

Woking Football Club
David Lloyd, Egley Road, Woking

Workplace Travel Plan

November 2019

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1 INTRODUCTION

- 1.1 Vectos has been appointed by Woking Football Club to prepare a Workplace Travel Plan (WTP) in support of a planning application for the construction of a new health, fitness and racquets club on land at Egley Road.
- 1.2 Redevelopment of the site, following the demolition of the existing building, to provide a health club building (Class D2) incorporating an external swimming pool and tennis/sports courts, the provision of 36 dwelling houses (Class C3) up to a maximum of 3 storeys in height, associated landscaping and car parking and new vehicular access from an existing road serving Hoe Valley School.
- 1.3 This report sets out the Travel Plan strategies and measures for the proposed David Lloyd health, fitness and racquets club.

Objectives of this Travel Plan

- 1.4 The overarching objective of the Workplace Travel Plan is to put in place the management tools deemed necessary to enable employees and visitors of the David Lloyd Club to make more informed decisions about their travel, which minimises the adverse effects of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping employees and visitors from using sustainable modes which in effect self manages single-occupancy vehicle use.
- 1.5 In order to achieve this aim, this Travel Plan has a number of sub-objectives:
- Ensure that classes are carefully scheduled so as to manage demand for travel and car parking;
 - To maximise travel choices;
 - To increase the awareness of choice of travel modes and promote social inclusion;
 - To promote the health, wealth, social, community and environment benefits of walking, cycling, car sharing and public transport use; and
 - To provide clear information to all employees and visitors on the alternative modes of transport available at the site.
- 1.6 Meeting these objectives will help bring about benefits at the following levels:

- The individual – through improved health, reduced stress, improved sense of belonging and potential cost savings;
- The community – by developing a sense of mutual regard and collectively contributing to minimising vehicle congestion and air quality with lower levels of noise, dirt and fumes than would otherwise be the case;
- The wider environment – through minimising the impact on national and global environmental concerns.

Policy Context

- 1.7 The national and local policy context in relation to Travel Planning is described below.

National Policy

National Planning Policy Framework (NPPF)

- 1.8 The National Planning Policy Framework (NPPF) sets out the Government’s planning policies for England and how these are expected to be applied.

- 1.9 Section 9 of the NPPF deals with ‘Promoting sustainable transport.’ Paragraph 103 states that:

“Development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes.”

- 1.10 Paragraph 111 makes reference the importance of Travel Plans, stating that they are a “key tool” in the promotion of sustainable travel. *“All developments that will generate significant amounts of movement should be required to provide a Travel Plan”.*

Local Policy

Surrey Local Plan 3 April 2011

- 1.11 The Local Transport plan 3 (LTP3) was adopted in 2011 and its overarching vision is too;

‘help people meet their transport and travel needs effectively, reliably, safely and sustainably within Surrey; in order to promote economic vibrancy, protect and enhance the environment and improve the quality of life.’

- 1.12 The local plan has a designated section on the Travel Planning Strategy to be implemented by the council.
- 1.13 The document outlines the general expectations and challenges that a workplace and other types of Travel Plans can address. It also describes the potential measures that can be implemented to promote and encourage alternative modes of travel.
- 1.14 The document also points towards Surrey County Council's Travel Plan good practice guidelines and state how they measure and evaluate the success of Travel Plans.
- 1.15 A review of this document has meant this Travel Plan can be produced in accordance with the local strategy and be fully effective in its objectives.

Surrey Council Travel Plan Good Practice Guidance

- 1.16 Local guidance has been addressed to ensure that the Travel Plan complies with the expectations and restrictions outlined by the council.
- 1.17 The document also describes the increasing congestion and growing concerns about the environment are major concerns for people living and working within Surrey and consequently highlighting the importance of Travel Plans.
- 1.18 Section 2 of the Good Practice Guidance outlines the benefits of successfully implemented travel plans. These are as follows;
- Reduce traffic congestion, demand for parking spaces and travel costs;
 - Improved health for site users through the use of active travel;
 - Better air quality in the area around a development site; and
 - Increase returns for developers where less land is used for parking.

Scope of the Travel Plan

- 1.19 This Travel Plan will set out the management tools and measures that will be employed to help achieve the objectives of the Travel Plan, i.e. to enable employees and visitors to the proposed David Lloyd Club to make more informed decisions about their travel, which minimises the adverse effects of their travel on the environment.

1.20 This Travel Plan has been written as a stand-alone document and contains all the relevant information needed to be effectively implemented and monitored.

1.21 This Travel Plan has been developed in accordance with DfT guidance, 'Delivering Travel Plans through the Planning Process'.

1.22 The remainder of this document is structured as follows:

Section 2 - Outlines the accessibility of the site by non-car models;

Section 3 - Outlines the interim Baseline Travel Patterns for employees at the proposed David Lloyd Club, based on 2011 census data;

Section 4 - Sets out the objectives and targets of the Travel Plan;

Section 5 - Outlines the Travel Plan strategy including how it will be managed, together with marketing and consultation strategies;

Section 6 - Sets out the measures that will be implemented;

Section 7 - Outlines the monitoring and review programme which will ensure the Travel Plan continues to develop;

Section 8 - Sets out an Action Plan for the site.

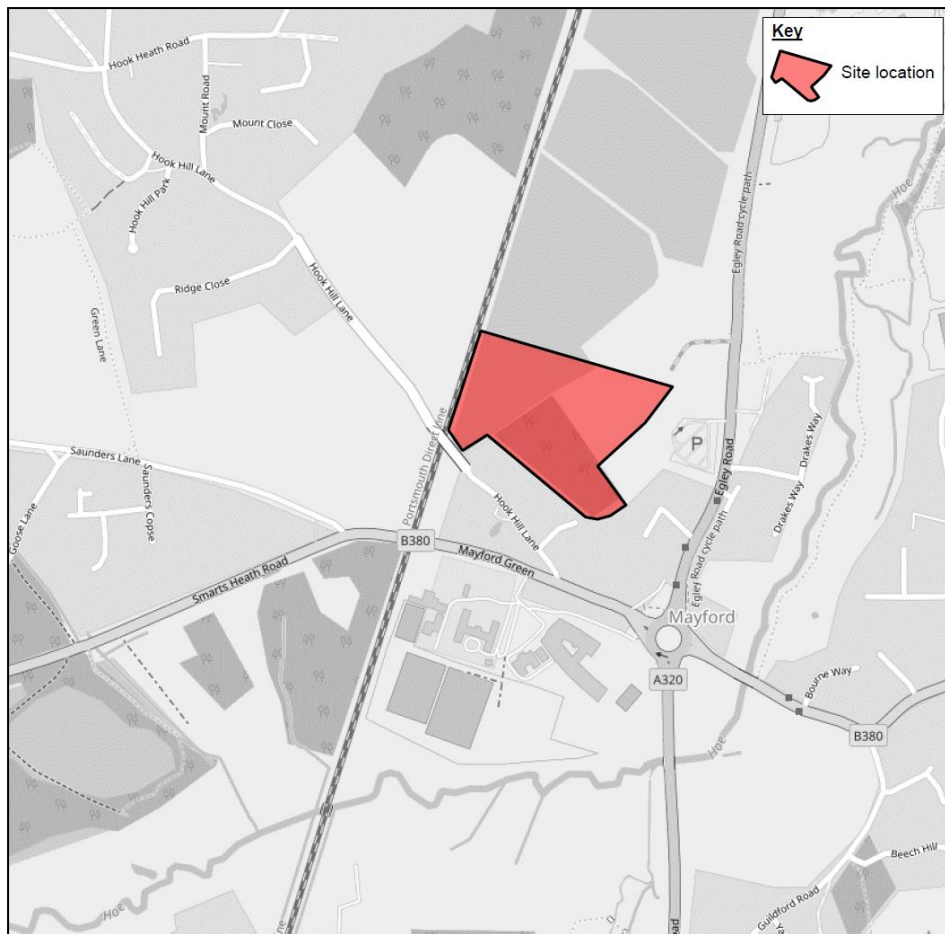
2 SITE LOCATION AND ACCESSIBILITY BY NON-CAR MODES

- 2.1 This section of the report describes the baseline conditions at the Site, including the accessibility of the Site by sustainable travel modes and the connectivity of the Site to the local highway network.
- 2.2 The development Site is situated north of the village of Mayford and south of Hoe Valley Secondary School. In an eastern direction the Site is bounded by Egley Road (A320) and the Portsmouth Direct Railway Line borders the Site to the west. Woking town centre is located approximately 3.5km to the north of the development. The Site is located within the Borough of Woking whose authority is responsible for planning. Surrey County Council (SCC) are the responsible authority for highways.
- 2.3 The strategic Site location is presented in **Figure 2.1** and the Site location in local context is presented in **Figure 2.2**.

Figure 2.1 – Strategic Site Location



Figure 2.2 – Local Site Location



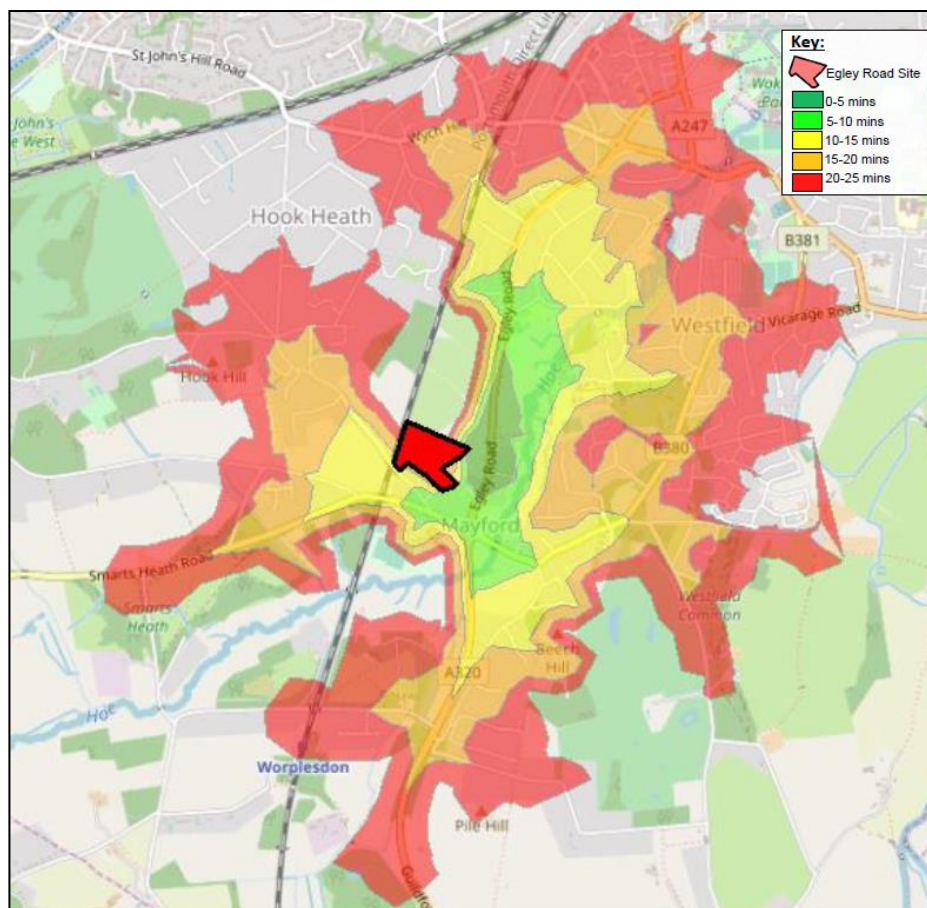
Accessibility by Non-Car Modes

Pedestrian Accessibility

- 2.4 There is a network of pedestrian footways located within Mayford and on the periphery of the Site. The roads within the village include pedestrian footpaths on both sides of the carriageway and there are pedestrian crossing islands at all of the key junctions located within the village.
- 2.5 Pedestrian routes surrounding the Site are extensive, with a number of public footpaths surrounding the Site in a variety of directions, and although no public footpaths directly border the Site, they can be easily accessed through to use of footways adjacent to the road. The majority of the route from the Egley Road Site to Woking railway station can be accessed almost entirely through public footpaths. Where public footpaths are not available, there are sufficient footways adjacent to the highway.

- 2.6 Additionally, there is a convenient public footpath located on Egley Road which links directly to Worplesdon railway station and bypasses Prey Heath Road, which is unlit. Whilst mostly off-road, when on-road this route does not have a footway on either side of the carriageway.
- 2.7 The distance people are prepared to walk will vary depending on journey type, journey purpose, and personal preference. Central government indicates 2km as being a reasonable guide for an acceptable distance for journeys on foots. Furthermore, the Institution of Highways and Transportation (IHT) guidelines suggests an acceptable walking distance for pedestrians without mobility impairment of 2 km, this is equivalent to a 25-minute walk. A walking isochrone is included in **Figure 2.3**.

Figure 2.3 –Walking Isochrone

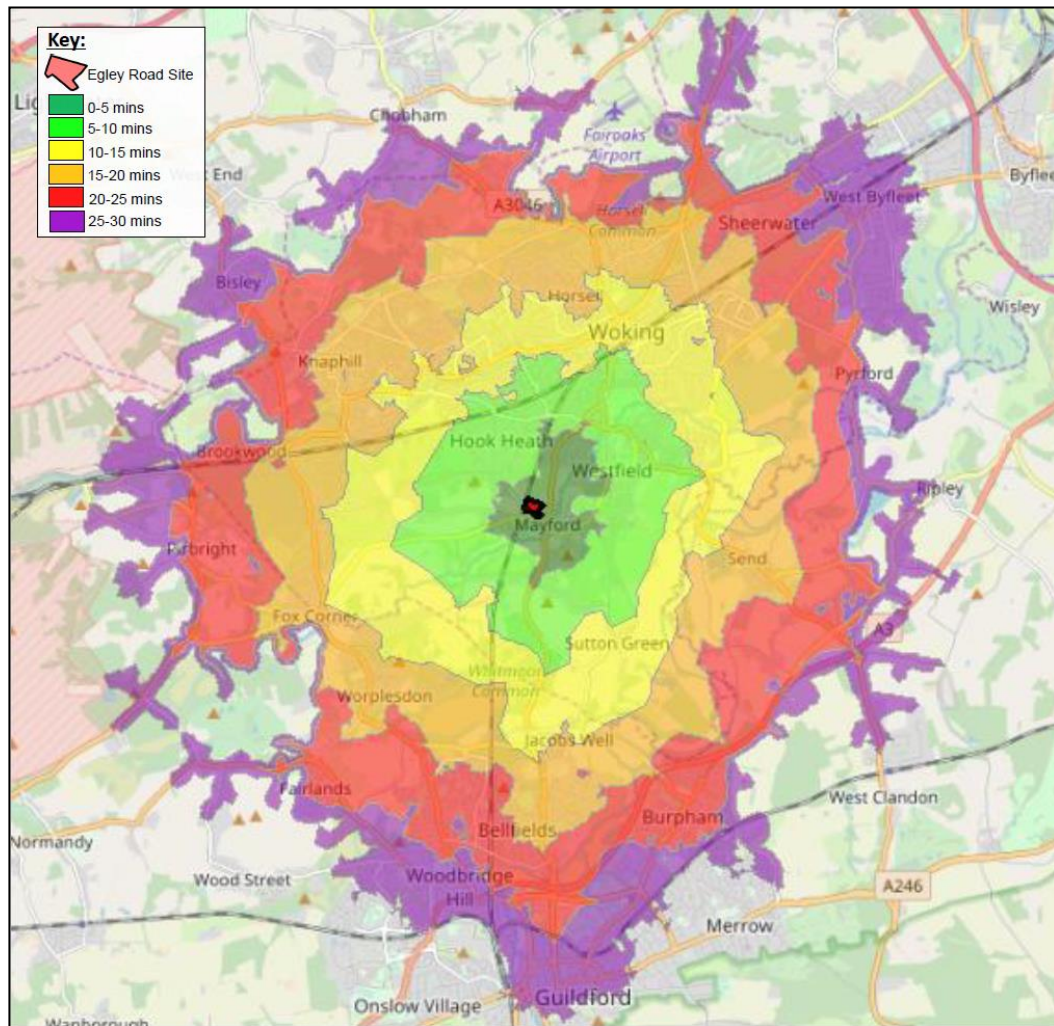


- 2.8 The walking isochrone indicates that the surrounding area of the Site including Worplesdon railway station, recreational parks and local services and facilities within the southern area of Woking, are accessible on foot from the Site.

Cyclists

- 2.9 There is a shared pedestrian and cyclist path on Egley Road which passes the Site. This path continues north on Egley Road until it meets with Turnoak Roundabout. Following the shared path along Wych Hill Lane cyclists are able to join National Cycle Network (NCN) Route 223 which can be used to link to Woking and Chertsey to the north. Guildford can be reached to the south on this cycle route within a 30-minute cycle.
- 2.10 NCN Route 223 provides further access to a number of designated cycle routes such as NCN Route 22 to the south which links with South London and Portsmouth, and NCN Route 223 which continues to the south and links with Brighton.
- 2.11 Central government research states that for journeys less than between 5km and 8km cycling has the potential to replace car trips. An 8km cycle is equivalent to a 30-minute journey. A cycling isochrone is included at **Figure 2.4**. In reality, particularly with the introduction and increased uptake of electric bikes, the distance people are prepared to cycle is increasing and journeys to work by bike often exceed 8km, and much will depend on personal preference and the type of facilities available to cyclists at the end of their journey such as shower and laundry facilities and bike storage.

Figure 2.4 –Cycling Isochrone

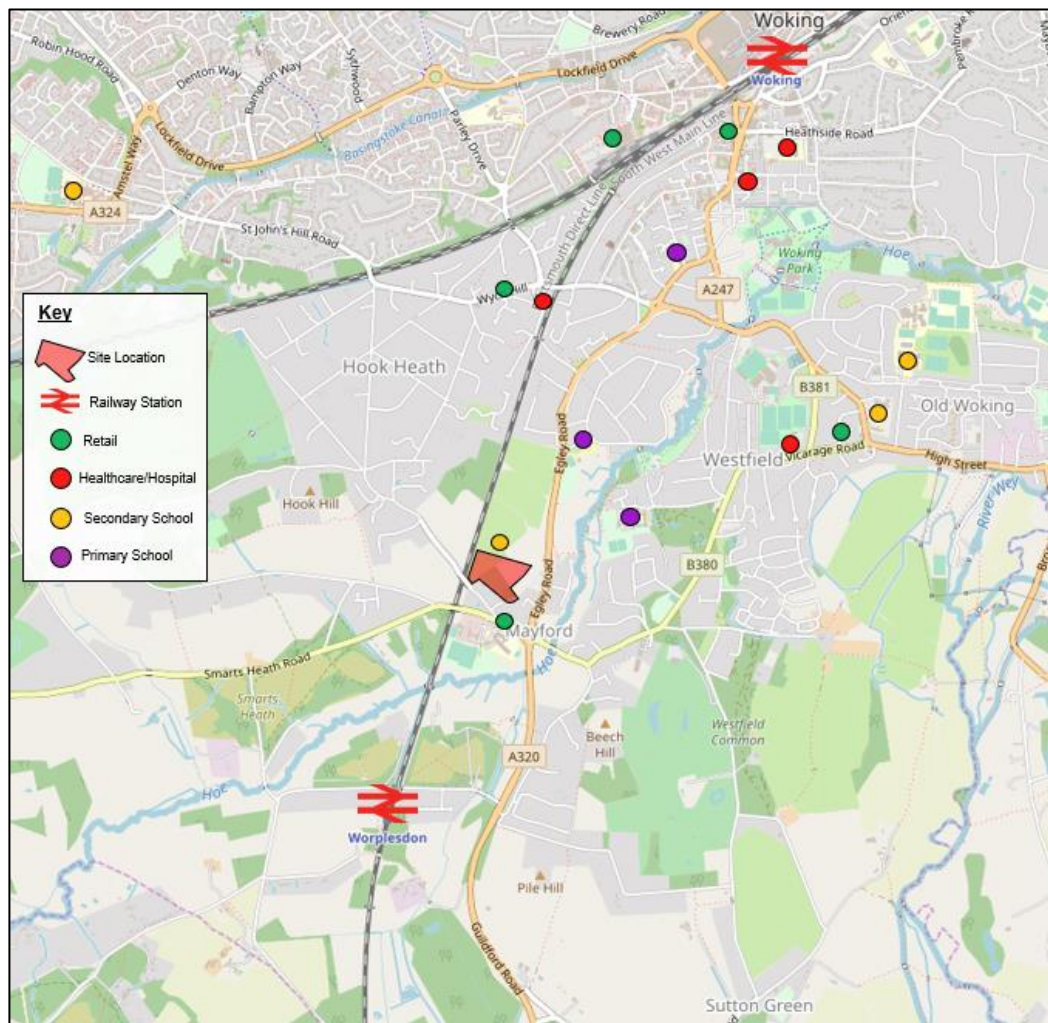


2.12 The cycling isochrones indicate that the entirety of the town of Woking and its local services and facilities are accessible by bike from the Site. The centre of Guildford can also be reached within the 8 km cycling isochrone. Within a 30-minute cycle, a total of six different railway stations can be reached, including Worplesdon, Woking, Brookwood, West Byfleet, London Road, and Guildford.

Local Amenities

2.13 **Figure 2.5** displays that the majority of local amenities surrounding the Site are located within Woking to the north and Westfield to the east, with some local amenities also located northwest in Hook Heath.

Figure 2.5 – Local Amenities Plan



Bus Services

- 2.14 The closest bus stops to the Site are located approximately 300m south east of the Site. The northbound stop, located outside the Bird in Hand public house benefits from a bus shelter with seating, timetable information and a bus lay-by. The southbound stop, located adjacent to the Wyevale Garden Centre, benefits from a bus shelter with seating and timetable information. Both bus stops have a raised curb to allow for easier bus access.
- 2.15 There are currently three bus services that serve the Egley Road Site to the south east within a short 300m walk of the Site. The MAX 35 service operates hourly Monday-Saturday and links the Site with Guildford and Camberley. The 520 service operates once-daily Monday-Friday and links the Site with Guildford and Aldershot. The 33 service operates four-times-daily Monday-Saturday and links the Site with Woking Town Centre and Guildford.

2.16 **Table 2.1** lists all of the buses available from the bus stop at Bird In Hand located 300m away from the access to the Site.

Table 2.1 Summary of Local Bus Services

Service	Route	Average Frequency (mins)		
		Weekday	Saturday	Sunday
MAX 35	Guildford – Woking – Camberley	60	60	-
520	Guildford – Woking – Aldershot	1 per day	-	-
33	Guildford - Woking	3 per day	4 per day	-

2.17 Whilst the services are infrequent the MAX 35 service takes circa 20 minutes to connect with Guildford bus station, a transport node that links with a variety of locations within the surrounding area. In the opposite direction, Woking railway station can be reached on the MAX 35 service within 10 minutes.

Rail Services

Woking Railway Station

2.18 Woking railway station is located within cycling distance approximately 3km to the north of the Site at Egley Road. This equates to an approximate 12-minute cycle.

2.19 Woking railway station, operated by South Western Railway, provides connections to London Waterloo to the East, Basingstoke to the West, and Portsmouth to the south. Services during a weekday run on average every five minutes to London, on average every 15 minutes to Portsmouth, and on average every ten minutes to Basingstoke. Access to London Waterloo can be used as a node for travel further afield.

2.20 **Table 2.2** sets out the current peak hour services and frequencies from this station.

Table 2.2: Train Services at Woking Station

Destination	Trains per Peak Hour Weekday	Trains per Peak Hour Saturday	Trains per Peak Hour Sunday
London Waterloo	17	14	6
Basingstoke	6	6	5
Portsmouth	5	5	3

Worplesdon Railway Station

- 2.21 Worplesdon railway station is located within walking distance of the Site to the southern side of the Site boundary, approximately 2,000m to the south of the Site at Egley Road. This equates to an approximate 23-minute walk.
- 2.22 Worplesdon railway station, operated by South Western Railway, provides connections to London Waterloo to the East and Portsmouth to the south. Services run from Worplesdon to Woking every 20 minutes which can be used to travel further afield. Services during the weekday run on average every 20 minutes to London, and on average every half hour to Portsmouth. Access to London Waterloo can be used a node for travel further afield.
- 2.23 **Table 2.3** sets out the current peak hour services and frequencies from this station.

Table 2.3: Train Services at Worplesdon Station

Destination	Trains per Peak Hour Weekday	Trains per Peak Hour Saturday	Trains per Peak Hour Sunday
London Waterloo	3	2	-
Woking	3	2	-
Portsmouth	2	1	-

- 2.24 Planned improvements to the South Western Main Line, which runs from London Waterloo to Weymouth, are scheduled to be undertaken between 2019 and 2024. The improvements which include a flyover at Woking railway station, will enable more trains to operate on this line with safer journeys and reduced disruption.

3 BASELINE TRAVEL PATTERNS

- 3.1 This section will set out the baseline modal split for the development, which has been derived using Census 2011 Travel to Work dataset WU03EW (Location of usual place of work by method of travel to work) for output area E020006467, which the site resides within.
- 3.2 **Table 3.1** below shows the existing mode of travel breakdown within the above census output area which represents staff travel characteristics in the area.

Table 3.1: Baseline Travel Patterns

Mode	Mode Share
Train	20%
Bus	2%
Taxi	0%
Motorcycle	0%
Car Driver	68%
Car Passenger	3%
Bicycle	2%
Walk	4%
Other	1%
Total	100%

- 3.3 As the site is located within a highly accessible location, we do not propose to set an onerous monitoring strategy, rather the TP will focus on the promotion of the travel options (walking, cycling and public transport) available for staff and members. David Lloyd will aim to reduce staff car driver trips by 6% resulting in a car driver mode share of 62% for staff. David Lloyd will aim for a corresponding increase in trips by sustainable modes. It is likely that this will mainly be gained via increase in bus patronage given the presence of the nearby bus facilities and services.

4 TRAVEL PLAN OBJECTIVES

4.1 This chapter sets out the overarching objectives for the Travel Plan. Further information on monitoring and review of the Travel Plan can be found in **Chapter 7**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.

Objectives

4.2 The Travel Plan's overriding objective is to:

“Put in place the management tools deemed necessary so employees and members at the proposed David Lloyd club are able to make informed choices about their travel, minimises the adverse effects of their travel on the environment.”

4.3 The sub-objectives are:

- Ensure that classes are carefully scheduled so as to manage demand for travel and car parking;
- To maximise travel choice;
- To increase the awareness of choice of travel modes and promote social inclusion;
- To promote the health, wealth, social, community and environment benefits of walking, cycling, car sharing and public transport use; and
- To provide clear information to all employees and visitors on the alternative modes of transport available at the site.

4.4 These objectives will be achieved by introducing a package of physical and management measures that will facilitate employee travel by sustainable modes.

5 TRAVEL PLAN STRATEGY

Proposed Development

- 5.1 The development proposal includes the construction of a new health and fitness club measuring 5,835m² which will benefit from 280 car parking spaces and 20 cycle parking spaces.

Travel Plan Management

- 5.2 David Lloyd will nominate a Travel Plan Coordinator (TPC) to oversee the development of the travel plan, and to ensure its effective implementation. Typically, this will be a member of staff. Alternatively, an external company specialising in Travel Plan implementation and development could be appointed. There are a number of companies available with specialist knowledge of Travel Planning that can undertake this work.
- 5.3 The TPC role will commence prior to the first occupation of the refurbished building, to ensure its promotion during the sales and induction phases, and to develop travel plan information packs for when the building becomes occupied.
- 5.4 The main roles and responsibilities of the TPC are to:
- Take a managing role in the review of the Travel Plan
 - Lead on the delivery of the Travel Plan;
 - Promote the Plan and the measures it includes;
 - Develop and distribute welcome travel packs to employees (electronically);
 - Promote the sustainable characteristics of the site through the sales and induction process;
 - Maintain up to date information on the website and/or notice boards; and
 - Monitor the effectiveness of initiatives included within the plan and amending as necessary.

Marketing Strategy

- 5.5 Employees and members will be made aware of the existence of the Travel Plan upon the commencement of their employment/membership. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the

objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.

5.6 The following could be used as a means of disseminating information to employees to promote events/campaigns/promotions/services/initiatives:

- Notice boards;
- Staff Newsletters;
- Induction pack;
- Company internet/intranet sites; and
- Workplace E-groups and forums.

6 MEASURES AND INITIATIVES

Introduction

6.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.

Sustainable Travel Packs

6.2 Sustainable Travel Packs will be given issued to staff and members electronically. The pack will contain at least the following information:

- Timetables and route maps for public transport, particularly buses and trains;
- Contact numbers and web details for the local journey planning websites such as National Rail Enquiries and Traveline;
- Cycling and walking maps for the local area;
- Local taxi company details; and
- Any relevant employer specific company policies related to transport.

Walking

6.3 Possible initiatives to help promote walking to employees of the site are as follows:

- Employees will be provided with information and advice concerning safe pedestrian routes to the site;
- Employees will be provided with changing facilities, including facilities for storage of wet clothes, umbrellas etc;
- Health benefits of walking to be promoted e.g. '10,000 steps a day campaign' or other similar type events.

Cycling

6.4 Showering and changing facilities will be available within the building and cycle parking will be provided.

- 6.5 Employees and members will be provided with information and advice concerning cycle routes. This will be posted at a prominent location and will be available in the welcome information.
- 6.6 The TPC will explore, with local bicycle retailers, the possibility of providing discounts on cycling equipment to employees of the development. The take up of this discount will be monitored.
- 6.7 David Lloyd currently operates the Government's Cycle Scheme which provides a tax efficient method to purchase a bike.
- 6.8 Other employee specific cycle promotions could include the following:
- Promotion of the health benefits of cycling;
 - Organisation of cycle surgery days, including Dr Bike clinics; and
 - Setting up a Bicycle User Group or similar if demand warrants it.
- 6.9 The use of the cycle parking will be monitored and more will be provided if deemed a necessity.

Public Transport

- 6.10 Up-to-date details of rail, bus and taxi services, including route information and service frequencies, will be permanently on display in prominent locations, as well as in welcome packs. National Rail and Journey Planner websites and enquiry phone numbers will also be promoted through all relevant means.
- 6.11 Taxis have an important role in providing for employee trips, in particular when other modes of transport may not be available (such as late at night). The TPC will ensure that the contact details for local taxi operators are available on site.

Car Pooling

- 6.12 The TPC will set up and promote a car pooling spreadsheet, to encourage employees who need to drive to share lifts with other employees of the site. Companies, such as Liftshare (<https://liftshare.com/uk>) have developed tools, such as Apps, to assist with encourage car-pooling.

- 6.13 The TPC will investigate whether car-pooling vehicles can have priority spaces within the car park.

7 MONITORING AND REVIEW

- 7.1 The Travel Plan is part of a continuous process for improvement, requiring monitoring review and revision to ensure it remains effective. This chapter sets out the proposals for monitoring and review of the Travel Plan.
- 7.2 As previously stated it is not considered appropriate to set out an onerous monitoring and review strategy given the accessible nature of the site. The important component of sustainable access for this site is to make best use of its existing accessibility and to maximise the use of that.
- 7.3 It is proposed that the monitoring strategy will include:
- Establishing the mode share and assess the effectiveness of the travel plan;
 - Monitoring car parking usage and to establish how well used the spaces are;
 - Monitoring cycle parking usage and to establish whether additional cycle spaces are required or whether relocation of parking spaces to car sharing spaces; and
 - Monitoring usage of the EVC points and introduction of additional EVC points if demand dictates.
- 7.4 The monitoring programme will begin at full occupation and will be an ongoing process. The survey of car and cycle parking usage will be undertaken during the same month each year to ensure a consistent approach.
- 7.5 Annual mode share monitoring surveys will be undertaken and the results of the surveys will be issued to Surrey County Council (SCC) each year. The monitoring period will cover 5 years from first occupation.

8 ACTION PLAN

- 8.1 The Action Plan outlined below in **Table 8.1** sets out the measures included within the Travel Plan that are directed at influencing employee travel.
- 8.2 The Action Plan will be revised every year following each Annual Travel Plan Monitoring Surveys.

Table 8.1 Action Plan for Travel Plan Measures – David Lloyd

Measures	Notes	Status/ Target Date	Monitoring Method	Responsibility
General				
Appoint TPC		Prior to Occupation		Management
Travel Packs for all Employees and Members	All Occupiers will be offered a travel pack outlining Mobility choices for dissemination to staff	On occupancy	N/A	TPC
Cycling				
Provision of cycle racks / stands	20 to be provided as a starting point with potential to add more upon demand	As part of construction	Spot checks as part of maintenance rounds	TPC
Monitor cycle usage	Monitor Cycle usage and provision of additional spaces as and when demand dictates	Ongoing surveys	Ongoing spot checks, member and staff feedback, annual survey	TPC
Shower, changing and locker facilities to be provided for employees and members	Available to employees and members	As part of construction	Management to monitor quality	TPC
Provide cycle route maps and other information relating to cycle facilities	Bespoke information printed as necessary	On occupancy	TPC to monitor uptake	TPC
Walking				
Health benefits of walking to be promoted (e.g. 10,000 Steps a Day)	Promoted in conjunction with the organisation of social walks and walk to work days	Spring and Summer (annually)	NA	TPC
Employees and members provided with changing facilities	As above in Cycling	As above in Cycling	As above in Cycling	As above in Cycling
Employees and member provided with information related to safe walking routes.	As part of Travel Packs or induction sessions	On tenant occupation	NA	TPC
Public Transport				
Notice board with timetable information	Located in communal areas	From occupation	Administrative - TPC	TPC
Car Access				
Implement informal Car Pooling Scheme	Promote carsharing tools	From occupation	TPC to monitor	TPC
Staff and Employee Survey	Annually up to 5 years	From occupation	TPC	TPC