



travelplan

Little Court, Haverhill, SUFFOLK

CCE/ZA921/TP-01

February 2021

For CARE (Little Court) Ltd

Document Review Sheet

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Document status

Reference	Date	Author	Checked
CCE/ZA921-TP01	February 2021	JP	DS

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1.0 INTRODUCTION

1.1 Introduction

- 1.1.1 Cannon Consulting Engineers (CCE) has been commissioned by CARE (Little Court) Ltd to produce a Workplace Travel Plan (WTP) in support of an application for:-

Specialist dementia care village for up to 120 residents, including central amenity building (shop, restaurant, pub, communal hall, treatment/counselling rooms, offices and staff accommodation), club/hobby rooms, vehicle parking, landscaping proposals and associated works.

- 1.1.2 **Figure 1** provides a site location plan. The Care Home will employ more than 50 staff therefore, a Workplace Travel Plan (WTP) is required. This WTP is produced in accordance with current Department for Transport's (DfT) travel planning guidance and Suffolk County Councils (SCC) Travel Plan Guidance. This Travel Plan is aimed at staff and visitors of the site. The Care Home residents will only travel to and from the site very occasionally.
- 1.1.3 This document is to be submitted and read in conjunction with the Transport Assessment (Ref: CCE/ZA921/TA), also produced by Cannon Consulting Engineers.
- 1.1.4 In accordance with best practice and guidance, the Travel Plan has an objective to reduce the reliance on single occupancy car users, to reduce demand for car parking and to maximise the use of other more sustainable forms of travel such as walking, cycling, car sharing and public transport by future staff and visitors of the Care Home.

1.2 Site Location

- 1.2.1 Haverhill is located in Suffolk approximately 19km west of Cambridge. The Local Planning Authority is St Edmundsbury Borough Council (SEBC) with Suffolk County Council being the Local Highway Authority. **Figure 1** provides a Site Location Plan.
- 1.2.2 The site is located approximately 1km northeast of Haverhill in Little Wrattling on the southern side of Haverhill Road (A143). The Site Context & Accessibility Plan (**Figure 2**) overleaf shows the location of the site in relation to Haverhill town centre and areas of planned growth in within the town.

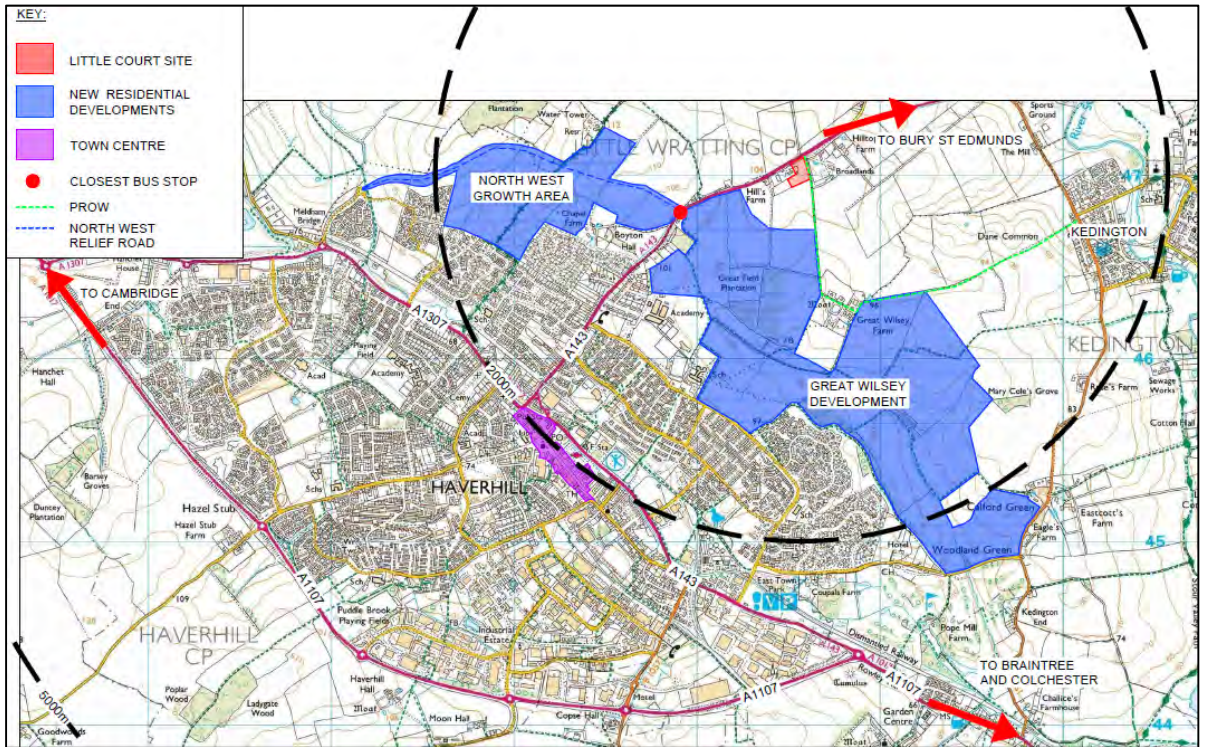


Figure 2: Site Context Plan & Accessibility Plan

- 1.2.3 The Site Context & Accessibility Plan also shows two large areas of planned housing growth in Haverhill which will include circa 3,500 dwellings. The North-West Growth Area (NWGA) includes the provision of the North West Relief Road (NWRR), which will support the planned development and relieve congestion the town centre.
- 1.2.4 The site to the North East of Haverhill is known as Great Wilsey Park. It includes 2,500 homes, two primary schools, employment and community facilities. Both sites are under construction at the time of writing.
- 1.2.5 To the east of the site is the village of Keddington and to the north is the village of Great Wrattling.
- 1.2.6 The site is bordered by Haverhill Road (A143) to the north and open farmland to the south. A residential property “Little Court House” is located immediately west of the site and shares the site access. Public Footpath 5 runs adjacent to the eastern boundary of the site. On the opposite side of the footpath is Broadlands Hall School, which is an independent school, providing for special educational needs.

1.3 Development Proposals and Site Access

- 1.3.1 The proposals introduce a unique method of care into the UK for those suffering with extreme dementia. The proposals are not for a standard Care Home but are instead inspired by new methods of care that have been developed in a care home called Hogeweyk, Amsterdam. Hogeweyk have achieved worldwide acclaim for their innovative work and methods that have been shown to have a dramatically positive effect on the care of those with extreme dementia.

- 1.3.2 The proposed Care Home will provide safe living environment for 120 residents. The key concept of the Care Home is to “live life as normal”. In practice this means the following:
- Small group living – residents will be housed in a 6-bedroom apartment, each bedroom is en-suite and the 6 residents will share a lounge, kitchen and dining area. They will prepare meals together with their caring team. Each apartment has its own front door to the outside space.
 - Meaningful occupation – residents will be encouraged to take part in normal day to day activities within their apartment, as they are able e.g. food preparation, laundry etc. There will also be a range of clubs and societies on site, reflecting the interests of all residents e.g. music groups, films, sewing, dancing, sport, flower arranging, model railways, and exercise classes.
 - Freedom to roam – the front door to each apartment will only be locked at night, during the day residents are free to roam around the site as they wish. By being outside and experiencing the weather and fresh air helps to keep residents in a natural rhythm of life so aiding sleep and improving behaviour. Residents will be free to come and go but within the confines of the development only. Due to the advance stage of dementia that residents will be experiencing they will not leave the site.
- 1.3.3 The residents will be encouraged to engage in everyday tasks, to help with their own washing, to choose what they want to eat as a family group and go to the on-site shop and purchase the food, as they would have done during their lifetimes. They will be allowed the freedom to choose what they do and when they do it with help and guidance from staff. They will be able to leave their apartments whenever they wish, to safely wander within the development safe in the knowledge that all the staff are trained to respond in the appropriate manner to any issue that may arise.
- 1.3.4 A Masterplan is contained at **Appendix A**. As well as residential accommodation, the masterplan includes a restaurant, pub and shop however these are for the use of the residents and their visitors only and part of the “live life as normal” ethos for the site. These uses within the site will not generate additional vehicles trips in their own right; they are ancillary to the Care Home.
- 1.3.5 The site will be served by a priority T-junction at the location of the existing site access. This will be widened to enable two vehicles to pass and a refuse vehicle to access the site. **CCE Drawing ZA921-PL-SK-001-P04** shows the location and form of the proposed junction arrangement. The proposed access road is 7m wide carriageway with a 2.0m wide footway on western side and a 3m shared footway/cycleway on the eastern side. The eastern footway/cycleway will be continued east to provide a connection to Public Footpath 5 that provides an onward connection into Haverhill.
- 1.3.6 The speed limit on the site frontage is derestricted (60mph) therefore; visibility in accordance with DMRB at 2.4m x 215m is required in either direction. This can be achieved within highway boundary in both directions as shown on **CCE Drawing ZA921-PL-SK-001-P04**.

1.3.7 The site access proposal caters for all modes – vehicular, pedestrian and cycles. It is proposed to provide a pedestrian and cycle link to east of the site to connect to Public Footpath 5. This is currently a footpath but is considered a suitable and desirable route for cyclists. The proposals will seek to undertake the necessary work to designate this as a bridleway so it can be used by cyclists. Public Footpath 5 will provide a connection into Haverhill via the Great Wilsey Park development which is currently being constructed.

1.4 Internal Site Layout

1.4.1 The site masterplan is provided in **Appendix A**. The site includes car parking, cycle parking, residential accommodation for the Care Home residents, overnight accommodation for staff and a restaurant, pub, shop and hobby/activity rooms for residents and visitors.

1.5 Parking Provision

1.5.1 Suffolk’s Guidance for Parking (May 2019) provides details of parking requirements of different land uses. The standards relevant to the site are summarised in the table below.

Use	Vehicle	Cycle	PTW	Disabled
	Minimum	Minimum	Minimum	Minimum
Residential Care Home	1 space per full time equivalent staff + 1 visitor space per 3 beds	2 spaces per 5 staff	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces).	Dependent on actual development, on individual merit, although expected to be significantly higher than business or recreational development requirement

Table 3.1: Suffolk Guidance for Parking (May 2019)

1.5.2 The Care Home will employ circa 165 staff. The site will be staffed 24 hours a day so the staff will be spread across several shifts and it is therefore estimated that 55 staff will be on site at any one time. The residents of the Care Home will not own cars or be able to drive.

1.5.3 Providing parking in strict accordance with the SCC guidance would require a very large car park which would be significantly underutilised. It is therefore considered appropriate to provide parking to the number of staff on at any one time.

1.5.4 In terms of visitor parking, There will be no restrictions to visiting hours (apart from at night when the residents will be asleep) so visitors can arrive at any time during the day. Much of the medical needs of residents will be provided on site therefore there is limited need for visits from external service providers apart from occasional visits from hair dressers, podiatrists etc. which will be regular, but not daily to the site.

1.5.5 65 car parking spaces are proposed. This includes 5 disabled bays and 13 electric charging enabled bays. This level of car parking can adequately accommodate staff and visitors. 20 secure and cover cycle parking spaces will be provided. Staff will also have access to lockers

and showers on site. It is proposed to provide 5 electric bikes for staff to use on loan to travel to and from work. The majority of Haverhill and the surrounding residential areas are within an acceptable 5km cycle ride of the site and it is considered that cycling will form a realistic mode of travel for staff. It is hoped that the use of electric bikes will maximise the number of staff choosing to cycle.

- 1.5.6 The site will have a dedicated minibus. This can be used to transport staff to and from the site. It can also be used to transport residents to any specific external medical appointments, albeit this will be infrequent.

1.6 Pedestrian and Cycle Accessibility

- 1.6.1 The site access proposal caters for all modes – vehicular, pedestrian and cycles. It is proposed to provide a pedestrian and cycle link to east of the site to connect to Public Footpath 5. This is currently a footpath but is considered a suitable and desirable route for cyclists.

1.7 Servicing, Refuse and Emergency Vehicle Access

- 1.7.1 The site access has been designed to accommodate servicing, emergency and refuse vehicles accessing and egressing in forward gear. Vehicle tracking drawings are included within the accompanying Transport Assessment (TA).

2.0 TRAVEL PLAN POLICY AND GUIDANCE

2.1 Travel Plan Overview

2.1.1 A Workplace Travel Plan (RTP) is a package of measures designed to reduce car use associated with the development by supporting sustainable forms of transport and reducing the need to travel by single occupancy car.

2.1.2 WTP's also provide a key management tool for implementing the transport solutions highlighted within the access and movement strategy of the Transport Assessment. The focus of the transport strategy is providing sustainable connections for local journeys in particular. It is anticipated that the majority of staff will be local. It should demonstrate both the 'hard' infrastructure measures and the 'soft' marketing and management measures necessary to address the transport impacts arising from the Care Home.

Suffolk County Council Travel Plan Guidance

2.1.3 Suffolk County Council offers a Travel Plan evaluation and monitoring service to developers for all Travel Plans associated with a new development. SCC now use Modeshift STARS as part of their Travel Plan monitoring system. The Development will sign up to this when a completion date and the details of the Travel Plan Coordinator are known. Modeshift STARS is an online platform which can be used to create, develop and support Travel Plans. It can also be used to assist in monitoring and evaluation of Travel Plans. Once the site has planning permission, all the necessary data to complete the Modeshift STARS template can be obtained from this Travel Plan document.

2.1.4 SCC Travel Plan Guidance highlights the following benefits of a Travel Plan:

- *Environmental*: Opportunities to reduce air pollution, noise and tackle climate change. Opportunities for creating more attractive, connected and liveable communities.
- *Economic*: Improved site access and travel choices for staff/customers/pupils/visitors, less traffic congestion and fewer delays, greater range of benefits to offer staff staff/customers/pupils/visitors, reduced cost of and demand upon car parking.
- *Social*: Potential for improved road safety and improving relations with neighbours (e.g. reduction in parking disputes), promoting active travel choices which can improve physical and mental health and productivity, tackling childhood obesity and reducing exposure to and the generation of air pollution, which allows those without a car to travel independently.

2.1.5 SCC require monitoring to begin six months after occupation of the development for a period of 5 years. This will be coordinated by the Travel Plan Coordinator using Modeshift STARS.

2.1.6 The DfT advises, that all types of travel plans for new developments need to:

- *Be site specific – the detailed choice of outcomes and specific measures will be partly determined by the opportunities and constraints offered by the site;*

- *Combine the 'hard' measures – of site design, infrastructure and new services – with the 'soft' measures of marketing, promotion and awareness raising;*
- *Provide a package of measures that are integrated into the design and occupation of the new site, rather than 'retrofitted' after occupation;*
- *Include measures to support walking, cycling and public transport use and facilitate disabled access;*
- *Consider parking provision. A degree of parking restraint is likely to be important to the success of the plan in reducing car use;*
- *Include arrangements for managing the process.*

2.1.7 The structure of the WTP has been broadly set out in accordance with the DfT's 'Travel Pyramid' methodology as follows:

- Section 3: Background Information, Baseline Conditions and Accessibility
- Section 4: Objectives and Targets
- Section 5: Measures and Travel Plan Strategy
- Section 6: Monitoring and Review

3.0 BACKGROUND INFORMATION, BASELINE CONDITIONS AND ACCESSIBILITY

3.1 Introduction

3.1.1 Haverhill is located in Suffolk approximately 19km west of Cambridge. The Local Planning Authority is St Edmundsbury Borough Council (SEBC) with Suffolk County Council being the Local Highway Authority. **Figure 1** provides a Site Location Plan.

3.1.2 Access to the site by modes other than the private car include the following:

- Walking – Pedestrian Networks;
- Cycling – Cycle Route Networks; and
- Public Transport – Existing Bus and Train service provision.

3.2 Pedestrian and Cycle Facilities

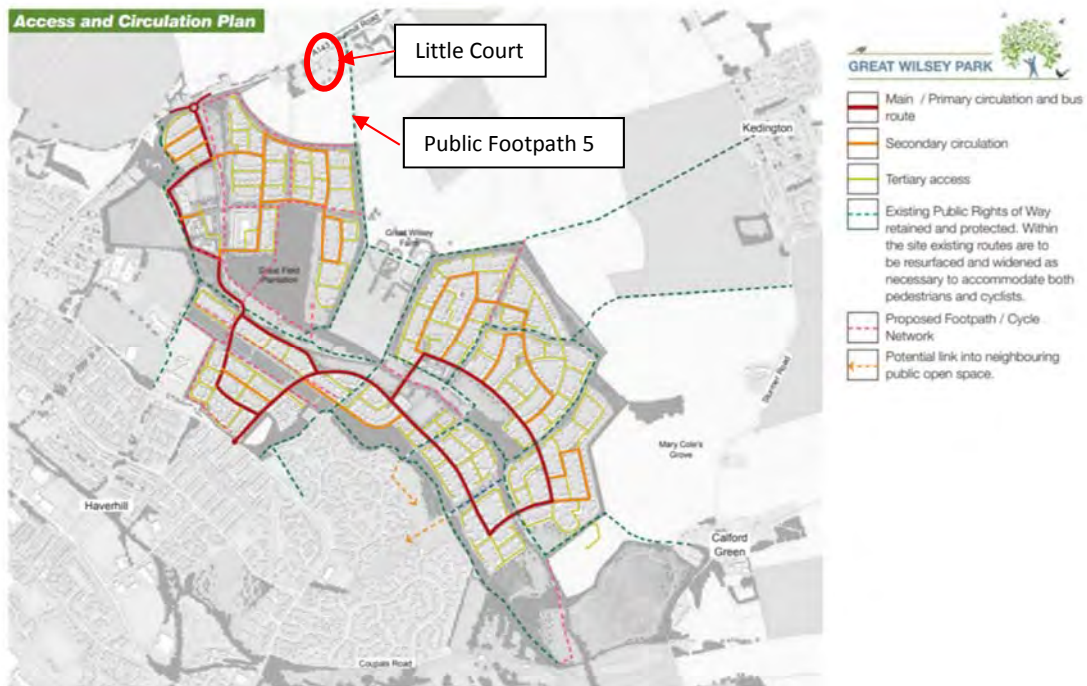
3.2.1 At the location of the site frontage there is no footway provision on Haverhill Road. The extract below from SCC's PROW map shows the PROWs in the vicinity of the site. Public Footpath 5 runs adjacent to the eastern site boundary and provides a direct connection to the Shetland Road residential area of Haverhill. It is a wide tarmac route that serves a farm and a residential dwelling but vehicular traffic on the route is otherwise very limited.



Insert 3.1: Extract from SCC PROW plan for the area surrounding the Little Court site.

3.2.2 An extract from the Great Wilsey Park planning application is included below and shows how the internal footway and cycle network within the proposed development will be accessible

within short walk from Little Court via Public Footpath 5. In turn, this provides onward connections to the existing residential areas of Haverhill and Haverhill town centre.



Insert 3.2: Extract from Redrow Great Wilsey Planning Application (the location of Little Court and PF5 added)

3.3 Public Transport

Bus Services

- 3.3.1 The nearest bus stops are shown on **Figure 2** and are located on Haverhill Road 665m to the west of Little Court outside the former public house "The Fox". These stops are served by Stagecoach route 13A which operates between Haverhill, Linton and Cambridge. Service 13 is an hourly service however, the stop nearest the site is only served by service 13A which provides two services in the morning and two in the evening when the route is extended to serve the village of Keddington.

3.3.2 Services 14, 14A, 15 and 15A are routes managed by Stephenson’s of Essex and operate between Haverhill, Chedburgh and Bury St Edmunds. These services combine to provide a service every two hours however the buses only stop outside the former Fox Public House on Haverhill Road once in the morning and once in afternoon at present. This reflects the current demand in this location. A summary of the bus frequencies is provided at Table 3.1 below.

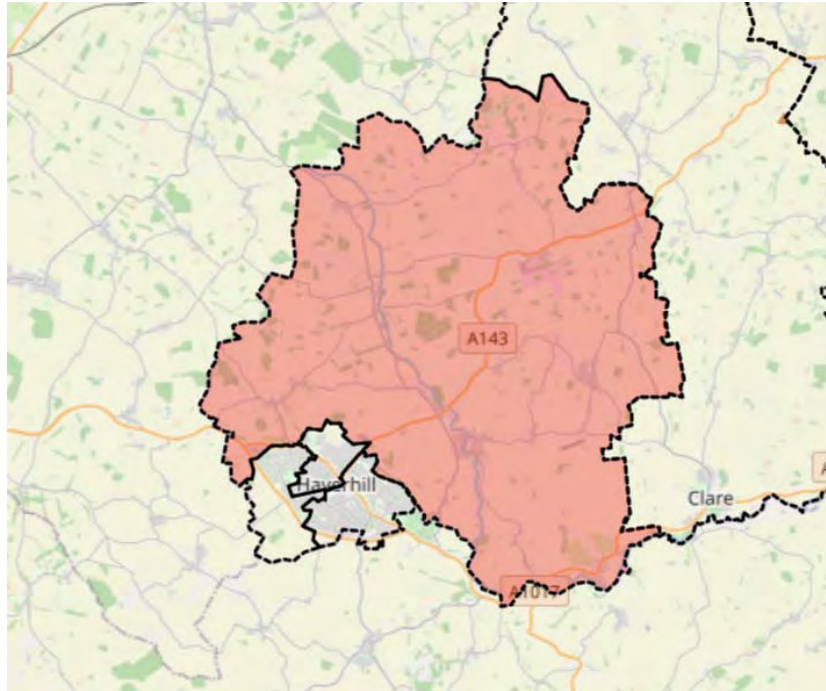
Service	Operator	Route	Frequency		
			Mon-Fri	Sat	Sun
13A	Stagecoach	Keddington – Haverhill – Linton – Cambridge	2 services in the AM, 2 services PM	-	-
14, 14A, 15,15A	Stephensons of Essex	Haverhill - Chedburgh - Bury St Edmunds	1 service in the AM, 1 service in the PM (every 2 hours to other stops)	-	-

Table 3.1: Summary of local bus services serving the bus stop on Haverhill Road outside the former Fox Public House

3.3.3 The adjacent Great Wilsey Park development includes proposals to improve local bus service provision and frequency. The development includes allowance for a bus route through the site to be accommodated and is aiming to provide a 20 minute frequency service to and from Haverhill town centre. Therefore whilst public transport provision in the area is currently limited this will change as the local population increases as a result of nearby development.

3.4 Existing Travel to Work Patterns (2011 Census)

3.4.1 It is anticipated that the majority of employees and visitors of the Care Home will reside locally and the facility will provide local employment. The 2011 Census Data for Journeys to Work has been reviewed to look at how people in the area currently travel to their place or work. The site is located in Super Output Area (SOA) St Edmundsbury 011. This covers a large rural area shown overleaf.



Insert 3.1: 2011 Census Area St Edmundsbury 0011 (source: www.nomisweb.co.uk)

3.4.2 The table below summarises how people currently employed in the area travel to their place of work. Whilst the 2011 Census data is 10 years old, it is the best available data to undertake this analysis.

		Method of Travel to Workplaces in St Edmundsbury 011							
Employee Residential Location	Percentage from each location	Train	Bus	Car	Car Passenger	Motorcycle	Cycle	Walk	Other
St Edmundsbury 011	18%	1%	0%	52%	7%	1%	3%	34%	2%
Haverhill (St Edmundsbury 012,013,014)	31%	0%	1%	78%	11%	1%	2%	5%	2%
St Edmundsbury 010 (Includes Clare, Poslingford, Denton, Lidgate)	6%	0%	0%	89%	6%	2%	2%	1%	0%
Remainder of Destinations	46%	0%	0%	86%	7%	1%	1%	3%	2%

Table 4.1: Summary of 2011 Census Method of travel to Work data for St Edmundsbury 011

- 3.4.3 The Census data shows that 54% of employees working in St Edmundsbury 011 reside in the immediately surrounding areas with 18% living and working in St Edmundsbury 11, 31% travelling from Haverhill and 6% from the immediately adjacent SOA St Edmundsbury 010.
- 3.4.4 Of those who live locally, sustainable mode share is high. For example, of those who live and work within the SOA 34% walk to work, 3% cycle and 7% travel as a car passenger. The Travel Plan for the staff at the Care Home will seek to build on this and maximise sustainable travel amongst employees.
- 3.4.5 11% of employees travelling from Haverhill do so as a car passenger. The staff of the Care Home will be encouraged to lift share and the management team will work closely with staff to enable compatible shift patterns for those that can lift share.
- 3.4.6 The Chartered Institution of Highways and Transportation (CIHT) guidelines for “Providing for Journeys on Foot” considers suggested acceptable walking distances for various journey purposes including “commuting to work”. A walk of 2km (25 minutes) is considered acceptable. A large proportion of the residential area of Haverhill will be within 2km walking distance of the site, particularly once the Great Wilsey Park development and the North-West Growth Area are complete.

3.5 Existing Barriers to Sustainable Travel

- 3.5.1 The existing Public Transport provision in the area is poor; however this reflects current demand and will improve with the expansion of North West and North-East of Haverhill.

4.0 OBJECTIVES AND TARGETS

4.1 Travel Plan Aim

4.1.1 The primary aim of this Travel Plan is:

“To reduce the number of single occupancy cars arriving at the site, by facilitating the use of more sustainable alternatives”

4.2 Travel Plan Objectives

4.2.1 The primary aims of this WTP are to:

- Reduce the demand for staff car parking
- Reduce the number of employees travelling to work alone by car
- Increase sustainable travel awareness to site and promote sustainable travel behaviour, thus supporting the reduction of traffic congestion and pollution
- Promote health benefits of walking and cycling to the workplace
- Ensure that all staff and visitors are made aware of alternatives to the car
- Ensure that all staff and visitors are made aware of the Travel Plan

4.3 Local Employment Opportunities

4.3.1 Little Court Car Home will provide opportunities for local employment. Haverhill is a contained town and the residential areas of the town are all located within walking, cycling and bus access to the site.

4.4 Targets

- 4.4.1 The success of the Travel Plan will be measured against the number of employees making single occupancy car trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, car sharing and public transport.
- 4.4.2 Targets for modal shift will be set following the initial Staff Travel Survey and will be reviewed on an annual basis in conjunction with Suffolk County Council.
- 4.4.3 The targets will be set by the Travel Plan Co-Ordination and these should be specific, measurable, achievable, realistic and time-bound (SMART). Employers can influence the travel demands from the site, by employing locally. Any target setting will be considered against the employee catchment population of the site, and with target setting focussed on shorter distance journeys, i.e. journeys under 2km of the site that would be considered walkable, whereas public transport, lift sharing and cycling are likely to be an area of mode shift change for longer distance journeys.
- 4.4.4 These targets will be agreed with the Suffolk County Council Travel Planning Team and will be set for each relevant mode of travel and should be monitored over the 5 year monitoring and review programme. An example table that can be used to record such targets is shown in Table 4.1.

Objective	Targets	Timescale			
		Opening Year Baseline	Year 1	Year 2	Year 3
Reduce Single Car Occupancy	Increase Journeys to site by Walking	X%	X%	X%	X%
	Increase Journeys to site by bicycle	X%	X%	X%	X%
	Increase Journeys to site by PT	X%	X%	X%	X%
	Decrease Single Occupancy Journeys to site by car	X%	X%	X%	X%

Table 4.1: Example of Travel Plan Target Monitoring Table

4.4.5 Table 4.2 shows the existing mode share for local employees (based on the 2011 Census data for Travel for Work) and suggested mode share targets based on this. This will be updated following staff survey data.

Mode	Percentage Mode Share	
	2011 Census Data Journeys For Work St Edmundsbury 0011 Resident Population	Target Mode Share*
Train	0%	0%
Walk	9%	9%
Car Driver	78%	74%
Car passenger/Car Club	8%	10%
Bus	0%	1%
Cycle	2%	3%
Motorcycle	1%	1%
Other	2%	2%
Total	100%	100

Table 4.2: Travel Plan Target Mode Share Based on 2011 Census

**to be reviewed and updated following completion of residential travel surveys*

- 4.4.6 A travel survey of the staff and visitors working at the site will be undertaken to establish mode share patterns and if necessary targets for reducing single occupancy vehicles will be reviewed and revised.
- 4.4.7 The next section of the report outlines the strategy and measures proposed to encourage sustainable mode share of residents at the development.

5.0 TRAVEL PLAN STRATEGY AND MEASURES

5.1 Introduction

5.1.1 In order to improve on the mode shift away from single occupancy car use anticipated from the development, a number of specific 'hard' and 'soft' Travel Plan measures will be implemented.

5.2 Walking & Cycling

1.1.1 The health benefits of walking and cycling will be promoted to staff. The site access proposal caters for all modes – vehicular, pedestrian and cycles. It is proposed to provide a 3m pedestrian and cycle link to east of the site along Haverhill Road (A143) to connect to Public Footpath 5. This is currently a footpath but is considered a suitable and desirable route for cyclists and will provide a connection into Haverhill via the Great Wilsey Park development which is currently being constructed.

5.2.1 It is proposed to provide 5 electric bikes for staff to use on loan to travel to and from work. The majority of Haverhill and the surrounding residential areas are within an acceptable 5km cycle ride of the site and it is considered that cycling will form a realistic mode of travel for staff. It is hoped that the use of electric bikes will maximise the number of staff choosing to cycle. 20 covered, secure cycle parking will be provided and staff will have access to lockers and showers within the Care Home.

5.2.2 Walking and cycling maps and leaflets will be distributed amongst staff and could be made available in communal staff areas within each occupied unit these could include:

- Details of an employee Bicycle Users Group (BUG);
- Details of national campaigns, for example walk to work, national bike week and cycle to work day;
- Details of online portals such as the Love to Ride Suffolk Platform (<https://www.lovetoride.net/Suffolk>)

5.3 Public Transport

- 5.3.1 The existing bus stops on Haverhill Road are beyond the desirable minimum 400m walking distance of the proposed Care Home and are served infrequently at present. This is likely to change with increased demand from the residential expansion of Haverhill. The bus route between Haverhill and Bury St Edmunds does pass the site so there may be scope to provide a request stops on the A143 in the vicinity of the site frontage. This will be discussed with SCC to determine how this can tie in with the public transport strategy for the northern expansion of Haverhill.
- 5.3.2 It is acknowledged that the shift patterns of staff may not necessarily coincide with public transport operating times. The Care Home will have a mini-bus and it is intended that this can be used to collect staff from Haverhill and Bury St Edmunds. It is hoped that the Care Home will provide local jobs and therefore the minibus can be successfully used to transport staff to the site from collections points in Haverhill and Bury St Edmunds. The Travel Plan Coordinator will manage staff shift patterns so that those staff who can share lifts or live near one another (to be served by a minibus) have compatible shift patterns.

5.5 Car Park Management

- 5.5.1 The Care Home will employ circa 165 staff. The site will be staffed 24 hours a day so the staff will be spread across several shifts and it is therefore estimated that 55 staff will on site at any one time. The residents of the Care Home will not own cars or be able to drive. It is therefore considered appropriate to provide parking to the number of staff on at any one time.
- 5.5.2 65 car parking spaces are proposed. This includes 6 disabled bays and 25 electric charging enabled bays. This level of car parking can adequately accommodated staff and visitors. The client is dedicated to providing facilities for electric vehicle charging.
- 5.5.3 The site will have a dedicated minibus. This can be used to transport staff to and from the site. It can also be used to transport residents to any specific external medical appointments.

5.6 Car Sharing

- 5.6.1 The Travel plan will promote car/lift sharing amongst staff. It is considered it would be most effective to manage this amongst staff on site looking at compatible employees and making sure that they are on shifts where lift sharing can work. Suffolk car share (<https://liftshare.com/uk/community/suffolk>) also provides a tool for those looking to car share with beyond the car home staff.

5.7 Travel Plan Co-ordinator

- 5.7.1 A Travel Plan Co-ordinator (TPC) will be appointed to take responsibility for the development and management of the WTP and ensure its delivery. It will be encompassed within a role of senior member of staff to make sure that the role is given its due prominence and the Travel Plan Coordinator is in a position to influence decisions.
- 5.7.2 The TPC will undertake the following role:

- To lead the implementation and development of the Travel Plan.
- To have responsibility for raising awareness and uptake of sustainable transport.
- To organise and promote Travel Plan related publicity and awareness events within the workplace as appropriate. For example, cycle to work days.
- To act as the point of contact for anyone requiring transport advice or information.
- To gather information about how staff and visitors travel to the sites and report as required.
- To conduct travel surveys to establish why people travel the way they do and what could do to get them to change to sustainable transport.
- To monitor the progress of the Travel Plan towards its targets and to take action where appropriate to ensure the targets are met.
- To liaise with senior management to secure support for the plan.
- To set up and coordinate relevant steering groups, e.g. a Bicycle User Group (BUG).
- To match staff for lift sharing and coordinate staff shift patterns to facilitate this.
- Organise minibus pick up and drop offs.
- Monitor car parking and cycle parking take up.
- Manage the loan of the 5 electric bikes to staff.
- To be responsible for keeping the Travel Plan document up to date, including the action plan and monitoring reports through Modeshift STARS database.
- To keep up to date with issues and new initiatives that affect sustainable transport.

Travel Plan Coordinator Contact Details:

TBC - This will be provided to SCC once recruitment of the senior management team has taken place.

5.7.3 Initiatives and measures to be implemented are listed in Table 5.1. These are considered to be SMART (Specific, Measurable, Attainable, Realistic & Time Bound) and they will be implemented from the outset. This provides the maximum opportunity to influence the travel behaviour of future residents from first occupation.

Measures	
Pedestrian and Cycle Measures	
1.	Maps of local walking and cycling routes.
2.	Provision of a pedestrian and cycle link directly from the site to footpath 5 to the east of the site.
3.	Information on the health benefits of walking and cycling.
4.	Bicycle User Group (BUG) to be established by the TPC This is likely to include organising training for less confident cyclists and matching “cycle buddies” to cycle to and from work together.
5.	<p>Details of useful Apps and websites such as:</p> <ul style="list-style-type: none"> • Gb.mapOmeter.com • Cycle Streets cycle journey planner (available at: http://www.cyclestreets.net/) • https://cycle.travel/ for finding the best cycle routes on quiet lanes and roads • Details of online portals such as the Love to Ride Suffolk Platform (https://www.lovetoride.net/Suffolk)
6.	Sheltered and secure cycle storage, locker and shower facilities provided for staff.
7.	Organise promotional events to encourage behaviour change e.g. bike week and walk to work week. This will be the responsibility of the TPC.
8.	Organise bike repair and maintenance workshops on site. This will be the responsibility of the TPC.
9.	5 electric bikes for staff to loan.
10.	Provide a pool of umbrellas for staff to use.
11.	Promotes Walk to Work and Cycle to Work Day.
12.	Monitor cycle parking. Space has been allocated to extend the cycle parking if required based on demand

Public Transport Measure	
13.	Provision of up to date information on public transport services, including timetables, route maps, ticket prices and nearest bus points.
14.	Details of useful Apps and websites such as: <ul style="list-style-type: none"> • Bus travel information (available at: https://www.suffolkonboard.com/) • Moovit app for public transport
15.	Promote Catch the Bus Week
16.	Private minibus operated by the Care Home to transport staff
Promotional Measures	
17.	The inclusion of sustainable travel information available at the Care Home for staff and visitors to see.
18.	Run sustainable travel competitions
Car Based Initiatives	
19.	Information on car sharing opportunities and benefits. TPC to coordinate lift sharing amongst employees through matching them and coordinating shift patterns to suit. Include details of the Suffolk Car Share registration web page (available at: https://liftshare.com/uk/community/suffolk) for options to lift share outside of employees of the Care Home.
20.	Promote benefits of lift sharing e.g. cost benefits
21.	Provision of 25 electric vehicle charging points.
22.	TPC to promote National Lift share week.
23.	Monitoring of car park use and number of car sharers
24.	Eco driving promoted
25.	Provision of incentives for Car Sharers e.g.

Table 5.1 Measure to be implemented

5.8 Staff Induction

- 5.8.1 Every new employee of the Care Home will be made aware of the WTP with contact made from the TPC within the first couple of weeks of starting. The TPC will explain the travel opportunities available to and from the site and provide employees with the resources to make informed travel choices.

5.9 Securing the RTP and Funding

- 5.9.1 All measures implemented prior to the development being occupied will be funded by the developer, including the appointment of a TPC. A finance plan spanning five years will set out an annual financial plan to demonstrate a commitment to funding the Travel Plan and its ongoing maintenance. It is noted that SCC review and annual Travel Plan Monitoring fee of £1,000.

6 MONITORING AND REVIEW

6.1 Monitoring

6.1.1 Survey response rates and travel plan targets will be monitored and reviewed using the Modeshift STARS database which SCC are signed up to. Once the site is up and running the following information will need provided to the database:-

- **Site Audit** – detailing the existing and proposed transport links and organisational policies that support travel to and from the site
- **Travel Surveys** – consultation with users of the site and a range of key stakeholders that explore how people currently travel to and from the site, how they would prefer to travel, and opinions on transport options
- **Travel & Transport Issues** – a summary of the transport issues that need to be addressed by the Travel Plan
- **Aims & Objectives** – details of what the Travel Plan sets out to achieve
- **Targets** – specific targets that the Travel Plan will be measured against
- **Action Plan** – a detailed overview of the activities that will be undertaken
- **Monitoring** – how success of the Travel Plan will be measured

6.1.2 The surveys will be agreed with SCC prior to be undertaken. The surveys are likely to comprise of the following data collection:

- Questionnaire surveys of employees within the development to identify where they live, the mode share, to establish the reasons for car use and barriers to switching to more sustainable modes of travel;
- The surveys will be available in electronic format via STARSfor monitoring and evaluation service;
- Monitoring of the uptake cycle parking;
- Monitoring the use of the electric bikes;
- Monitor the number of electric vehicles;
- Monitoring lift sharing:
- Number of staff employed;
- Staff shift patterns;
- Monitor the number of staff using the minibus;
- Local bus service provision;
- Length of staff employment.

6.2 Review

6.2.1 The surveys will be conducted annually following the first survey undertaken 6 months after first occupation. The TPC will review the survey results and, if considered appropriate, revise the targets accordingly.

6.3 Summary

- 6.3.1 Little Court Care Home have agreed to the Travel Plan arrangements, which demonstrate the importance of, the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. The provision for cycle parking, electric bicycle parking and electric vehicle parking have been key priorities within the development of the site masterplan.

Figures

Key

○ Site Area



M:\ZA921 Little Court, Wrattling Road, Haverhill\3 PLANS\DRAWINGS\CURRENT DRGS\ZA921 - FIGURE 1 - SITE LOCATION PLAN

DATE	01/2021
DRAWN BY	JAM
SCALE @ A3 SIZE	N.T.S

PROJECT TITLE	LAND AT LITTLE COURT, HAVERHILL ROAD, HAVERHILL
FIGURE TITLE	SITE LOCATION PLAN

CANNON
 CONSULTING ENGINEERS
 Highways, Transport & Infrastructure Planning

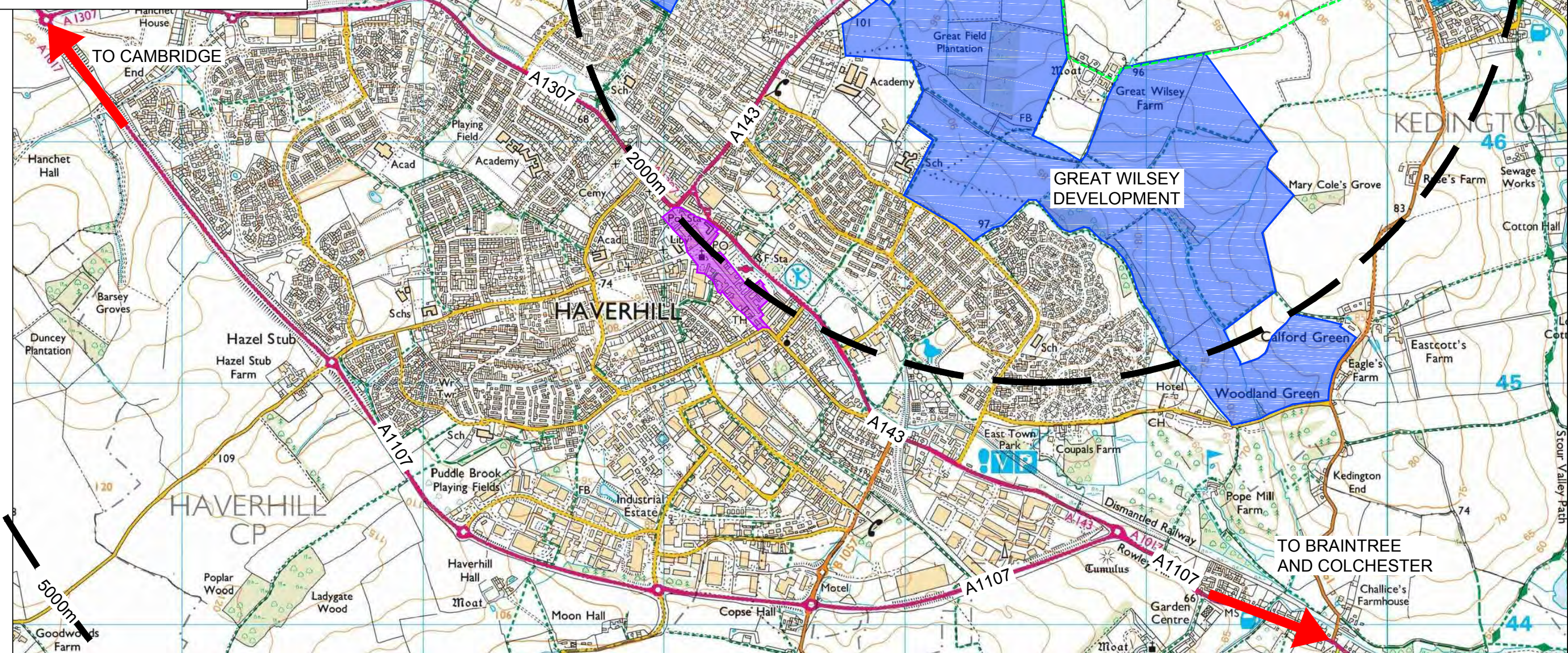
Peek House, 20 Eastcheap
 London
 EC3M 1EB
 Tel: 020 77175870
 info@cannonce.co.uk

FIGURE NUMBER
FIGURE 1

Cambridge House, Lanwades
 Business Park, Kentford
 Newmarket, CB8 7PN
 Tel: 01638 555107
 www.cannonce.co.uk

PROJECT NO.
ZA921

- KEY:**
- LITTLE COURT SITE
 - NEW RESIDENTIAL DEVELOPMENTS
 - TOWN CENTRE
 - CLOSEST BUS STOP
 - PROW
 - NORTH WEST RELIEF ROAD



DATE
25/01/2021
DRAWN BY
DP
SCALE @ A3 SIZE
D.N.S.

PROJECT TITLE
LITTLE COURT, WRATTING ROAD, HAVERHILL

FIGURE TITLE
SITE CONTEXT AND ACCESSIBILITY PLAN

CANNON
CONSULTING ENGINEERS
Highways, Transport & Infrastructure Planning

Peek House, 20 Eastcheap
London,
EC3M 1EB
Tel: 020 7717 5870
info@cannonce.co.uk

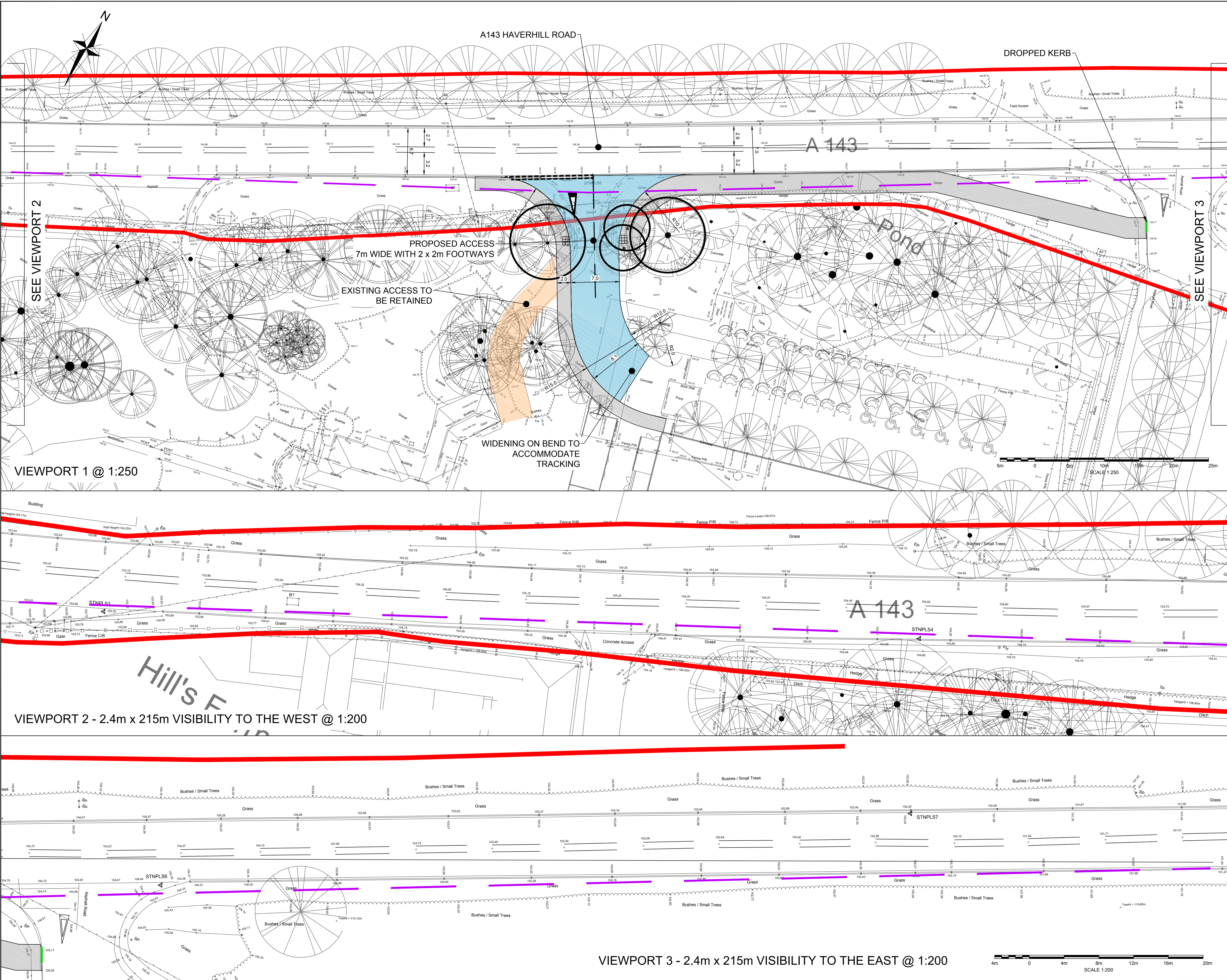
FIGURE NUMBER
FIGURE 2

Cambridge House, Lanwades
Business Park, Kentford
Newmarket, CB8 7PN
Tel: 01638 555107
www.cannonce.co.uk

PROJECT NO.
ZA921

C:\Users\JP\Desktop\Work From Home 2.0\ZA921 Little Court, Wrattling Road, Haverhill\3 PLANS\FIGURES\ZA921 - FIGURE 2 - SITE CONTEXT AND ACCESSIBILITY PLAN

Drawings



KEY	
	VISIBILITY SPLAY (2.4 x 215m)
	HIGHWAY BOUNDARY
	DROPPED KERB

NOTES	
1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.	

REV	DESCRIPTION	DE	DR	CH	DATE
P04	NEW LAYOUT ADDED	-	DL	-	02/2021
P03	NEW LAYOUT ADDED	-	DL	-	01/2021
P02	ACCESS AMENDED	DL	DL	JP	14/01/21

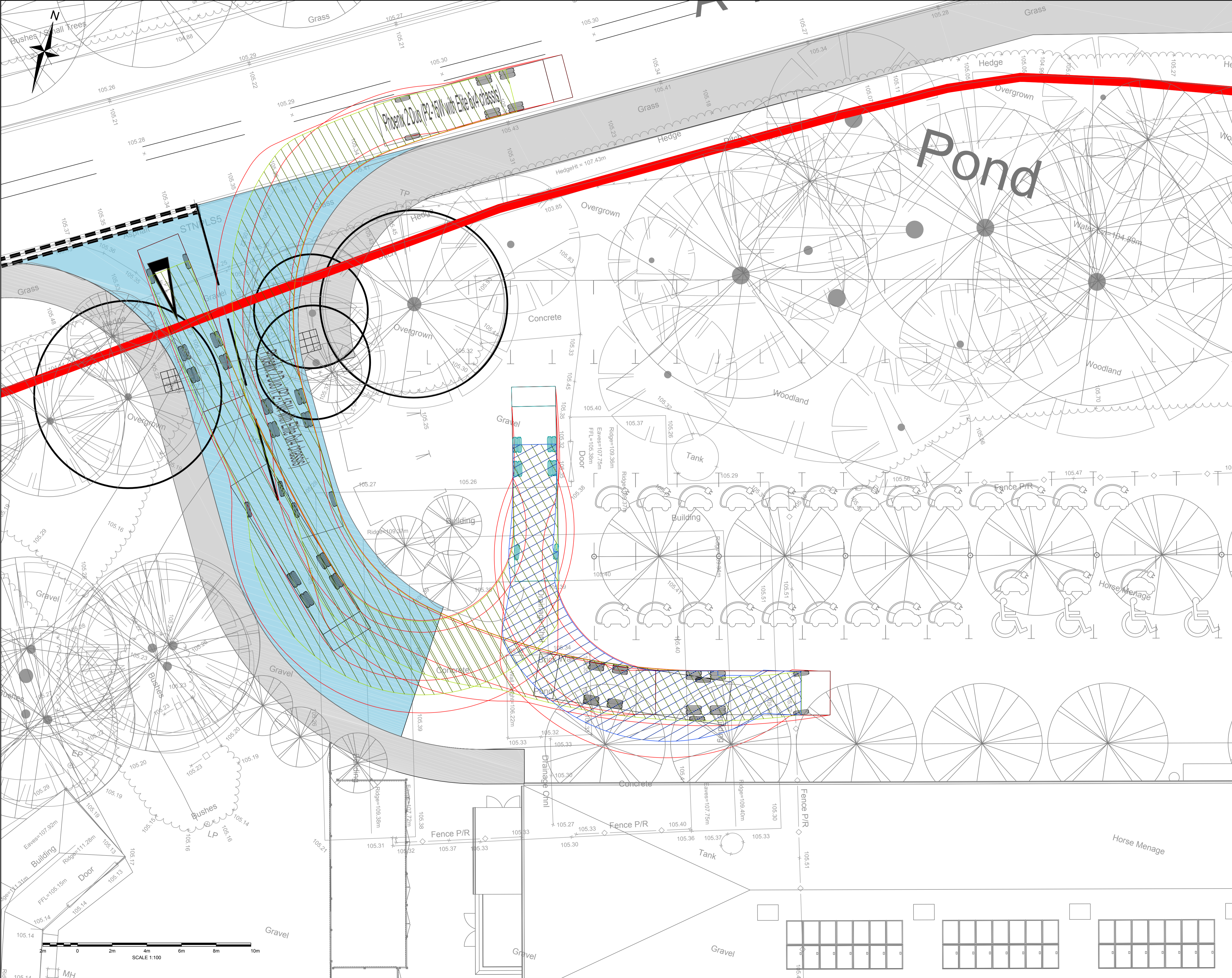
DESIGNED BY DL	DRAWN BY DL	CHECKED BY JP
-------------------	----------------	------------------

SCALE @ A1 SIZE	DATE
SCALE	16/12/20

PROJECT TITLE	LITTLE COURT, WRATTING ROAD, HAVERHILL
DRAWING TITLE	PROPOSED ACCESS
CLIENT	CARE (LITTLE COURT) LTD

 Highways, Transport & Infrastructure Planning	
Peck House, 20 Eastcheap London, ECOM 1EB Tel: 020 7717 5870 info@cannone.co.uk	Cambridge House, Lamwades Business Park, Kentford, Newmarket, CB8 7PN Tel: 01638 655107 www.cannone.co.uk

DRAWING NUMBER	REV.
ZA921-PL-DR-001	P04



KEY

Phoenix 2 Duo (P2-15W with Elite 6x4 chassis)	11.200m
Overall Length	2.530m
Overall Width	3.751m
Overall Body Height	0.304m
Min Body Ground Clearance	2.500m
Track Width	4.005
Lock to lock time	9.500m
Kerb to Kerb Turning Radius	

NOTES

1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.

DESIGNED BY	DL	DRAWN BY	DL	CHECKED BY	JAM
SCALE @ A1 SIZE	DATE		14/12/20		

PROJECT TITLE
LITTLE COURT, WRATTLING ROAD,
HAVERHILL

DRAWING TITLE
REFUSE TRACKING

CLIENT
CARE (LITTLE COURT) LTD

CANNON
CONSULTING ENGINEERS
Highways, Transport & Infrastructure Planning

Peck House, 20 Eastcheap
London, EC3M 1EB
Tel: 020 7717 5870
info@cannon.co.uk

Cambridge House, Lamwades
Business Park, Kerford,
Newmarket, CB8 7PN
Tel: 01638 655107
www.cannon.co.uk

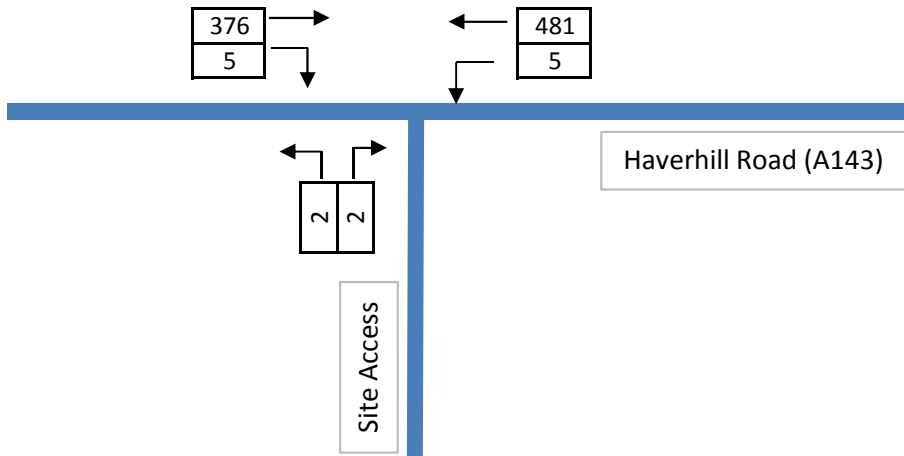
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REV.
P04

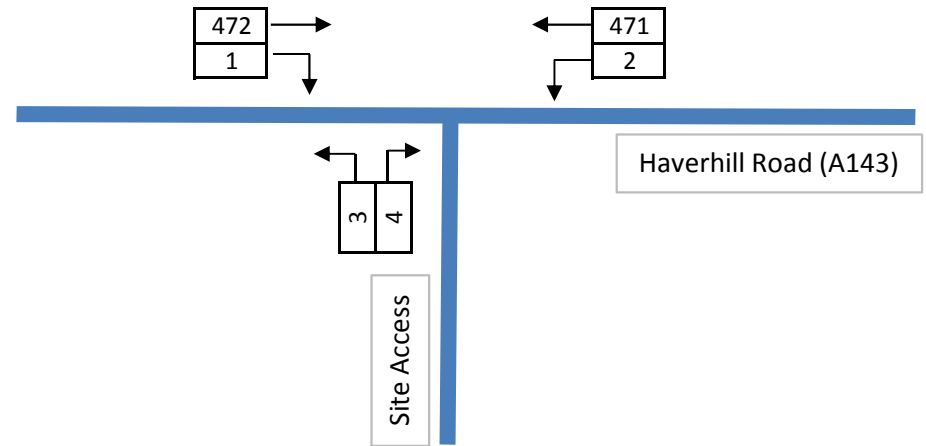
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Traffic Flow Diagram

AM 08:00-09:00
2019-2026 TEMPRO 1.0975



PM 17:00-18:00
2019-2026 TEMPRO 1.0985



Date:
01/01/2021

Job Title:
Little Court, Haverhill, SUFFOLK

Drawn By:
JP

Client:
Little Court Care Home Limited

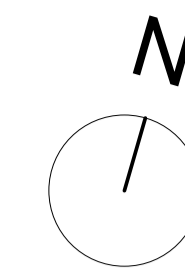
Title:
Traffic Flow Diagram AM & PM Peak 2026



Project No:
ZA921

Figure No:
T1



Appendix A

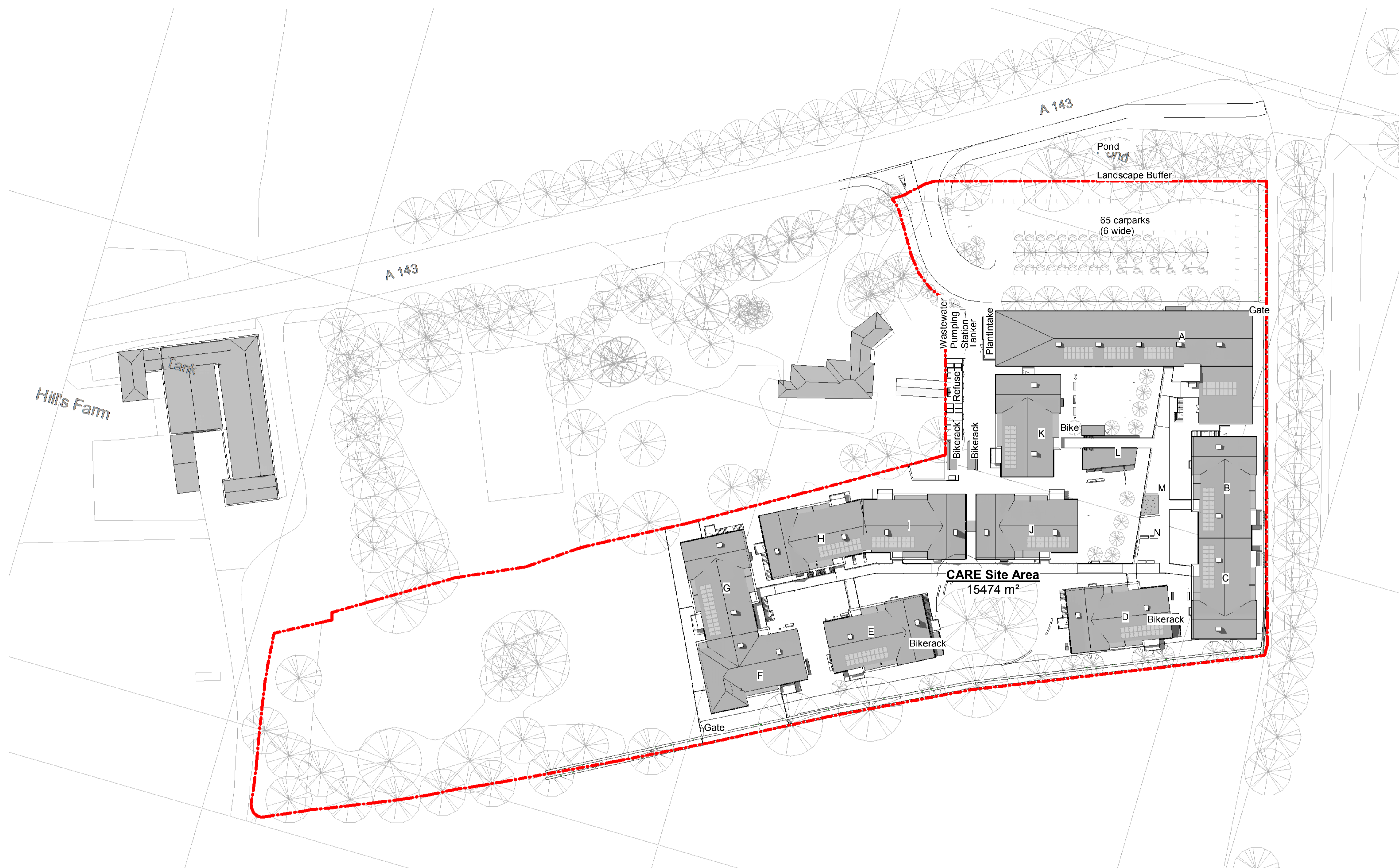


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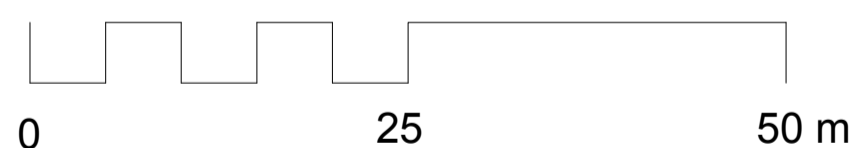
... Standard industry solutions apply unless otherwise stated. All dimensions are in millimeters and are to structural faces or centres unless otherwise stated. not to finishes unless otherwise stated. Survey by others.

This drawing must be read in conjunction with all other relevant drawings and specifications from the Architect and other consultants. If in doubt, ask.

-  Proposed Site Boundary
-  Proposed Building



1 Site Plan Proposed
1:500



Rev. DD/MM/YY Initials - Description

**Non Formal Issue
For Discussion Only**

**Jordan+Bateman
Architects**

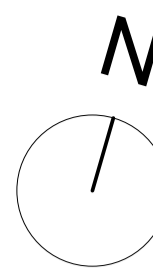
Head Office: T +44 (0)20 7363 8866
The Gothic Building F +44 (0)20 7363 1335
Chauntry Mills, High Street jba@jandba.com
Haverhill, Suffolk, CB9 8AZ, UK www.jandba.com

410_SK 03/02/2021 12:50:45

Project:	Little Court
Client:	Central & Regional Estates Ltd
Drawing:	Site Plan Proposed
Date:	29/01/21
Scale:	As indicated @ A1
Drawn By:	LE
Drawing No:	410_00_00_PL_A_1010
Revision:	
Preliminary [X]	Tender [] Construction []

Site Plan Proposed

Pedestrian and cyclist connecting to existing footpath to the East (Haverhill)



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 ... Standard industry solutions apply unless otherwise stated. All dimensions are in millimeters and are to structural faces or centres unless otherwise stated. not to finishes unless otherwise stated. Survey by others.
 This drawing must be read in conjunction with all other relevant drawings and specifications from the Architect and other consultants.
 If in doubt, ask.

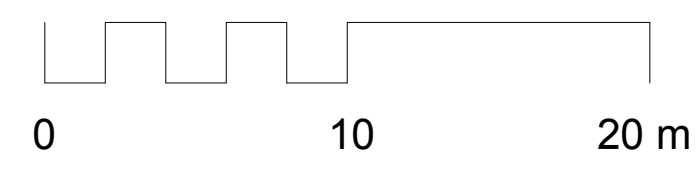
- Proposed Site Boundary
- New Building
- Carpark permeable interlocking pavers along vehicular routes, permeable macadam at parking bays
- Tanker Impermeable Hardstanding
- Main Permeable Hardscape
- Main Pedestrian Routes, permeable resin bound aggregates
- Softscape grass, sensory planting
- Horticultural Area
- Composter Area
- Water
- New Fencing Vertical Feather Lap
- Retained Hedge
- Retained Trees with root management near buildings
- New Trees with root management
- Mixed plantation to be removed and replanted
- SUDS Planters along wall's footing
- Water barrel for irrigation
- Retained Ditch
- Public Footpath
- Pedestrian Path
- Cycle Path
- Low Wall / Seating
- Benches
- Flag Pole
- Litter Bin
- Post Box
- Bike Rack w. Canopy and Light
- Light Pole
- Base gap to fence for ecological permeability
- Bin Enclosure
- Bird / Bat house at wall under 1st floor canopy
- Bug / Bees hotel



Pedestrian and possible future cycle access

Landscape Outline Design

1 OG Site Landscape Strategy
 1:250



Rev. DD/MM/YY Initials - Description

Non Formal Issue For Discussion Only

Jordan+Bateman Architects

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 Haverhill, Suffolk, CB9 8AZ, UK www.jandba.com

410_SK 03/02/2021 12:51:14

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Client:	Central & Regional Estates Ltd
Drawing:	Landscape Outline Design
Date:	29/01/21
Scale:	As indicated @ A1
Drawn By:	LE
Drawing No:	410_00_00_02_A_1140
Revision:	
Preliminary [X]	Tender [] Construction []

Appendix B

Haverhill



	Traffic-free route, includes Bridleways, Byways / Open to All Traffic and Restricted Byways		Skate park
	Pedestrianised street		One-way street
	Footpath no cycling permitted		Bus station
	Toucan / Pedestrian crossing		Cycle parking
	School (Secondary schools named)		Cycle shop
	Library		

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