mins Afternoon Services: 16:45; 17:45; 18:37; 19:35 (St Aidans Close)	60 mins Afternoon Services: 13:39; 14:39 (St Aidans Close)

Bus services operating within the vicinity of compound E5

Service no.	Operator	Route	Outbound frequency		Inbound frequency	
			Monday-Friday	Saturdays	Monday-Friday	Saturday
16 ²	Redrose Travel	Aylesbury – Steeple Claydon*	From Aylesbury: 60 mins Morning Service: 07:50 (Aylesbury Bus Station) From Steeple Claydon: 7 a day Morning Service: 07:07 (Steeple Claydon, opp. The Fountain)	From Aylesbury: 5 a day Morning Service: 09:50 (Aylesbury Bus Station) From Steeple Claydon: 5 a day Morning Service: 07:17, 08:40 (Steeple Claydon, opp. The Fountain)	To Aylesbury: 20-60 mins Afternoon Services: 16:52, 17:55, 18:13, 19:19 (Fleet Marston Farm) To Steeple Claydon: 40-60 mins Afternoon Service: 18:00, 18:42 (Fleet Marston Farm)	To Aylesbury: 5 a day Afternoon Service: 15:29, 17:29 (Fleet Marston Farm) To Steeple Claydon: 5 a day Afternoon Service: 16:01, 18:01 (Fleet Marston Farm)

*More frequent services to and from Waddesdon

² <https://bustimes.org/services/16-steeple-claydon-aylesbury?date=2018-05-19>

Environmental Statement

Volume 3 – Appendices

Appendix 14.5B – Construction Travel Plan – Satellite compounds

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1. Introduction

- 1.1.1 This Construction Travel Plan (CTP) has been prepared to provide a strategy to reduce and manage traffic generation by staff and operatives during the construction period of East West Rail Phase 2 (hereafter referred to as the Project).
- 1.1.2 This CTP is to be submitted as an appendix within the Environment Statement (ES) to support the application for a Transport and Works Act Order (TWAO). It should be read in conjunction with the ES, in particular:
- Chapter 2 (Project description) Volume 2i Project-wide
 - Construction Code of Practice (CoCP) Appendix 2.1, Volume 3
 - Construction Traffic Management Plan (CTMP) Appendix 2.2, Volume 3
 - Chapter 14 (Traffic and transport) Volume 2i Project-wide
 - Transport Assessment Appendix 14.2, Volume 3
- 1.1.3 This CTP will specifically target workforce daily movements to and from the relevant construction compounds.
- 1.1.4 This CTP has been prepared prior to the commencement of the Project. Updates will be provided in future versions of the CTP.
- 1.1.5 It will be the site manager or logistics manager's responsibility to take forward and implement this CTP for each construction compound covered by this document.

1.2 Context

- 1.2.1 A CTP is a package of measures tailored to a particular construction site to provide a co-ordinated transport strategy with an emphasis on reducing reliance on the private car and increasing travel choice for the workforce and visitors. It is a dynamic process that will develop over time and with changing circumstances.
- 1.2.2 The successful implementation of a CTP will deliver the following benefits:
- **Employer:** reduced demand for on-site car parking and accessibility improvements for contractors, hence an extended labour market catchment area
 - **Contractors, subcontractors and visitors:** possible reduction in journey time and cost, improved accessibility and travel choice
 - **Local community:** reduced congestion and severance
 - **The environment:** reduced impacts in relation to air quality, noise pollution, vibration and dust pollution through a reduction in vehicles.

1.3 Aim

- 1.3.1 The primary aim of the CTP is to reduce traffic generation by staff and operatives during the construction of the Project. This will be achieved through the effective management of workforce daily movements to and from the relevant construction sites, whilst maintaining an efficient and safe operation of the construction process.
- 1.3.2 This document will identify the transport implications of staff and operative travel movements and propose a series of measures which, when implemented, will help to achieve this primary aim.

1.4 Scope

- 1.4.1 The CTPs are concerned with the Project's construction compounds. For the purpose of the CTP, the following compound types have been considered, as they are likely to generate the majority of constructors' traffic movements associated with the construction of the Project.

- **Strategic compound** – larger, main compound from which construction and main project management is undertaken, providing main office space, main canteen areas, main welfare facilities and processing and storage of site materials
- **Satellite compound** – smaller compound from which construction for that section is managed, comprising small offices and welfare facilities, areas for the storage of plant and materials and some material processing
- **Vehicle park** – one compound, near M1 Junction 13, will be used as a location to hold Heavy Goods Vehicles (HGVs) while they wait to access other compounds at the right time. This will include a large parking area with basic welfare facilities. For the purpose of the CTP, this has been encapsulated by the satellite compounds

1.4.2 A summary of the facilities provided at each type of compound is included in Table 1.1; this information will be updated if necessary.

Table 1.1 Summary of facilities at strategic compounds and satellite compounds

Facilities	Strategic Compounds	Satellite Compounds
Car parking	Car parking provided to avoid overspill onto to public highway	Car parking provided to avoid overspill onto to public highway
Cycling/ motorcycle storage	Cycle racks and motorcycle storage facilities provided	Limited storage facilities will be provided where appropriate
Welfare	Changing rooms, showers, lockers, drying rooms, communal area and canteen provided	Basic welfare facilities will be provided
Visitors	Visitors will report to strategic compounds; relevant facilities will be provided	Basic facilities will be provided that visitors can utilise if necessary

1.4.3 This CTP is concerned with the 10 satellite compounds and 1 vehicle park and will be tailored to meet the travel requirements of these sites. The satellite compounds include the following sites:

- A2: Launton
- A3: Marsh Gibbon
- B1: Steeple Claydon
- B2: Verney Junction
- B3: Furze Lane
- B5: Newton Longville
- C1: Wellington Place
- D1: M1 Junction 13 (vehicle park)
- D2: Kempston Hardwick
- E3: Quainton
- E4: Waddesdon

1.4.4 The CTPs form part of a package of management documents to assist in the control of transport movements to and from the construction compounds during the Project's construction period. The CTPs are concerned with the movement of personnel only.

1.4.5 Table 1.2 summarises the type of the contractor trips that will be managed under the CTP.

Table 1.2 Personnel movements that are captured in the CTP

Type of Movement	Definition
Staff	Supervisors and administrative staff
Operatives	Construction staff
Subcontractors	Off-site staff providing specialist services
Workforce	All contractors working on construction compounds

1.4.6 It is not proposed to provide site specific Travel Plans beyond the information provided in the CTPs. The majority of elements included in any Travel Plan would be the same for each group of compounds. These have been captured in the two standalone documents (strategic compound CTP and satellite compound CTP) and include any individual conditions, measures and targets for each of the compounds concerned.

1.5 Methodology

1.5.1 The methodology of the CTP has included the following tasks:

- Understanding the requirements for the CTPs, the anticipated working patterns and arrangements of construction workforce, and the schedule of construction works
- Assessing the travel options for strategic and satellite compounds and reviewing CTP best to identify the appropriate strategies and initiatives
- Ensuring the proposed initiatives included in the CTP are appropriate and that a suitable monitoring procedure is in place.

1.5.2 This CTP has been developed to be in accordance with the traffic generation assumptions tested in the ES, e.g. achieving an average car occupancy of 1.5 operatives per vehicle for trips to and from construction compounds.

1.6 Report structure

1.6.1 This CTP document is structured as follows:

- **Section 2** provides a short summary of national and local policies relating to CTPs
- **Section 3** provides background to the construction process, including the workforce profile, shift patterns and accessibility of the relevant compounds
- **Section 4** outlines the objectives and targets of the CTP
- **Section 5** describes the proposed action plan for the implementation of the CTP
- **Section 6** details the monitoring strategy of the CTP to ensure the objectives and targets are met.

2. The construction programme

2.1 Daily trip profile

2.1.1 Construction work will be carried out during the working hours of 07:00 and 18:00 on weekdays, and 08:00 to 16:00 on Saturdays. Where works take place under possession of the track, work will take place overnight or over a full weekend (and bank holiday). Further details are provided Chapter 2 of the ES Volume 2i.

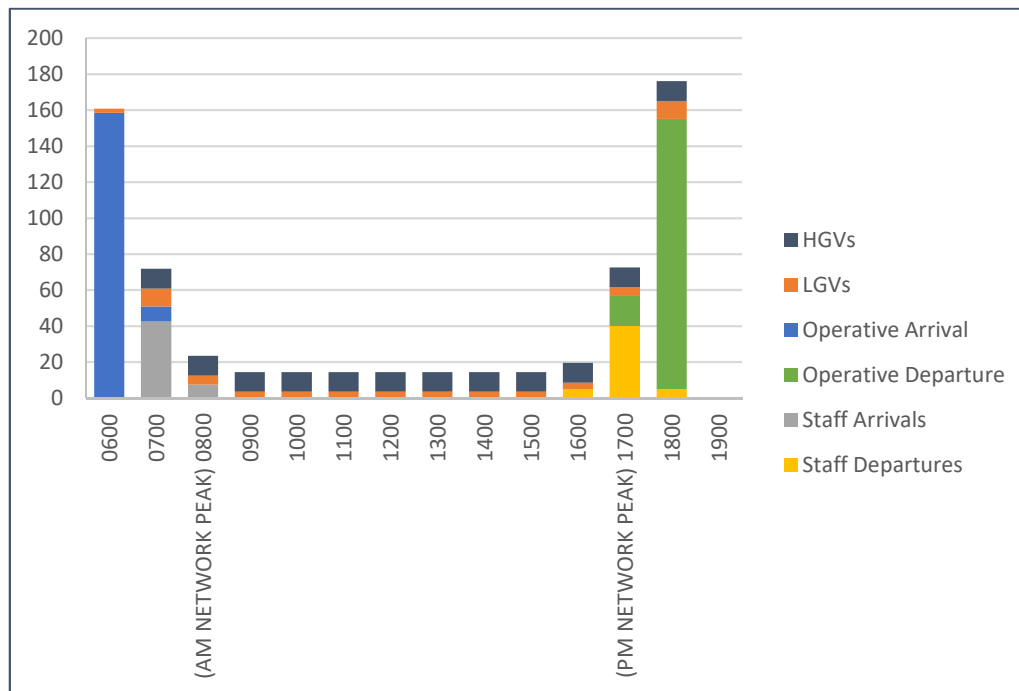
2.1.2 Where possible, all deliveries will be planned to avoid peak hour traffic (AM and PM). All deliveries will be between 07:00 and 18:00 hours during weekdays.

Workforce movements

2.1.3 Operatives will arrive in the hour prior to work starting at 07:00, and depart in the hour after work finishes at 18:00. Staff will arrive between the hours of 07:00 and 09:00 and depart between 16:00 and 19:00. Operative movements reflect shift patterns, whilst staff are expected to arrive and depart during the AM and PM peaks.

2.1.4 Figure 2.1 shows the daily construction trip profile which shows the staff and operative movements during the morning from 06:00 to 09:00 and in the afternoon from 16:00 to 19:00.

Figure 2.1 Daily construction trip profile



Subcontractors

2.1.5 Once subcontractors have been appointed, the following information will be used to inform the CTP:

- On-site phasing of subcontractors
- Information on working arrangements of current and future subcontractors e.g. number of staff, shift patterns
- Travel arrangements for subcontractors
- Likely origins of subcontractor staff and site deliveries.

Commuting patterns

- 2.1.6 It is assumed that most operatives will limit their daily commute to less than 60 minutes, which roughly corresponds to a 50-mile radius from the development site (a nominal centre point has been taken at Claydon Junction). Those who travel from outside this area are assumed to lodge in the local area, travelling to and from their home location on Mondays and Fridays. It is assumed that 30-40% of the workforce will be lodging during the week.
- 2.1.7 Table 2.1 shows the estimated geographic distribution of workforce which is centred at Claydon Junction.

Table 2.1 Geographic distribution of workforce

Location	Distribution Percentage
Cambridge	1%
London	10%
South of London	2%
Luton	5%
Bedford	5%
North of Leicester	2%
Leicester	1%
Milton Keynes & Northampton	25%
Aylesbury & Nearby	20%
Reading	1%
Oxford	2%
Bicester	15%
Banbury	5%
Birmingham & Coventry	5%
Bristol & Bath	1%

2.2 Car parking

- 2.2.1 Car parking will be limited at the satellite compounds, however, there will be enough on-site parking to meet demand with no overspill onto the surrounding highway network. There will be a Gateman/Vehicle Marshall who will control vehicle movement to and from the compounds. Parking provisions and layout will be determined at later design stages, at which time the CTP will be updated.
- 2.2.2 The majority of car parking will be provided at the strategic compounds, with workforce mini buses provided to transport the workforce from these strategic compounds to satellite compounds.

2.3 Site access

- 2.3.1 This section provides a review of the existing accessibility of the sites included in this CTP. This CTP concerns the satellite compounds and the vehicle park only. The compound locations are described in Chapter 2 of the ES Volume 2i.
- 2.3.2 It is recognised that staff and operatives travel choices will be influenced by the following factors:
- The need to carry equipment/clothing
 - The origin of journey and availability of local accommodation

- The availability of sustainable transport options and timetables which match the shift times.

2.3.3 Appendix A of this document provides a summary of site access by various transport modes. All the walking, cycling and public transport options have been provided.

Vehicular access

2.3.4 All of the satellite compounds can be accessed from the local highway. Due to the rural location of many of the satellite compounds, access may involve navigating along roads which vary in standard.

Walking and cycling

2.3.5 Walking and cycling accessibility has been determined according to short journey parameters for each travel mode. For walking, a maximum limit of 2km has been used with a desirable limit of 500m. For cycling, a maximum limit of 5km has been established, with a desirable limit of 2km. A desktop assessment has considered the walking and cycling catchments, presented in Appendix A of this document.

2.3.6 National Cycle Route 51 provides access to a number of compounds, running between Bicester, Winslow, Bletchley and Milton Keynes. These include A2, B2 and B3, which have been included in the walking and cycling catchments. Compound C1 is situated in Bletchley, with access to nearby footways and cycleways. However, the provision of walking and cycling infrastructure may be limited at some satellite compounds.

Bus Services

2.3.7 For those compounds with access to bus stops (within approximately 500m of the site), the nearest bus stops and relevant services are provided in Appendix A of this document. Compound C1 is located within the vicinity of Bletchley Bus Station, so bus travel may present a viable option for some staff and operatives. Limited services are provided at other locations as detailed in Appendix A. A proposed mini bus service will ferry operatives to and from the strategic compounds.

Rail Services

2.3.8 Compounds C1 and D2 are located within the vicinity of Bletchley and Kempston Hardwick railway stations respectively, so rail travel may present a viable option for some staff and operatives in that instance. However, the vast majority of satellite compounds do not have access to railway stations. The relevant railway stations and destinations are included in Appendix A of this document.

3. CTP objectives and targets

3.1.1 The primary aim of this CTP is to reduce traffic generation by contractors during the construction phase of the Project, by encouraging car sharing and sustainable forms of travel by those people involved in the construction phase of the Project, whilst ensuring the continual efficient operation of the construction process.

3.2 Objectives

3.2.1 Travel Plan objectives are high-level aims of the plan. They provide the CTP with direction and focus. The following objectives have been set for the CTP:

- To minimise the impact of the construction traffic on the highway network, particularly in relation to the peak periods when the majority of staff and operatives will be arriving/departing compound sites
- To ensure that the construction traffic has minimal environmental impact on the surrounding area by providing routing options and reducing the overall number of private vehicles
- To effectively manage use of the car for commuter trips through promotion of car sharing and reasonable alternative modes of transport, thereby reducing parking demand
- To maximise opportunities for the workforce to travel to compounds by means other than the private car.

3.3 Targets

3.3.1 Targets have been set to achieve each of the objectives set out above. The targets are often interrelated and will help in meeting several of the objectives. Targets will include:

- Reduction in single occupancy car use private car use over the construction period
- Maximise the efficiency and occupancy of shuttle bus transport from the strategic compounds to the satellite compounds
- For remaining journeys made by private car, achieve an average occupancy rate of least 1.5 for operative trips
- Efficient management of on-site contractor car parking to accommodate journeys which cannot be made by alternative modes
- A commitment to the delivery of the CTP in all construction tenders
- Increase the proportion of the workforce using public transport and walking and cycling for short journeys, where feasible.

3.3.2 Targets will be updated once the workforce baseline surveys have been undertaken. These could include numerical targets which can be measured to determine progress of the CTP. Section 5 and 6 provide more details on the workforce travel survey requirements. A number of action based targets have been identified. These are outlined in the following section.

4. CTP initiatives

- 4.1.1 A range of deliverable and effective measures will be delivered to achieve the CTP objectives and targets. These will include a mix of physical measures, co-ordination roles and responsibilities and promotion of sustainable transport modes. Proposed measures will need to be finalised by the contractor once appointed and prior to works commencing on site. The proposed measures are described below.

Travel Plan Co-ordinator

- 4.1.2 The appointment of a Travel Plan Co-ordinator will provide the workforce with a single point of contact for enquiries relating to the CTP. The Co-ordinator will be responsible for implementation and monitoring of the CTP on a day to day basis.
- 4.1.3 The Travel Plan Co-ordinator will liaise and communicate with the workforce on a regular basis as well as establishing partnerships with relevant stakeholders.
- 4.1.4 There will be a commitment to the CTP in the contractors' tendering agreements. The Travel Plan Co-ordinator will liaise with contractor companies and ensure these companies communicate the CTP to their employees e.g. as part of the workforce induction process.
- 4.1.5 The appointment of a Travel Plan Co-ordinator will provide the CTP with drive and focus. It is likely that this responsibility will be taken by the site manager or logistics manager. This will be confirmed in due course and updated accordingly.

Information collection strategy

- 4.1.6 To ensure that the CTP strategies and initiatives are appropriate, a good understanding of the travel and transport issues in relation to the effective operation of the compound sites is required.
- 4.1.7 Once construction has commenced, the following information will be obtained and incorporated into the CTP to enhance the effectiveness of the initiatives and strategies:
- Number of staff and operatives on site employed by each contractor
 - Number of vehicles required on site by each contractor
 - Details relating to the use of sub-contractors and the schedule of works.
- 4.1.8 Further information on workforce travel issues will be gained by initiating a workforce travel survey once personnel have been appointed. Initial staff travel surveys will be conducted within one month of the construction sites commencing operation. This will also be rolled out to external visitors. A workforce travel survey will provide the following information:
- Journey origins of the workforce
 - How they travel to/from their place of origin
 - Willingness to travel by sustainable forms of transport
 - Willingness to take part in car sharing initiatives
 - How their journeys can be improved.

Car sharing/van pooling strategy

- 4.1.9 As there will be many operatives on site at one time, there is potential for their journeys to work and shift times to coincide. Any workforce that are lodging in the compound's locality or travel from the same location have the potential to car share with each other. There are a number of formal car sharing schemes, such as Lift Share (<https://liftshare.com/uk>), although car sharing will also be encouraged on an informal basis – especially considering the nature and location of the sites.

- 4.1.10 Car-sharing or van-pooling initiatives will be implemented, allowing operatives to effectively combine their journeys to reduce the total number of vehicles travelling to the site. Notices in communal areas will promote car sharing and it will be published during the staff induction process.

Sub-contractors

- 4.1.11 Opportunities will be pursued to develop van pooling initiatives for sub-contractors, particularly with the use of local businesses. Once a full schedule of works has been obtained, details of any van pooling measures can be put forward. Provision of company vans will be investigated so similar trades can combine resources and van pool.

Local Recruitment Policy

- 4.1.12 A local recruitment policy will be implemented to reduce the distance which sub-contracted staff have to travel to site. This would also increase the viability of travel by sustainable modes. It is however noted that this may not be practical on occasions where specialist contractors are required.
- 4.1.13 Where specialists are recruited from further afield, opportunities for lodging nearby will be pursued which may allow van pooling and car sharing measures to be taken.

Procurement

- 4.1.14 When procuring services from sub-contractors, the credentials of the company will be examined to understand their policies on using energy efficient vehicles for the transport of personnel to the construction compounds.

Staff and operatives vehicle routing strategy

- 4.1.15 Construction Access Routes to each compound have been proposed and described in Chapter 2 (Project description) Volume 2i Project-wide. All HGV and LGV trips will be made along Construction Access Routes.
- 4.1.16 The staff and operative car trips have been assigned onto the whole road network rather than along designated Construction Access Routes, as it is recognised that specifying car trips along designated routes is not practical and cannot be enforced. However, staff and operatives will be encouraged to use the Construction Access Routes identified where possible.
- 4.1.17 Measures can be put in place to promote these proposed Construction Access Routes, such as leaflets, maps and infographics on site. Information will also be included in any welcome packs or starter inductions.
- 4.1.18 A vehicle routing initiative will ensure that all site staff are informed of the desirable use of the Construction Access Routes.

Car parking strategy

- 4.1.19 The parking of construction related vehicles will be managed by the contractors to minimise the overall environmental impact. Parking initiatives will include providing parking spaces which are closer to the site compound turnstile exit/entrance for those who car share or van pool. It is proposed that the site manager or logistics manager will keep surveillance on parking to ensure no inappropriate overspill onto the public highway. It is also proposed that all the essential car parking information will be included in starter packs, staff leaflets and promotional material and site inductions.

Bus and rail strategy

- 4.1.20 To reduce the reliance on solo occupancy private car use, operatives will be encouraged to access sites using bus and rail where feasible. Whilst the majority of satellite compounds have limited public transport access, the following measures can apply to those with services available. As outlined in Section 3, Compound C1 and D2 are in the vicinity of bus and/or railway stations, so use of bus and rail services should be actively encouraged at these sites in particular.
- 4.1.21 Having travel information readily available to the workforce is an important measure to encourage staff to use public transport. Potential locations to display travel information within the construction compound include staff communal areas and locker rooms. Information that would be displayed

includes bus and train timetables. In addition, for the workforce using a combination of bus and rail to access the site, PLUSBUS should be marketed. PLUSBUS is an integrated rail and bus ticket, which could reduce the overall cost of the journey.

- 4.1.22 Traveline resources will be marketed to the workforce. Traveline provides public transport information via their website <http://www.traveline.info/> by phone on 0871 200 22 33 or via a SMS texting facility. All bus stops are coded and information on bus services can be obtained by texting 84268.
- 4.1.23 Where bus or rail travel does not offer a reasonable alternative to private car journeys for staff and operatives, alternative measures should be promoted and encouraged such as minibus and car sharing schemes.

Minibus service provision

- 4.1.24 A minibus services is proposed to transfer workforce to and from the strategic compounds to other work areas. Similar measures should be investigated to ferry workforce to and from transport major transport hubs to satellite compounds. Any updates will be included in any revisions of the CTP. Opportunities to run minibuses to collect staff from nearby bus stops could also be considered.

Walking and cycling strategy

- 4.1.25 Many satellite compounds have limited access to walking and cycling infrastructure, so this does not present a feasible travel option for many. However, where appropriate, facilities such as cycle storage, and information on walking and cycling routes will be provided within the compound. The main welfare facilities will be provided at the strategic compounds; however, the appropriate facilities will be provided at satellite compounds.
- 4.1.26 The national cycling charity, Sustrans, may also be able to provide free/lost cost resources to help increase uptake of cycling amongst staff. The following page provides advice and resources that may be of relevance to developing cycling initiatives at compound sites: <https://www.sustrans.org.uk/our-services/where-we-work/workplaces/change-way-your-staff-travel-work>.

4.2 Action plan

- 4.2.1 Table 4.1 outlines the required actions in order to implement the CTP and identifies deadlines for completion to ensure that proposed measures are realised and met.
- 4.2.2 The Travel Plan Co-ordinator will have the overall responsibility for ensuring that the action plan is implemented adequately, with support from other parties.
- 4.2.3 Contractors will be expected to cover elements of the CTP in their tender offer, meaning that initiatives can be implemented promptly at the construction stage.

Table 4.1 CTP satellite compound action plan

Measure	Programme for implementation	Responsibility
Information collection	This will be undertaken periodically. A baseline staff travel survey will be undertaken within 1 month of works commencing.	TPC/on site staff
Car sharing/van pooling strategy	This will be implemented from commencement of works on site.	TPC
Staff and operatives vehicle routing strategy	This will be implemented from commencement of works on site.	Logistics Manager/Site Manager/TPC
Car parking strategy	This will be implemented from commencement of works on site.	TPC
Travel Information publicity	This will be implemented from commencement of works on site.	TPC

Measure	Programme for implementation	Responsibility
Provision of facilities to support sustainable travel	This will be implemented from commencement of works on site.	TPC
Provision of a minibus shuttle service	This will be implemented to the commencement of works on site. Additional services to those provided to/from strategic compounds will be investigated	TPC
Local recruitment policy	Prior to commencement of works on site.	Site Manager/Logistics Manager
Assess the use of energy efficient vehicles in the subcontractor procurement process	Prior to commencement of subcontractor works on site.	TPC/Logistics Manager/Site Manager

Management support

- 4.2.4 As mentioned previously, the Travel Plan Co-ordinator will require support in implementing the CTP. In particular, it is critical that management support is obtained from the contractors to ensure that the implementation of the CTP is effective.
- 4.2.5 The tender requirements will stipulate that contractors take responsibility for taking forward and implementing the CTP.

5. Monitoring strategy

5.1.1 Monitoring and reviewing is essential to the success of any Travel Plan. This process allows an assessment of the success and deficiencies of the CTP against the targets that were initially set out. The CTP can then be revised as necessary.

Monitoring regime

5.1.2 Monitoring and reviewing the implementation of the CTP will commence when works start on site.

5.1.3 Day to day monitoring of the CTP will be the responsibility of the Travel Plan Co-ordinator. This does not require formalised activities on a daily basis, rather the Travel Plan Co-ordinator is a point of contact who can staff can report any travel problems to. In addition, the Travel Plan Co-ordinator should also have a general awareness of travel issues pertaining to the site.

Workforce travel survey

5.1.4 Conducting workforce travel surveys will allow progress against the targets to be achieved, including the operative car occupancy rate. It also offers an opportunity to gather information which can inform the ongoing development of the CTP.

5.1.5 A baseline workforce travel survey should be carried out as soon as possible following commencement of works on site.

Monitoring of facilities

5.1.6 In addition to monitoring staff travel habits, the usage and demand for facilities will be monitored on a regular basis. This will include:

- **Car parking:** The demand for car parking will be monitored to ensure that the workforce are only parking in designated areas in formal parking spaces e.g. not blocking access routes and overspilling onto the local network etc
- **Cycle parking:** Monitoring the use of cycle parking provided on site. Should there be evidence of demand beyond the supply of parking, additional spaces will be provided.

5.1.7 The Travel Plan Co-ordinator will take responsibility for completing the CTP monitoring record on a regular basis. A template of the record will be made available. This will be used to set new targets (where appropriate) and to check where improvements could be made.

5.1.8 Where improvements are identified, the CTP will be updated to accommodate any changes which are deemed necessary.

Revision and remedial measures

5.1.9 A Travel Plan is a dynamic process and should change as the needs of the workforce change. This should be considered throughout the monitoring and review process.

5.1.10 As mentioned in the section above, the Travel Plan Co-ordinator will undertake a regular review of the CTP; this will involve a review of the targets which will be determined following the completion of the baseline travel surveys.

5.1.11 Should the CTP fail to meet the agreed Travel Plan targets, remedial measures can be considered to make a positive impact to the CTP. It is suggested that the following remedial measures may be appropriate (depending on the exact nature of the failure):

- A renewed attempt at marketing sustainable modes of travel to staff
- Additional incentives to encourage car sharing e.g. priority parking spaces
- Provide additional shuttle bus services and vanpools.



Appendix A: Site access matrix for satellite compounds

Compound	Walking and cycling catchments			Vehicle access	Bus services	Rail services
	500m	2km	5km			
A1	No nearby residential areas	Bicester (north, east, south); Launton	Bicester Village; Bicester North; Bicester; Launton	A4421/Charbridge Lane, Bicester	Bicester Road, Bicester/Post Office, Launton (18, S5)	Bicester Village; Bicester North (Oxford, London Marylebone, Birmingham, Banbury, Stratford-upon-Avon, Stratford-upon-Avon Parkway, Aylesbury, Aylesbury Vale Parkway)
A2	No nearby residential areas	Launton	Bicester Village; Bicester North; Bicester; Launton	Station Road, Launton	No bus services provided	No rail services provided
A3	No nearby residential areas	Marsh Gibbon; Poundon	Marsh Gibbon; Poundon; Twyford; Chardon; Edgcott	Station Road, Marsh Gibbon	No bus services provided	No rail services provided
A4	No nearby residential areas	Marsh Gibbon; Poundon; Twyford; Charndon	Marsh Gibbon; Poundon; Twyford; Chardon; Edgcott	Main Street, Poundon	Poundon Turn (16, 18)	No rail services provided
B1	No nearby residential areas	Steeple Claydon; Middle Claydon	Steeple Claydon; Middle Claydon; Padbury; Verney Junction; East Claydon	Queen Catherine Road, Steeple Claydon	Old Railway Station, Steeple Claydon (C57)	No rail services provided
B2	Verney Junction	Verney Junction; Addington; East Claydon	Verney Junction; Addington; East Claydon; Middle Claydon; Steeple Claydon; Adstock; Padbury; Winslow;	Unnamed Road Verney Junction	No bus services provided	No rail services provided
B3	No nearby residential areas	Winslow; Addington	Winslow; Addington; Great Horwood; Adstock; Little Horwood	Furze Lane, Winslow	Redfield Farm, Winslow (60, Max 60)	No rail services provided



Compound	Walking and cycling catchments			Vehicle access	Bus services	Rail services
	500m	2km	5km			
B4	No nearby residential areas	Mursley; Little Horwood	Mursley; Little Horwood; Winslow; Great Horwood	Station Road, Mursley	No bus services provided	No rail services provided
B5	No nearby residential areas	Newton Longville	Newton Longville; Bletchley; Milton Keynes (west)	Whaddon Road, Newton Longville	No bus services provided	No rail services provided
B6	Bletchley	Bletchley	Bletchley; Milton Keynes (west)	Bletchley Road/Newton Road, Bletchley	St Aidan's Close (28)	Bletchley (London Euston, Milton Keynes Central, Bedford, Birmingham New Street, Northampton, East Croydon)
C1	No nearby residential areas	Bletchley	Bletchley; Milton Keynes (east, south, west)	B4034/V7 Saxon Street, Bletchley	Bletchley Bus Station (1, 4, 5, 7, 9, 17, 18, 24, 25, 28, 30, 31, 50, 70, 162, 310, 608, 673, Sapphire 6, F77)	Bletchley (London Euston, Milton Keynes Central, Bedford, Birmingham New Street, Northampton, East Croydon)
D1	No nearby residential areas	Brogborough; Husbourne Crawley	Brogborough; Husbourne Crawley; Aspley Guise; Woburn Sands; Hulcote; Salford	Bedford Road, Church End	No bus services provided	No rail services provided
D2	Kempston Hardwick	Kempston Hardwick; Kempston	Kempston Hardwick; Kempston; Bedford Midland; Bedford St John's; Bedford (west and south)	Manor Road, Kempston Hardwick	No bus services provided	Kempston Hardwick (Bedford, Bletchley)
E3	No nearby residential areas	Quainton	Quainton; Waddesdon; Westcott	Station Road, Quainton	No bus services provided	No rail services provided
E4	No nearby residential areas	Waddesdon	Waddesdon; Quainton	Blackgrove Road, Waddesdon	No bus services provided	No rail services provided



Compound	Walking and cycling catchments			Vehicle access	Bus services	Rail services
	500m	2km	5km			
E5	No nearby residential areas	Berryfields	Berryfields; Waddesdon; Aylesbury (west)	A41, Aylesbury	Fleet Marston Farm (16)	Aylesbury Vale Parkway (Aylesbury, London Marylebone, Princes Risborough)

