

Travel Plan
September 2023

The logo consists of a dark blue square with the letters 'EAS' in white, bold, sans-serif font centered within it.

EAS

Cuffley Place

Sopers Road, Cuffley

Cuffley Properties Ltd

Document History

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The content of this report is based on information available as of September 2023, the validity of the statements made may therefore vary over time as planning guidance and policies as well as the evidence base change.

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1 Introduction

- 1.1 This Travel Plan has been prepared by EAS Transport Planning Ltd on behalf of Cuffley Properties Ltd (hereinafter referred to as the 'client') regarding the proposed redevelopment of Cuffley Place, Sopers Road, Cuffley (hereinafter, the 'site').

The Site

- 1.2 The site under consideration is located within the heart of Cuffley. The full address of the site is Cuffley Place, Sopers Rd, Cuffley, Potters Bar, EN6 4RY.
- 1.3 The site is therefore located within the administrative planning boundaries of Welwyn Hatfield District Council ('WHDC'). The Local Highways Authority ('LHA') is Hertfordshire County Council ('HCC'), who manage the local street network.
- 1.4 A Location Map showing the setting of the site is contained within **Appendix A**.

The Scheme

- 1.5 The proposals are to refurbish the existing office building on the site, and to incorporate an additional floor to the existing structure.
- 1.6 Additional alterations to building façade and landscaping of the site are proposed as part of the scheme.
- 1.7 The extension is proposed to generate an additional 531sqm of Class E office floor space on top of the existing office floor space.
- 1.8 The preliminary set of plans for the scheme are contained at **Appendix B**.

This Report

- 1.9 This Travel Plan has been prepared in support of, and in order to inform, the planning application process.
- 1.10 Being a planning document, this document will take the form of a Framework Travel Plan format. Further details on the monitoring and surveying arrangements will therefore be made available within future updates of the Travel Plan document.
- 1.11 This Travel Plan aims to positively influence the travel patterns and behaviours of the occupier's staff, in aid of reducing reliance on the use of private cars in travelling to work, and in carrying out their work duties, through the encouragement of greater use of public transport and other sustainable methods.

What Travel Plans Are

- 1.12 A Travel Plan is a long-term management strategy for an organisation or development that seeks to deliver sustainable transport objectives through action and is articulated in a document that is reviewed regularly. A Travel Plan involves identifying an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on reducing

reliance on single occupancy car journeys. It can also assist in meeting a range of other objectives, as discussed elsewhere in this document.

- 1.13 Travel Plans can assist in increasing accessibility whilst reducing congestion, local air pollution, greenhouse gases and noise. Importantly, a TP can also increase business efficiency and equality, which is why an increasing number of organisations are deciding to produce voluntary Travel Plans.
- 1.14 A well-developed TP can mitigate adverse traffic impacts of a development and the Government recognises their importance in achieving improvements in transport conditions at the local level. The Department for Health publication '*Choosing Health: Making healthy choices easier*' (2004) recognised the health benefits of walking or cycling, as have several campaigns since then. Active travel as part of a TP process enables people to enjoy these health benefits as part of their daily routine.

Travel Plan Objectives

- 1.15 The main reasons for drawing up and implementing this Workplace TP are to:
- demonstrate to the WHDC and to HCC commitment to provide a commercial development with suitable facilities which will encourage local employees to travel to and from the site in a sustainable manner;
 - set out the necessary survey and monitoring requirements needed to assess the performance of the Workplace TP;
 - reduce the local employees' dependency on car-borne trips;
 - inform employees of the health benefits of sustainable travel;
 - market the site's accessibility to key amenities and destinations via public transport; and
 - where applicable, ensure that service trips can be consolidated or avoided.
- 1.16 The Travel Plan will be regularly reviewed, reflecting the understanding that a Travel Plan is in a continuous process of improvement requiring monitoring and revision to ensure that it remains relevant to the site and those using it.
- 1.17 The full Travel Plan document will be produced following the baseline travel surveys that will be carried out when the Commercial development has been occupied. Annual Questionnaire surveys will be circulated with staff, reviewing travel mode share. Monitoring reports will also be produced annually.
- 1.18 The document will then be fully reviewed at these junctures; if the targets of the plan have been achieved the status of the plan maybe downgraded to voluntary, however, should the targets not be met HCC may wish to negotiate new measures within a revised plan for a further period of time.
- 1.19 This Travel Plan has been prepared by:

Joseph Mercieca,
EAS Transport Planning Ltd,
1st Floor, Millers House,
Roydon Road,
Stanstead Abbots,

Hertfordshire,
SG12 8HN

- 1.20 Once the site is occupied, it is expected that the occupiers of the site take over the responsibility of this Travel Plan, and the Travel Plan Co-ordinator role. The development is currently managed by:

Nick and Tony Theori,
Cuffley Properties Ltd,
Olive Tree Centre,
472A Larkshall Road,
Higham's Park,
London,
E4 9HH

- 1.21 The TPC role can therefore be managed by staff working at the site, who will be able to manage the Workplace TP directly with other staff working at the site, and be on hand to provide direct advice to staff based on their experiences managing this process.

Aims & Structure of the Travel Plan

- 1.22 This Travel Plan has been produced with reference to the Department for Transport's *Good Practice Guidelines: Delivering Travel Plans through the Planning Process* (April 2009) and HCC's online Travel Plan guidance, including HCC's Travel Plan Guidance (March 2020)
- 1.23 The contents of this Travel Plan are as follows:
- Section 2 – Reviews local travel planning policy;
 - Section 3 – Gives an assessment of the site;
 - Section 4 – Details travel patterns and surveys;
 - Section 5 – Describes the objectives and targets of the Travel Plan;
 - Section 6 – Describes the strategy, monitoring and review mechanisms for the TP;
 - Section 7 – Details the measures and initiatives in the Travel Plan;
 - Section 8 – Explains the TP monitoring and review processes;
 - Section 9 – Reviews the implementation of the TP; and
 - Section 10 – Describes the proposed securing and enforcement of the TP.

2 Travel Planning Policy

- 2.1 This section sets out the policy context. Development and growth are encouraged at National, regional, and local level. How this is made sustainable in the longer term is by encouraging walking, cycling and public transport use.
- 2.2 The policy documents reviewed include:
- National Planning Policy Framework;
 - HCC's Local Transport Plan; and
 - HCC's Travel Plan Guidance.

National Planning Policy

- 2.3 Travel planning has been a tool for reducing car dependency for a number of decades. The National Planning Policy Framework ('NPPF'), the highest national planning policy document in England, highlights the importance of using Travel Plans in improving sustainable travel options to and reducing dependency on the single car.
- 2.4 Within Paragraph 113 of the current NPPF (issued in September 2023), it is noted that all developments that will generate significant levels of movement are expected to include a Travel Plan, which would target modal shift towards more sustainable modes of travel. This paragraph reads as follows:

"All developments that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed."

Regional Policy – Hertfordshire County Council

- 2.5 The Hertfordshire's Local Transport Plan 2018-2031 ('LTP'), adopted in May 2018, also notes a number of policies in regard to Travel Planning. Policy 3 'Travel Plans and Behaviour Change' encourages the widespread adoption of travel planning through the planning processes in achieving modal shift.
- 2.6 The LTP suggests several mechanisms that can be adopted in this regard, including the use of the Smarter Choices toolbox of measures, to develop a relevant package for each scheme. These measures can thereby be secured and enforced via Section 106 obligations, which can be agreed with the developer through the planning process.

HCC Travel Plan Guidance

- 2.7 HCC's 'Travel Plan Guidance' document was issued in March 2020, setting out the Council's strategy and goals from the TP process, as well as explaining HCC's requirements of the Travel Plan process.
- 2.8 The guidance states that Travel Plan objectives may be to:
- *"Improve accessibility by non-car modes*
 - *Reduce the need to travel*

- *Minimise single occupancy car travel*
- *Support commercial viability of public transport*
- *Reduce congestion*
- *Improve the local environment (including air quality and climate change)*
- *Reduce the cost of travel*
- *Improve health and wellbeing*
- *Improve road safety”*

2.9 The document continues that Workplace Travel Plans:

“Primarily address the transport impact generated by employees commuting to and from the site and during their work. They should also consider how visitor, freight and delivery movements can be more sustainable.”

2.10 The role of the TP Co-ordinator is also key in this process:

“A Travel Plan Co-ordinator should be appointed to cover all stages of every Travel Plan. ...

The developer needs to identify the Travel Plan Co-ordinator who will be responsible for the implementation of the plan, including transition from construction to occupation, and how any future handover to subsequent owners and occupiers of the site will take place.

Contact details for each person appointed to this responsibility should be provided including:

- *Name and role within the organisation*
- *Postal address*
- *Telephone number and email address*

It is good practice to also provide multiple points of contact to maintain continuity in case of changes of personnel. ...

Travel Plan Co-ordinator responsibilities may include:

- *Managing the implementation of measures set out in the Travel Plan*
- *Promotion and marketing of the Travel Plan and its measures, including producing marketing material for incoming site users*
- *Setting up appropriate management arrangements such as a Travel Plan steering group*
- *Acting as a point of contact for site occupiers and other stakeholders in respect of the Travel Plan and related issues*
- *Liaising with the county council in implementing the Travel Plan*
- *Collecting data and other information relevant to the implementation and future monitoring of the Travel Plan*
- *Submitting monitoring reports to the county council”*

3 Site Introduction

- 3.1 The following sections provides general information regarding the location and sustainable travel options within the local area around the site.

Background Information

- 3.2 The site is located within the industrial area around Sopers Road, which is located just to the south-east of Cuffley Train Station. The site is bound by Sopers Road Car Park to the south, which in turn serves a number of light industrial and commercial units set around Sopers Road.
- 3.3 The site is accessed via Sopers Road, which terminates into Station Road, circa 50m north of the site access.
- 3.4 The residential areas of Cuffley start immediately to the west and north of the site. The local Train Station is present within 140m walk of the site.
- 3.5 It is proposed to refurbish the existing building on site, which has been used as Office for a long period of time, and to extend the use of the site into Class E use.
- 3.6 Plans of the proposed scheme are included within **Appendix B**.

The Local Area

- 3.7 Cuffley is a popular village within Hertfordshire, including access to the railway station forming part of the Hertford Loop Line. The railway line bounds the village to the east, and provides very good access to nearby local centres such as Enfield and Hertford.
- 3.8 The local village centre is set around 170m to the north-west of the site, or two minutes' walk away, to the west of the train station. The local centre offers a good range of shops and businesses that includes all the day-to-day facilities that may need to be accessed by employees of the site, including:
- a supermarket and a butcher;
 - a newsagent and convenience store;
 - a pharmacy;
 - doctors, dentists and veterinary surgeries;
 - a bank and a local building society;
 - restaurants, coffee shops, bakers, and take-aways;
 - barbers, hairdressers, and beauty parlours; and
 - a good range of local shops and businesses.
- 3.9 There are also a range of schools within walking distance of the proposed development, which would support linking of escort education and commuting trips, together with a number of places of worship.

Public Transport: Bus

- 3.10 There are existing bus stops located close to the site, the closest of which is outside the Train Station, c. 150m walk from the site.
- 3.11 From these bus stops, four bus routes can be boarded, these being the 242, 308, 380, and C1.
- 3.12 Route 242 runs between Waltham Cross and Potters Bar, via Cheshunt, Cuffley, Flamstead, Goff's Oak, and Northaw. The service runs hourly between 07:50 and 18:45 on weekdays, with reduced times on Saturdays and on Sundays.
- 3.13 Route 308 runs from Hertford to Cuffley, via Brickendon, Bayford, Little Berkhamsted, Epping Green and Newgate Street. There are 3 buses a day on Tuesdays, Thursdays, and on Saturdays. This is reduced to two services on Mondays, Wednesday and Fridays. No services operate on Sundays.
- 3.14 Route 380 also runs from Hertford to Cuffley via Hertingfordbury, Letty Green, Little Berkhamsted, Epping Green and Newgate Street. The service runs once daily on Mondays, Wednesday and Fridays only, with no services on Tuesdays, Thursdays or on weekends.
- 3.15 Route C1 operates between Cheshunt and Cuffley, via Hammond Street. The service operates as a commuter service during the weekday peak hours only, including 2 services leaving Cuffley Station in the morning peak hour and 5 services from this station in the evening peak hour.
- 3.16 From the above it can therefore be seen that the area has regular bus services with around the local area.
- 3.17 The local bus timetables are contained at **Appendix C**.

Public Transport: Rail

- 3.18 Cuffley Railway Station is located around 175m (or a 2-minute) walk north-west of the site, and provides around 2 departures per hour in each direction during weekdays on the Great Northern train network.
- 3.19 Trains stopping locally run between Moorgate in London and Stevenage to the north, also stopping at Old Street, Highbury and Islington, Finsbury Park, Haringay, Alexandra Palace, Palmers Green, Winchmore Hill, Enfield Chase, Gordon Hill, and Hertford North, amongst other stations.
- 3.20 A map showing the Great Northern Railway services is contained in **Appendix D**.

Active Travel

- 3.21 The local roads are conducive to active travel modes, and local infrastructure leads continuously between the site access points and the local centres and transport nodes mentioned above.
- 3.22 The immediate pedestrian environment outside the site is typical of a Hertfordshire village centre site, with good quality and wide footways on both sides of Sopers Road and Station Road.

- 3.23 All roads around the site are restricted to 30mph, and include street lighting.
- 3.24 The local street network therefore provides safe and comfortable pedestrian connections to the nearby areas within the village.
- 3.25 Nearby facilities for cyclists include cycle parking for 18 cycles near the station entrance, and cycles stands outside the shops, on Station Road (the local high street) nearby.

The Local Road Network

- 3.26 Station Road links east to west past the heart of the village, linking Goff's Oak (as its continuation as Cuffley Hill, classified as the B156) with Northaw Road East (B156) and Plough Road (B157) in the west of the village. Both latter roads continue past Northaw to the west of the site, towards the northern Potters Bar.
- 3.27 Sopers Road and Station Road outside the site are not part of a Controlled Parking Zone, and most nearby dwellings include off-street parking. Other nearby street, at set directly within the shopping area are part of the local CPZ. On-street parking on nearby street is however still generally limited, via the use of single- and double-yellow line parking restrictions.
- 3.28 The B157 runs between the Great North Road (A1000) to the east of Brookmans Park in the west and the centre of Cuffley. To the south of the village centre, this road becomes the B156, linking the centre of Cuffley with Northaw Road West (leading to Northaw and Potters Bar in the west) and with Cattlegate Road (leading to Crews Hill, in the northern limits of Greater London).
- 3.29 To the east of Cuffley, Cuffley Hill (B156) continues into Goff's Oak and Cheshunt, prior to terminating into Church Lane, near the connection of this road with the A10 (Great Cambridge Road).
- 3.30 The nearest Motorway is the M25 which runs around London, and passes circa 1.6km to the south of the village, and is accessible via Potters Bar Interchange (Junction 24) or the Waltham Cross Interchange (Junction 25).
- 3.31 The A10 is also available via the Waltham Cross Interchange, which runs between the eastern parts of London and Cambridge. The A1(M) is available via the Bignell's Corner roundabout (also known as South Mimms Interchange, or M25 Junction 23), whereas the M1 Motorway is available via the M25 Junction 21. Both these latter Motorways run between London and the north of the country.

4 Travel Plan Management

4.1 This section explains the management arrangements for the Travel Plan process, including the role of the Travel Plan Co-ordinator role.

Travel Plan Co-ordinator

4.2 The Travel Plan Co-ordinator is a designated role, as the person who will be responsible in managing the Travel Plan process on behalf of the developer.

4.3 Initially, the authors of this report, as explained within Section 1 above, have prepared the drafting and will be managing the approval of this Travel Plan through the planning process, also acting as the Travel Plan Co-ordinator role.

4.4 Eventually, it is proposed that the Travel Plan Co-ordinator ('TPC') shall mean a permanent on-site member of staff appointed by the clients with the appropriate skills, budgetary provisions, and resources to fulfil the role.

4.5 This person should be identified from the outset and will lead on writing and implementing the Travel Plan. This person will either have the authority to make decisions themselves or have the direct support of a senior manager who can facilitate decision-making.

4.6 The person appointed will need to have:

- Support of Senior Management; and
- Access to other support networks such as, IT, finance, administration, and HR.

4.7 The appointment of a Travel Plan Co-ordinator is crucial as there must be a point of contact to successfully implement the Travel Plan. The contact details for the TPC must be submitted to HCC's Travel Planning officers upon appointment to the role.

4.8 The TPC will therefore be fully responsible for developing and implementing the TP and collecting data from the organisation. They will lead on this initiative and act as the correspondent between the local authority and the organisation. The TPC will ensure ongoing development and implementation of the plan, taking responsibility for liaison with the external agencies as appropriate, whilst ensuring that the workforce and visitors are kept fully informed of any new developments in the plan's implementation.

4.9 The duties of the TPC will include:

- Present a business case to secure a budget for TP development and ensure efficient and effective use;
- Undertake Staff Travel Questionnaires over the five-year period and supply evidence of this, as required, to the District as well as the County Councils;
- Take responsibility for data collection and review of the TP;
- Oversee the development and implementation of the TP on a day-to-day basis;
- Obtain and maintain commitment and support from senior managers, staff, union representatives, etc.;
- Design and implement effective marketing and awareness-raising campaigns to promote the TP;

- Set up, co-ordinate and attend Steering Groups, Working Groups, etc;
 - Act as a point of contact for all staff requiring information;
 - Ensure the travel information available is always up to date;
 - Liaise with external organisations, such as local authorities and neighbour groups;
 - Negotiate with transport operators to secure discounts for staff;
 - Co-ordinate the monitoring programme for the TP, including target setting (in agreement with HCC) and make necessary changes if the targets are not being met; and
 - Source and supply travel information packs for all site users.
- 4.10 The contact details for the TPC will be submitted to HCC's Travel Planning officers upon appointment to the role. A secondary contact person to the Travel Plan Co-ordinator (TPC) will also be submitted, following appointment of TPC.

Partnerships

- 4.11 Partnerships are an important aspect to the success of a TP. By building partnerships with other businesses and community groups we can share best practice and develop new travel initiatives.
- 4.12 Partnerships can be formed from steering groups, representatives from other businesses on site, local public transport groups, local walking and cycling groups, and many others.
- 4.13 Duties of the partnerships can include working with the TPC to develop new idea and engage employees on sustainable means of travel, act as a communication channel between employees and the TPC and hold regular meetings with all parties involved to identify area for improvement.

Travel Plan Steering Group

- 4.14 A TP Steering Group or reference group is important to the success of a Travel Plan.
- 4.15 A TP Steering Group can be organised that could include the TPC for the employers, as well as potentially other TPCs of other nearby businesses (if available), and employees of the commercial premises, and nearby residents or nearby businesses.
- 4.16 The group can help ensure that different stakeholders are represented during the development of the plans and can contribute to identifying and implementing compatible strategies that span across many areas of concern. It may also allow opportunities for sharing knowledge, experience, valuable information, and contacts.

Likely Transport Patterns

- 4.17 To establish the baseline travel patterns expected from the site, Census Data has been interrogated to establish the Method of Travel to Work within the Workplace Population (census dataset WP703EW).
- 4.18 The 2011 Census was therefore interrogated, through extrapolating the WP703EW census dataset for local Middle Layer Super Output Area (also known as a 'MSOA') E02004995 (which covers the Cuffley, Northaw and the surrounding rural areas). This dataset sets out

the travel commute patterns for staff aged between 16 to 74, employed within the immediate surrounding area that the site is set within.

4.19 It is worth adding that whilst preliminary dataset of the 2021 Census have been released, the dataset covering the Method of Travel of Workplace Population has not been published yet. It is also worth adding that the data for 2021 is partially impacted by the Covid-19 Work from Home guidance that was in place at the time of the census.

4.20 Table 4.1, includes a summary of these findings:

Method of Travel to Work (2011 census)	Number	%
Underground, metro, light rail, or tram	15	1.1%
Train	73	5.5%
Bus, minibus, or coach	32	2.4%
Taxi	22	1.7%
Motorcycle, scooter or moped	2	0.2%
Driving a car or van	1,057	79.4%
Passenger in a car or van	57	4.3%
Bicycle	2	0.2%
On foot	66	5.0%
Other method of travel to work	6	0.5%

Table 4.1 Assumed Travel to Work mode share within the local Workplace Population

4.21 Table 4.1 suggests that 79% of employees commuting within the local area, travel to work via driving a car or van, whereas another 4% share the trip in a car as passengers. The data also shows that just 14% of employees travel to work via a sustainable modes of travel, such as public transport or active travel modes. Therefore, there is progress to be made in influencing employees to use a more sustainable mode of travel to and from the workplace.

4.22 The full Census dataset is contained in **Appendix E**.

Proposed Baseline Survey

4.23 The figures assumed in table 4.1 is the generic dataset for the local MSOA, and not for the future occupiers of the site as such. While appropriate for planning purposes, these may not reflect the actual modal split at this location, owing to the particular set of local circumstances, such as, public transport availability, local shops and services, and other reasons, in relation to the staff members working at the site.

4.24 Therefore, in order to obtain figures directly related to the staff employed at the redeveloped set, a baseline survey questionnaire is proposed to be undertaken. To establish the travel patterns of site employees at the time of introducing the Travel Plan, a staff questionnaire will be conducted within 6 months of first occupation in order to obtain the baseline information.

4.25 The baseline questionnaire will record data about staff trips and travel characteristics associated with the proposed development. It will also explore barriers to sustainable travel use. This information will be used to build on the measures in this Travel Plan and ensure that the measures that have been installed are in line with employees' needs and circumstances.

- 4.26 It is proposed that the baseline questionnaire will be undertaken under the supervision of the TPC. The results of the baseline survey will then be fed back to the HCC's Travel Plan Officer within 30 days of collection in a succinct baseline survey report. At the Travel Plan Officer's discretion, the TP may be updated to reflect the questionnaire's findings.
- 4.27 A draft Travel Plan Questionnaire is contained at **Appendix F**.

Proposed Future Surveys

- 4.28 The timing for monitoring of the subsequent client phases will be determined according to the same principles as the Baseline Survey and is detailed below.
- 4.29 Following the initial baseline questionnaire, monitoring questionnaires will be undertaken annually by the TPC. The TPC will be responsible for comparing the results year-on-year and adjusting the targets and initiatives, which would then have to be approved by HCC.
- 4.30 In addition to the surveys, they will also take into account the commuting and travel-related feedback received from employees through the year. The TPC will ensure that the results of these 'internal' questionnaire are available.
- 4.31 Apart from the internal monitoring detailed above, the TP process will also be revised annually. This will include updated modal shift targets. All results will be communicated to HCC as the local Travel Planning officers, and to WHDC as Local Planning Authority, in the form of a specific Monitoring Report, within 30 days of each survey.
- 4.32 Following each full questionnaire and subsequent review, the Travel Plan will be updated, in conjunction with HCC, with specific consideration given to the sections concerned with targets, modal shift, action plan, and initiatives.

5 Travel Plan Targets

5.1 The following section explains the objectives and targets of the Travel Plan process.

Objectives

5.2 The objectives and goals selected for this Travel Plan are:

- ensure that employees' dependence on Single Occupancy Vehicle ('SOV') trips is as low as possible, by installing a range of hard and soft measures;
- increase the attractiveness of walking and cycling for staff, particularly for short journeys;
- provide the required information and incentives to encourage staff to use sustainable methods of transport;
- reduce the transport related environmental impacts associated with employees and service vehicles at the site;
- enhance the developer's social responsibility credentials; and
- make the development an attractive and marketable location for living and access.

5.3 Having identified the Travel Plan objectives the following identifies the targets by which the progress of the TP will be assessed and the measures that will be implemented in order to achieve those objectives and targets.

Targets

5.4 The success of the TP will be measured against the number of employees making single occupancy trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, car sharing and public transport.

5.5 Targets are the measurable goals by which the progress of the TP will be assessed. Targets are essential for monitoring progress and success of the Travel Plan. Targets should however be 'S M A R T' – specific, measurable, achievable, realistic, and timed. There is no point in setting targets that are impractical or unrealistic as this will simply reduce the effectiveness of the TP.

5.6 Targets should be set over a minimum five-year time frame, with interim targets at year three. They should aim to improve on the baseline (Year 1) mode share of sustainable modes and enable the measurement of success in achieving the objectives of the TP. The primary goal of this TP is to increase the overall percentage of non-car commuting journeys, made by staff at the expense of SOV trips.

5.7 At this stage it is not possible to set the actual targets as the existing travel patterns are not known. However, the following are the sort of targets (% figures below are percentage points) that we would imagine would be set:

5.8 The targets for this TP are therefore:

- 1) Reduce the proportion of SOV trips made by staff employed at the client's commercial premises by 4% of all trips in Year 3 and by another 4% in Year 5 (or 8% in total);

- 2) Increase the proportion of employees walking, whilst commuting to and from the client's commercial premises by 1% in Year 3 and another 1% by Year 5 (overall a 2% increase);
 - 3) Increase the proportion of employees cycling, whilst commuting to and from the client's commercial premises by 1% in Year 5 (overall a 1% increase); and
 - 4) Increase the proportion of employees using public transport modes, whilst commuting to and from the client's commercial premises by 3% in Year 3 and another 2% by Year 5 (overall a 5% increase).
- 5.9 The proposed targets outlined above represent what is considered to be realistic, including achievable increases in sustainable travel modes. However, it is recognised that the overall number of sustainable trips is the target aim and therefore where the ultimate results achieved may not necessarily achieve the targets set the results should be looked at in relation to the total number of sustainable mode trips against the number of SOV trips.

6 Sustainable Travel Options

6.1 This section reviews the potential strategy options to promote sustainable modes of travel to and from the site.

Active Travel

6.2 Active travel combines the sustainable modes of travel which requires the user to make use of their personal abilities to move around, including walking and cycling. Requiring no motorised mode of travel remains the most sustainable method to travel around, and is clearly known to generate significant health benefits for the user.

6.3 Walking is suitable for journeys under 2 miles (c. 3.2km) and can be combined with other methods, such as public transport to cover longer distances, whilst those employees who live within 5 miles (c. 8.0km) of the workplace are potential cycle commuters.

6.4 Formal cycle routes are likely to be available locally only on parts of routes – both on and off road, with both shared and segregated use.

6.5 In addition to the outlined cycle and walking routes in the previous sections, the following measures are good ways of promoting sustainable travel:

- Provision of cycle parking and shower facilities within the site for cyclists;
- Form an employee Bicycle Users Group ('BUG') to encourage cycling and organise promotional events;
- Provide free cycle training for employees;
- Promotion of national campaigns, for example Walk to Work and Walk to School Weeks, National Bike Week, and Cycle to Work Day;
- Promote local online portals for ideas and personal development opportunities;
- Negotiate discounts for employees on bikes and equipment with local cycle outlets;
- Introduce a Cycle to Work tax-efficient scheme. For more information on schemes like this visit www.cyclescheme.co.uk; and
- Provide business cycle mileage for staff cycling on company business.

Public Transport

6.6 Public Transport can provide a good alternative to the car for many commuters, as well as business related journeys. In addition to the examples outlined in the TP above, the following are a selection of measures that help improve sustainable travel:

- Provision or diversion of existing services to serve the development site (not considered viable in this case);
- Consider selling rail and bus passes at the workplace;
- Provide interest free annual season ticket loans; and
- Upgrading existing nearby bus stops with shelters, seating, and real-time information displays (ensuring new bus stops are also supplied with these facilities, but again, unfortunately not viable with such a small proposal).

- 6.7 A Travel Plan strategy that sets out clearly the stages by which the TP will be developed and implemented is very important. Elements of a TP strategy usually relate to:
- appointing a Travel Plan Co-ordinator;
 - securing the resources (including time) that are necessary to develop and implement the TP;
 - consulting and educating staff and suppliers; and
 - identifying and engaging with partners.
- 6.8 This section comprises the Workplace Travel Plan strategy for the client commercial premises. It discusses how the plan will be managed and marketed, as well as who the key partners will be.

Travel Plan Coordinator

- 6.9 The developers (Cuffley Properties Ltd) are fully committed to the implementation of this Workplace Travel Plan and its maintenance over an initial five-year period from the baseline survey. The client will need to appoint a TPC, who will be responsible for:
- implementation of the Travel Plan;
 - preparation of the baseline survey and reporting on feedback;
 - day to day management of the Travel Plan; and
 - preparation of the monitoring questionnaire work and reporting on feedback.
- 6.10 It is understood that a member of staff of the proposed site would become the TPC in due course, but in the meantime details of the Interim TPC are:

Joseph Mercieca,
EAS Transport Planning Ltd,
1st Floor, Millers House,
Roydon Road,
Stanstead Abbots,
Hertfordshire,
SG12 8HN

- 6.11 The secondary contacts for the Interim TPC are:

Nick and Tony Theori,
Cuffley Properties Ltd,
Olive Tree Centre,
472A Larkshall Road,
Higham's Park,
London,
E4 9HH

- 6.12 The Travel Plan management structure will be formalised before the circulation of TP implementation materials and before undertaking initial baseline survey work. In addition, the TPC will contact the HCC's Travel Plan Officer to confirm the TP management structure once this is fully identified.

Travel Plan Steering Group

- 6.13 A Steering Group or reference group is important to the success of a Travel Plan.
- 6.14 A Steering Group can be organised that could include the TPC for the employers, and employees of the commercial premises, and nearby residents or nearby businesses. They would meet annually or at more frequent intervals if the need for this becomes apparent.
- 6.15 The Steering Group can help ensure that different stakeholders are represented during the development of the plans and can contribute to identifying and implementing compatible strategies that span across many areas of concern. It may also allow opportunities for sharing knowledge, experience, valuable information, and contacts.

Partners and Stakeholders

- 6.16 Travel Plans need partnerships for success. Organisations need to work with a number of partners and internal stakeholders from the planning stage, through to implementation, management and monitoring stages.
- 6.17 It is expected that all of the following partners and internal stakeholders will make an active contribution to this process:
 - TPC (to be confirmed, client staff)
 - Developer Cuffley Properties Ltd (the client)
 - Hertfordshire County Council Travel Plan Officer
 - Staff Representative (to be confirmed)

Marketing

- 6.18 Marketing and awareness raising strategies form an important part of all Travel Plans. The Workplace TP, and the measures or incentives within it, will be marketed to new staff via the following means prior to full occupation of the site:
 - travel information available on the Client website;
 - Welcome Packs containing suitable travel information with be distributed to new and existing staff;
 - this will be done from the date when staff first take up their employment, well before the baseline surveys take place.
- 6.19 It is important that there is continued marketing of the Workplace Travel Plan (and its measures and incentives) at and after the launch. The following primary means of marketing communications are proposed at this point:
 - Travel Plan launch and reminder events;
 - continuing to offer the Welcome Packs to new staff, and ensuring that these are kept up to date;
 - continued upkeep of information on travel; and
 - making available information on progress against targets as well as any new TP initiatives.

6.20 Branding is a key part of the promotion of any TP. It is important for all involved to have a brand that they recognise as it will reinforce the TP, its initiatives and what it seeks to achieve. The branding will be established prior to the TP launch and the collection of any baseline data.

Resourcing

- 6.21 Currently it is envisaged that the TPC will oversee the necessary tasks utilising the clients' resources. Additional funds for costs covering publicity material would be paid for by clients (or their successors). It is anticipated that this would not exceed around £1,000 per annum for the five-year period.
- 6.22 An initial budget will be allocated for the Travel Plan's implementation by the clients to finance the measures identified. This will be reviewed by the TPC on an annual basis to identify whether any adjustments are required in order to achieve the targets.
- 6.23 It is envisaged that the ongoing maintenance of the TP will involve approximately 1-2 hours of time per week. This would allow up to 8 hours per month for the TPC role, the 'direct' cost of funding the TPC is therefore estimated to be circa £2,500 per annum.
- 6.24 Any other associated costs to fund on-going travel planning measures will be met by the clients, and would include other resources necessary to implement the proposed initiatives. At this stage it is difficult to quantify the exact budget required for the implementation of the TP. This will need to cover items such as travel surveys, publicity materials and activities, input into promotion and marketing materials and travel advice and passes.

7 Measures and Initiatives

- 7.1 This chapter sets out proposed measures for the TP. They will be modified in the light of the baseline travel survey and of experience gained as the Travel Plan progresses. The TPC will liaise with the Travel Plan Officer at the HCC as to what changes, if any, should be made.

Working from Home

- 7.2 The main aim of the Travel Plan process is to reduce the need for occupiers of the site to travel to and from their place of work through the need of the private car.
- 7.3 Following the enforced public health emergency following the emergence of Covid-19, Working from Home became the common working practice for many companies in the UK and elsewhere. The infrastructure for such working arrangements has therefore quickly developed over this time, which has enabled work to be undertaken remotely, away from the place of work.
- 7.4 These arrangements have therefore avoided the need for staff to travel to and from their place of work, indirectly achieving the Travel Plan aims wherever this was already applicable.
- 7.5 In this regard, such working arrangements should therefore be retained where possible (naturally, this being dependent on the nature of the business), saving commuters the need to travel at all.
- 7.6 The occupiers of the site will therefore make an emphasis of (where possible), to encourage staff to travel less to and from the site, through Working from Home arrangements.
- 7.7 Staff will be allocated the necessary resources to be able to undertake such work, where deemed feasible.

Walking

- 7.8 Walking is the most sustainable method of travel; it has a number of proven health benefits and is an important expression of personal freedom. It forms part of practically all journeys, even if most of the distance is covered by car or public transport, and is the basic mode for those without access to either of these. It is particularly important for short journeys, under two kilometres or approximately 1.25 miles.
- 7.9 Walking is essentially free, practical and under the individual's control. It is non-polluting and does not make large demands on infrastructure. Like cycling it is an active form of travel that offers a range of physical and psychological benefits to the individual.
- 7.10 The TPC will be responsible for raising awareness amongst staff and visitors of the health, financial and practical benefits of undertaking journeys by foot.
- 7.11 The TPC will draw up a plan showing walking routes to local amenities which are lit, accessible, easy to follow and well surfaced. This plan will be included in the employees' welcome pack and provided on the Client commercial premises.

- 7.12 Where appropriate the TPC will liaise with HCC regarding the upkeep of local footpaths, signage, lighting, and improvements to security on routes around the site.

Cycling

- 7.13 Cycling is also relatively cheap, offers reliable journey times, and is environmentally friendly. Encouragement of cycling can help to improve people's health. A link has been identified between growth in car use and obesity, with both trends increasing at a similar rate between 1985 and 2000. Travel Plans can offer substantial health benefits to individuals who are motivated to complete more journeys on foot or by cycle.
- 7.14 The health benefits of cycling outweigh the risk of accidental death whilst cycling by a ratio of 20 to 1. A TP can offer benefits through the role of active travel in helping to:
- prevent diabetes;
 - reduce the risk of colon cancer;
 - prevent high blood pressure;
 - decrease the risk of coronary heart disease;
 - control body weight; and
 - prevent osteoporosis.
- 7.15 Cycling facilities permits a significantly improved perception of cycling driving through high-speed routes. This will allow access to cycling as the mode of travel for the local population, who live within a cyclable range of the site. As the cost of travelling by car increases, it is expected that cycling will become cost-effective for a widening range of journey types.
- 7.16 The TPC will seek to make cycling for both visitors and staff a viable travel option by incorporating the following infrastructure and measures into the development and the Travel Plan:
- the provision of cycle parking spaces;
 - the provision, in welcome packs and on noticeboards, of local cycle route maps and information about local cycle repair shops and bicycle user groups ('BUGS'), and other third-party schemes;
 - marketing of national and local-based 'Cycle to Work' weeks and events on the noticeboards; and
 - approaching local cycle retailers with a view to providing discounts for staff.

Public Transport

- 7.17 Increased use of public transport is also a fundamental aspect of the Government's sustainable transport and net-zero (Build Back Greener) strategies.
- 7.18 Although walking and cycling are cheaper to use and have the least environmental impact and the greatest health benefits, they cannot easily replace public transport for longer journeys, say more than five kilometres, and are not accessible to the full range of the population, and to the portion of staff who may have mobility issues which may not permit active travel.

- 7.19 Maps showing the location of, and suitable routes to, nearby bus stops and train stations will be prominently displayed on the site. The Travel Plan Co-ordinator will also provide information about free or discounted bus and rail travel (such as for under 18s, over 60s, war veterans, first-year apprentices, or unemployed people).

Managing Car Parking

- 7.20 The existing car parking is proposed to be retained within the wider site (albeit without additional provision for the extended floorspace).
- 7.21 The reduced car parking provision will therefore support an overall more sustainable method of travel by staff working on site, as fewer parking spaces are available overall within the wider scheme.
- 7.22 The limiting of empty car parking being available, should also dissuade new employees from turning up by car when they start working at the site.
- 7.23 It is not excluded that the site management would allocate the use of car parking spaces within the site car park as required by staff's residential location in the future, if car parking demand exceeds the available supply. This is currently considered to be not required, as such.

Car Sharing

- 7.24 The TPC will publicise Hertfordshire Car Share Scheme (www.liftshare.com) for those wishing to car share for individual or regular journeys.

Travel Information

- 7.25 Complete and easy to understand information about travel information is an essential ingredient for a TP, since the first step towards behavioural change is for an individual to understand and consider the options they have and the benefits or otherwise of each.
- 7.26 One barrier to behaviour change is not knowing one's options. Equally, it is unrealistic to expect behavioural change where there are no viable alternatives. It is therefore important for the baseline survey and site audit to identify what options people have available.
- 7.27 The TPC will seek to disseminate relevant transport information to visitors and staff in the following ways:
- making employees and suppliers aware of the journey planning and 'real-time information' tools available on the local Bus Operator websites;
 - making available local public transport maps showing bus stops, bus destinations, public transport costs and discounts;
 - making available local cycling maps showing safe lit routes for cyclists, locations of local cycle parking spaces and local cycle repair shops; and
 - preparing or making available a map of local amenities that are within walking distance of the site.

Delivery and Servicing

- 7.28 The transport impacts on a site relate not only to employees but also to the range of servicing and delivery movements.
- 7.29 Whilst servicing trips such as postal and staff personal deliveries, refuse collections, and building maintenance trips are difficult to rationalise, there is a possibility to reduce the level of business deliveries.

8 Monitoring and Review

- 8.1 This Travel Plan is a continuous process for improvement, requiring monitoring, review, and revision throughout its life to ensure that it remains relevant to staff and the wider community in future years. This section sets out the proposals for monitoring and review of the Travel Plan over the development's first five years of occupation which coincides with the phasing of development.
- 8.2 Following the initial baseline survey, and in line with the Department for Transport's ('DfT') 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (April 2009), and with the Hertfordshire Travel Planning Guidance in mind, the Travel Plan Co-ordinator would normally undertake monitoring at annually over a five-year period, or until such a time that the Travel Plan targets have been met.

Travel Plan Phasing

- 8.3 Surveys will be set once the development is occupied.
- 8.4 In year five, or sooner if the need arises, the TPC will review the TP and its targets and will thereafter set new objectives, updated targets and introduce new measures where appropriate. If the TP targets have been met, the TP can be updated on a voluntary rather than a compulsory basis. In this case, if targets are being met in advance, then the final survey may not be required.
- 8.5 In the event that the TP targets are not met within five years of the Baseline Survey, remedial measures (in the form of a revised action plan) will be necessary. The proposed measures within this revised action plan will be clearly of a greater scope, intensity and (or) the duration than those presented in the submitted action plan – though the extent to which the target has been missed must also be taken into account when HCC approve the revised package.
- 8.6 This section sets out the specific monitoring proposals associated with the site and the means by which the TPC team will assess progress towards the targets outlined in Section 5.

Monitoring and Review

- 8.7 Due to the phasing of the development, surveys have been set at suitable periods during the phasing. These survey dates will be reviewed to ensure that changes to actual occupation are reflected. Table 8.1 below sets out suggested surveys related to the current phasing plan:

Phase	Completion Date	Survey
1	Opening year	Baseline survey + Year 1 Questionnaire survey
2	Opening +1 year	Year 2 Questionnaire survey + TP Review
3	Opening +2 year	Year 3 Questionnaire survey + TP Review
4	Opening +3 year	Year 4 Questionnaire survey + TP Review
5	Opening +4 year	Year 5 Questionnaire survey + TP Review

Table 8.1 Phasing of Travel Plan

Monitoring Plan

- 8.8 Table 8.2, summarises the proposed monitoring plan, including the data collection activities which will be undertaken and when these will occur. Specific types of information and indicators which will be measured through each activity (see Section 5) are also identified.

Data Collection & Reporting Exercise	Key Information	When and How Frequently	By Whom
Baseline staff survey	Response rate, modal split, travel attitudes, destination data	When development is occupied	TPC using surveys
Baseline survey report and TP amendments (if required)	Headlines from the baseline survey data and how they verify the plan	Within 30 days of baseline staff survey data collection	TPC for submission to and review by HCC
Car park and vehicle monitoring surveys	Vehicle movements to and from the development and car park occupancy	At time of baseline surveys and annually thereafter	TPC / management company if fixed equipment is used
Staff monitoring survey	Response rate, modal split, travel attitudes, destination data	Annually after first occupation	TPC Survey
Monitoring Reports	Headlines from the monitoring survey data. Chart progress toward Travel Plan targets	Within 30 days of the monitoring survey	TPC for submission and review by HCC
Identification of new Travel Plan Initiatives	Potential new measures for inclusion within the Travel Plan	At Any Time	Steering Group & TPC

Table 8.2 Client Workplace Travel Plan Monitoring Plan

Reporting

- 8.9 The TPC will report the questionnaire results to HCC within 30 days of each survey. The TPC and officers at HCC will then review the results and, if necessary, revise the TP targets accordingly. The results of the Travel Survey and revised targets will be included in the following revision of the plan.
- 8.10 The TPC and team will be responsible for communicating to employees and visitors the results of the monitoring and resultant amendments to the TP. This will be achieved through the production of an annual newsletter or monitoring report which will also be displayed, perhaps in summary form, on the information boards.

Action Plan

- 8.11 The primary goal of this TP is to reduce the percentage of single occupancy car journeys by staff to the facility, and increase the number of sustainable trips, particularly walking and cycling, therefore minimising the transport effect on the local environment.
- 8.12 The Action Plan draws together the proposals for TP implementation, monitoring, and review. The actions which will be taken are summarised in the Action Plan, and this Plan indicates how the various elements of the plan will be drawn together and how actions will be prioritised.
- 8.13 An Action Plan for the implementation of this Workplace TP is set out in Section 9.

9 Implementation

9.1 This chapter draws together the proposals for Travel Plan implementation, monitoring, and review.

Action Plan

9.2 The actions which will be undertaken as part of this TP process are therefore summarised in an action plan (shown in table 9.1 below), which indicates how the various elements of the Plan will be drawn together and prioritised:

Action	Responsibility	Timescale
Confirm details of the TPC and key personnel who will be included in the TPC Team to HCC and WHDC	Clients	Before commercial space is first occupied
Preparation of travel information for staff and visitors	TPC	Before commercial space is first occupied
Prepare staff welcome pack and communal board information	TPC	Before commercial space is first occupied
Issue Welcome Packs with TP information	TPC	As staff commence work
Undertake (or commission) baseline surveys	TPC	Six months after first occupation of commercial spaces
Travel Plan Launch Event	TPC, HCC	To be undertaken at the time of collecting baseline data
Update communal board information	TPC Team	Once every two months after launch of Travel Plan or as required
Review baseline survey data and modify TP targets and / or measures if necessary	TPC, HCC	Within 30 days of undertaking baseline surveys
Seek to develop partnerships with other local Travel Plan operators	TPC	Ongoing
Hold steering group meeting to investigate TP issues	TPC and all Stakeholders	Annually
Monitor Travel Plan through Travel questionnaires	TPC, HCC	Annually after initial baseline surveys
Review Travel Plan	TPC, Steering Group, HCC	Annually after questionnaires

Table 9.1: Actions that will assist in implementing the Travel Plan

10 Securing and Enforcement

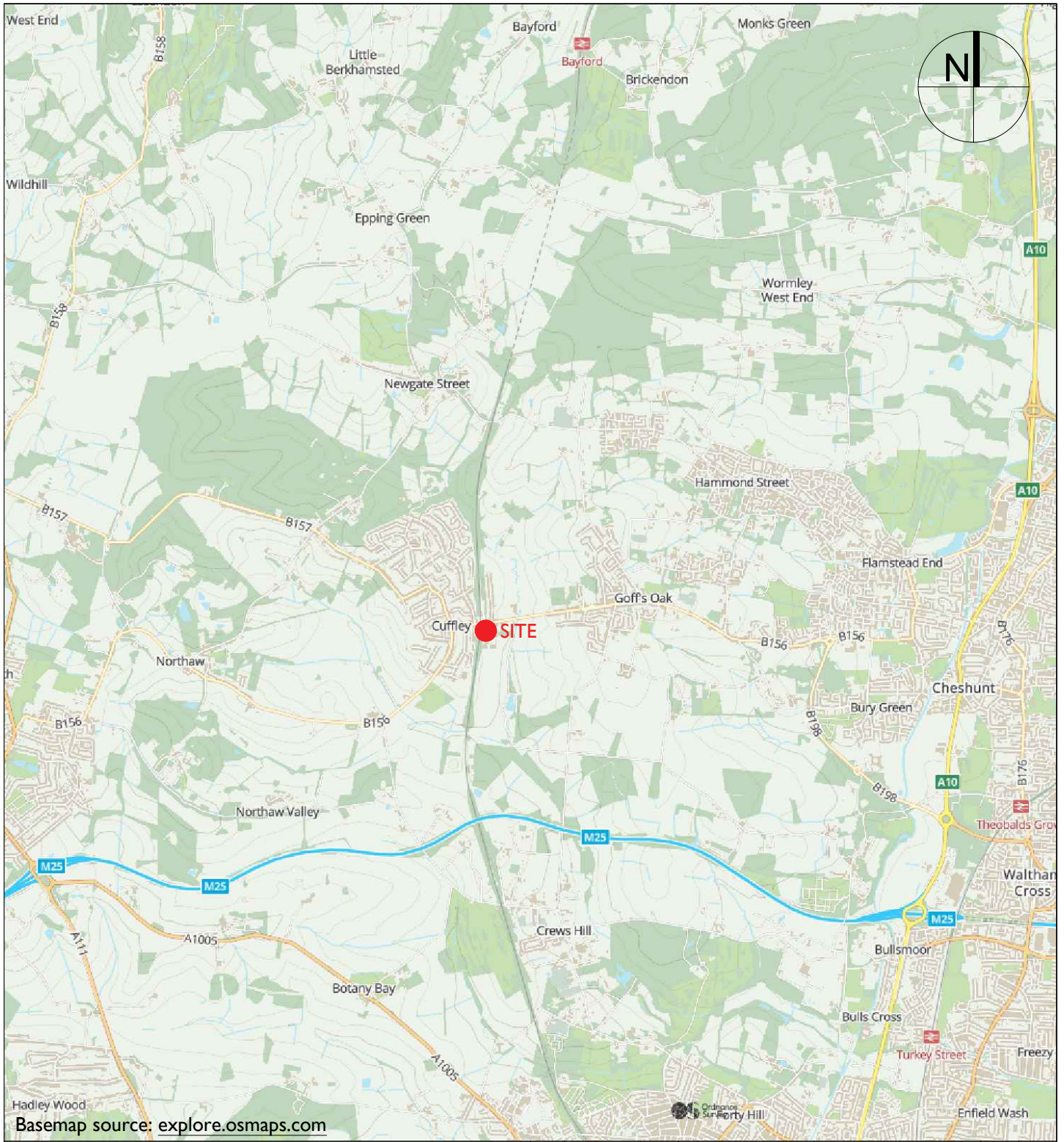
- 10.1 The TPC can ensure that the Travel Plan is effectively implemented, with support from HCC if necessary.
- 10.2 The implementation of the TP will incur costs associated with resources and materials as well as the time of those involved such as the TPC.
- 10.3 The cost of monitoring of the TP, and any subsequently enforcement required, will be borne by the clients.


Appendices

Appendix: A - Location Map
Appendix: B - Masterplan
Appendix: C - Bus Timetables
Appendix: D - Local Train Maps
Appendix: E - Census Data
Appendix: F - Staff Questionnaire



Appendix: A - Location Map



DRAWING STATUS:		FOR INFORMATION			REV	DATE	BY	DESCRIPTION	CKD	APP
<p>Ordnance Survey (c) Crown Copyright 2018. All rights reserved. Licence number 100022432</p>  <p>1st Floor Millers House, Roydon Road, Stanstead Abbots, SG12 8HN Tel: 01920 871777 www.eastp.co.uk</p>		<p>PROJECT:</p> <p style="text-align: center;">CUFFLEY PLACE, SOPERS ROAD, CUFFLEY</p> <p>TITLE:</p> <p style="text-align: center;">LOCATION MAP</p>								
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					NTS		JM		21/09/2023	
ARCHITECT:		PAPA ARCHITECTS			PROJECT No:		DRAWING No:			
					4711		SK01			



Appendix: B - Masterplan



01 Proposed Site Plan
1:500@A3

Legend	
	Site Boundary
	Leased Car Park

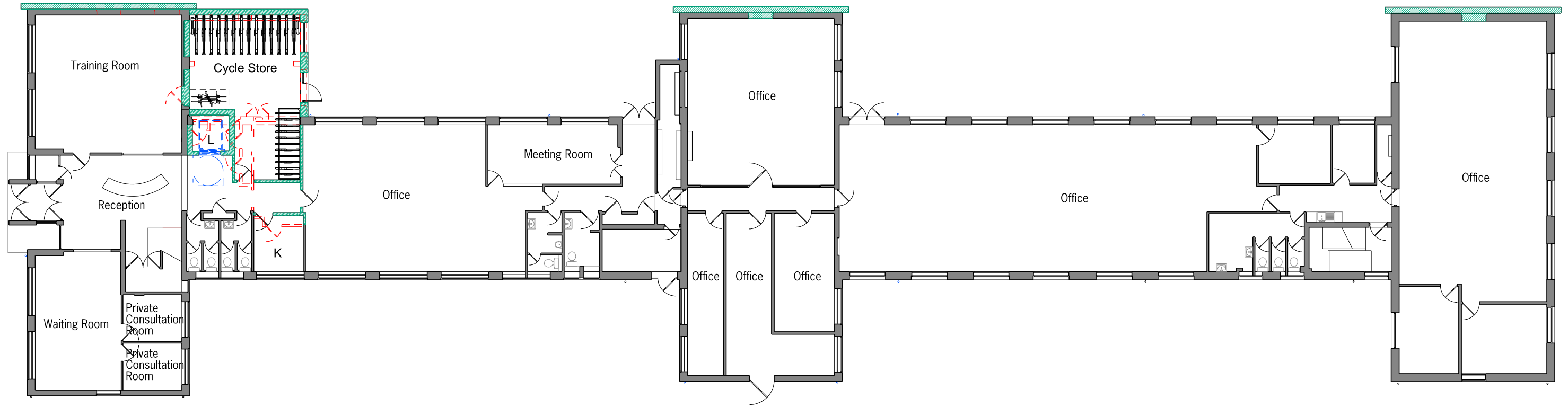
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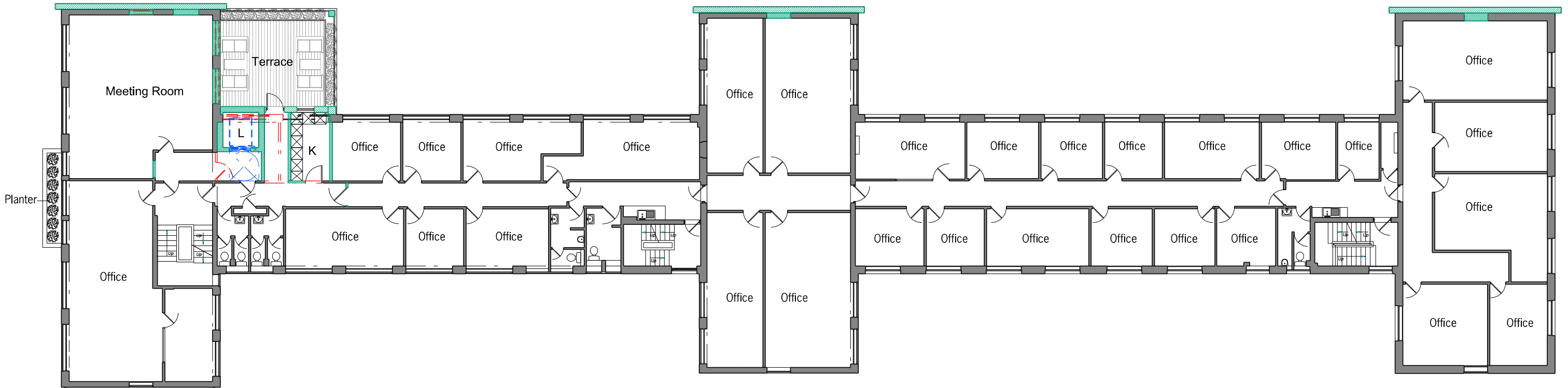
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Proposed Site Plan		Cuffley Place, EN6 4SG			
Project No:	Drawing No:	Rev:	Scale:	Status:	Date:
2304	00-101	P01	1:500@A3	PLANNING	21.09.23
Drawn:			DY		



01 Proposed Ground Floor Plan
1:200@A3



02 Proposed First Floor Plan
1:200@A3

Key:

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	To be demolished
	New Walls

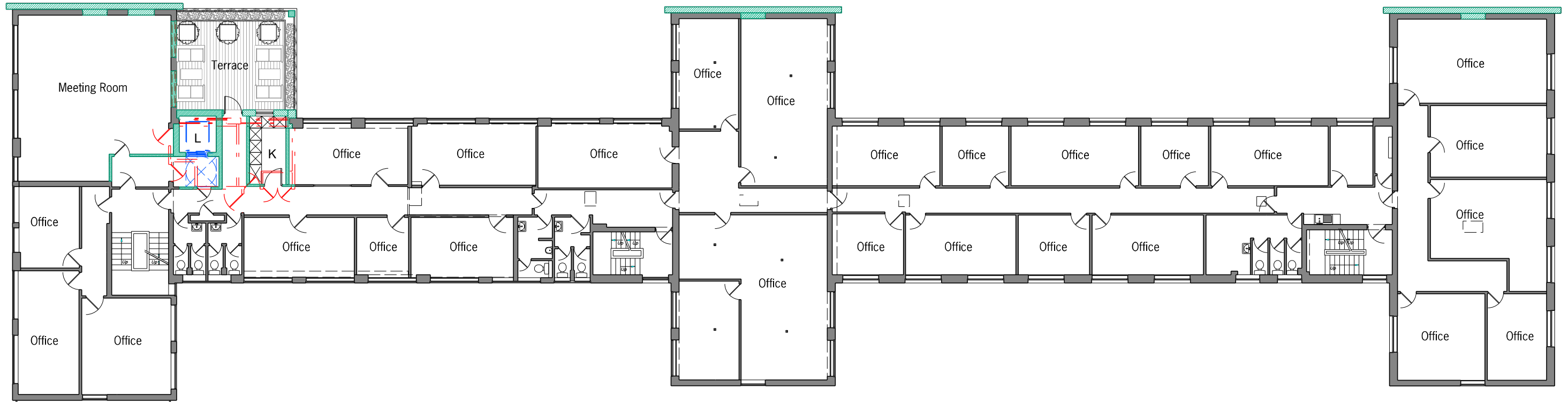


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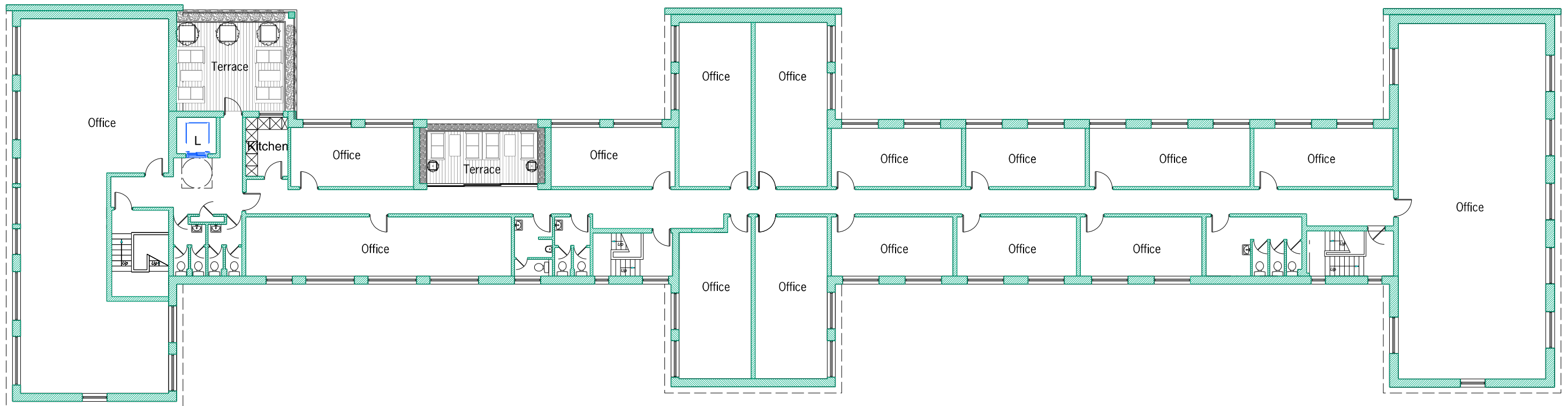
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Proposed Ground & First Floor Plan		Cuffley Place, EN6 4SG			
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Drawn:		Checked:		Date:	
DY		DY		12.04.23	



01 Proposed Second Floor Plan
1:200@A3



02 Proposed Third Floor Plan
1:200@A3

Key:

	Existing Walls
	To be demolished
	New Walls



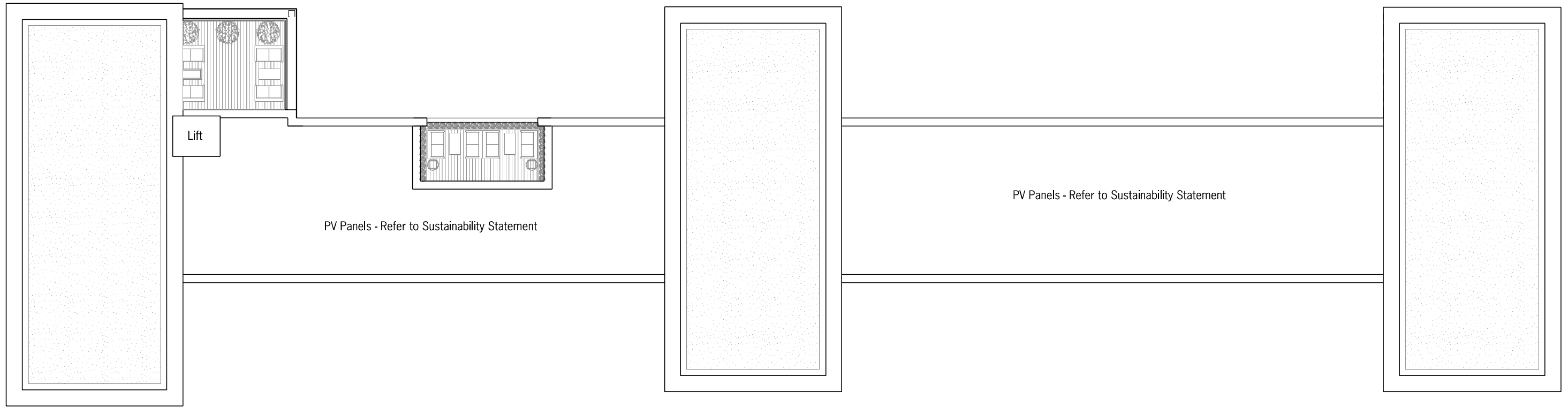
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Proposed Second & Third Floor Plan		Cuffley Place, EN6 4SG			
Project No:	Drawing No:	Rev:	Scale:	Status:	Date:
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01 Proposed Roof Plan
1:200@A3

Key:

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	To be demolished
	New Walls

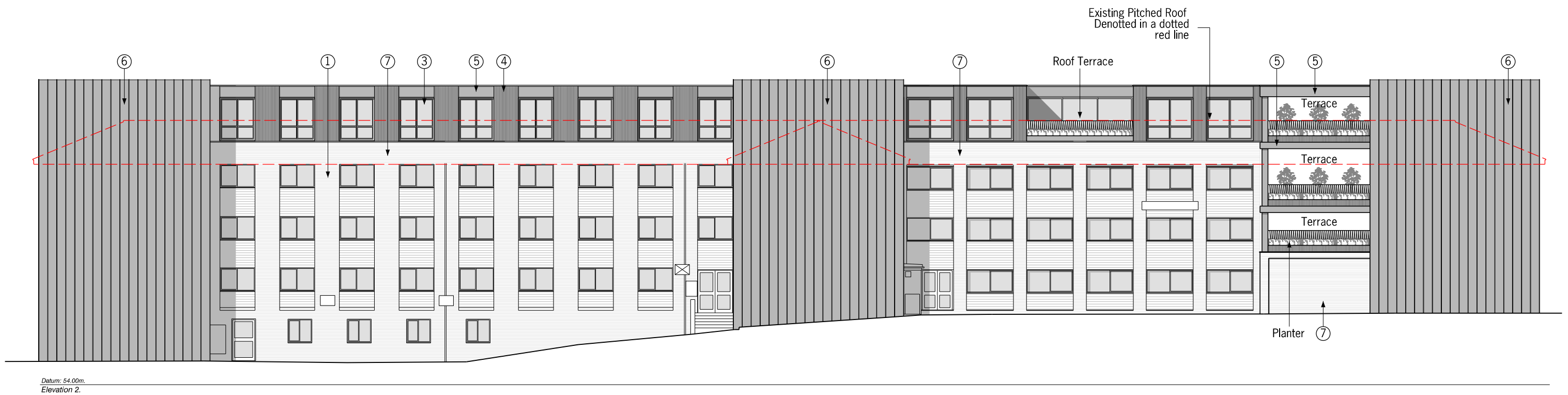


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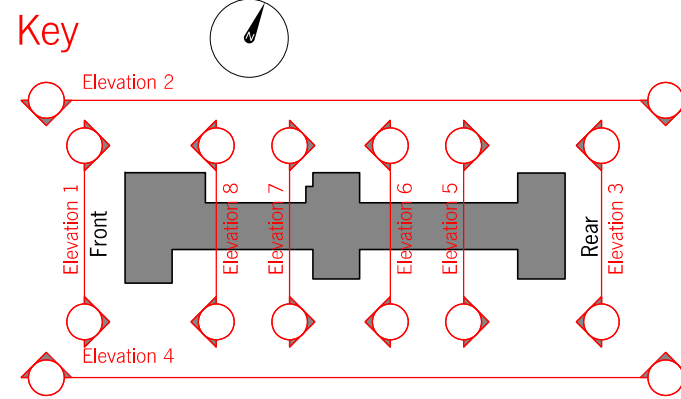
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01 Proposed Elevation 1
1:200@A3



03 Proposed Elevation 3
1:200@A3



- ① Existing Building
- ② Painted Brickwork
- ③ Aluminium Framed Double Glazed Windows
- ④ Extruded Aluminium Cladding System
- ⑤ Aluminium Cladding
- ⑥ Aluminium Cladding Standing Seam
- ⑦ Facing Brickwork to match existing

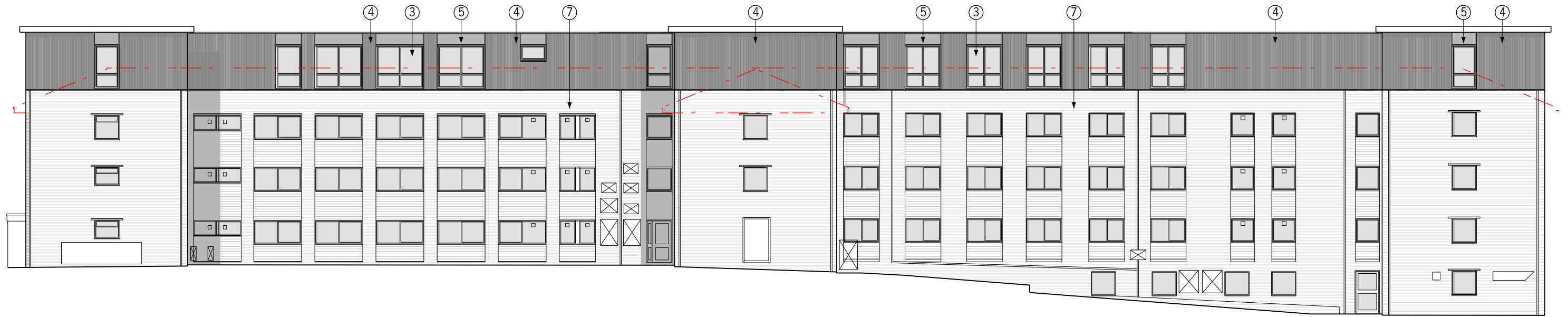
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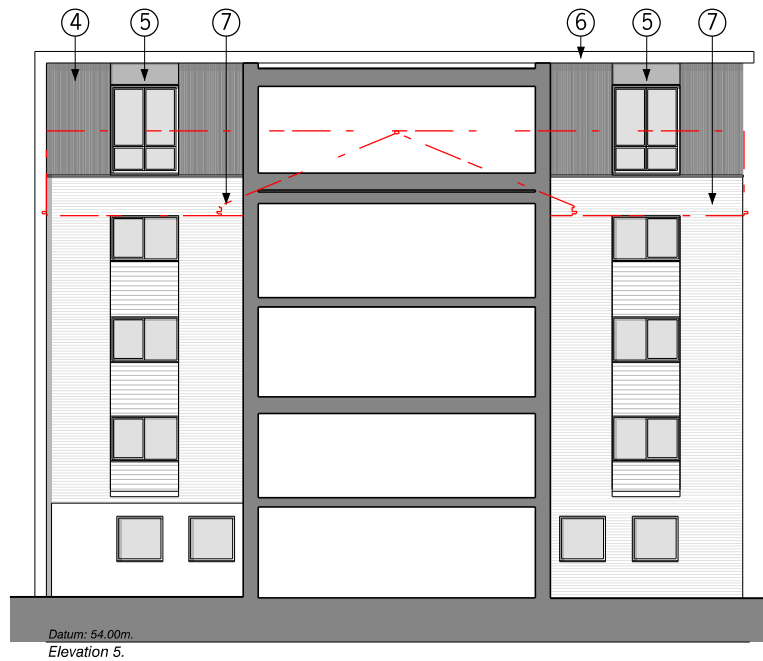
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Datum: 54.00m.
Elevation 5.

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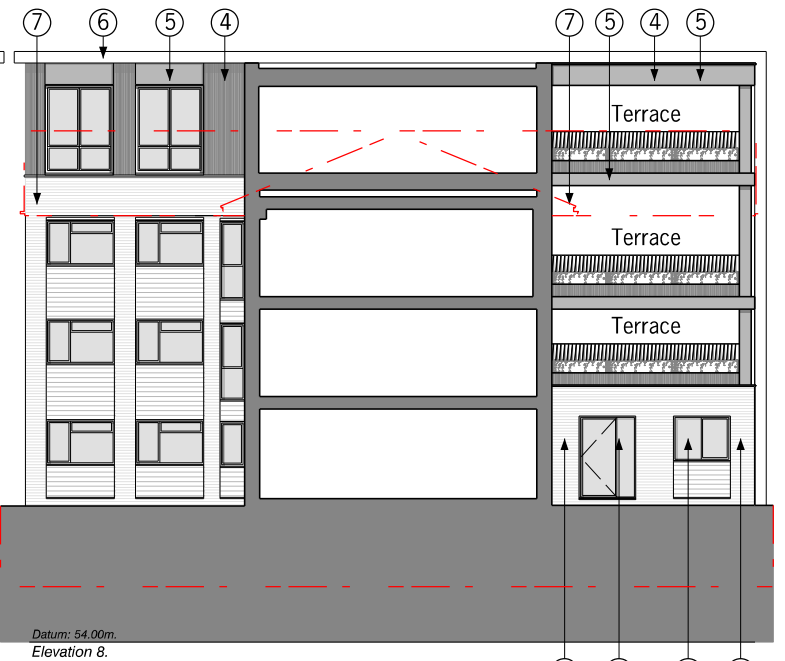
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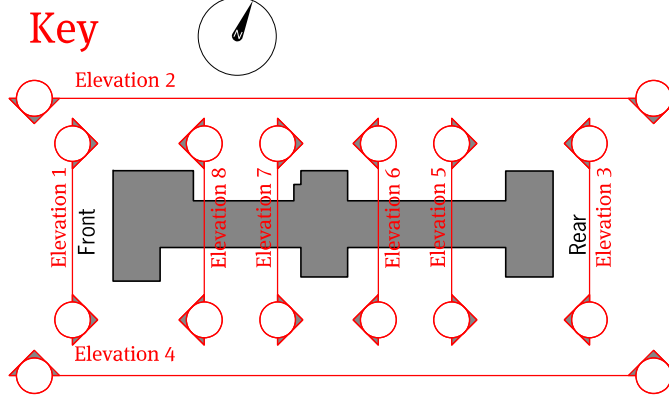
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Datum: 54.00m.
Elevation 8.

05 Proposed Elevation 8
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0 2 4 6 8 10m

Rev	Date	Description	Chk
P01	12.04.23	Submission	DY

- ① Existing Building
- ② Painted Brickwork
- ③ Aluminium Framed Double Glazed Windows
- ④ Extruded Aluminium Cladding System
- ⑤ Aluminium Cladding
- ⑥ Aluminium Cladding Standing Seam
- ⑦ Facing Brickwork to match existing
- ⑧ uPVC Windows/Doors to match Existing

PAPAArchitects
222 Archway Road, Highgate, London N6 5AX
www.papaarchitects.co.uk t: +44 20 8348 8411

Drawing Title:	Project Name:	Client:
Proposed Elevation 4 to 8	Cuffley Place, EN6 4SG	
Project No: 2304	Drawing No: 00-211	Rev: P01
Scale: 1:200@A3	Status: PLANNING	Date: 12.04.23
		Drawn: DY



Appendix: C - Bus Timetables

Potters Bar/Cuffley – Waltham Cross

242

MONDAYS TO FRIDAYS

from 26th March 2023

Notes:	Sch	NSch										
Potters Bar Railway Station, Stop A ⇌			0836									
Potters Bar, High Street, Bus Garage	0642	0742	0746	0842								
Northaw, Northaw Rd West, Two Brewers PH	0647	0747	0751	0847								
Cuffley Railway Station ⇌	0652	0752	0756	0852	0922	1052	1252					
Goff's Oak, Cuffley Hill, War Memorial	0655	0755	0759	0855	0925	1055	1255					
Cheshunt, Goffs School		0800										
Cheshunt, Rosedale Way, Hornbeam Way	0659	0803	0803	0859	0929	1059	1259					
Cheshunt, Brookfield Centre		0814	0814	0909	0939	1009	1109	1139	1239	1309	1339	1409
Flamstead End, The Freemasons PH, Stop A	0704	0819	0819	0914	0944	1014	1114	1144	1244	1314	1344	1414
Cheshunt, Whitefields Rd, opp Mayo Close				0912	0942	1012	1112	1142	1242	1312	1342	1412
Cheshunt, Old Pond, Stop A	0709	0825	0825	0920	0950	1020	1120	1150	1250	1320	1350	1420
Waltham Cross, Bus Station	0715	0835	0835	0930	1000	1030	1130	1200	1300	1330	1400	1430

Notes:	ANSch		ASch								
Potters Bar, Dame Alice Owen's School			1555								
Potters Bar Railway Station, Stop A ⇌			1605	1605							
Potters Bar, High Street, Bus Garage			1614	1614							
Northaw, Northaw Rd West, Two Brewers PH			1619	1619							
Cuffley Railway Station ⇌			1624	1624							
Goff's Oak, Cuffley Hill, War Memorial			1627	1627							
Cheshunt, Rosedale Way, Hornbeam Way			1631	1631							
Cheshunt, Brookfield Centre	1439	1537	1642	1642	1742						
Flamstead End, The Freemasons PH, Stop A	1444	1542	1647	1647	1747						
Cheshunt, Whitefields Rd, opp Mayo Close	1442	1540	1645	1645							
Cheshunt, Old Pond, Stop A	1450	1550	1655	1655	1755						
Waltham Cross, Bus Station	1500	1600	1705	1705	1805						

SATURDAYS

from 26th March 2023

Notes:												
Potters Bar, High Street, Bus Garage	0732											0942
Northaw, Northaw Rd West, Two Brewers PH	0737											0947
Cuffley Railway Station ⇌	0742			0952	1122			1252		1452		
Goff's Oak, Cuffley Hill, War Memorial	0745			0955	1125			1255		1455		
Cheshunt, Rosedale Way, Hornbeam Way	0749			0959	1129			1259		1459		
Cheshunt, Brookfield Centre	0759	0849	0939	1009	1039	1139	1239	1309	1339	1439	1509	1539
Flamstead End, The Freemasons PH, Stop A	0804	0854	0944	1014	1044	1144	1244	1314	1344	1444	1514	1544
Cheshunt, Whitefields Rd, opp Mayo Close			0942	1012	1042	1142	1242	1312	1342	1442	1512	1542
Cheshunt, Old Pond, Stop A	0810	0900	0950	1020	1050	1150	1250	1320	1350	1450	1520	1550
Waltham Cross, Bus Station	0820	0910	1000	1030	1100	1200	1300	1330	1400	1500	1530	1600

NOTES: ⇌ - Near Railway Station **NSch** - Non Schooldays only **Sch** - Schooldays only **A** - Arrives at Brookfield Centre at 1636

Welham Green – Waltham Cross

SATURDAYS from 26th March 2023

Notes:

Cheshunt , Brookfield Centre	1644	1746
Flamstead End , The Freemasons PH, Stop A	1649	1751
Cheshunt , Old Pond, Stop A	1655	1757
Waltham Cross , Bus Station	1705	1807

SUNDAYS from 26th March 2023

Notes:

CC CC CC CC CC CC

Welham Green Railway Station , Stop B ⇌	0958	1158	1358	1558	1758
Welham Green , Dixons Hill Rd, Stop E	0959	1159	1359	1559	1759
Brookmans Pk , Bradmore Grn ⇌	1002	1202	1402	1602	1802
Swanley Bar , Hawkshead Rd, Swanley Cres	1005	1205	1405	1605	1805
Potters Bar Railway Station , Stop A ⇌	1010	1210	1410	1610	1810
Potters Bar Railway Station , Stop A ⇌	0820				
Potters Bar , High Street, Bus Garage	0825	1015	1215	1415	1615
Northaw , Northaw Rd West, Two Brewers PH	0830	1020	1220	1420	1620
Cuffley , Station Rd, Railway Station	0835	1025	1225	1425	1625
Goff's Oak , Cuffley Hill, War Memorial	0838	1028	1228	1428	1628
Cheshunt , Rosedale Way, Hornbeam Way	0841	1031	1231	1431	1631
Cheshunt , Brookfield Centre		1041	1241	1441	1641
Flamstead End , The Freemasons PH, Stop A	0845	1045	1245	1445	1645
Cheshunt , Old Pond, Stop A	0850	1050	1250	1450	1650
Waltham Cross , Bus Station	0856	1056	1256	1456	1656

NOTES: ⇌ - Near Railway Station **CC** - Journeys operated by Central Connect. All other journeys are operated by Metroline

OPERATORS: Metroline Customer Care: 01707 347700
 Central Connect Customer Care: 01279 793753

On Public Holidays (except over Christmas) – A SUNDAY Service Operates

Sunday journeys are operated under contract to Hertfordshire County Council

www.intalink.org.uk



Further Information – traveline 0871 200 22 33

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Waltham Cross – Cheshunt/Cuffley/Potters Bar

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MONDAYS TO FRIDAYS

from 26th March 2023

Notes:	NSch	BSch											NSch
Waltham Cross , Bus Station, Stop D	0720	0720	0840	0935	1005	1035	1135	1205	1305	1335	1405	1435	
Cheshunt , Old Pond, Stop C	0726	0726	0848	0943	1013	1043	1143	1213	1313	1343	1413	1443	
Flamstead End , The Freemasons PH, Stop B	0731	0731	0854	0949	1019	1049	1149	1219	1319	1349	1419	1449	
Cheshunt , Whitefields Road, Mayo Close				0951	1021	1051	1151	1221	1321	1351	1421	1451	
Cheshunt , Brookfield Centre			0859	0954	1024	1054	1154	1224	1324	1354	1424	1454	
Cheshunt , Rosedale Wy, opp Hornbeam Wy	0737	0737	0906			1032		1232				1502	
Goff's Oak , Cuffley Hill, opp War Memorial	0743	0743	0911			1037		1237				1507	
Cuffley Railway Station ⇌	0750	0750	0914			1040		1240				1510	
Northaw , opp Two Brewers PH	0755	0755										1516	
Potters Bar , High Street, opp Bus Garage	0800	0805										1521	
Potters Bar , Dame Alice Owen's School		0820											
Potters Bar Railway Station ⇌	0807											1527	

Notes:	Z Sch											
Waltham Cross , Bus Station, Stop D	1435	1505	1605	1710	1810							
Cheshunt , Old Pond, Stop C	1443	1513	1615	1720	1820							
Flamstead End , The Freemasons PH, Stop B	1449	1519	1621	1726	1826							
Cheshunt , Whitefields Road, Mayo Close	1451	1521	1623									
Cheshunt , Brookfield Centre	1454	1524	1626	1731	1831							
Cheshunt , Rosedale Wy, opp Hornbeam Wy	1502		1634		1838							
Cheshunt , Goffs School	1508											
Goff's Oak , Cuffley Hill, opp War Memorial	1511		1639		1842							
Cuffley Railway Station ⇌	1514		1643		1845							
Northaw , opp Two Brewers PH	1520		1650		1850							
Potters Bar , High Street, opp Bus Garage	1525		1655		1855							
Potters Bar , Dame Alice Owen's School	1535											

SATURDAYS

from 26th March 2023

Notes:												
Waltham Cross , Bus Station, Stop D	0825	0915	1005	1035	1105	1205	1305	1335	1405	1505	1535	1605
Cheshunt , Old Pond, Stop C	0833	0923	1013	1043	1113	1213	1313	1343	1413	1513	1543	1613
Flamstead End , The Freemasons PH, Stop B	0839	0929	1019	1049	1119	1219	1319	1349	1419	1519	1549	1619
Cheshunt , Whitefields Road, Mayo Close		0931	1021	1051	1121	1221	1321	1351	1421	1521	1551	1621
Cheshunt , Brookfield Centre	0844	0934	1024	1054	1124	1224	1324	1354	1424	1524	1554	1624
Cheshunt , Rosedale Wy, opp Hornbeam Wy				1102		1232		1432		1602		
Goff's Oak , Cuffley Hill, opp War Memorial				1107		1237		1437		1607		
Cuffley Railway Station ⇌				1110		1240		1440		1610		
Northaw , opp Two Brewers PH											1616	
Potters Bar , High Street, opp Bus Garage											1621	

NOTES: ⇌ - Near Railway Station **NSch** - Non Schooldays only **Sch** - Schooldays only **B** - Serves Darkes Lane at 0815
Z - Stops at Darkes Lane/Station Road at 1530


Waltham Cross – Potters Bar/Welham Green

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SATURDAYS

from 26th March 2023


Notes:


Waltham Cross , Bus Station, Stop D	1710	1812
Cheshunt , Old Pond, Stop C	1718	1820
Flamstead End , The Freemasons PH, Stop B	1724	1826
Cheshunt , Brookfield Centre	1729	1831
Cheshunt , Rosedale Wy, opp Hornbeam Wy		1838
Goff's Oak , Cuffley Hill, opp War Memorial		1842
Cuffley Railway Station 		1845
Northaw , opp Two Brewers PH		1850
Potters Bar , High Street, opp Bus Garage		1855

SUNDAYS

from 26th March 2023

Notes:

	CC	CC	CC	CC	CC	CC
Waltham Cross , Bus Station, Stop D	0908	1058	1258	1458	1658	1858
Cheshunt , Old Pond, Stop C	0914	1104	1304	1504	1704	1904
Flamstead End , The Freemasons PH, Stop B	0919	1109	1309	1509	1709	1909
Cheshunt , Brookfield Centre		1113	1313	1513		
Cheshunt , Rosedale Wy, opp Hornbeam Wy	0923	1123	1323	1523	1713	1913
Goff's Oak , Cuffley Hill, opp War Memorial	0926	1126	1326	1526	1716	1916
Cuffley , Station Rd, opp Railway Station	0929	1129	1329	1529	1719	1919
Northaw , opp Two Brewers PH	0934	1134	1334	1534	1724	1924
Potters Bar , High Street, opp Bus Garage	0939	1139	1339	1539	1729	1927
Potters Bar Railway Station , Stop C 	0944	1144	1344	1544	1734	1932
Swanley Bar , opp Swanley Crescent	0949	1149	1349	1549	1739	
Brookmans Pk , opp Bradmore Green 	0952	1152	1352	1552	1742	
Welham Green , Dixons Hill Rd, Stop C	0955	1155	1355	1555	1745	
Welham Green Railway Station 	0956	1156	1356	1556	1746	

NOTES:  - Near Railway Station **CC** - Journeys operated by Central Connect. All other journeys operated by Metroline

OPERATORS: Metroline *Customer Care:* 01707 347700
 Central Connect *Customer Care:* 01279 793753

On Public Holidays (except over Christmas) – A SUNDAY Service Operates

Sunday journeys are operated under contract to Hertfordshire County Council

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Further Information - traveline 0871 200 22 33

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308/380 Hertford to Cuffley

via Little Berkhamsted - Valid from Sunday, January 8, 2023 to Sunday, October 29, 2023

Monday to Friday - Cuffley Railway Station

	308	380 ¹	308 ²	308
Hertford Bus Station	0900	1200	1200	1545
Hertford Campfield Road	--	1205	--	--
Hertingfordbury The White Horse Hotel	--	1207	--	--
Birch Green Foxdells	--	1212	--	--
Letty Green Chapel Lane	--	1215	--	--
Horns Mill Mandeville Road	0906	--	1206	1551
Brickendon The Farmers Boy PH	0913	--	1213	1558
Bayford Railway Station	0915	--	1215	1600
Bayford Baker Arms PH	0916	--	1216	1601
Epping Green The Beehive PH	0920	--	1220	1605
Little Berkhamsted Five Horseshoes PH	0923	1223	1223	1608
Epping Green The Beehive PH	0926	1226	1226	1611
Newgate Street The Crown PH	0929	1229	1229	1614
Cuffley The Plough PH	0935	1235	1235	1620
Cuffley Railway Station	0937	1237	1237	1622

¹ Doesn't run on Tuesdays and Thursdays ² Runs Tuesdays and Thursdays only

Monday to Friday - Hertford Bus Station

	308	380 ¹	308 ²	308
Cuffley Railway Station	0755	0945	0945	1240
Cuffley The Plough PH	0757	0947	0947	1242
Newgate Street The Crown PH	0803	0953	0953	1248
Epping Green The Beehive PH	0806	0956	0956	1251
Little Berkhamsted Five Horseshoes PH	0809	0959	0959	1254
Letty Green Chapel Lane	--	1007	--	--
Birch Green Foxdells	--	1010	--	--
Hertingfordbury The White Horse Hotel	--	1015	--	--
Hertford Campfield Road	--	1017	--	--
Epping Green The Beehive PH	0812	--	1002	1257
Bayford Baker Arms PH	0816	--	1006	1301
Bayford Railway Station	0817	--	1007	1302
Brickendon The Farmers Boy PH	0819	--	1009	1304
Horns Mill Mandeville Road	0826	--	1016	1311
Hertford Bus Station	0832	1022	1022	1317

¹ Doesn't run on Tuesdays and Thursdays ² Runs Tuesdays and Thursdays only

Saturday - Cuffley Railway Station

	308	308	308
Hertford Bus Station	0905	1200	1500
Horns Mill Mandeville Road	0911	1206	1506
Brickendon The Farmers Boy PH	0918	1213	1513
Bayford Railway Station	0920	1215	1515
Bayford Baker Arms PH	0921	1216	1516
Epping Green The Beehive PH	0925	1220	1520
Little Berkhamsted Five Horseshoes PH	0928	1223	1523
Epping Green The Beehive PH	0931	1226	--
Newgate Street The Crown PH	0934	1229	--
Cuffley The Plough PH	0940	1235	--
Cuffley Railway Station	0942	1237	--

Saturday - Hertford Bus Station

	308	308	308
Cuffley Railway Station	0945	1240	--
Cuffley The Plough PH	0947	1242	--
Newgate Street The Crown PH	0953	1248	--
Epping Green The Beehive PH	0956	1251	--
Little Berkhamsted Five Horseshoes PH	0959	1254	1529
Epping Green The Beehive PH	1002	1257	1532
Bayford Baker Arms PH	1006	1301	1536
Bayford Railway Station	1007	1302	1537
Brickendon The Farmers Boy PH	1009	1304	1539
Horns Mill Mandeville Road	1016	1311	1546
Hertford Bus Station	1022	1317	1552

Cheshunt – Cuffley – Cheshunt

C1

MONDAYS TO FRIDAYS

from 6th March 2022

Notes:

Cheshunt , Rosedale Way, opp Hornbeam Way				1648	1718	1748	1818
Cheshunt , Rosedale Way, Hornbeam Way	0630	0700	0730				
Hammond Street , opp Smiths Lane	0636	0706	0736				
Goff's Oak , Cuffley Hill, opp War Memorial	0642	0712	0742	1652	1722	1752	1822
Cuffley Railway Station ⇌	0645	0715	0745	1655	1725	1755	1825

MONDAYS TO FRIDAYS

from 6th March 2022

Notes:

Cuffley Railway Station ⇌	0652	0722	1633	1703	1733	1803	1833
Goff's Oak , Newgate St Rd, Methodist Church			1636	1706	1736	1806	1836
Hammond Street , Smiths Lane, Bus Stand			1641	1711	1741	1811	1841
Goff's Oak , Cuffley Hill, War Memorial	0655	0725					
Cheshunt , Rosedale Way, opp Hornbeam Way			1647	1717	1747	1817	1847
Cheshunt , Rosedale Way, Hornbeam Way	0659	0729					

NOTES: ⇌ - Near Railway Station

OPERATOR: Arriva Customer Care: 0344 800 4411

NO SERVICE ON SATURDAYS, SUNDAYS OR PUBLIC HOLIDAYS

www.intalink.org.uk



Further Information - traveline 0871 200 22 33

Calls cost 12p per minute plus your phone company's access charge.



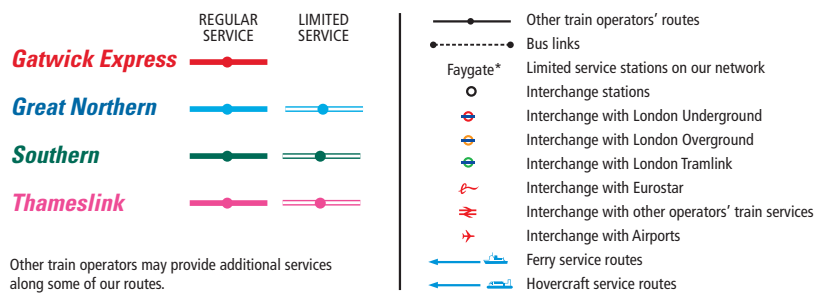
Issued and accepted throughout on this service



Appendix: D - Local Train Maps

SERVICES AND FACILITIES

This is a general guide to the basic daily services. Not all trains stop at all stations on each coloured line so please check the timetable.



ACCESSIBILITY

Category 'A' Station: Step-free access between the street and all platforms and level access to the train without staff assistance.

Category 'A' Station: Step-free access between the street and all platforms, and also between platforms.

Category 'B' Station: Step-free access between the street and all platforms. There may not be step-free access between platforms or entrances.

Category 'B' Station: Step-free access between the street and some platforms.

Category 'B' Station: Step-free access between the street and platforms but only available for trains in the direction of the arrow.

Category 'C' Station: No step-free access between the street and platforms.

Notes:
 There may not be step-free access to or between all station areas or facilities. Station entrances may only provide step-free access to certain areas. Access may be unsuitable for unassisted wheelchair users. Please contact us if you need more information.

We want to be able to offer you the best possible assistance, so we ask you to contact us in advance of your journey if possible.

The shorter notice we receive, the less time we have to make arrangements and there may be a delay in you receiving assistance. At stations marked with a staff assistance icon, staff assistance is required to operate a ramp between trains and platform for step-free access. Please check staff availability.

Gatwick Express and Southern Assisted Travel: 0800 138 1016
 Thameslink and Great Northern Assisted Travel: 0800 058 2844

STAFF AVAILABILITY

On-train or station staff available for all trains (green icon)

On-train or station staff available at certain times only (orange icon)

No on-train or station staff available (red icon)

Although this station is not always staffed, our Assisted Travel Support team is there to help you to complete your journey. If you have not booked assistance and require it boarding the train at this station, then on arrival please contact this team by either:

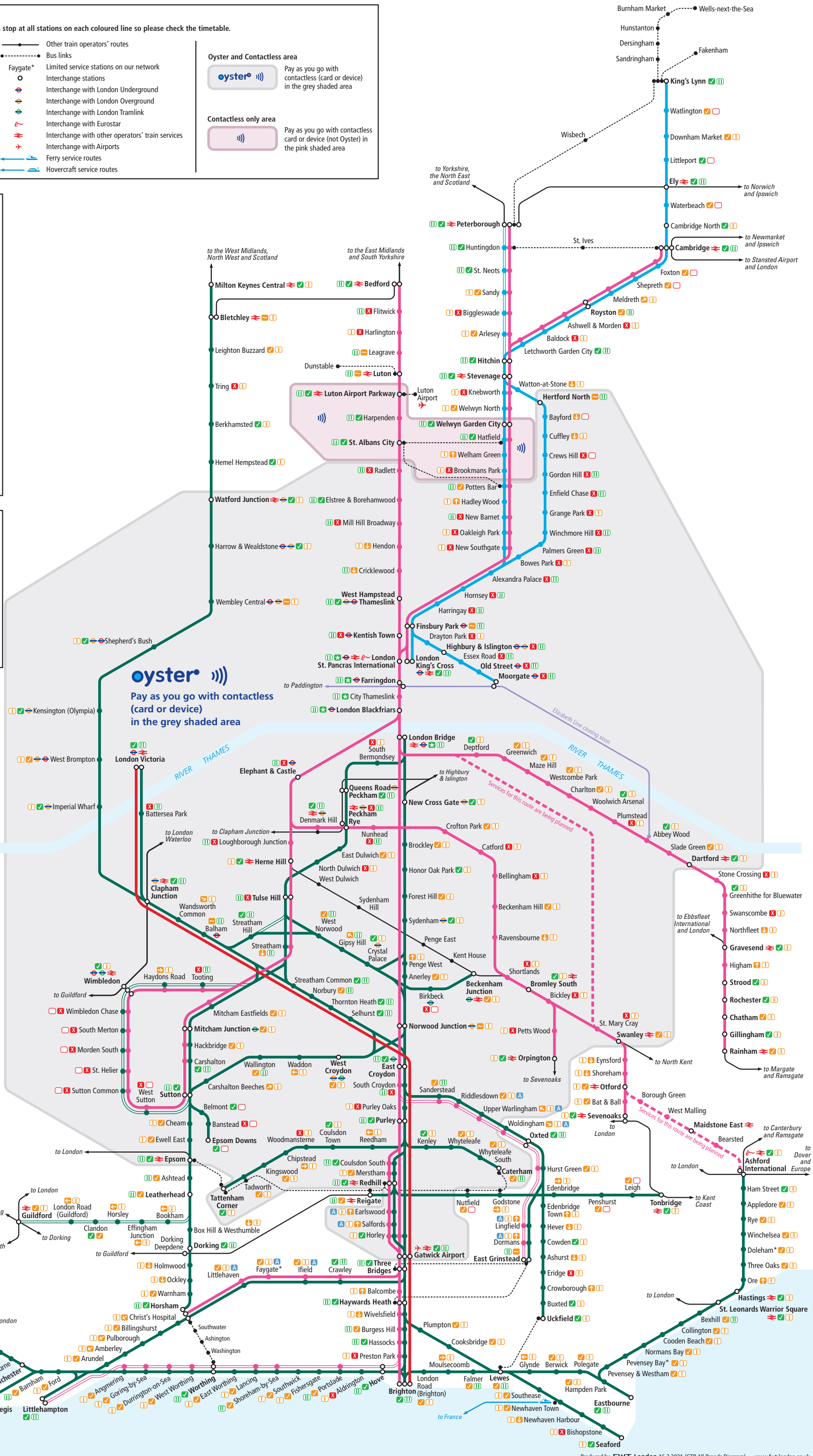
- pressing the "Emergency" or "Assisted travel" button on the Help Point;
- calling us on the Freephone number 0808 168 1238 or text to 07970 511077.

Whether you pre-book your assistance or prefer more flexibility, we recommend arriving 20 minutes before your train is scheduled to depart.

This information is correct at 18th March 2021

For most up-to-date station facilities see: www.nationalrail.co.uk

Produced by FWT London 16.3.2021 (GTR All Brands Diagram) www.fwt-london.co.uk





Appendix: E - Census Data

WP703EW - Method of travel to work (2001 specification) (Workplace population)

ONS Crown Copyright Reserved [from Nomis on 22 September 2023]

population All usual residents aged 16 to 74 in employment in the area the week before the census
 units Persons
 date 2011

Method of travel to work	msoa2011: E02004995: Welwyn Hatfield 016		ualad09: Welwyn Hatfield		lep: Hertfordshire		gor: East		country: England	
All categories: Method of travel to work (2001 specification)	1,685		68,426		523,770		2,650,835		25,087,843	
Work mainly at or from home	353		5,452		62,439		304,889		2,581,820	
Underground, metro, light rail or tram	15	1.1%	531	0.8%	5,627	1.2%	12,456	0.5%	990,435	4.4%
Train	73	5.5%	2,918	4.6%	19,798	4.3%	63,911	2.7%	1,290,591	5.7%
Bus, minibus or coach	32	2.4%	2,530	4.0%	19,931	4.3%	107,452	4.6%	1,838,785	8.2%
Taxi	22	1.7%	280	0.4%	2,386	0.5%	11,685	0.5%	119,824	0.5%
Motorcycle, scooter or moped	2	0.2%	413	0.7%	3,080	0.7%	19,492	0.8%	200,591	0.9%
Driving a car or van	1,057	79.4%	45,784	72.7%	326,594	70.8%	1,627,144	69.4%	13,561,447	60.3%
Passenger in a car or van	57	4.3%	3,331	5.3%	24,512	5.3%	138,139	5.9%	1,230,966	5.5%
Bicycle	2	0.2%	1,442	2.3%	9,067	2.0%	97,154	4.1%	719,919	3.2%
On foot	66	5.0%	5,567	8.8%	48,467	10.5%	258,151	11.0%	2,453,356	10.9%
Other method of travel to work	6	0.5%	178	0.3%	1,869	0.4%	10,362	0.4%	100,109	0.4%

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies.



Appendix: F - Staff Questionnaire

Travel Plan Questionnaire

1. Today's date:

2. Are you a member of staff or visitor?

Staff / Visitor (Circle appropriately)

3. What is the first half of your Home Post Code (e.g. SG12)

4. What time did you arrive today?

5. How did you travel to the site today?

Car Driver Car Passenger Bus Rail Walk Cycle Any Other Mode

Please tick the main mode of travel:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Please tick if using a secondary mode of travel:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

6. If you arrived by car, why did you choose this mode of travel, is it lack of alternative/time/distance/safety?

7. How far did you travel to get to the site?

Up to 1 mile 2 to 5 miles 6 to 10 miles 11 to 20 miles Over 20 miles

Please tick the appropriate distance:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

8. If you arrived by car, did you travel/car share with anyone else? If so, how many passengers?

9. Would you consider any of the following modes of travel have been a viable alternative for your journey?

Car Driver Car Passenger Bus Rail Walk Cycle Other

Please tick as many alternatives as appropriate:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

10. In general, which would be your preferred mode of travel, without considering the travel mode options which are available locally to you?

Car Driver Car Passenger Bus Rail Walk Cycle Other

Please tick as many alternatives as appropriate:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

11. Please set out below any other travel related comments that you may have which you feel should be considered in the Travel Plan.



1st Floor, Millers House,
Roydon Road, Stanstead
Abbotts, Hertfordshire,
SG12 8HN

Tel 01920 871 777
e: contact@eastp.co.uk
www.eastp.co.uk

Many thanks for your response