

Travel Plan Framework

Expansion of Ellenor Hospice, Coldharbour Road, Gravesend, DA11 7HQ



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1 Introduction

- 1.1 This report has been prepared for Ellenor Hospice in conjunction with the above development and no responsibility is accepted to any third party for all or part of this study in connection with this or any other development.
- 1.2 GTA Civils Ltd has been commissioned to prepare a Travel Plan Framework in connection with the proposed development of 716m² of additional floorspace at Ellenor Hospice in order to provide additional outpatient facilities. The Development Proposals will provide 5 additional en-suite bedrooms and 7 refurbished bedrooms.
- 1.3 This Travel Plan Framework should be read in conjunction with the Transport Assessment for the proposed development of 716m² of additional floorspace at Ellenor Hospice in order to provide additional outpatient facilities, 7 refurbished bedrooms and 5 new en-suite bedrooms.

2 Background

Policy Context

- 2.1 The relevant local Planning Authority is Gravesham Borough Council and the local council authority is Kent County Council (KCC) This report has been prepared in accordance with the principles and advice in:

- 2014 National Planning Policy Guidance (NPPG);
- National Planning Policy Framework;
- Department of Communities and Local Government (DCLG) guidance on Travel Plans, Transport Assessments and Statements in decision-taking (2014);
- KCC's: Guidance on Transport Assessments and Travel Plans (2008);

Existing Site

- 2.2 The existing site is the currently existing Ellenor Hospice and grounds.

Related Planning

- 2.3 The site has no related planning to the currently proposed development plans.

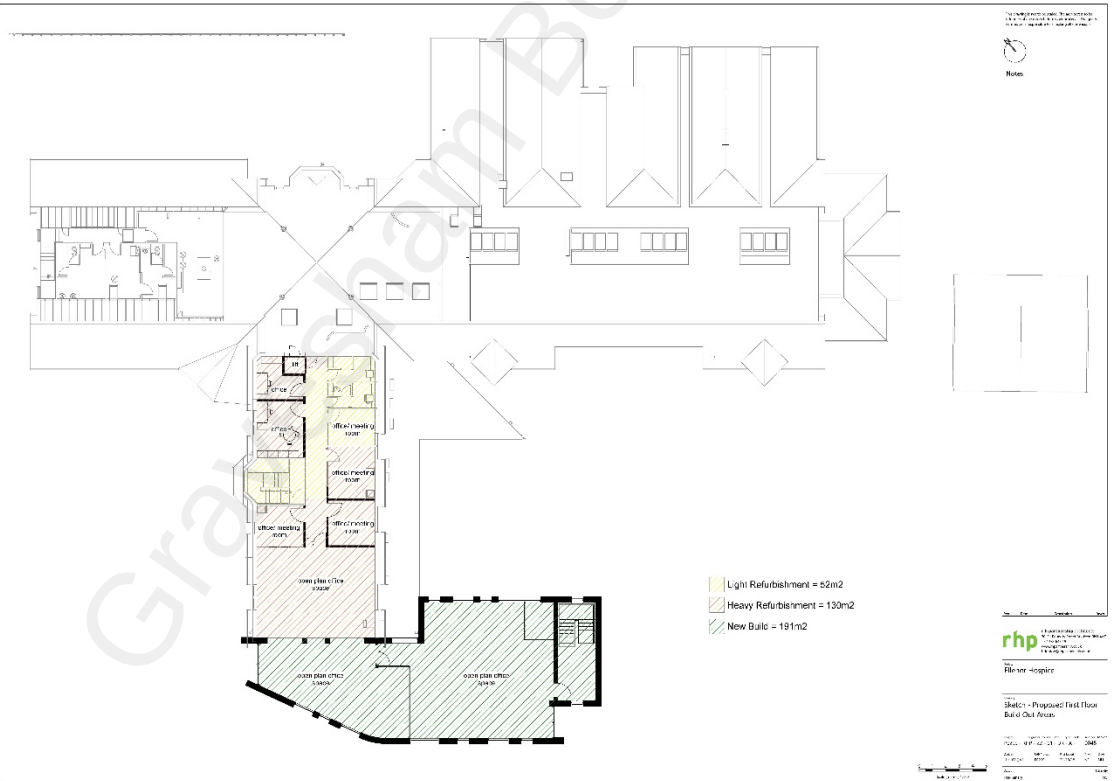
Proposed Development

- 2.4 The planning application is for an additional 716m² of floorspace to be constructed to provide additional wellbeing and outpatient facilities. This will be constructed on to the existing Ellenor Hospice. The proposed development is shown below in **Figure 2.1** for the ground floor and **Figure 2.2** for the first floor.
- 2.5 The proposed development will not result in an increase in the number of patients, the intention is to provide extra facilities on site for the existing levels of patients and to provide existing in-patients with rooms with en suite facilities.

Figure 2.1: Development proposals (ground floor)



Figure 2.2: Development proposals (ground floor)



3 Travel Plan Context

3.1 The principles and practices of Travel Plans are widely accepted, and their need and function are incorporated into all levels of the planning process. Nationally, the National Planning Policy Framework (NPPF) supports the concept of Travel Plans in support of major applications to manage the current and future transport demands of new development in the most sustainable way.

3.2 The DCLG gives guidance on the requirements for a Travel Plan and states:

'Paragraph 36 of the NPPF sets out that all developments which generate significant amounts of transport movement should be required to provide a Travel Plan.

Local Planning authorities must make a judgement as to whether a proposed development would generate significant amounts of movement on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development which proposes no car parking in an area of high public transport accessibility).

In determining whether a Travel Plan will be needed for a proposed development the local planning authorities should take into account the following considerations:

- *the Travel Plan policies (if any) of the Local Plan;*
- *the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);*
- *existing intensity of transport use and the availability of public transport;*
- *proximity to nearby environmental designations or sensitive areas;*
- *impact on other priorities/ strategies (such as promoting walking and cycling);*
- *the cumulative impacts of multiple developments within a particular area;*
- *whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and*
- *relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.'*

3.3 KCC's "Guidance on Transport Assessments and Travel Plans (2008)" states that a travel plan is required for a development in a sensitive location, as such a framework travel plan has been provided for the proposed development at Ellenor Hospice.

3.4 Therefore, a Travel Plan is appropriate, and this will be applied to the expansion development as a whole.

3.5 "Transport for new developments- transport assessments and travel plans" states that the objectives for travel plans are;

- To ensure that locations are accessible by non-car travel modes
- To identify ways of reducing the need to travel to and from a development
- To minimise single occupancy car travel to and from a development, particularly through providing scope for journeys to be made by other modes
- To identify which measures are needed to maximise the use of non-car travel modes
- To lead to a change in the travel behaviour of individuals to a sustainable mode of travel and maintaining that change once it has occurred

3.6 This framework travel plan has been produced with the intention of matching the objectives set out in "Transport for new developments- transport assessments and travel plans".

4 Site Assessment

4.1 This section provides an outline of the site and the existing transport facilities. Further detailed information is contained in the Transport Assessment that has been issued in conjunction with this travel plan framework.

Bus Services

4.2 The closest bus stops to the site are located on Coldharbour Road and are approximately 180m to the northwest of the site entrance. An additional bus stop is located outside of Morrisons 200m southeast of the site entrance

4.3 The bus stops to the northwest of the site are served by the 483-bus service. The 306/308-bus service can be accessed via the bus stop outside of Morrison's.

4.4 The bus services serving these stops are detailed below in **Table 4.1**.

Table 4.1 – Bus services serving the site

Service No./Route	Average Frequency During Peak Hours		
	Monday to Friday	Saturdays	Sundays
483- Bluewater-Gravesend-Kings Farm	Every 12 minutes	Every 30 minutes	Every 30 minutes
306/308- Gravesend-Meopham-Vigo-Borough Green-Sevenoaks	Every hour	Every hour	No service

Rail Services

- 4.5 The closest railway station is Gravesend Railway Station which is situated approximately 3.0km from Ellenor Hospice. There are secure cycle parking facilities for 280 bicycles and 94 spaces for car parking with 3 disabled spaces. The station is within the standard 5km cycle radius. There are secure bicycle parking facilities at the station, providing space for around 144 bicycles. There are also 3 separate car parks providing 615 parking spaces. The train station can also be accessed via the 306/308 bus service which has a stop on Garrick Street near to the train station.
- 4.6 Services from Gravesend station are operated by South-eastern and Thameslink. Services run to the Medway Towns and Greater London.
- 4.7 Overall, this station provides frequent connections to Greater London and the Medway Towns and to other stations which provide connections further afield.

Walking & Cycling

- 4.8 The site has footway access directly onto Coldharbour Road, Coldharbour Road has a footway on both sides of the road and pedestrian crossing is located approximately 27m to the north-east of the site access.
- 4.9 Pedestrian access is available to bus stops near the site with the nearest bus stops being a short walk of 180m to the northwest on Coldharbour Road or 200m southeast to a bus stop located outside of Morrisons.

Highway Network & Access

- 4.10 The proposed expansion is to be constructed in the ground of the current Ellenor Hospice and there are no proposed changes to the access.

5 Trip Generation

- 5.1 The proposed development is for 716m² of additional floorspace for additional outpatient facilities and wellbeing facilities. This expansion is mainly intended to improve the existing facilities and is not intended to increase patient capacity significantly. There are to be no additional staff as a result of the additional floor space and no additional inpatients. In the long run there will be more out-patients as a result of the new facilities. In order to make a stringent assessment of the additional traffic resulting from the development this transport report assumes the additional floor space will produce 5 additional out-patients. This is a stringent assessment and the actual additional number of out-patients is intended to be 0. The stringent assessment of 5 additional patients is shown in **Table 5.1**.

Table 5.1: Arrivals and Departures for proposed development in AM and PM peaks

Development Type	AM Peak Hour (0800-0900)			PM Peak Hour (1700-1800)		
	IN	OUT	TOTAL	IN	OUT	TOTAL
'Hospices' (Per 1 patient)	0.537	0.183	0.720	0.207	0.500	0.707
'Hospices' (Per 5 patients)	3	1	4	1	3	4

- 5.2 The proposed development is unlikely to result in an increased number of journeys to and from the site as the expansion is primarily aimed to improve existing facilities whilst not increasing the number of patients.
- 5.3 In summary, the transport impact generated by the proposed development will not result in any congestion for the surrounding highways network as detailed in the Transport Assessment.

6 Travel Plan Objectives

- 6.1 The objectives will guide the overall direction of the Travel Plan and will be used to determine the targets set for the Travel Plan.
- 6.2 The principal objective of the Travel Plan will be to manage any new transport impact that is forecast as a result of the expansion of Ellenor Hospice and to encourage existing staff and visitors to travel to and from Ellenor Hospice via sustainable transport.
- 6.3 Key objectives of the Travel Plan would therefore be:
- Enabling staff and visitors to have an informed choice about their travel options;
 - Minimising the environmental impacts of transport use, including the contribution to local air quality;
 - Maximising use of sustainable transport modes for all journeys; and
 - Encouraging active travel (walking and cycling), as major contributors to improving the health and well-being of staff and visitors

7 Travel Plan Targets

- 7.1 The mode share targets for the site will be set out according to the site characteristics in terms of location and function of the development. The approach of the travel plan would be to maximise the use of sustainable travel modes, whilst being realistic of the ability to significantly alter travel behaviours.
- 7.2 This will be addressed through the measures and actions set out in this plan.
- 7.3 Targets will be determined based on current modal travel choices and based on the travel characteristics of staff and residents. Targets will be based on the SMART methodology so that they are measurable goals in order to assess modal shift as follows:
- **Specific:** saying precisely what is to be achieved
 - **Measurable:** over the duration of the target. It must allow for regular evaluation of the effectiveness of the target. Thus, the target must use data which is easily collected and updated over the duration of the target.
 - **Appropriate:** and linked to overall objectives and aims
 - **Realistic:** in terms of their potential for being achieved over the duration of the target
 - **Timed:** The target must define a date or series of dates by which it is expected to be achieved.
- 7.4 In line with the recommendations of the March 2014 national guidance on Travel Plans (DCLG), an output-based approach will be adopted, where a proportionate approach is taken to target-setting, applicable to the travel characteristics exhibited by the site.
- 7.5 A key target for this site would be to minimise the number of staff related single-occupancy car traffic movements to and from the site – a mode share will be established through a travel survey on occupation of the site.

8 Travel Survey and monitoring

Monitoring and Surveys

- 8.1 On completion of the development of the expansion at Ellenor Hospice a survey will be administered to all staff and to visitors willing to complete the survey, to determine staff and visitor's current and preferred mode of travel to and from the hospice development. In addition, information will be asked on any specific road and safety concerns that will relate to journeys to and from the site.
- 8.2 This process will involve a questionnaire based on KCC guidance (Guidance on Transport Assessments and Travel Plans (2008)), that will go to all staff and visitors. KCC guidance states that a baseline travel survey must be carried out at completion of the site.
- 8.3 A comprehensive baseline survey will inform the implementation of the Travel Plan and assist in determining site specific measures to reduce car usage and is a requirement by KCC.
- 8.4 Subsequent travel surveys should then be completed by staff and visitors every 12 months to monitor transport usage and employee's opinions and awareness of the travel plan. This is based upon KCC guidance that surveys should always be conducted at the same time of year as the initial occupation survey. The travel surveys should be taken every year until 2 years after the completion of the construction of the development.
- 8.5 The Travel Plan and Travel Survey will be reviewed on a regular basis, KCC considers it necessary to monitor the performance of the Travel Plan when a development is operational. Multi-modal travel surveys should be carried out at 3 years intervals from the date of the initial base line survey until 2 years from the date of the entire development being occupied by business.

9 Travel Plan Measures

- 9.1 “Soft measures” are techniques for influencing people’s travel behaviour towards more sustainable options. Travel Plans will require different packages of these for different land uses and scales of development. A list of possible Travel Plan measures to be considered is provided below:

Promotion of practices/facilities that reduce the need to travel

- Flexible working hours for staff including compressed working week;
- Notice boards for travel information, including timetables, car sharing etc;
- Personalised travel planning for staff.

Reducing car use

- Car parking charges and management, including allocation of parking spaces in a structured manner e.g. a rota (only 4 days out of 5);
- Assessment of need (based on distance from site or need to drive for work or caring responsibilities), preferential parking space allocation for car sharers;
- Promotion of car sharing e.g. use of lift share or travel choice car share database, car sharing matching facility, guaranteed emergency ride home for car sharers, priority parking for sharers, car sharer coffee mornings;
- Promotion of the existing KCC Kent Journey Share community share, it is possible for a car share community to be created at <https://liftshare.com/uk/community/kent> for Ellenor Hospice;
- Encouraging staff to car share for their commute to and from work;

Increasing walking and cycling

- Changing and showering facilities;
- Lockers for storing outdoor clothing equipment for pedestrians and cyclists;
- Bicycle share schemes;
- Bicycle users group;
- Discount vouchers for use at cycle shops;
- Financial incentives e.g. favourable loans for staff to purchase bicycles, mileage allowances;
- Cycle maintenance.

Increasing the use of public transport

- Promotion of pedestrian routes connecting with local bus stops and train stations;
- Negotiating with operators to achieve service/route improvements;
- Favourable loans for season ticket purchase for staff;
- Discount/taster vouchers for staff and residents using public transport;
- Discounted season tickets;
- Emergency ride home system for staff using public transport;
- Work bus to fill gaps in public transport services;
- Access to public transport information, timetable, boarding points via site notice boards or internet/intranet for staff, residents, and visitors.

- 9.2 "Hard" measures include; on- and off-site car parking provision and control, provision of new public transport infrastructure and associated proposals, safe pedestrian/cycle access and secure parking for bicycles and powered two wheelers. A Travel Plan may refer to a need to change or enhance such measures to achieve targets.

10 Management and Coordination

- 10.1 This document is not intended to be taken as the official Travel Plan. This Travel Plan Framework has been prepared for the expansion of Ellenor Hospice in line with Kent County Council Standards.

Travel Plan Co-ordinator

- 10.2 A Travel Plan Coordinator will be appointed to lead the management and coordination of the travel plan as it is one of the key elements of a successful Travel Plan. This will be an integral part of implementing the Travel Plan.
- 10.3 Ellenor Hospice will appoint an individual or company as travel plan co-ordinator. Contact details of the travel plan co-ordinator will be provided to KCC before the completion of the development.
- 10.4 The post should be funded by the developer for the lifetime of the travel plan which will end 2 years after the completion of the development.
- 10.5 The role of Travel Plan Co-ordinator will be;
- To manage the day to day delivery of measures in the Travel Plan;
 - To market the Travel Plan to encourage interest and involvement of staff;
 - To maintain a good level of knowledge on sustainable transport availability in the area surrounding the development;
 - To liaise with public transport operators and local authorities as necessary to help implement the travel plan;
 - To organise the annual monitoring of the Travel plan in line with the monitoring schedule set out in the Travel Plan;
 - To provide monitoring feedback to OCC and businesses and employees in the development
- 10.6 The developer will make a firm commitment to implementing a Travel Plan including reviewing the initiatives, measures and targets therein.
- 10.7 This Travel Plan Framework will be translated into a full Travel Plan for the hospice's development once the proposed development is approved and construction works begin

11 Summary

- 11.1 This Travel Plan framework has been prepared in support of the application for the expansion of Ellenor Hospice which will provide additional patient facilities with 716m² of additional floorspace.
- 11.2 The Travel Plan Framework aims to promote sustainable, healthier and more environmentally friendly travel to the development for all employees and visitors. This can be achieved by reducing single occupier car journeys to the site and maximising awareness of non-car options of travel to and from the development by both staff and visitors.
- 11.3 Monitoring will take place to ensure the Travel Plans targets are being met. A travel questionnaire survey of employees and willing visitors will be undertaken on initial occupation of the site and then every 12 months subsequently.
- 11.4 In addition, multi modal surveys will be taken every 12 months from the completion of the development to ensure that modal shift is being achieved towards travel by non-car means.
- 11.5 Ellenor Hospice will appoint an individual or company to be Travel Plan Co-ordinator if a full travel plan is required for the development.
- 11.6 As detailed in section 9 of the Travel Plan Framework, "soft" and "hard" measures should be implemented to maximise awareness of public transport, car sharing, cycling and walking.