LNT CARE DEVELOPMENTS

TRAVEL PLAN

PROPOSED NEW CARE HOME FOR OLDER PEOPLE

LAND AT GREAT WILSEY PARK, HAVERHILL

LNT Care Developments
Helios 47
Leeds
LS25 2DY

October 2025

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1.0 INTRODUCTION TO TRAVEL PLAN

1.1 This Travel Plan has been prepared to promote sustainable travel to and from the proposed care home.

1.2 Guidance states that major applications must be accompanied by a Travel Plan to help in the delivery of sustainable transport objectives, including reductions in car usage (particularly single occupancy car journeys) and increased use of public transport, walking and cycling.

1.3 This Travel Plan has been prepared in recognition of the importance of Government Policy aimed at promoting sustainable development, travel patterns and modes of transport and reducing reliance upon the private car.

1.4 The overall aims of the Travel Plan are to:

- Minimise the total travel distance associated with trips to and from the site, and the frequency of trips.
- Systematically reduce the use of the private car as a mode of transport to and from the site by staff and visitors.

1.5 The Travel Plan has been designed to raise awareness of the opportunities for reducing car usage through the promotion of walking, cycling, public transport and car sharing, and to facilitate behavioural change in this regard.

1.6 The Travel Plan will be promoted amongst all staff and visitors to the site in order to achieve the above.

2.0 OBJECTIVES OF TRAVEL PLAN

2.1 The key objectives of this Travel Plan are to:

- Minimise the total number of car journeys to and from the site – in particular single occupancy car trips.
- Reduce the reliance upon the private car and improve awareness and usage of alternative modes of travel.
- Promote walking, cycling, public transport and car sharing as alternative modes of travel to and from the site.
- Achieve a modal shift in the manner of travel to the site to more sustainable modes and patterns of travel.

3.0 THE BENEFITS OF TRAVEL PLANNING

3.1 The applicant believes travel planning provides a range of benefits to individuals, the organisation, the local community and the environment.

Benefits to individuals

3.2 Individuals can enjoy improved health, less stress, a better quality of life, cost and time savings and greater travel choice.

Benefits to the organisation

3.3 The company will benefit from increased productivity with a healthier workforce, save on operational costs, reduced demand for car parking and less local congestion. Staff, visitors and deliveries will have easier and more efficient access.

3.4 Travel Plans also improve the environmental performance and image of a company.

Benefits to the community

3.5 The local community will benefit from reduced traffic generation, reduced congestion and travel delays, improved road safety and increased opportunities to improve health and quality of life.

3.6 Public transport is also a cost effective, efficient and inclusive way to travel locally and further afield.

Benefits to the environment

3.7 The environment will benefit from improved air quality, less noise and dirt/dust particulates at the roadside and reductions in carbon emissions.

3.8 Travel Plans also help to contribute to continual improvement and reduced impact on wider environmental problems, notably climate change.

4.0 TRANSPORT POLICY

4.1 Guidance states that the Government wants to help raise awareness of the impacts of travel decisions.

4.2 Planning applications with significant number of movements should be accompanied by a Transport Assessment/Statement and a Travel Plan (Paragraph 111 of the NPPF).

4.3 A key step in promoting Travel Plans nationally had been through 'Using the Planning Process to Secure Travel Plans' (ODPM and Dft, 2002). In accordance with Government guidance, This Travel Plan is therefore included as part of the planning application.

4.4 This approach accords with Planning Practice Guidance on 'Travel Plans, Transport Assessments and Statements' (Paragraph 003, Ref. 42-003-20140306).

West Suffolk Local Plan Policies

4.5 Local Plan Policy LP41 requires sustainable modes of transport to be facilitated through new developments to promote accessibility and integration into the wider community and existing networks.

4.6 Policy LP43 requires applications for major developments to be accompanied by transport assessments, transport statements, and travel plans where appropriate. This Travel Plan should also be read in conjunction with the submitted Transport Statement produced by Connect.

4.7 This Travel Plan highlights the benefits of using of public transport and will encourage staff members at the proposed development to make use of these alternative forms of transport and therefore meet the objectives of this policy.

5.0 THE PLAN AND STRATEGY

Proposed measures, actions and commitments

5.1 This Travel Plan confirms the commitment of the operators of the new development to the principles of sustainable development and transport.

5.2 It provides a strategy intended to encourage staff and visitors to consider and take-up alternative modes of transport, to achieve a modal shift in the means of travel to and from the site, and reduce private car journeys.

5.3 This Travel Plan is intended to be a flexible working document that will be reviewed and updated on a regular basis, to reflect changing transport needs and trends.

5.4 Below are details of the facilities/strategy that will be provided and implemented to achieve the planned objectives.

General

5.5 A Travel Plan Co-ordinator (TPC) will be appointed to act as a liaison point for the Travel Plan and he/she will be responsible for both implementing and monitoring the plan. The TPC is likely to be the care home manager appointed by the operator. Once appointed their name and contact details will be included in a revised version of this document and provided to the Council as a requirement of the Travel Plan. In the interim, the agent for the planning application will act as the TPC. In this instance, the TPC is therefore Ms Jo Kemp of LNT Construction Ltd, who can be contacted on 0113 3853834. Alternatively, the postal address for Ms Kemp is: Helios 47, Isabella Road, Garforth, Leeds, LS25 2DY, or the email address is jo.kemp@LNTconstruction.co.uk.

5.6 The manager of the TPC, Mr Alistair Wood of the same company, will be responsible for supporting the TPC as well as filling the role of TPC should it become available. The manager will also ensure that the budgetary requirements of the Travel Plan are secure and can be met, as well as allowing for provision of additional budget if the Travel Plan targets are not met within the 5 years.

5.7 The Plan is intended to be a flexible working strategy that will be regularly reviewed and updated based on the experience and knowledge of the actions of staff and visitors to the site. Should the TPC become unavailable in any way, a new TPC will appointed immediately and the contact details made available to the care home and the Council.

5.8 The TPC will be responsible for implementing the TP and reporting against the Travel Plan targets and action plan entered via www.iontravel.co.uk.

5.9 The TPC function will be fulfilled from the construction of the development, to occupation and for the agreed monitoring period (5 years after 80% occupation).

5.10 The TPC will be allocated ½ a day per week to manage the TP.

5.11 From experience of the operation of other care homes, it is anticipated that over 90% of those employed in the home are likely to be resident within the immediate locality, therefore, significant travel times and commuting distances by staff are unlikely to be a major issue. In terms of the scheme design/layout:

5.12 Car parking will be provided on the site at a level which, at 32 spaces, based on experience, is the correct amount for the proposed use.

5.13 Six electric vehicle charging points (including accessible charging spaces) will also be provided to encourage use of such vehicles with 100% passive provision for future requirements.

5.14 Mobility space parking will be provided at a level of 10% (2 spaces) which would conform to the **minimum** standard set by most Local Authorities.

5.15 Eight secure cycle parking spaces are to be provided which is usually in excess of **minimum** standards set by most Local Authorities.

5.16 In attempting to change staff travel choices and overcome natural resistance by some to measures that discourage car use, it is essential that the staff of the home and at least one visitor representative are involved in implementing the Travel Plan.

5.17 Consultation will be essential for the success and longevity of the Travel Plan. The Travel Plan will be explained to all staff at an early stage in order to engender staff support from the start. All staff will be issued with a copy of the Travel Plan and any subsequent updated plans following reviews

Initial Action Plan

5.18 On appointment, the TPC will have a duty to distribute the Travel Plan and its objectives to both families/visitors and staff.

5.19 As highlighted above, in order to maximise the value of the Travel Plan, it is essential that its objectives are fully explained to help raise awareness of the benefits of reducing car use. This is important as the Travel Plan is about promoting choices of alternative travel and is not an anti-car campaign.

Action Plan Measures

Family / Visitor Specific Measures

5.20 The Travel Plan Co-ordinator will present visitors and families of residents with a travel pack at the commencement of residency, including information on alternative modes of travel to the site. The pack will include a copy of the Travel Plan with current bus timetables; details of cycle facilities provided on-site and within the area; details of local taxi operators; and information on pedestrian and cycling routes within close proximity to the site.

5.21 A notice board will be displayed in the main entrance foyer promoting the benefits of public transport and of alternative modes of transport and travel to the site.

5.22 Up-to-date bus timetables will be displayed on this notice board to raise awareness of the availability of bus services in close proximity to the site and thereafter to continue to keep visitors fully informed with up-to-date timetables and other service information.

5.23 Timetables in relation to local services will be made available in the foyer of the home for visitors to take away and use. This should also raise awareness and enable visitors to plan trips to and from the site.

5.24 Information will be provided within the entrance foyer area on concessionary fares and schemes provided by the local bus operators, e.g. people over 60's or people with disabilities.

5.25 A facility to phone local taxi operators will also be made available in the reception area of the home for use by visitors.

5.26 Secure cycle parking for staff and visitors is provided on-site.

Staff Specific Measures

5.27 A statement will be incorporated in the Company's policies and procedures documentation indicating a preference for staff to consider alternative modes of transport/travel to the site other than by car.

5.28 The Travel Plan does accept that for some journeys there is no alternative to using the car and will seek to promote ways in which this can be achieved in a sustainable manner, such as car-sharing.

5.29 All staff will have a travel planning session as part of their induction. They will be presented with a travel pack providing information on alternative modes of transport to the site and identifying the facilities provided for staff on-site that render walking and cycling viable travel options.

5.30 A notice board will be provided and information on bus and rail timetables displayed in the staff room to raise awareness of public transport travel options to the site and to provide up-to-date accurate information at all times. The Co-ordinator will make staff aware that timetables can be downloaded from www.traveline.info or obtained by ringing Travel Line on 0871 200 2233. Staff will also be given the option to access the real time information from the internet at reception so they can find out the location of their bus before leaving the premises.

5.31 A phone will be made available for use by staff in the reception area of the home with phone numbers of local taxi firms displayed alongside.

5.32 Staff shower and changing facilities will be provided on-site and will be available for those who choose to cycle/walk/run to work.

5.33 Secure cycle parking is provided on-site in order to raise awareness and facilitate cycling as a viable travel option.

5.34 A voluntary rota will be organised to enable car/taxi sharing for the journey to and from work for those staff for who a car is not essential to carry out their work.

5.35 The potential for a scheme enabling staff to purchase bus season tickets at a more advantageous cost i.e. a subsidised purchase of season ticket or for purchase of a suitable cycle will be examined.

6.0 TIMESCALES AND TARGETS

6.1 Following the initial distribution of the Travel Packs and Travel Plans, it will be the TPC's responsibility to initiate a Travel Plan Survey to determine how visitors and staff travel to the home and from where. The TPC will undertake and analyse the Travel Plan's first survey within six months of first occupation of the new facility.

6.2 The TP Survey will be a comprehensive data collection exercise to determine precise travel patterns which can be assessed against future changes in travel. Using the results of the staff and visitor travel surveys, it will be possible to assess the modal split and travel behaviour of employees and visitors at the outset of operation and thereafter.

6.3 The Travel Plan Survey will provide information on staff and visitors places of residence; current travel modes; car ownership, etc. Once analysed and targets set, the data will form the basis for an annual review.

6.4 The review will include the following headline updates:

- Undertake new travel survey;
- Monitor staff travel patterns through new surveys;
- Undertake a Travel Plan Audit and modify where appropriate;
- Liaise with the Council's Travel Plan contact and other groups where appropriate;
- Update Travel Plan targets and issue progress update to all staff.

6.5 The staff travel survey will be particularly important to assist in evaluating options to achieve a staff modal shift. It will also help in raise awareness of the Travel Plan, identify staff preferences to join particular mode group, i.e. potential car sharers and provide suggestions from staff. Following each survey, an Action Plan will be prepared to agree on specific measures to be implemented to assist in reducing overall travel and minimise car use.

6.6 The TPC will prepare and distribute the questionnaire to each member of staff to collect the following details:

- Staff profile, including age, gender, etc.
- Normal working hours.
- Mode of travel to work.
- Car ownership/usage.
- Reasons for not using public transport and other modes.
- The anticipated take-up of a car sharing scheme for work journeys as well as use of public transport or other non-car modes of travel to work.
- Information relating to potential areas for sustainable travel improvement, upon which the TPC could act and draw up measures to improve the Travel Plan.

6.7 All data collected from the travel survey in connection with the TP will be subject to the provisions of data protection legislation. In the interest of confidentiality, the TPC alone will hold the database and be responsible for the release of information, with all data being held solely for the purpose of the TP.

Modal Targets

6.8 The aim of the Travel Plan is to achieve an overall shift of 15% away from the use of private cars by staff and visitors, to use of public transport and other means of travel to the site within the first two years of operation. The annual monitoring and review process will gauge the effectiveness of the Travel Plan.

6.9 With regard to specific modal targets, it is important to emphasise that a main objective of the Travel Plan is to achieve a shift away from single occupancy vehicles and consequently the share between alternatives modes of transport is less critical so long as the overall shift is achieved.

6.10 Given the sites good accessibility in terms of walking, cycling and public transport the opportunity exists for all these modes to contribute to the proposed reduction in singular occupancy vehicular trips.

6.11 Examining the processes outlined above, the initial stages and timetable for the implementation of the Travel Plan may be summarised as follows:

One month prior to occupation

- Confirm TPC appointment and exchange contact details with relevant officers
- Set up TP working file
- Research travel information
- Obtain up to date public transport timetables and literature
- Review walking and cycling routes within the area
- Prepare welcome packs for all new staff and residents

Within 3 months of occupation

- Distribute TP survey to all staff
- Collect TP surveys and analyse results

Within 6 months of occupation

- Set-up travel database
- Submit survey report to LPA
- Analyse against year 1 target (ward modal split)

Annually

- Undertake new travel survey
- Monitor staff travel patterns through new surveys
- Undertake TP audit and modify where appropriate
- Liaise with Travel Plan Officer and other groups where appropriate
- Update TP targets and issue progress update to all staff

7.0 SUMMARY

7.1 LNT Care Developments in the presentation of this Travel Plan is making a clear commitment to the promotion of sustainable transport options for staff and visitors to the proposed care facility.

7.2 The main aims of this Travel Plan are to minimise total travel distance through the reduction of journey lengths and frequency, particularly single occupancy car trips, and to achieve a shift away from the use of single occupancy vehicles.

7.3 It is promoted to assist in reducing the reliance upon the private car and improve awareness and usage of alternative modes of travel, including: walking, cycling, public transport and car sharing; and to realise the economic, social and environmental benefits available from this.

7.4 The aim the Travel Plans is to achieve a 15% shift away from the use of private cars by staff and visitors to use public transport and other means of travel to the site.

7.5 The effectiveness of the Travel Plan will be monitored as part of a continuous annual review.

APPENDIX ONE – INDICATIVE SHIFT PATTERNS

Table 1: Employment Table			
Day shifts (08.00 – 2000)	**No. of staff in total**	**No. of staff per shift**	**Shift pattern**
Manager	1	1	08.00 – 17.00
Care Manager	1	1	08.00 – 17.00
Front of House Manager	1	1	09.00 – 17.00
Lifestyle Manager	1	1	09.00 – 17.00
Activities Coordinator	2	1	10.00 – 15.00
Deputy	2	1	08.00 – 20.00
Senior Care Assistant	8	4	08.00 – 20.00
Care Assistant	8	4	08.00 – 20.00
Part time care assistant	6	3	07.00 – 14.30
Caretaker	1	1	10.00 – 14.00
Kitchen Manager/Cook	2	1	08.00 – 17.00
Kitchen assistant	2	1	09.00 – 15.00
Domestic staff	3	2	08.00 – 13.00
Head of Housekeeping	1	1	08.00 – 13.00
Laundry Staff	2	1	08.00 – 13.00
Total Day shift	**41**	**24**	
Evening shift (14.30 – 22.00)			
Part time care assistant	6	3	14.30 – 22.00
Night shifts (20.00 – 08.00)			
Night care manager	1	1	20.00 – 08.00
Senior Care Assistant	4	2	20.00 – 08.00
Care Assistant	6	4	20.00 – 08.00
Total Night shift	12	6	
Total Day & Night shift	**58**	**33**	
Total Week	**58**	**33**	

Table 2: Staff arrivals
07.00 arrivals
Part time care assistant (3)
08.00 arrivals
Manager (1)
Care Manager (1)
Deputy (1)
Senior Care Assistant (4)
Care Assistant (4)
Kitchen manager/Cook (1)
Laundry/Domestic staff (3)
Head of Housekeeping (1)
Total staff arriving @ 08.00 =16
09.00 arrivals
Front of House Manager (1)
Lifestyle Manager (1)
Kitchen Assistant (1)
Total staff arriving @ 09.00 = 3
10.00 arrivals
Activities Co-ordinator (1)
Caretaker (1)
14.30 arrivals
Part time care assistants (3)
20.00 arrivals
Night Care Manager (1)
Senior Care Assistant (2)
Care Assistant (3)
Total staff arriving @ 20.00 = 6

Table 3: Staff departures
13.00 departures
Domestic Staff (2)
Head of Housekeeping (1)
Laundry Staff (1)
14.00 departures
Caretaker (1)
Part time care worker (1)
14.30 departures
Part time care assistant (3)
15.00 departures
Kitchen assistant (1)
Activities Co-ordinator (1)
17.00 departures
Manager (1)
Care Manager (1)
Front of House Manager (1)
Lifestyle Manager (1)
Kitchen Manager (1)
Total staff departing @ 17.00 = 5
20.00 departures
Deputy Manager (1)
Senior Care Assistant (4)
Care Assistant (4)
Total staff departing @ 20.00 = 9
22.00 departures
Part time care assistant (3)
08.00 departures
Night Care Manager (1)
Senior Care Assistant (2)
Care Assistant (3)
Total staff departing @ 08.00 = 6