

141386B – Land to the north east of King George V Playing Fields, Cuffley Transport Technical Note

141386B/N02

July 2021

Introduction

1. Vectos has been appointed by Lands Improvement to provide traffic and transport advice in support of a planning application for a residential development of up to 121 dwellings, associated infrastructure on the land to the north east of King George V Playing Fields, Hertfordshire.
2. An outline planning application (ref: S6/2015/1342/PP) for development proposals at the site comprising 121 dwellings was submitted in 2015 with a Transport Assessment and Travel Plan accompanying the application. As six years have passed, an updated Transport Assessment and Travel Plan has been prepared and was submitted in March 2021 (ref: WH/168/2015).
3. Following submission of this update, highways comments were received in email form from Hertfordshire County Council (HCC), which are attached at **Appendix A**.
4. This note has been prepared in response to these comments and will address each of them in turn. HCC comments are set out in italics below.

Trip Generation, Distribution and Highway Capacity

"I don't have any real concerns about vehicle trip generation, distribution, and capacity outputs. You'll be aware that our LTP4 generally moves HCC away from capacity focussed vehicle highway schemes towards maximising sustainable travel schemes/initiatives. So, whilst the impact on capacity at the 2 closest main junctions mentioned in the TA is likely to be somewhat noticeable, the focus now must be on modal shift and not actively accommodating the convenience of the private motorcar."

5. The client is committed to bringing forward the development in line with the LTP4.

Site Access

"The recorded speeds at proposed access point are closer to 40mph rather than 30mph (I assume 'eastbound' and 'westbound' should read 'north' and 'south' for the speed data?). The TA mentions changing the existing gateway feature which I agree could help, and the access itself is also likely to have a moderate traffic calming effect. I need to check with colleagues however about the specific gateway changes you show, and will get back to you on this, but essentially this could be dealt with by a condition. The key thing is to ensure the necessary splays in place from the access to accommodate the higher speed evident."

In terms of visibility splays, you agreed to provide an additional plan which showed the splays on both sides to the nearside edge, and the areas of the Northaw Road East carriageway which falls outside these splays (i.e. sits behind the splays due to the curvature of the road) to be included in the visibility requirements.

6. Please see attached at **Appendix B Drawing 141386/A/29 Rev A**. This sets out the visibility splays at the access taking into account the curvature of the road. As shown, to the east of the proposed site access the visibility splay is 2.4 x 120m and the west of the proposed site access it is 2.4 x 215m.

The visibility splay to the south from the proposed access goes down a hill. The top of oncoming vehicles approaching the hill are still visible, but they are partly obscured. It would be worth covering this issue in your Addendum Note given the vertical land height change here impacting slightly on the southern splay.

7. Please see attached at **Appendix C Drawing 141386/A/55**, this drawing sets out the vertical visibility splay within the development. The visibility splay has been drawn in accordance DMRB CD 123 Figure 3.4 and the envelope of visibility has been drawn in accordance with DMRB CD 109. DMRB CD 109 states at paragraph 3.1 and Figure 3.1 that:

“Stopping sight distance as identified in Table 2.10 shall be measured between driver’s eye height of 1.05 metres and 2.00 metres to object height of between 0.26 metres and 2.00 metres from the road surface [...]”

8. Although DMRB states a lower limit of 0.26m from the road surface for the object height this is something of an anomaly as the guidance does not take into account the difference between a visibility splay at a junction and forward visibility when travelling along a main carriageway. A lower limit of 0.26m is more appropriate for forward visibility design on a main carriageway when travelling at speed to see obstructions within the centre of the road i.e. a fallen log, or materials from a truck. When considering visibility at a junction when only a moving object approaching the junction is really relevant, an object height of 0.6m is considered sufficient to ensure road safety.

9. This is the approach taken in both Manual for Streets 1 (MfS 1) and 2 (MfS 2). They suggest at Paragraph 7.6.3 and Figure 7.17 (MfS 1) and Paragraphs 10.2.3 – 10.2.4 that the vertical visibility envelope should be designed as follows:

“[...] Eye height is assumed to range from 1.05m (for car drivers) to 2m (for lorry drivers. Drivers need to be able to see obstructions 2m high down to a point 600mm above the carriageway. The latter dimension is used to ensure small children can be seen [...]”

10. Therefore, there will be no issues concerning vertical visibility looking west from the site access.

We’d prefer the new footway around the access bellmouth / kerb radii to be alongside the carriageway, otherwise this introduces an additional maintenance burden on us going forward with the grass verges in between the footways and carriageway. However, if WHBC say they wish to

retain the current design as this matches up with the masterplanning plan, then we should be able to accommodate that subject to a commuted sum.

11. We have amended the footway around the access to remove the grass verges in between the footway and carriageway. This can be seen in **Appendix D Drawing 141386/A/01 Rev D**.

Please include tactile paving and pedestrian dropped kerbs at this new access.

12. This has been included and can be seen in **Appendix D Drawing 141386/A/01**.

Tracking of the refuse vehicle shows the footway being overrun at points by the vehicle body on exit. There are also no right in and right out movements. These will be asked for at the s278 stage and it would be good to get them done now so as not to cause delays later on. I'd suggest that 2 cars should be able to conveniently pass by one another at the access, possibly even a car and mid-sized van, but I agree any overtrack onto the opposite side of the carriageway for anything larger than this would be acceptable given those movements will be much less frequent.

13. Tracking of the refuse vehicle has been revised so that the footway is not overrun by the vehicle body on exit (see **Appendix E Drawing 141386/AT/G01 Rev B**). This drawing also shows right in and right out movements of refuse vehicles, which can be accommodated.
14. Also included within **Appendix E** is **Drawing 141386/AT/G02**, which shows the right in and right out movements as requested. The revised tracking shows that there is adequate space for 2 cars to pass one another at the access.

Off-Site Highway Works

15. *The contribution towards a public realm scheme in Cuffley TC is noted and welcomed, however the suggested plans of these included in the TA are unlikely to be exactly what we'd implement as Highway Authority for various reasons. My concern is that these plans imply what will be put in place rather than what is more likely to be put in place in the future. Much more suitable would simply be reference to s106 contributions in accordance with our Toolkit to go towards key schemes in the area as outlined in our South-East Growth and Transport Plan (happy to discuss further which of the exact schemes below are most appropriate, and meet the CIL tests I'm simply listing all GTP schemes in the vicinity at this stage for reference) –*
- *SM240 = Reduced speed limits - Goff's Oak and Cuffley. Reduce speed limits to improve safety for pedestrians and cyclists.*
 - *PR241 = Cycle parking - Cuffley - Improve cycle parking provision at key locations in Cuffley to promote cycling uptake. Key locations include the station, town centre, activity centres and large employment sites.*
 - *PR242 = Wayfinding – Cuffley. Improve the wayfinding between key locations in Cuffley, particularly for walking, cycling and public transport routes.*

- *PR244 = Cuffley station crossing improvements - Improve pedestrian crossing facilities around Cuffley railway station.*
- *SM245 = Cuffley station bus service enhancement. Improve bus services to Cuffley railway station.*
- *SM249 = Electric vehicle charging points - Cuffley. Help enable the improved provision of electric vehicle charging points at key locations in Cuffley to promote an uptake in electric vehicle use.*
- *PR250 = Promote available sustainable travel options in Cuffley. Promote the available public transport services and active travel routes in Cuffley to encourage an uptake in sustainable travel*
- *SM251 = Parking management in Cuffley. Work with operators and local authorities to manage car parking provision at key locations in Cuffley through paid parking, parking limitations and other measures with the aim to shift people toward sustainable travel. Key locations include car parks, the station, town centre, activity centres and large employment sites .*

16. The client is willing to provide a contribution which is suitable for the size of the development, its traffic impact and in line with the contributions already being made to the measures listed above as opposed to public realm scheme. We would be happy to engage in discussions with HCC regarding which measures are in accordance with the Toolkit and meet the CIL tests.

Proposed changes to the Station Road / Northaw Road East / Plough Hill junction. As above, whilst the principle of a contribution towards improving this junction is welcome, the plans submitted for it raise an expectation which I'm not convinced is entirely feasible or fully in line with our LTP4 / GTP scheme aspirations for the area. I suggest again simply making reference to a contribution towards the relevant GTP schemes as listed above.

17. As referred to in Paragraph 16, we would be happy to engage in discussions of how a contribution can be better provided.

Cattlegate Road / Northaw Road junction. The change of priority proposed here seems to be purely for vehicle capacity purposes and as such is no longer in line with our priorities and policies, mainly LTP4 and the need to consider pedestrians, cyclists and public transport users before the private motorcar. It would be better to divert money that was earmarked for this towards the above GTP schemes instead.

18. As referred to in Paragraph 16, we would be happy to engage in discussions of how a contribution can be better provided.

Sustainable Travel

I think there needs to be a much greater focus on 'first strand' highway works, i.e. the need for this development to deliver necessary works directly by planning condition / s278. See below.

One such first strand scheme would be to improve the most direct route from the development to the town centre for pedestrians, namely South Drive and Theobalds Road. I'd suggest a pedestrian audit is undertaken of this route with improvements proposed (e.g. pedestrian dropped kerbs and tactile paving at the Theobalds Road / Theobalds Close junction). The TA also talks about a proposed shared footway/cycleway from South Drive to the development. Can this be extended along Theobalds Road to the town centre, mindful of LTN1/20 design guidance?

19. A pedestrian audit was conducted on Friday 11th June. The audit involved a member of the Vectos team walking along Theobalds Road to ascertain whether any pedestrian/cycle improvements could be made, the audit is attached at **Appendix F**.
20. The finding of the audit is that there is not sufficient room to extend the shared footway/cycleway along Theobalds Road. This is due to a variety of factors but mainly due to a lack of available width. In addition, the route currently has greenery /planted trees and as such these would have to be removed to accommodate the shared pedestrian/cycleway. Given the nature of South Drive and Theobalds Road, it is considered that the existing conditions (i.e. low traffic, low speed residential roads) are suitable for cyclists and a dedicated pedestrian/cycleway is not required.
21. However, it was identified that the road could benefit from the installation of a number of dropped kerbs and tactile paving. These are shown in **Drawing 141386/A/57** attached at **Appendix F**.
22. The client would be willing to offer a contribution to these enhancements.

Another first strand scheme is to upgrade the two closest bus stops along Northaw Road. The northbound stop needs a shelter and raised Kassel kerbing added. The southbound stop already has a shelter but no raised Kassel kerbing. I think we also need to see a simple pedestrian dropped kerb / tactile paving crossing point between these two stops to facilitate pedestrian movements accessing them.

23. A review of the bus stop locations along Northaw Road has taken place with the proposed alternative location shown in **Drawing 141386/A/56** contained within **Appendix G**. Due to the existing location of the northbound bus stop, it has been moved southwards so that the Kassel Kerbing can be introduced. Tactile paving and dropped kerbs in order to facilitate crossing Northaw Road have also been introduced. It is proposed to provide these shelters prior to occupation of the first 25 units.
24. A further detailed on-site investigation will be necessary to finalise these proposals if desired
I previously sent you our Travel Plan team's assessment of the TP. Some changes to this are needed.
25. These changes have been made and the updated Travel Plan is attached at **Appendix H**.

Right of Way

26. Within the original HCC response, the following was stated:
- I need still need to run the proposed improvements to Northaw 006 footpath by our Rights of Way team. I know they commented on the previous application but it would be good for them to see sight of the latest proposals. It's noted that a contribution was previously proposed to provide for resurfacing and vegetation clearance. I'll let you know when I hear back from them.*
27. Since receiving this, additional comments have been received (18/06/2021) from the rights of way team, which stated that they would be seeking the following works to the PROW:
- *Cutting back of all the small tree branches, scrub and overhanging vegetation to the boundaries*
 - *Scraping of the leaf matter from the surface to a width of 2m*
 - *Redressing the surface to a width of 2m with granite fines*
 - *There is also a concrete culvert along the route, which may need improvement / upgrading and re-digging of the ditches either side of this.*
28. It is still the intention of the client to contribute £5,000 towards the PROW improvements as previously agreed, the first three bullet points are considered acceptable. However, the final bullet point is deemed a drainage issue and unrelated to transport and as such a contribution towards this is not applicable.

Internal Layout

The application says there will be new public roads within the site. Note that since 2008 we don't adopt new highway unless a wider public benefit is demonstrated.

29. Noted.
- Internal levels of the site falls away from public highway but towards ROW – something to mindful at the RM stage.*
30. Noted.
- Noted that car parking levels and other general layout considerations will be dealt with at the future RM stage.*
31. Noted.

Other

I'm a bit confused about the proposed "improved" access to the KGV car park and mention of school parking in this respect. A 'mitigation' scheme was proposed here previously – can you elaborate on this (how does the development exacerbate any issues here, and what are the issues exactly?). Presumably this will be delivered by the planning condition / s278 route. If so, what is the proposed trigger and why?

32. It was previously proposed that a mitigation scheme was introduced in this location to improve the KGV access/egress arrangement. As shown in **Image 1** below, previously there was a tree stump blocking the access so two vehicles could not pass at once. Therefore, it was proposed that the stump was removed (as shown in **Drawing 141386_A_31** contained at **Appendix I**).

Image 1: KGV existing access showing tree stump



33. However, a review of the arrangement undertaken on the site visit has shown that the tree stump has already been removed, this is shown in **Image 2** below. Therefore, as vehicles will be able to pass two ways, no additional work is necessary

Image 2: 2021 KGV Access




Appendix A

David Waterson

From: Mike McCullough
Sent: 21 June 2021 11:38
To: David Waterson
Subject: FW: Land to the north east of King George V Playing Fields, Cuffley
Attachments: RAG Land to the north east of King George V Playing Fields, Cuffley April 2021.docx

Mike McCullough
Associate Director
020 7580 7373
07790 548 942
London

 Consider the environment. Do you really need to print this email?

From: Matthew Armstrong <Matthew.Armstrong@hertfordshire.gov.uk>
Sent: 10 May 2021 11:34
To: Mike McCullough <mike.mccullough@vectos.co.uk>
Cc: 'Mark Peacock' <m.peacock@welhat.gov.uk>
Subject: FW: Land to the north east of King George V Playing Fields, Cuffley

Hi Mike. Ahead of our meeting tomorrow, I have received the e-mail below and the attached from our Travel Plan team re: your Travel Plan. There's a bit of work needed on this.

Mark – copying you in for informaiotn.

Thanks



Matt Armstrong
Area Manager (North & East), Highways Development Management,
Hertfordshire County Council
County Hall, Pegs Lane, Hertford, SG13 8DN. Postal Point: CHN203
T: 01992 556065 (**Internal:** 26065)
E: matthew.armstrong@hertfordshire.gov.uk



From: Max Oram <Max.Oram@hertfordshire.gov.uk>
Sent: 29 April 2021 17:38
To: Matthew Armstrong <Matthew.Armstrong@hertfordshire.gov.uk>
Cc: Peter Jordan <Peter.Jordan@hertfordshire.gov.uk>
Subject: Land to the north east of King George V Playing Fields, Cuffley

Hi Matt,

Please find attached Peter's comments and the RAG for this submitted Travel Plan.

Overview of comments

Please find the detailed evaluation form to also be submitted as our planning response.

Thank you for submitting a revised Travel Plan (TP). The following areas will need to be addressed prior to commencement and more information can be found in the attached RAG assessment form.

- TP requires name and contact details of an interim Travel Plan Co-Ordinator (TPC), prior to appointment of TPC
- The details of a secondary contact need to be provided to HCC, once a TPC has been appointed. Please insert into the TP text saying that “ a secondary contact will also be appointed and details provided to HCC”
- TP should be supported by the developer for five years post full occupation
- Please provide an estimate of the average time per month allocated to TPC role and their expected frequency on site
- It is the developer's responsibility to oversee the ongoing implementation of the TP – only if the Residents Association is willing to take on the responsibility, should the management of the TP be handed over. This scenario could only occur 5 years post full occupation
- The TPC should also work alongside external partners such as bus and rail companies to increase the travel opportunities of the development
- More walking measures required – for example - should also include promotion of Hertfordshire Health Walks
- More cycling measures required – should include the following additional measures - cycle training (Bikebaility), Dr Bike (or similar)
- Need to mention the provision of high-speed broadband, as measure to enable homeworking and facilitate access to home delivery services, the outcome being a reduction in the need to travel
- Baseline modal shift targets to be updated following baseline survey (at 75% occupation level)
- A modal shift target of a 10% increase in modal shift towards sustainable transport, would be more in line with HCC's aspirations
- More details required of format of proposed residential travel surveys. Surveys should aim to achieve a high response rate, if surveys fail to achieve this HCC would advise on multi-modal traffic counts for the remaining survey periods. Minimum response rates should be agreed with HCC prior to surveys being undertaken.
- Surveys should be repeated annually for five years post full occupation
- Review report should be submitted to HCC within 3 months of travel surveys being undertaken

Any recommendations for inclusion in S106

£6000 contribution to be included within S106 – fee mentioned in Section 5.6 and section 7.2 of TP

Plan approved?

Yes

No

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David Waterson

Subject: RE: King George V Playing Fields, Northaw Road East (WH/168/2015)

From: Matthew Armstrong <Matthew.Armstrong@hertfordshire.gov.uk>
Sent: 19 May 2021 16:23
To: Mike McCullough <mike.mccullough@vectos.co.uk>
Subject: RE: King George V Playing Fields, Northaw Road East (WH/168/2015)

Hi Mike, just a quick additional observation from my recent site visit:

The visibility splay to the south from the proposed access goes down a hill. The top of oncoming vehicles approaching the hill are still visible, but they are partly obscured. It would be worth covering this issue in your Addendum Note given the vertical land height change here impacting slightly on the southern splay.

Regards



Matt Armstrong
Area Manager (North & East), Highways Development Management,
Hertfordshire County Council
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T: 01992 556065 (**Internal:** 26065)
E: matthew.armstrong@hertfordshire.gov.uk



From: Matthew Armstrong <Matthew.Armstrong@hertfordshire.gov.uk>
Sent: 18 May 2021 18:09
To: Mike McCullough <mike.mccullough@vectos.co.uk>
Cc: 'Mark Peacock' <m.peacock@welhat.gov.uk>
Subject: King George V Playing Fields, Northaw Road East (WH/168/2015)

Hi Mike

Sorry for the delay in writing up the notes from our meeting last week. I hope they reflect what we discussed. It would probably be best to address them through an Addendum Note. Happy to discuss further if you (or Mark) need clarification on anything. Mark – do you need a formal response to the latest TA submission or does this informal e-mail suffice?

TRIP GENERATION, DSITRIBUTION, AND HGHWAY CAPACITY:

- I don't have any real concerns about vehicle trip generation, distribution, and capacity outputs. You'll be aware that our LTP4 generally moves HCC away from capacity focussed vehicle highway schemes towards maximising sustainable travel schemes/initiatives. So whilst the impact on capacity at the 2 closest main junctions mentioned in the TA is likely to be somewhat noticeable, the focus now must be on modal shift and not actively accommodating the convenience of the private motorcar.

SITE ACCESS:

- The recorded speeds at proposed access point are closer to 40mph rather than 30mph (I assume 'eastbound' and 'westbound' should read 'north' and 'south' for the speed data?). The TA mentions changing the existing gateway feature which I agree could help, and the access itself is also likely to have a moderate traffic calming effect. I need to check with colleagues however about the specific gateway changes you show, and will get back to you on this, but essentially this could be dealt with by a condition. The key thing is to ensure the necessary splays in place from the access to accommodate the higher speed evident.

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OFF-SITE HIGHWAY WORKS:

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As above, whilst the principle of a contribution towards improving this junction is welcome, the plans submitted for it raise an expectation which I'm not convinced is entirely feasible or fully in line with our LTP4 / GTP scheme aspirations for the area. I suggest again simply making reference to a contribution towards the relevant GTP schemes as listed above.

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- SUSTAINABLE TRAVEL:

- I think there needs to be a much greater focus on 'first strand' highway works, i.e. the need for this development to deliver necessary works directly by planning condition / s278. See below.

- One such first strand scheme would be to improve the most direct route from the development to the town centre for pedestrians, namely South Drive and Theobalds Road. I'd suggest a pedestrian audit is undertaken of this route with improvements proposed (e.g. pedestrian dropped kerbs and tactile paving at the Theobalds Road / Theobalds Close junction). The TA also talks about a proposed shared footway/cycleway from South Drive to the development. Can this be extended along Theobalds Road to the town centre, mindful of LTN1/20 design guidance?

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- I previously sent you our Travel Plan team's assessment of the TP. Some changes to this are needed.

RIGHT OF WAY

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INTERNAL LAYOUT:

- The application says there will be new public roads within the site. Note that since 2008 we don't adopt new highway unless a wider public benefit is demonstrated.

- Internal levels of the site falls away from public highway but towards ROW – something to mindful at the RM stage.

- Noted that car parking levels and other general layout considerations will be dealt with at the future RM stage.

OTHER:

- I'm a bit confused about the proposed "improved" access to the KGV car park and mention of school parking in this respect. A 'mitigation' scheme was proposed here previously – can you elaborate on this (how does the development exacerbate any issues here, and what are the issues exactly?). Presumably this will be delivered by the planning condition / s278 route. If so, what is the proposed trigger and why?

I hope that helps as you move this application forward.

Regards



Matt Armstrong
Area Manager (North & East), Highways Development Management,
Hertfordshire County Council

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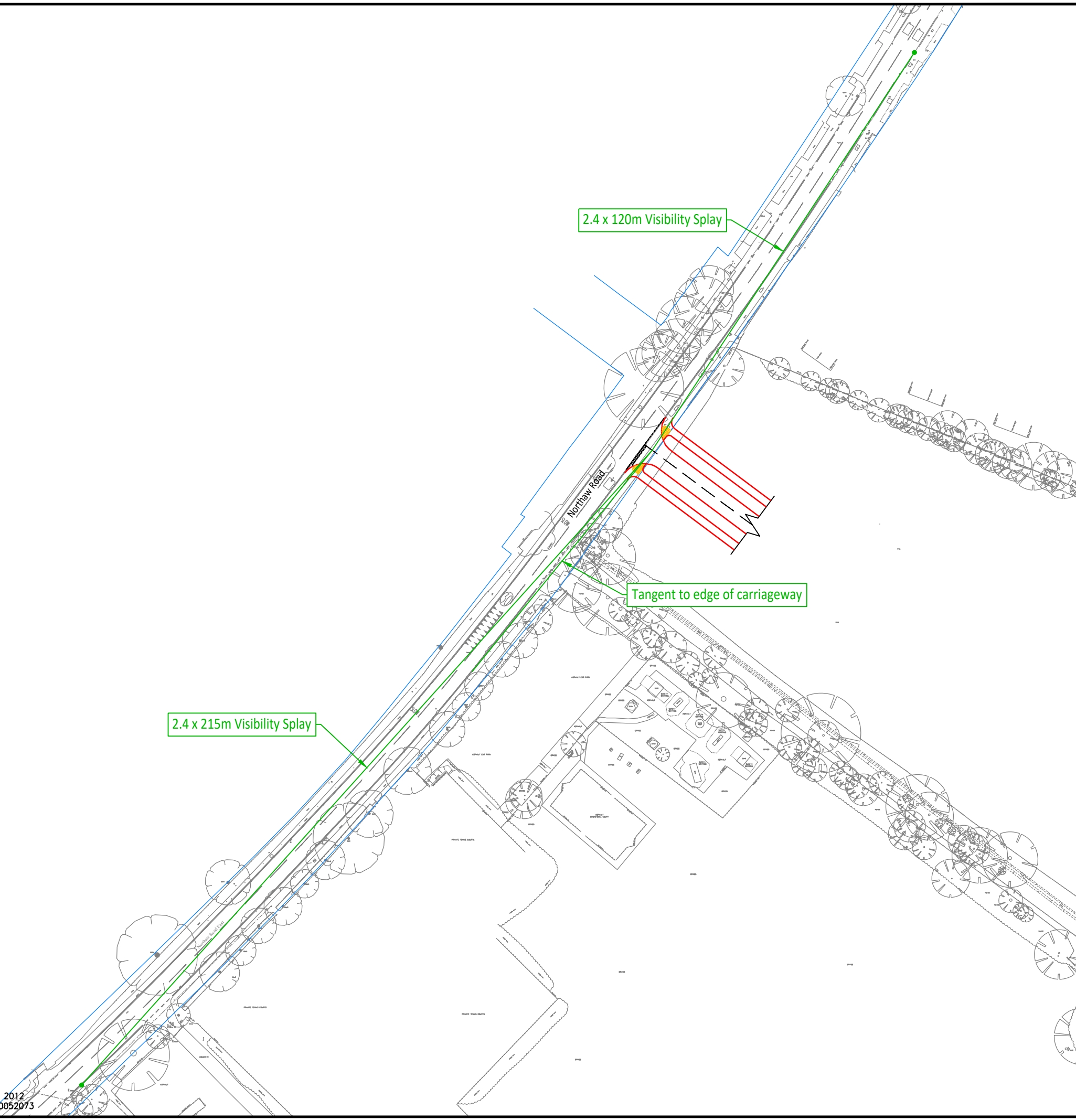
E: matthew.armstrong@hertfordshire.gov.uk



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Appendix B



- Notes:
1. This is not a construction drawing and is intended for illustrative purposes only.
 2. White lining is indicative only.
 3. Site Access design from 141386/A/01.

Key

Extent of Public Highway

REV.	A	HCC comments incorporated.	JM	DW	16.06.2021
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REV.	DETAILS	DRAWN	CHECKED	DATE
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CLIENT:

Lands Improvement

PROJECT:

Land to the north east of King George V Playing Fields

DRAWING TITLE:

Proposed Site Access Visibility Splays

SCALES:

1:1000 at A3

DRAWN:	JM	CHECKED:	MMcC	DATE:	17/11/2014
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vectos.

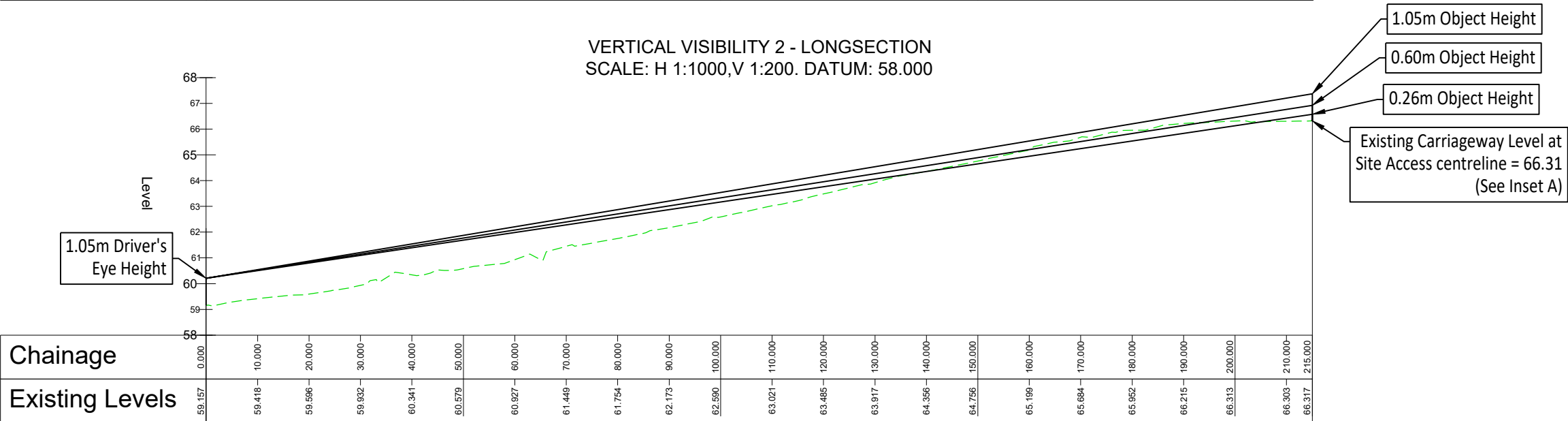
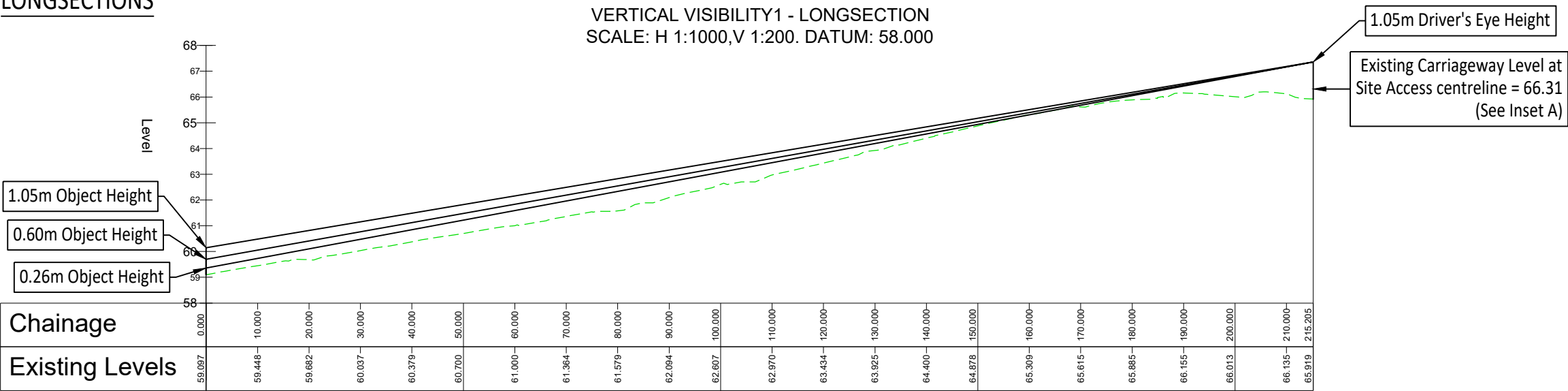
Network Building, 97 Tottenham Court Road, London W1T 4TP
t: 020 7580 7373 e: enquiries@vectos.co.uk

DRAWING NUMBER: 141386/A/29

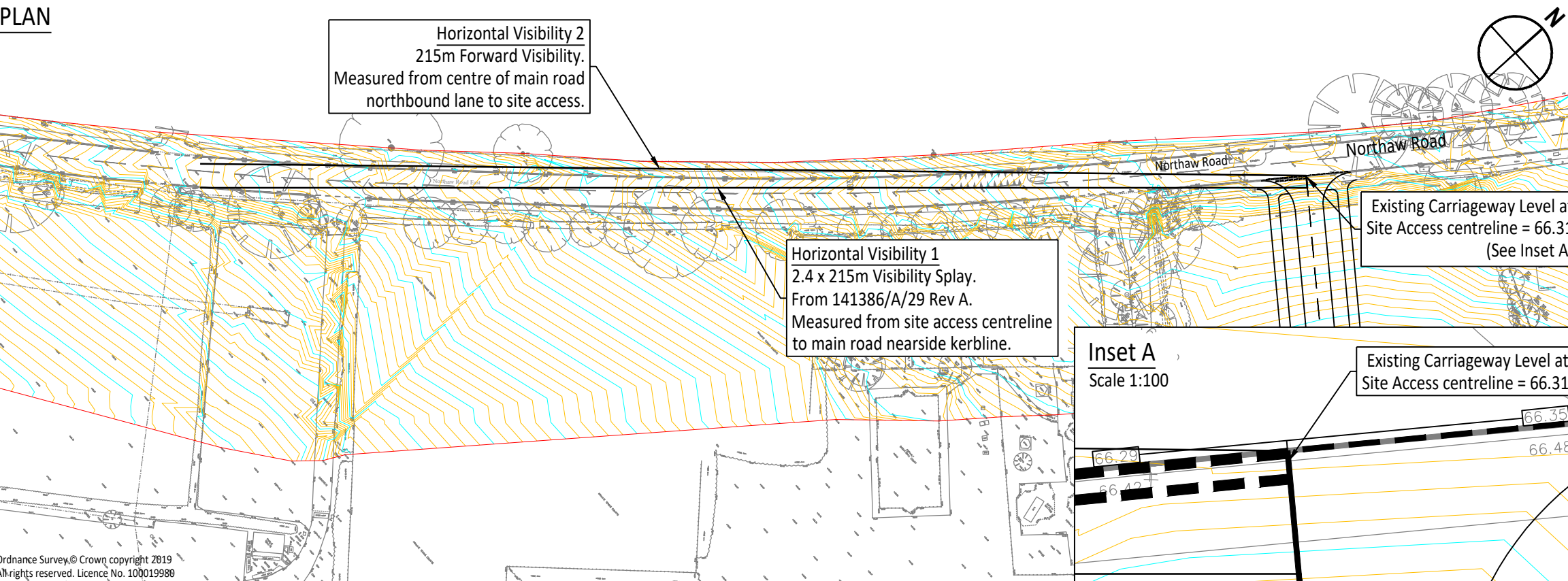
REVISION: A

Appendix C

LONGSECTIONS



PLAN



Notes:
1. This is not a construction drawing and is intended for illustrative purposes only.
2. White lining is indicative only.

REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT:
Lands Improvement

PROJECT:
Land to the north east of King George V Playing Fields

DRAWING TITLE:
Vertical Visibility Site Access

SCALES:
1:1000 at A3

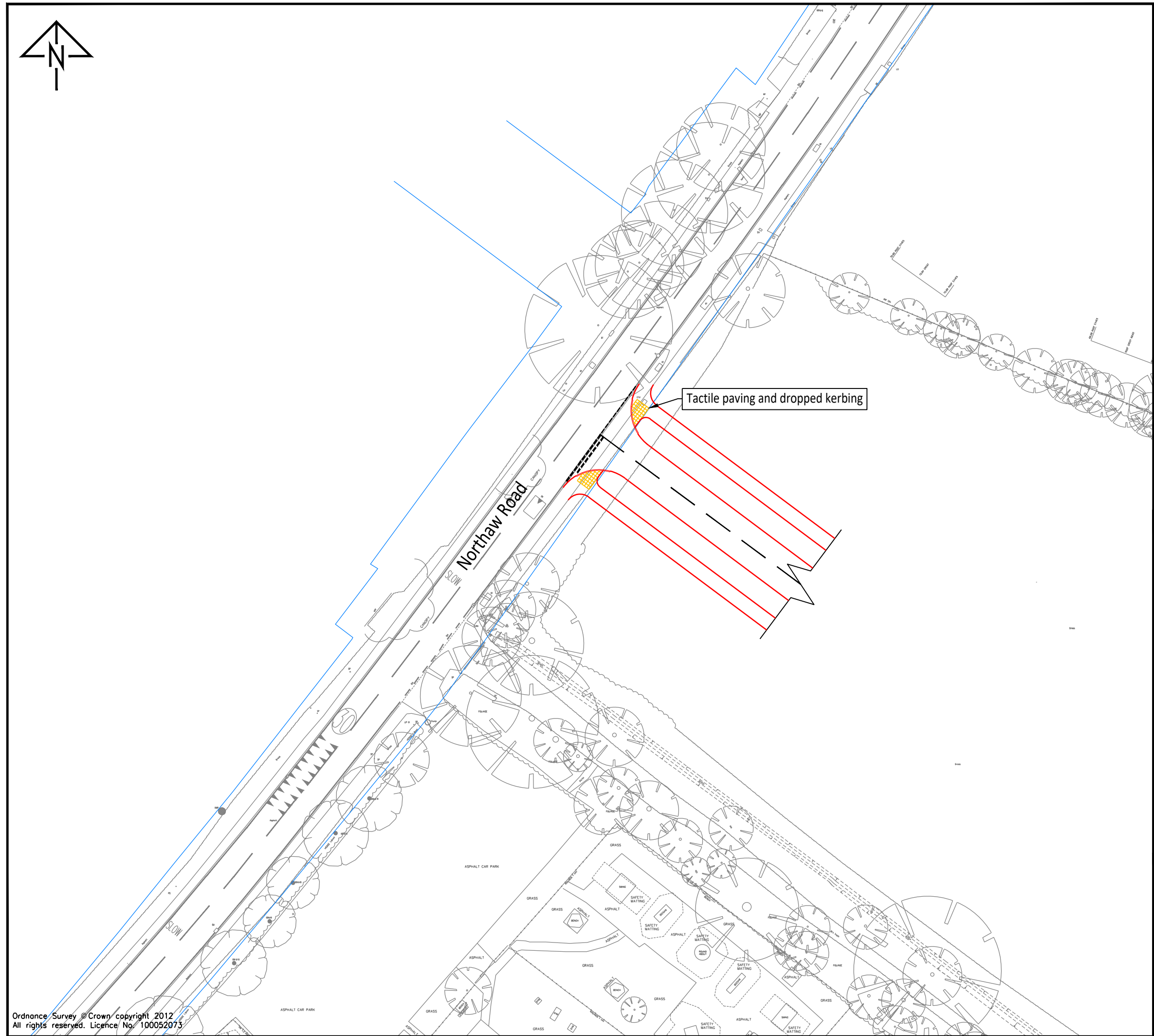
DRAWN: JM CHECKED: DW DATE: 16.06.2021

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Appendix D



- Notes:
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 - 2. White lining is indicative only.

Key

Extent of Public Highway

D	HCC comments incorporated.	JM	DW	16.06.2021
C	Verge, vis splays & tactiles added.	JM	MMcC	17.11.2014
B	Existing access & distance to new access removed.	JM	MMcC	16.10.2014
A	Access location moved to south. Tree survey added.	TF	ID	13.08.2014

REV.	DETAILS	DRAWN	CHECKED	DATE
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CLIENT:
Lands Improvement Holdings Limited

PROJECT:
Cuffley

DRAWING TITLE:
Proposed Site Access Option 2

SCALES:
1:500 at A3

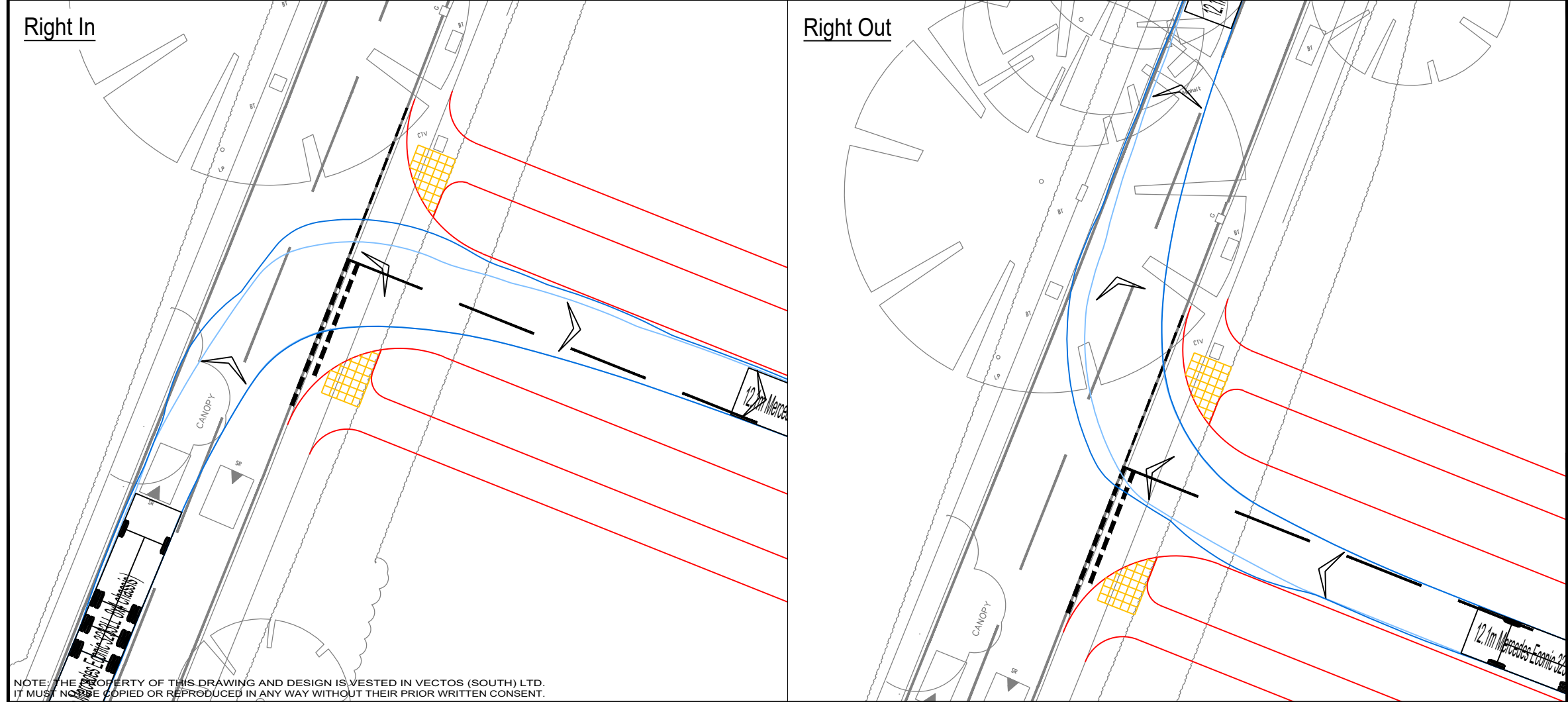
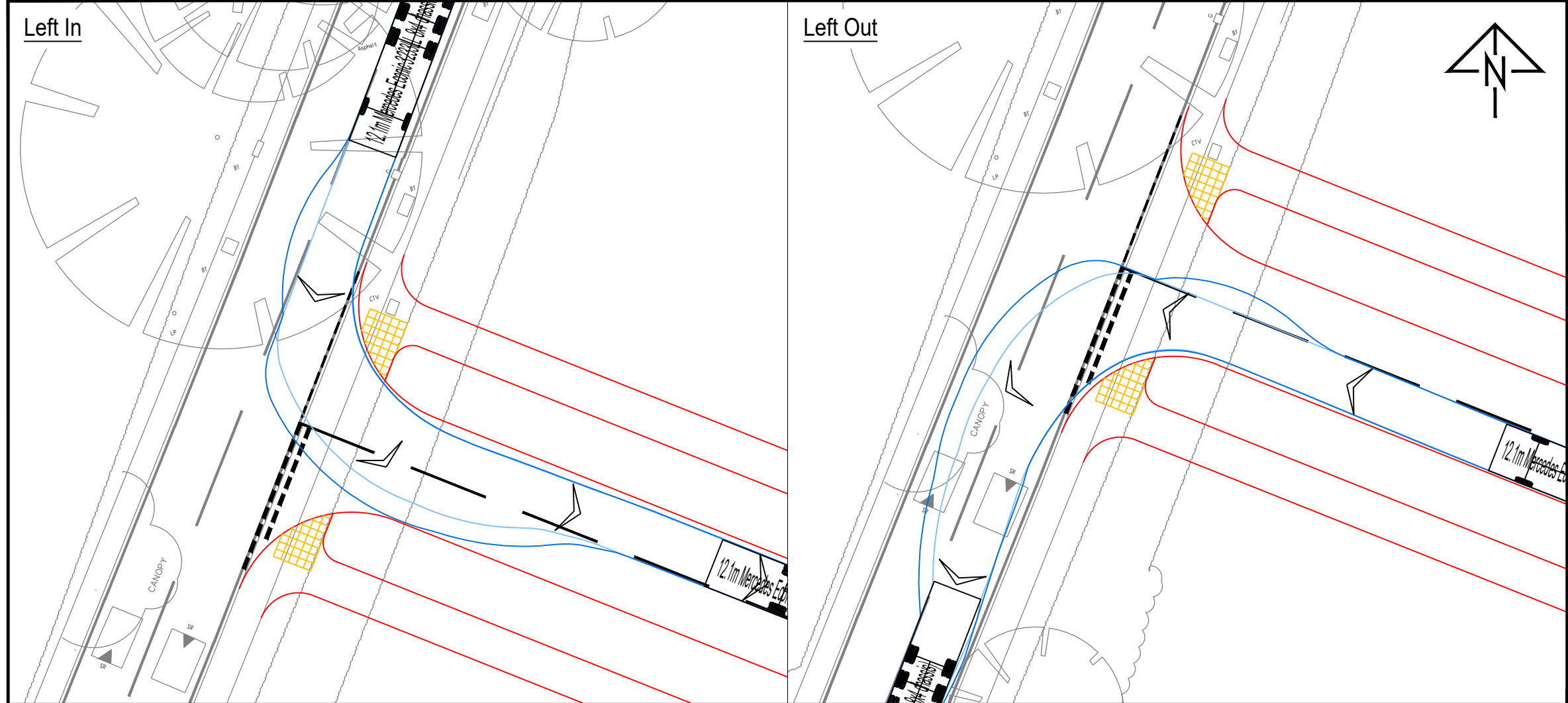
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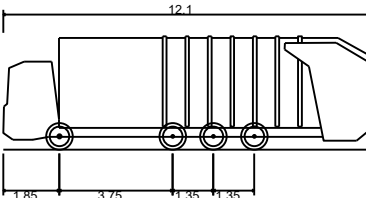
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Appendix E



- Notes:
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 2. White lining is indicative only.
 3. Site Access from 141386_A_01 Rev D.



12.1m Mercedes Econic 3233LL 8x4 chassis)	12.100m
Overall Length	2.490m
Overall Width	3.749m
Overall Body Height	0.302m
Min Body Ground Clearance	2.490m
Track Width	4.00s
Lock to lock time	11.250m
Wall to Wall Turning Radius	

B	HCC Comments incorporated	JM	DW	16/06/2021
A	1:100 Scale insets added	JM	MMcC	25/06/2015
REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT:

Lands Improvement

PROJECT:

Land to the north east of King George V Playing Fields

DRAWING TITLE:

Swept Path Analysis
Site Access
Refuse Vehicle

SCALES:

1:500 at A3

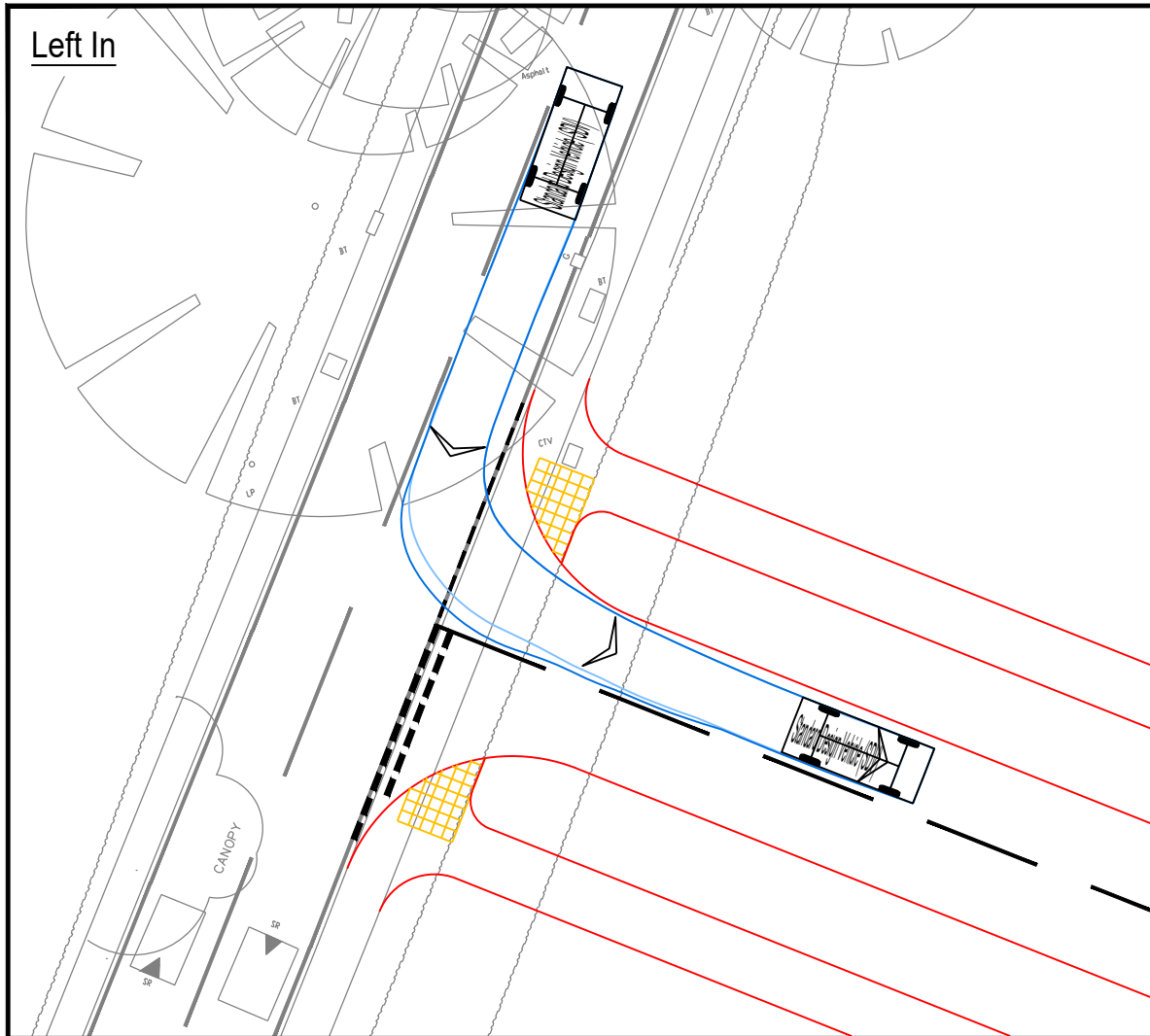
DRAWN: JM CHECKED: MMcC DATE: 17/11/2014

vectors
transport planning specialists

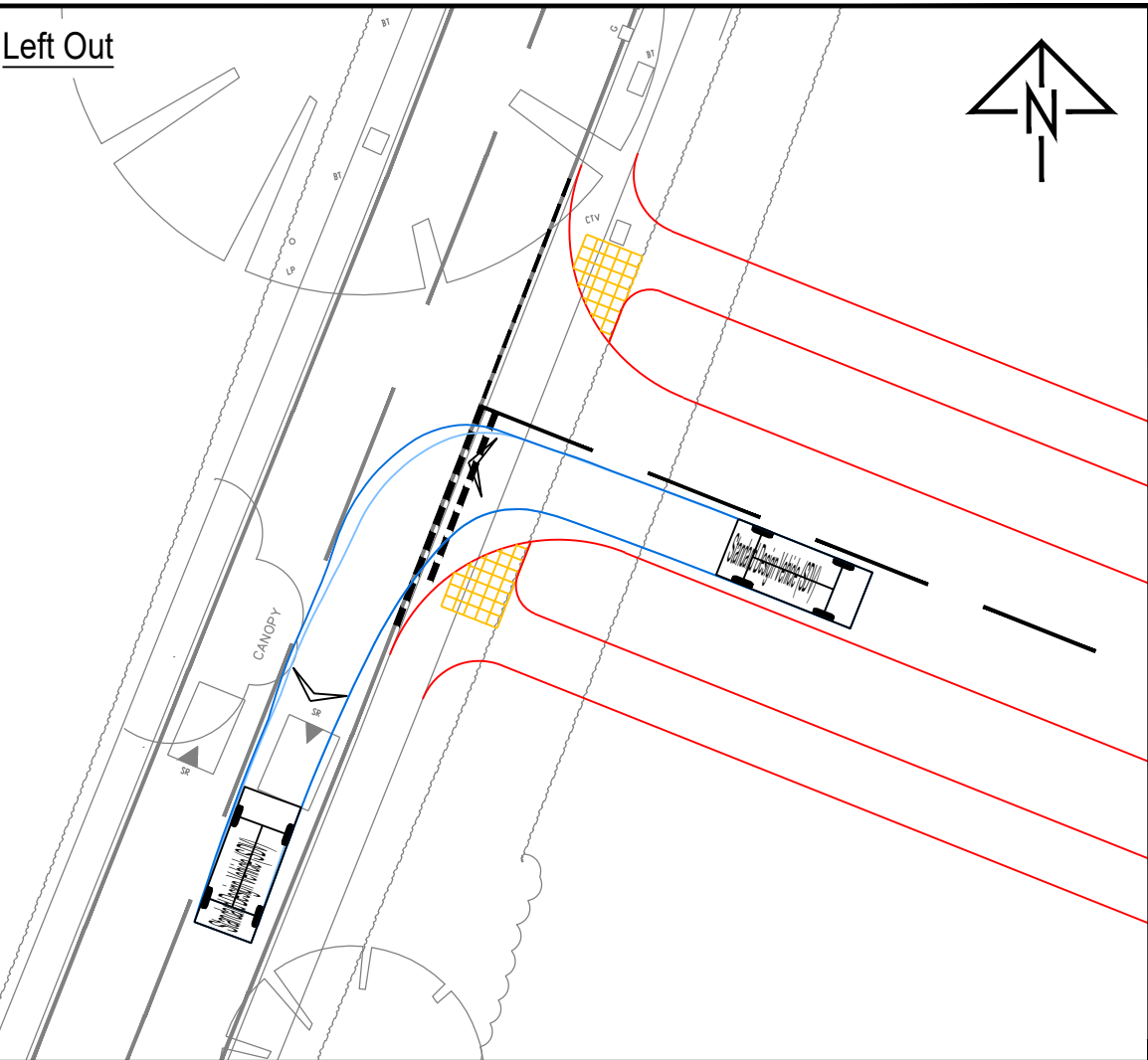
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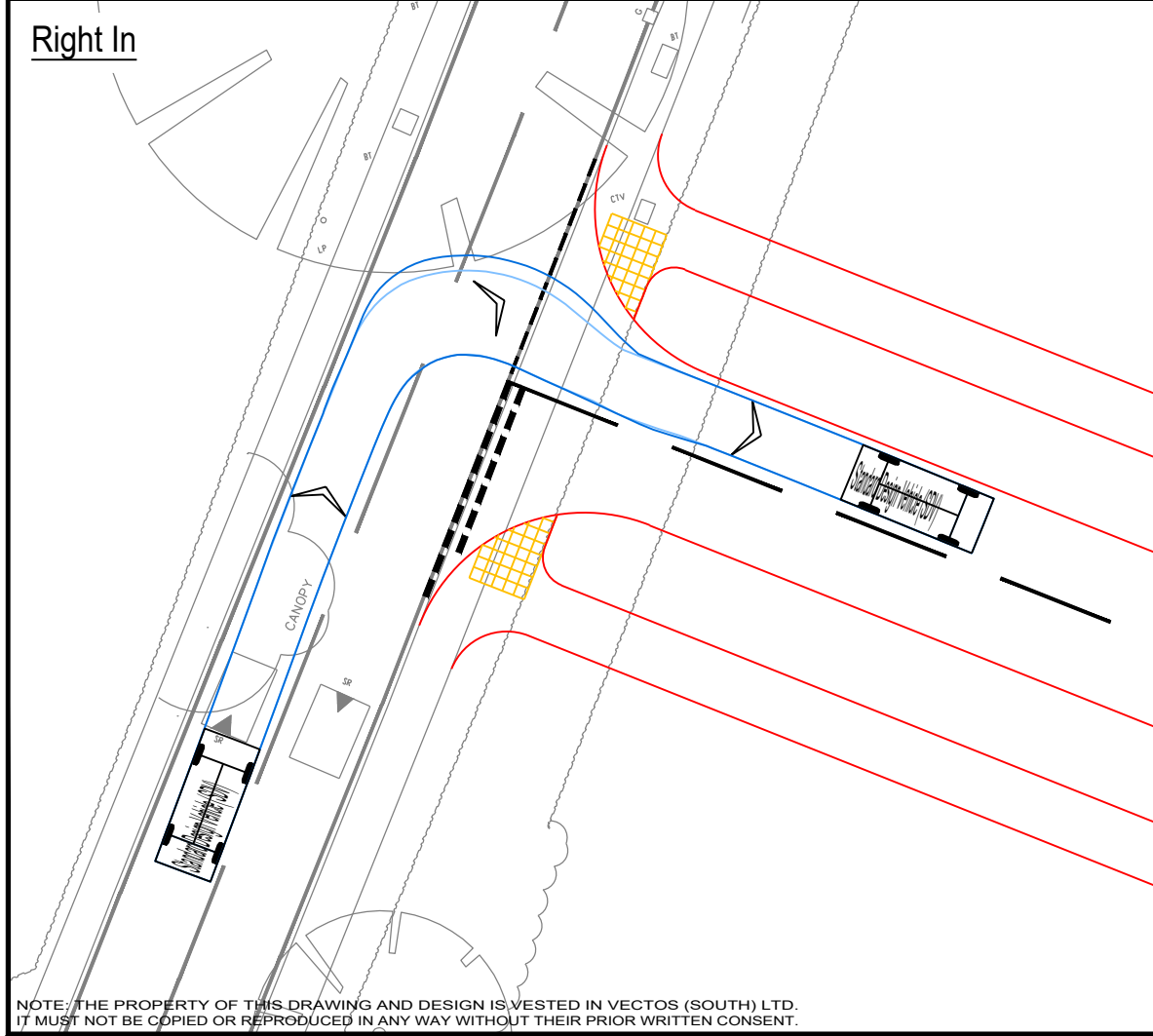
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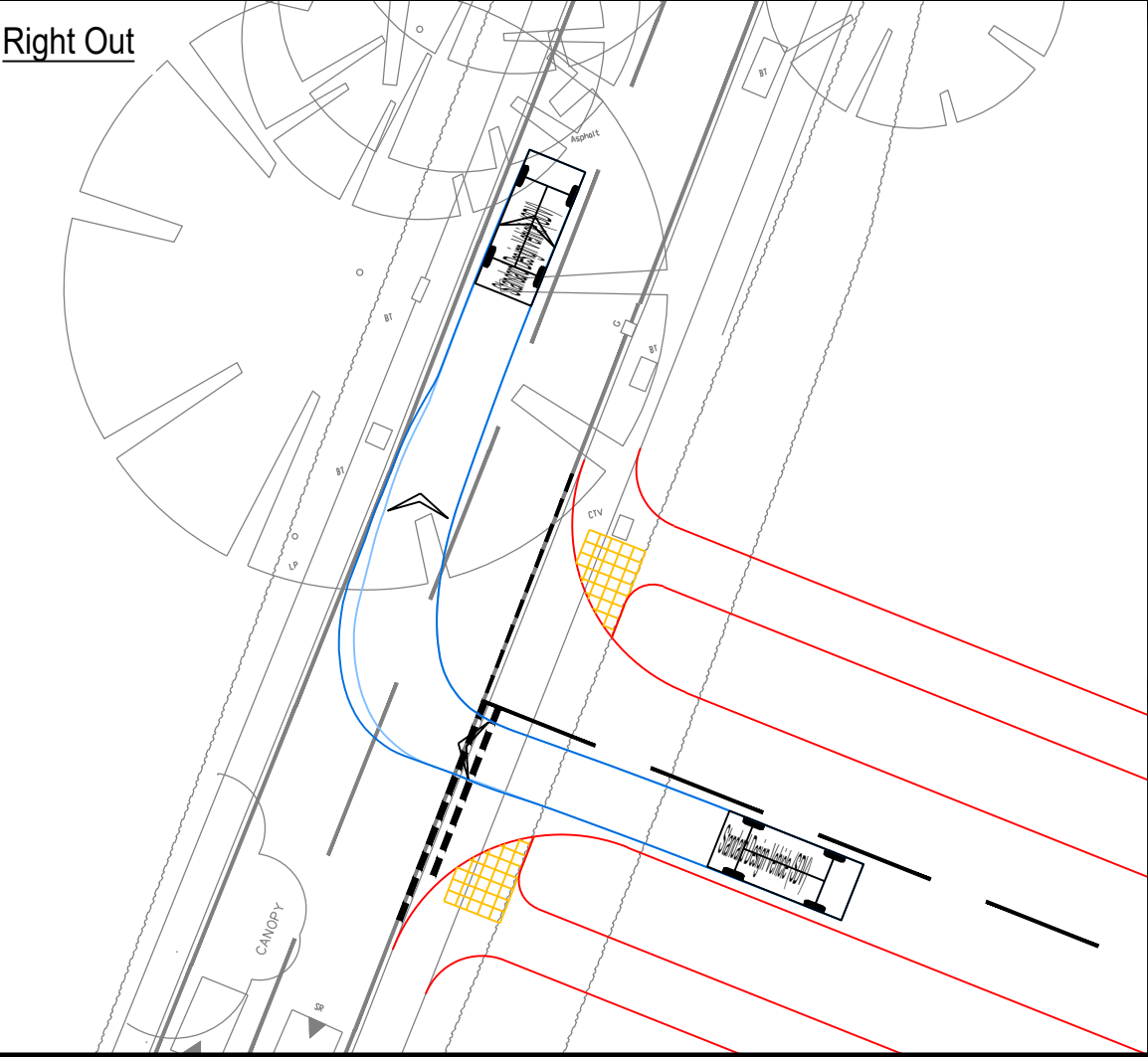
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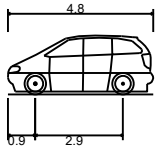
Right In



Right Out



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 3. Site Access from 141386_A_01 Rev D.



Standard Design Vehicle (SDV)	
Overall Length	4.800m
Overall Width	2.000m
Overall Body Height	1.950m
Min Body Ground Clearance	0.100m
Track Width	2.000m
Lock to lock time	4.00s
Wall to Wall Turning Radius	6.000m

The Standard Design Vehicle (SDV) is a composite of the smallest 95% of private vehicles registered to drive on UK Highways & has been devised by the I.C.E (Institute of Civil Engineers).

REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT:

Lands Improvement

PROJECT:

Land to the north east of King George V Playing Fields

DRAWING TITLE:

Swept Path Analysis
Site Access
Standard Design Vehicle

SCALES:

1:500 at A3

DRAWN:	JM	CHECKED:	DW	DATE:	16/06/2021
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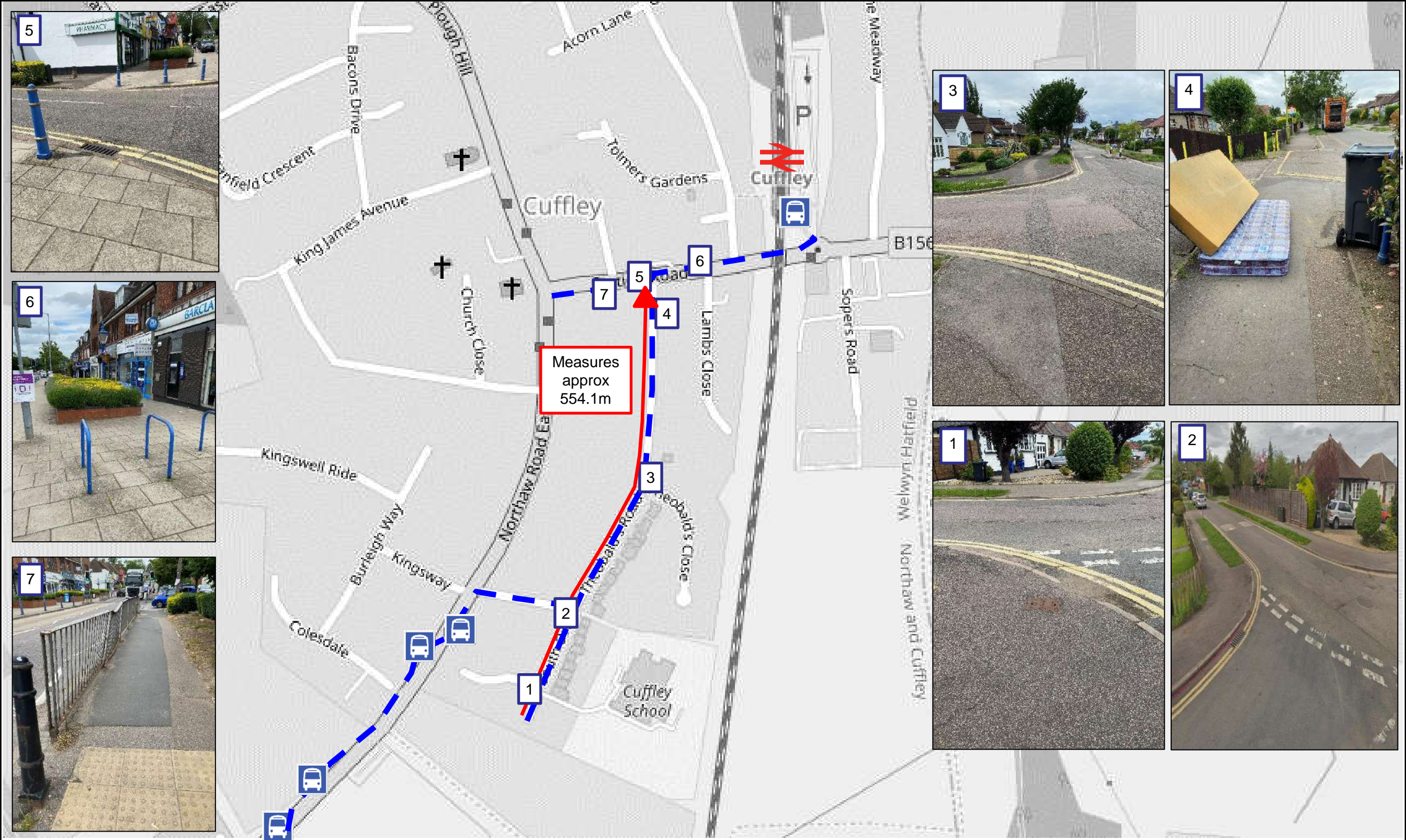


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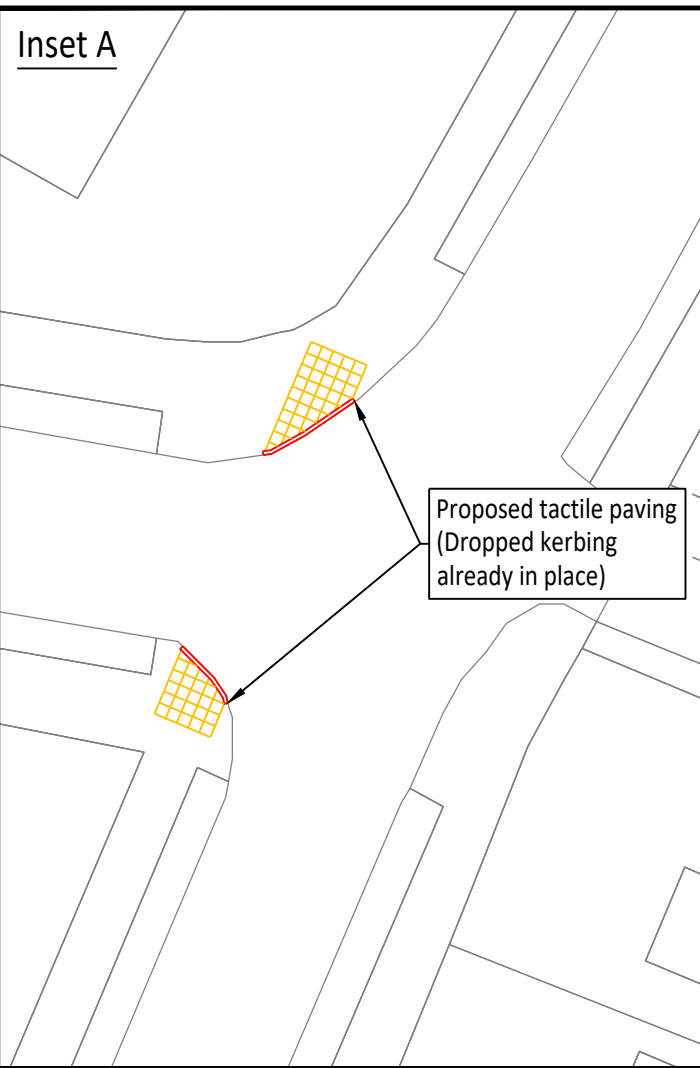
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Appendix F

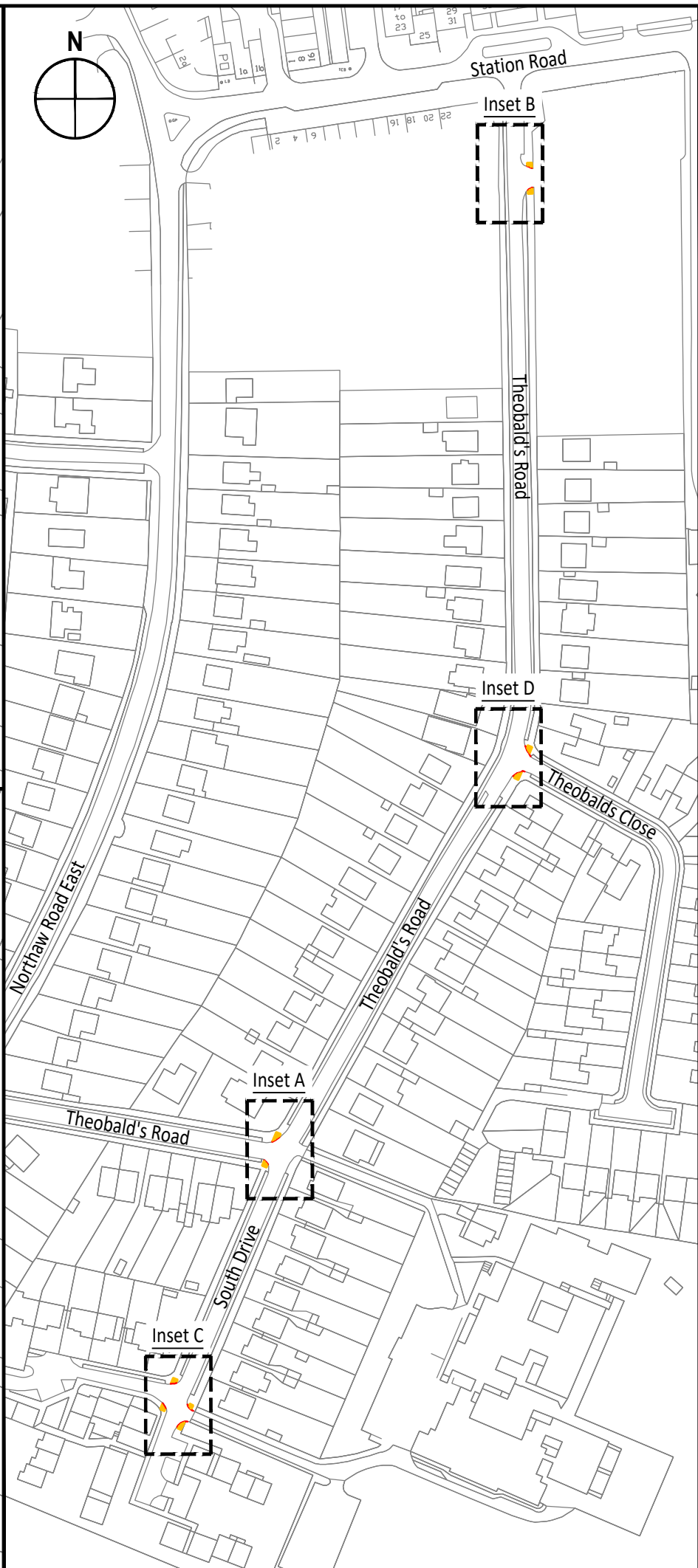
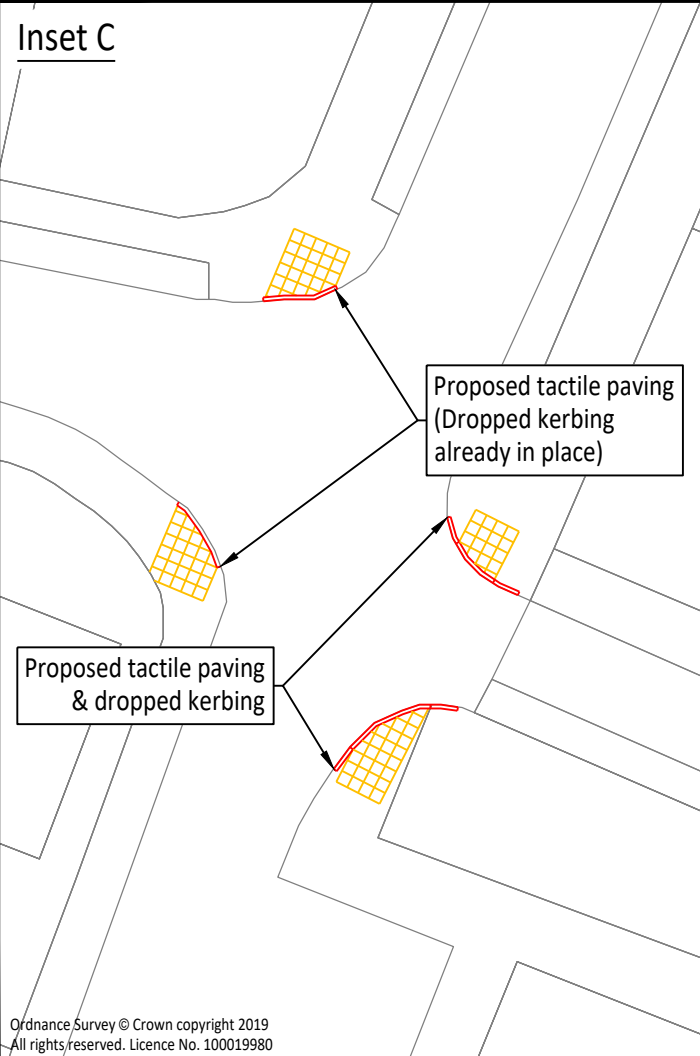


Cuffley				Land Improvements	
Pedestrian Audit				vectos. Network Building, 97 Tottenham Court Road, London W1T 4TP Tel: 020 7580 7373 Email: vectos@vectos.co.uk www.vectos.co.uk	
DRAWN:	CHECKED:	DATE:	SCALES:	DRAWING REFERENCE:	
EG	DW	210611	NTS	Figure 1	

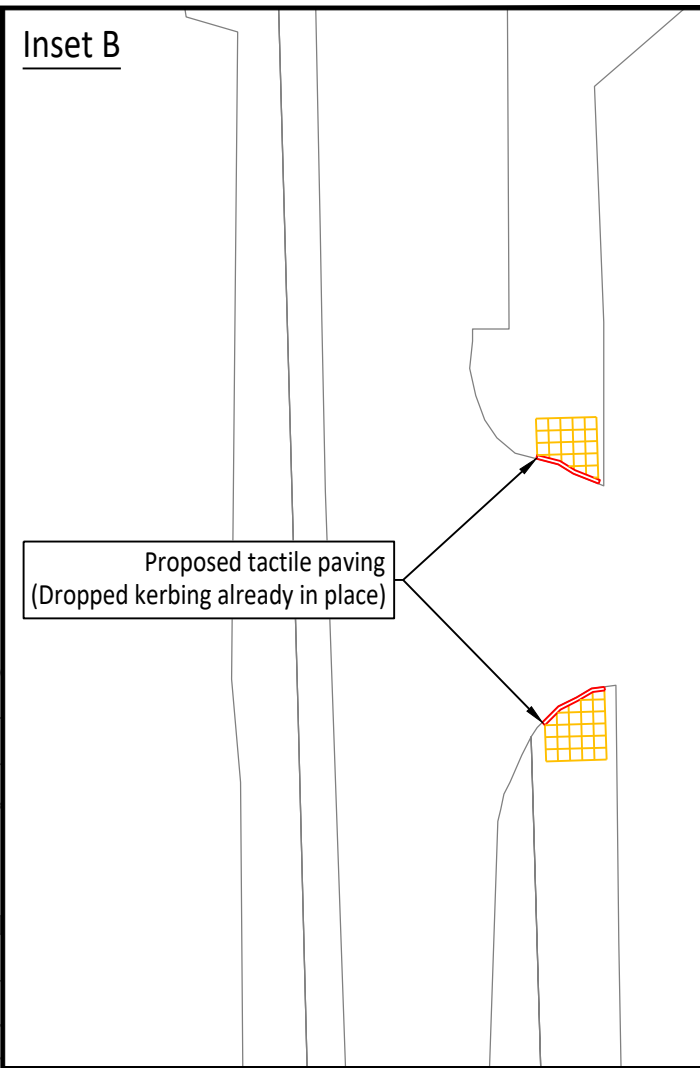
Inset A



Inset C



Inset B



Inset D



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REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT:

Lands Improvement

PROJECT:

Land to the north east of King George V Playing Fields

DRAWING TITLE:

Proposed Pedestrian Improvements Theobald's Road

SCALES:

1:250 / 1:2000 at A3

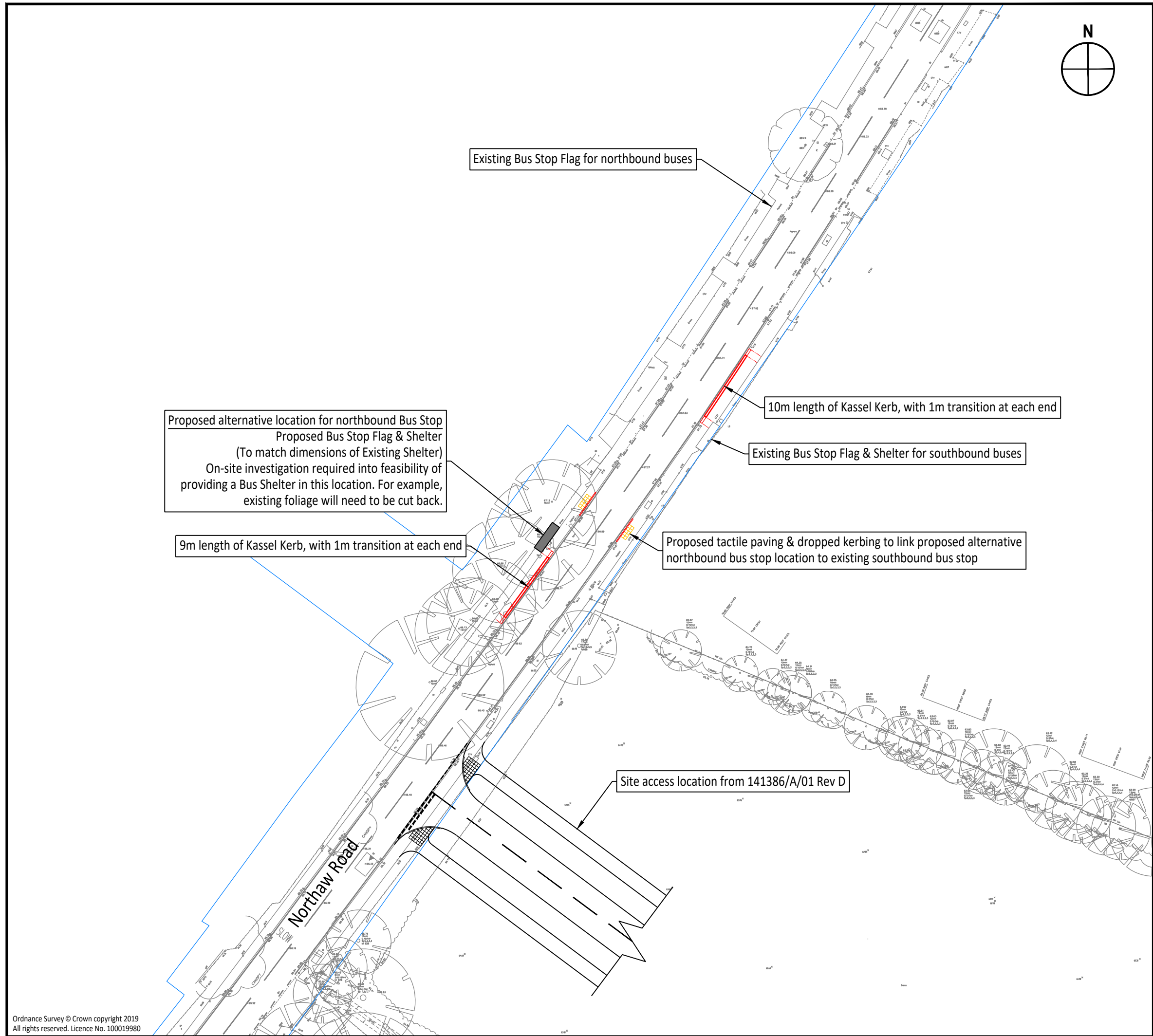
DRAWN:	CHECKED:	DATE:
JM	DW	17.06.2021

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141386/A/57	

Appendix G



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Key

Extent of Public Highway

REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT:

Lands Improvement

PROJECT:

Land to the north east of King George V Playing Fields

DRAWING TITLE:

Proposed Bus Shelter Northaw Road

SCALES:

1:500 at A3

DRAWN: JM	CHECKED: DW	DATE: 17.06.2021
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DRAWING NUMBER: 141386/A/56	REVISION: •
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Appendix H

FRAMEWORK TRAVEL PLAN

Land Improvements

Land to the north east of King George V Playing Fields,
Cuffley

July 2021

Framework Travel Plan

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Appendix A	– Site Location
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Executive Summary

1. Vectos has been appointed by Lands Improvement to provide traffic and transport advice in support of a planning application for a residential development of up to 121 dwellings, associated infrastructure on the land to the north east of King George V Playing Fields, Hertfordshire.
2. An outline planning application (ref: S6/2015/1342/PP) for development proposals at the site comprising 121 dwellings was submitted in 2015 with a Transport Assessment and Travel Plan accompanying the application. As six years have passed, an updated Transport Assessment and Travel Plan has been prepared.
3. It is also noteworthy that Hertfordshire County Council (HCC) highways advised that they had no objection to planning permission being granted subject to planning conditions and completion of a Section 106. A copy of the highway's response note is attached at **Appendix A**.
4. This report therefore is an update on the previously submitted Transport Assessment and includes an updated Travel Plan.
5. The previously submitted report was prepared following an extensive consultation process with local residents and stakeholders. In relation to transport, this included:
 - Two Design Workshops;
 - Two rounds of public consultation through exhibitions;
 - Parish Council Meetings; and
 - Discussions and meetings with highways officers from Hertfordshire County Council (HCC).
6. Although six years has passed, the results of these discussions are taken into consideration for the scheme as they remain relevant given there are very few changes proposed to the scheme from a transport perspective
7. The site is located to the south of Cuffley and is currently in agricultural use. It is bound by existing residential development to the north, the grounds of Cuffley School to the south, a railway line to the east and the B156 Northaw Road (East) to the west.
8. The site is situated close to a variety of local facilities including education, retail, healthcare and recreation. The site has good links to public transport and two bus stops (eastbound and westbound) are located on Northaw Road East, approximately 60m and 100m from the site respectively. These provide an hourly service (Service number 242) between Waltham Cross and Potters Bar.
9. Cuffley Railway Station is located approximately 850m from the site which provides a frequent service between London and Hertford North. During the weekday AM and PM peak periods, there are circa 5 trains per hour to London, with a journey time of less than 30 minutes.
10. This report sets out a Framework Travel Plan (FTP) for the proposed residential development. It provides an over-arching framework which will drive the production of the Full Travel Plan, once the

site becomes occupied. It has been prepared in consultation with guidance from HCC and with the National Planning Practice Guidance (NPPG).

11. The objectives of this Framework Travel Plan are to:
 - Increase resident awareness of the advantages and availability of sustainable modes of transport over the car;
 - Introduce a package of measures that will facilitate resident travel by sustainable modes; and therefore,
 - Limit unnecessary or unsustainable use of the car for journeys to and from the site by residents.
12. The Action Targets for this Framework Travel Plan are:
 - To appoint a Travel Plan Coordinator (see Travel Plan Strategy, **Section 6**)
 - To coordinate baseline travel surveys (see Monitoring and Review, **Section 8**)
13. The Aim Targets for this Framework Travel Plan are to reduce single occupancy vehicle use by 5% and in turn, increase the modal share of sustainable travel modes such as public transport, walking and cycling by 5%.
14. In the absence of actual data, the modal share targets for the site have been derived using Census 2011 Journey to Work data for the Cuffley and Northaw Ward. Subsequently, an initial survey of travel patterns will be carried out and this will be undertaken once the site is occupied. Occupation is defined as when 75% of the residential units are occupied. The exact nature of the survey will be discussed and agreed in advance with Hertfordshire County Council and the Travel Plan Coordinator (TPC) will be responsible for ensuring a 50% response rate.
15. The TPC is a part time role and they will be appointed by the site management company to manage the day to day running of the Travel Plan. The TPC role, the Travel Plan and its accompanying measures and initiatives will be funded by the developer throughout the five year period. The contact details for the TPC will be provided to HCC upon their appointment and prior to the occupation of the site
16. The developer will also provide £50 per flat and £100 per house for sustainable travel incentives, in line with HCC guidance and a Travel Plan Monitoring Contribution, to support the assessment and monitoring of the Plan.
17. A number of initiatives will be implemented as part of the Travel Plan, including awareness measures, such as the promotion of health benefits associated with walking and cycling and information measures, such as the provision of travel packs for residents.
18. Each year, a Review Report will be prepared by the TPC, outlining the progress of the Travel Plan and its initiatives, as well as an assessment of the survey results and any updates to the targets and initiatives that may subsequently be required. If targets are not being delivered, then the Travel Plan measures will be adjusted or added to, instead of simply revising down the target.

19. After five years, the TPC responsibilities will be passed on to the Residents Association to continue monitoring and management once the scheme is running effectively.

1 Introduction

Background

- 1.1 Vectos have been appointed by Lands Improvements to provide traffic and transport advice in support of a planning application for a residential development at the land to the north-east of King George V Playing Fields, Cuffley.
- 1.2 The site is located to the south of Cuffley and is currently in agricultural use. It is bound by existing residential development to the north and north-west; the grounds of Cuffley Primary School also adjoin the site along its northern boundary.
- 1.3 The planning application seeks permission for a residential development of up to 121 dwellings, associated infrastructure and a change of use from agricultural land to an extension of the King George V playing fields. All matters reserved except for new vehicular access to serve the site, the provision of surface water discharge points and the levels of the development level platforms.
- 1.4 The change of use of the agricultural land to an extension of the King George V Playing Fields will result in no material changes to the transport proposals.
- 1.5 An outline planning application (ref: S6/2015/1342/PP) for development proposals at the site comprising 121 dwellings was submitted in 2015 with a Transport Assessment and Travel Plan accompanying the application. As six years have passed, an updated Transport Assessment is being submitted. However, it is noteworthy that from a transport perspective, there is little to no change proposed from the previous scheme.
- 1.6 It is also noteworthy that during the previous discussions, HCC highways advised that planning permission was to be granted subject to planning conditions and Section 106 agreements. A copy of the highway's response note is attached at Appendix A of the Transport Assessment.
- 1.7 This report sets out a Framework Travel Plan (FTP) for the proposed residential development. It provides an over-arching framework which will drive the production of the Full Travel Plan, once the site becomes occupied.
- 1.8 This Travel Plan has been prepared in consultation with guidance from HCC and with the National Planning Practice Guidance (NPPG) document.

Travel Plan Scope

- 1.9 This Travel Plan has been written as a stand-alone document. Once further information becomes available it will contain all the relevant information needed to effectively implement and monitor the Travel Plan itself.
- 1.10 The remainder of this document is structured as follows:
 - **Section 3** - Outlines the site location and accessibility by non-car modes;

- **Section 4** - Outlines the Baseline Travel Patterns for residents and employees of the site, based on 2011 census data;
- **Section 5** - Sets out the objectives and targets of the Framework Travel Plan;
- **Section 6** - Outlines the Framework Travel Plan strategy including how it will be managed;
- **Section 7** - Sets out the measures that will be implemented to help achieve the objectives and targets of the Framework Travel Plan;
- **Section 8** - Outlines the monitoring and review programme which will ensure the Framework Travel Plan continues to develop;
- **Section 9** - Sets out an Action Plan for the site.

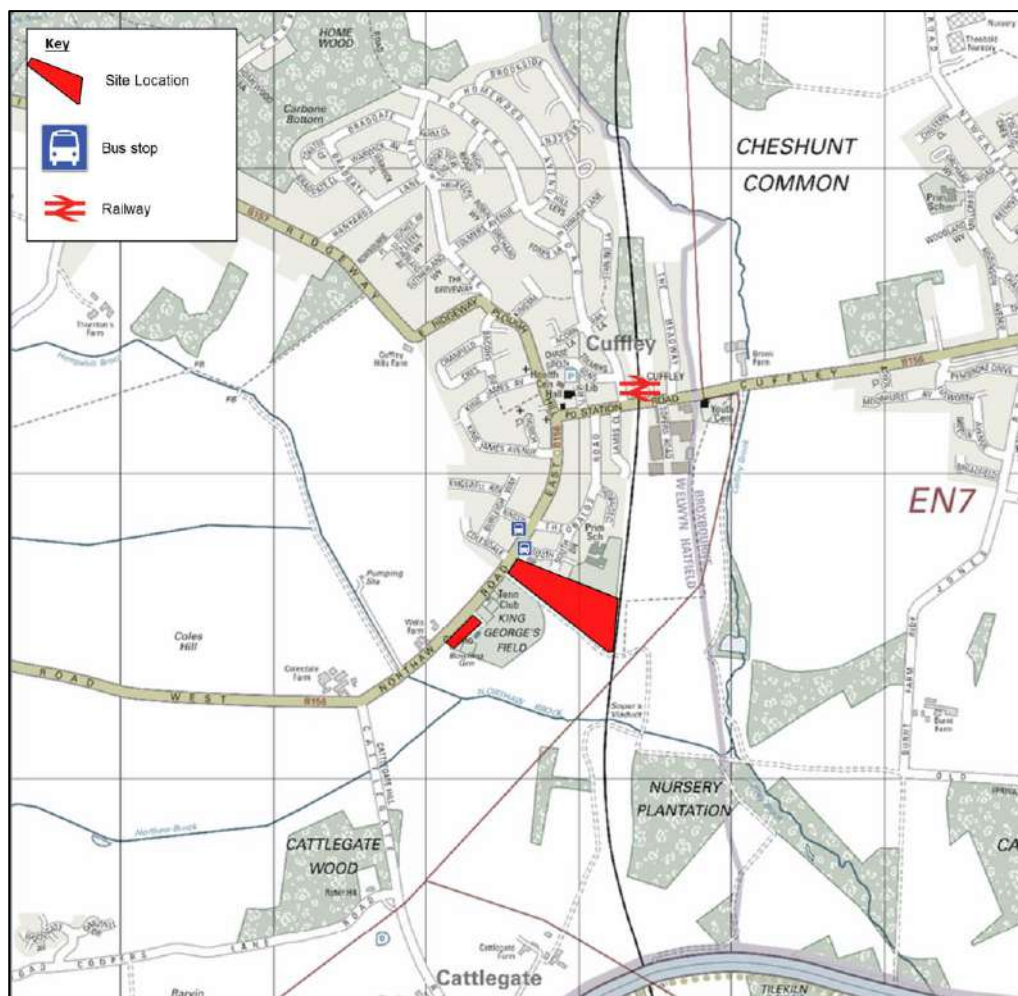
2 Site Location and Accessibility for Non-Car Modes

2.1 This section of the TP report provides a description of the transport conditions at the site and the surround area.

Site Location

2.2 The strategic location of the site in its wider context can be seen in **Figure 2.1**. The local context is shown in below in **Figure 2.2**.

Figure 2.2: Local Site Location



- 2.3 The site location plan is included at **Appendix A**.
- 2.4 The site (4.89ha) is located to the south of Cuffley and is currently in agricultural use. It is bound by existing residential development to the north and north-west; the grounds of Cuffley Primary School also adjoin the site along its northern boundary. The railway line and Northaw Road East (B156) form strong eastern and western boundaries respectively. The southern boundary is defined by a mature hedgerow and tree belt lining the Hertfordshire Way footpath. Beyond the footpath to the south west of the site is King George V Playing Fields, which contains three sports pavilions, a recreation area with hard surfaced Multi Use Games Areas (MUGA), sports pitches and a small area of formal play equipment.
- 2.5 The site also includes a rectangular parcel of land (0.63ha), in agricultural use, which is located to the south west of the King George V Playing Fields. Northaw Road East forms the western boundary of the land, beyond which lies a small number of residential properties and buildings associated with agricultural use. Further agricultural land lies to the south whilst tennis courts, sports pavilions and a bowling green are located to the north east and south east of the site.

Accessibility by Non-car Modes

Walking and Cycling

- 2.6 The public right of ways (PRoWs) in the vicinity of the site are shown in **Figure 2.3**.
- 2.7 A public footpath (PRoW number 6) runs along the southern boundary of the site. There is a further footpath to the south west of the site; this is also a recreational footpath that heads further west.
- 2.8 Northaw Road East has a footway running along its northern and southern edge; street lamps feature along the footway. The footway may be used by pedestrians to access Cuffley village centre.
- 2.9 It is reasonable to expect that typical able-bodied people are capable of walking at least 2km for day-to-day activities. The thrust of sustainable policy is that there will be an increasing propensity for people to use non-single car occupancy modes of which walking is one. People will choose their mode based upon their journey purpose and it is reasonable to conclude that residents will choose to walk for a fair proportion of their journey.
- 2.10 A 2km walk isochrone is included within this report as **Figure 2.4**. This figure demonstrates that a number of services and facilities can be accessed within this distance, including the centre of Cuffley and Cuffley Railway Station.
- 2.11 Central Government research states that cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport.
- 2.12 Cycling is an attractive form of travel and it is reasonable to expect that for typical able-bodied people a cycle distance of 5km is readily achievable and attractive. The propensity for people to choose to cycle will depend on journey purpose and individual ethos as well as having a safe place to store their bicycle at the end of their journey.

- 2.13 A 5km cycle isochrone is included within this report as **Figure 2.5**, which shows the whole of the village is within 5km.

Public Transport

Bus Provision

- 2.14 There are bus stops located on both the east bound and west bound side of Northaw Road East; these are approximately 60m and 100m respectively from the site. From these stops there is one service that runs hourly during the week and a weekly service that runs only on Wednesday morning. Service number 242 runs hourly between Waltham Cross and Potters Bar. The Sunday service is extended as far as Waltham Cross to Welwyn Garden City.

Rail Provision

- 2.15 Cuffley Railway station is located approximately 850m from the site. Cuffley is situated on the Great Northern service that runs a frequent service between London and Hertford North. The station provides a link to London with a journey time of less than 30 minutes to and from Finsbury Park Station. During the weekday AM and PM peak periods there are circa 5 trains per hour to London.

Existing Facilities

- 2.16 The site's proximity to key facilities such as education, retail, healthcare and recreation is key in maintaining a sustainable development.
- 2.17 There are a number of facilities within walking distance of the site that are located within the village of Cuffley. These are shown in **Figure 2.6**.
- 2.18 For educational purposes there is a Primary school located approximately 300m from the frontage of the site on Northaw Road East which adjoins the northern boundary of the site.
- 2.19 Within the village centre there are several facilities including two retail units, a health centre and a public house.

Local Highway Network

- 2.20 The site is bound to the west by the Northaw Road East, which leads into Cuffley village centre to the north. Northaw Road East consists of a single carriageway with one lane in both directions. Upon leaving Cuffley approximately 50m to the south of the site the road becomes de-restricted.
- 2.21 To the north there is the small cul-du sac of South Drive which provides access to the residential units situated there. There is an existing, gated maintenance access to the site from South Drive. Lands Improvement has access rights over this land.
- 2.22 Northaw Road East is classified as a secondary distributor road within Hertfordshire County Council's (HCC) road hierarchy and links Cuffley to Potter Bar and the M25 to the west. To the east, Northaw Road East travels through Cuffley High Street and allows access to Goff's Oak, Chestnut and Waltham Cross.

- 2.23 Through the entirety of Cuffley the speed limit is 30mph. This increases to 40mph in the east upon leaving Cuffley and up to 60mph in the south.

3 Baseline Travel Patterns

- 3.1 This section will set out the baseline modal split for Land to the north east of King George V Playing Fields, Cuffley, which will be used as platform for setting future targets in this Framework Travel Plan.
- 3.2 In the interim, Census 2011 Journey to Work data has been used to give an indication of expected modal split for residents. These are set out in **Table 3.1** below.

Table 3.1 – Resident Modal Split for Cuffley & Northaw Ward

Travel Mode	Percentage Modal Share
Car Driver	69%
Car Passenger	3%
Rail/ Light Rail/ Underground	21%
Bus	1%
Taxi	1%
Motorcycle	1%
Walk	3%
Cycle	1%
TOTAL	100%

- 3.3 Subsequently, an initial survey of travel patterns will be carried out and this will be undertaken once the site is occupied. Occupation is defined as when 75% of the residential units are occupied. The exact nature of the survey will be discussed and agreed in advance with Hertfordshire County Council.
- 3.4 The survey will provide baseline information on modal split for the site. It is anticipated that the travel behaviour will be established early on in the life of the development; however, the baseline data will be a useful guide in the setting of realistic targets for modal shift over the life of the development.
- 3.5 Prior to the occupation of the site, the modal share shown above in **Table 3.1** will be used to derive interim Travel Plan targets. If, after the baseline travel surveys have been carried out it is found that the expected modal share is not accurate, the targets will be adjusted to reflect the actual modal share.

4 Objectives and Targets

4.1 This chapter sets out the overarching objectives for the Framework Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Section 7**.

- Objectives are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- Targets are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the development will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

4.2 The objectives of this Travel Plan are two-fold. Firstly, to increase awareness of sustainable travel modes available to residents and secondly to reduce the dependence of residents on travel by car to and from the development. Therefore, more specifically, the objectives of this Travel Plan are to:

- Increase resident awareness of the advantages and availability of sustainable modes of transport over the car;
- Introduce a package of measures that will facilitate resident travel by sustainable modes; and therefore,
- Limit unnecessary or unsustainable use of the car for journeys to and from the site by residents.

Targets

4.3 Travel Plan targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 7**) to ensure they remain SMART (Specific, Measurable, Achievable Realistic and Timed).

4.4 Targets come in two forms – Action Targets and Aim Targets:

- Action Targets are non-quantifiable actions that need to be achieved by a certain time.
- Aim Targets are quantifiable and in the case of this Travel Plan relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

4.5 The Action Targets for this Framework Travel Plan are:

- To appoint a Travel Plan Coordinator (see Travel Plan Strategy, **Section 5**)
- To coordinate baseline travel surveys (see Monitoring and Review, **Section 7**)

Aim Targets

- 4.6 As described previously, a baseline residential travel survey will be undertaken upon reaching 75% occupation of the site and this will form the results of the Year 0 survey, representing all types of journeys to/ from the site. The result of these surveys will form the baseline modal split, following this the targets will be updated.
- 4.7 The Travel Plan Coordinator will achieve a sufficient response to ensure the survey results can be considered as representative. Door knocking, offer of incentives, or other techniques could be used as required to increase the response rate.
- 4.8 Prior to the baseline survey being undertaken, the following targets have been derived using the assumed modal split for the development as set out in **Section 3** above. **Table 4.1** below shows the target modal split for the development once the Travel Plan has been implemented.

Table 4.1 – Assumed Development Modal Split and Post Travel Plan Implementation Target Split

Mode	Modal Split (Census Data)	Modal Split Interim and Final Year Targets		
		Year 1	Year 3	Year 5
Car Driver	69%	66%	63%	59%
Sustainable Transport Modes*	26%	29%	32%	36%

* Includes Public Transport, Walking and Cycling

- 4.9 The primary purpose of the Travel Plan is to limit unnecessary or unsustainable car journeys (particularly those with single occupants) to and from the development. The aim is to reduce single occupancy vehicle journeys and transfer these trips to a sustainable mode of travel, whether that be public transport, walking or cycling. Where it is not possible for residents to use these modes of travel, car sharing will be encouraged as an alternative.
- 4.10 The baseline travel survey will be undertaken and the Census data modal split will be updated to reflect accurate targets. These targets will be finalised and written into the Travel Plan once the travel surveys have been completed, the results analysed and discussions have been held with the HCC Travel Plan Officer. The surveys will be repeated annually for five years post issue of first monitoring report (set out in **Section 7**).

5 Travel Plan Strategy

Management

- 5.1 Although all details of how the site is to be managed are not known, it is expected that a single management company, or similar management entity, will be put in place to manage the site.
- 5.2 Under this scenario, the Management Company will appoint a Travel Plan Coordinator (TPC) who will manage the day to day running of the Travel Plan. The contact details for the TPC will be provided to HCC upon their appointment and prior to the occupation of the site. A secondary contact will also be appointed and details provided to HCC at an appropriate time.
- 5.3 The role of the TPC will be part time and will vary throughout the year in response to campaigns/ sustainable transport events/ monitoring surveys etc. taking place. The TPC will be allocated enough time to effectively manage and implement the Travel Plan as agreed.
- 5.4 Prior to the appointment of a full TPC, an interim TPC has been appointed:
- Name: David Waterson
 - Company: Vectos
 - Contact: david.waterson@vectos.co.uk
- 5.5 The details of the TPC may change when following the implementation of the Full Travel Plan, but this will be provided to HCC when available.
- 5.6 The TPC will aim to allocate one day per month to undertaking the tasks set out within this Travel Plan and will endeavour to attend in person on site in line with events and/or resident meetings.

Funding

- 5.7 The Travel Plan, its accompanying measures and initiatives and the TPC role will be funded by the developer for a five-year period post the submission of the first monitoring report. The developer will ensure that the TPC has sufficient funding to effectively implement the Plan.
- 5.8 In addition, current HCC guidance requests that developers provide for sustainable travel incentives to the value of £50 per flat and £100 per house. This can be used towards vouchers for cycle equipment or public transport tickets for example. This will be provided by the developer.
- 5.9 A Travel Plan monitoring contribution of £6,000 will also be paid to HCC to support the assessment and monitoring of the Travel Plan.

TPC Responsibilities

- 5.10 The TPC will be responsible for the administration of the Travel Plan, the implementation of measures, and for the on-going monitoring and review of the Travel Plan. They will have overall responsibility for ensuring that said measures are successfully delivered on time and to budget.

- 5.11 The TPC will report to the management company and other involved stakeholders such as residents' associations (if applicable) and HCC, regarding the implementation and progression of the Travel Plan.
- 5.12 The formation of resident's associations will be encouraged by the TPC in order to understand their view and needs regarding sustainable travel, therefore enabling them to tailor the Travel Plan accordingly. The TPC will meet with said resident's groups on a semi-regular basis.
- 5.13 Administration of the Travel Plan will involve the maintenance of the necessary systems, data and paperwork, consultation and promotion associated with the implementation of the Travel Plan. Regular updating of the Travel Plan document is part of the responsibility of the nominated person.
- 5.14 A filing system will be established and maintained, for recording all correspondence relating to the Travel Plan, the results of periodic monitoring and the results of each review.
- 5.15 It is the developer's responsibility to oversee the ongoing implementation of the TP. If the Residents Association is willing to take on the responsibility, management of the TP be handed over. This scenario could only occur 5 years post the submission of the first monitoring report.

6 Measures and Initiatives

Introduction

- 6.1 This section of the Framework 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, is the core of the Travel Plan. A section outlining measures that are not specific to either element is also included.
- 6.2 As described previously, the developer will provide for sustainable travel incentives to the value of £50 per flat and £100 per house. This can be used towards a variety of different initiatives such as those discussed below.

Measures

Walking

- 6.3 The TPC will report the results of the travel survey to the relevant HCC Officer and will liaise with that Officer to establish the potential for improvements to existing off-site facilities.
- 6.4 The TPC will also seek to ensure that pedestrian routes are appropriately maintained.
- 6.5 The TPC will promote the Health benefits of walking and explore the possibility of using such schemes as '10,000 steps a day campaign.' Moreover, the TPC will promote Hertfordshire Health Walks which is a free countywide initiative, with led walks which aim to encourage people of all ages and abilities to get outdoors, get more active and reap the health benefits.
- 6.6 A contribution will be made to HCC for the improvements to Right of Way Public Footpath 6, details of which are contained within Appendix A of the Transport Assessment.

Cycling

- 6.7 Parking in line with the relevant standards will be provided, the location of which is to be confirmed but will be located in secure and covered areas.
- 6.8 The TPC will report the results of the travel survey to the Cycling Officer of HCC and will liaise with the Officer to establish the potential for improvements to existing off-site facilities.
- 6.9 The TPC will also seek to ensure that cycle routes are appropriately maintained. This will be achieved through a regular dialogue with HCC.
- 6.10 Residents will be provided with information and advice concerning safe cycle routes to the site. The TPC will also seek to promote cycling events such as 'National Bike Week' to increase the profile and knowledge of potential cycle schemes.
- 6.11 The TPC will also promote Bikeability. Bikeability is based on the government approved National Standards for Cycle Training, which teaches trainees the necessary skills to ride confidently on today's roads. It is formerly known as the cycling proficiency and further information is provided here

<http://bikeability.org.uk/what/>. For information on course providers the following links are shown on the Bikeability website.

- 6.12 The TPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to residents of the development. The take up of this discount, if agreed, will be monitored. A cycle event such as Dr Bike, which is an event which aims to offer free servicing for residents which can involve tyre and brake checks, will be investigated.

Public Transport

- 6.13 The possibility of discounted travel with local bus and rail operators will be explored by the TPC in order to provide an incentive for residents to use such modes and form a habitual use from the outset.
- 6.14 Up-to-date details of bus, train and taxi services, including route information and service frequencies, will be permanently on display in locations to be agreed. Details of National Rail, Traveline and Car Share websites and enquiry phone numbers will also be displayed.
- 6.15 The TPC will liaise with HCC to ensure that issues periodically raised by residents are considered, for example, extension of services in mornings and evenings where services could be perceived to be lacking.
- 6.16 Taxis have an important role in providing for resident trips, in particular when other modes of transport may not be available. The TPC will ensure that the contact details for a local taxi operator are available on site.

High Speed Broadband

- 6.17 The developer will seek to ensure that future residents will have access to high-speed broadband. This will facilitate home working to take place (accelerated by a change in travel behaviour as a result of Covid-19) as well as home deliveries such as supermarket deliveries. The results of this will be a reduction in the need to travel number of external trips from the site

Marketing Strategy

- 6.18 An essential element of the Travel Plan strategy, and one which largely determines its success, is the promotion of the Travel Plan. In order to promote and increase awareness of the Travel Plan, the following measures will be adopted:
- Distribution of travel information packs to all future residents of the development. This will include maps, bus routes and frequencies and details of local amenities;
 - Display of key Travel Plan information on public notice boards, including posters and/ or leaflets;
 - Arrange Q&A sessions and offer a personalised travel planning service if demand is identified;

- Promote national travel initiatives and organise site-wide events such as organised cycle rides and walking events;
- The TPC will work alongside external partners such as local bus and rail companies to increase the travel opportunities to/from the development;
- Developer will arrange for the display and distribution of sustainable travel information at the marketing suite for the development and on the marketing website; and
- TPC will attend Residents' Meetings to promote the Travel Plan.

6.19 The communal notice boards, which will allow for continued promotion of the Travel Plan, will have a similar layout and content so that they become familiar and accessible to residents and visitors. The notice boards will contain up-to-date public transport information and information detailing walking and cycling opportunities. These will be updated by the TPC as and when new information becomes available.

Welcome Pack and Travel Information Provision

6.20 As described previously, new residents will be provided with a Welcome Pack containing information on public transport services close to the site and other measures for encouraging use of non-car modes of travel. The same information will also be provided on communal noticeboards throughout the site.

6.21 The provision of information of alternatives to the car is an important aspect of residential Travel Plans. It is recommended that the packs contain the following information:

- A summarised version of the Travel Plan document, that sets out the purpose and benefits etc;
- Timetables and route maps for public transport, particularly buses;
- Contact numbers and web details for the Traveline Journey Planner and National Rail Enquiries;
- Local taxi company details;
- Local Car Club information;
- Cycling and walking maps for the local area;
- Web details for any community travel sites and community forum sites;
- Web and other contact details for major retailers offering home shopping facilities; and
- Contact details for Care Sharing schemes.

6.22 Car sharing should be encouraged amongst residents of the site. Details of schemes such as www.liftshare.com will be included in Welcome Packs and on notice boards. Sharing journeys to local

employment sites or to rail stations should be encouraged as this will have a direct positive impact on traffic congestion and air quality levels as well as acting a good social networking opportunity.

7 Monitoring and Review

Monitoring

- 7.1 The Travel Plan will be monitored for a period of five years, on an annual basis on the anniversary of the initial baseline survey. As described previously, the baseline travel survey will be undertaken when 75% of the residential units are occupied. The surveys will be repeated annually for 5 years post submission of the initial monitoring survey.
- 7.2 The exact requirements for the monitoring and baseline surveys will be discussed with HCC. An example survey has been included at **Appendix B** which can be used as the basis for discussion. It will be the aim of the TPC to gather as many responses as possible, an ideal response rate, based on other similar schemes will be >40%. If surveys fail to achieve this, HCC has advised that multi-modal traffic counts would be necessary. The TPC would gladly discuss this with HCC prior to surveys being undertaken.
- 7.3 In line with HCC guidance, a Travel Plan monitoring contribution of £6,000 will be paid to support the assessment and monitoring of the Travel Plan prior to first occupation.
- 7.4 At the completion of this five year cycle the Travel Plan will be completely reviewed (detailed below).
- 7.5 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to the HCC.

Reporting

- 7.6 The TPC will compile an annual Review Report outlining the progress of the Travel Plan and its initiatives, as well as an assessment of the survey results and any updates to the targets and initiatives that may subsequently be required. If targets are not being delivered, then the Travel Plan measures will be adjusted or added to, instead of simply revising down the target. This report should be submitted to HCC within 3 months of the travel surveys being undertaken.
- 7.7 It should be noted that any proposed changes to the Travel Plan, including targets and action plans will be discussed and agreed with the Travel Plan officers.
- 7.8 The report will also incorporate the results of on-going monitoring by the TPC such as cycle parking observations, the uptake of TPC travel planning sessions and any comments received from residents, throughout the preceding period. The report will be issued to HCC.
- 7.9 After five years, the TPC responsibilities will be passed on to the Residents Association to continue monitoring and management.

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 staff travel.

Action Type	Action	Responsibility	Timeframe
Management	Appointment of Travel Plan Coordinator (TPC)	Site Management Company	Three months prior to occupation
Baseline Travel Patterns	Baseline travel survey	TPC	Undertaken when 75% of the residential units are occupied
Travel Plan Document Progression	Finalisation of measures to be implemented	TPC and Planning Authority officers	Within 3 months of the baseline survey
	Target setting	TPC and planning authority officers	Within 3 months of the completion of the baseline survey
	Travel Plan document completion	TPC	Within 3 months of the completion of the baseline survey Revised at Year 3 after full review
Monitoring, Review & Reporting	Monitoring of measures and initiative take-up	TPC	Ongoing
	First snapshot/monitoring survey	TPC	At 75% occupation
	Partial review and reporting 1	TPC and HCC	3 months post First snapshot/monitoring survey
	Second snapshot/monitoring survey	TPC	On the anniversary of the Partial review and Report 1
	Partial review and reporting 2	TPC and HCC	3 months post Second snapshot/monitoring survey
	Third snapshot/monitoring survey	TPC	On the anniversary of the Partial review and Report 2
	Partial review and reporting 3	TPC and HCC	3 months post Third snapshot/monitoring survey
	Fourth snapshot/monitoring survey	TPC	On the anniversary of the Partial review and Report 3
	Partial review and reporting 4	TPC and HCC	3 months post Fourth snapshot/monitoring survey

	Fifth snapshot/monitoring survey	TPC	On the anniversary of the Partial review and Report 4
	Full review and reporting	TPC and HCC	Following Year 4 monitoring survey results analysis
Implementation	Implementation of measures	TPC with liaison with Management Company	From the start of construction and on-going
	Provision of Travel Packs to all residents	TPC	Upon occupation of each unit
	Communal Notice Boards within site	As part of development and TPC	Within construction period and information to be reviewed by TPC every 6 months
	Personal Travel Planning Service	TPC	Ongoing
	Cycle Parking located on-site	As part of development and TPC to monitor maintenance/uptake	Within construction period and TPC to monitor uptake to ensure provision is sufficient
	Explore possibility of discounts at cycle retailers	TPC	On-going (dependent on interest from local residents)

Figures



Key



Site Location

Land to the north east of King George V Playing Fields

Lands Improvement

Strategic site location

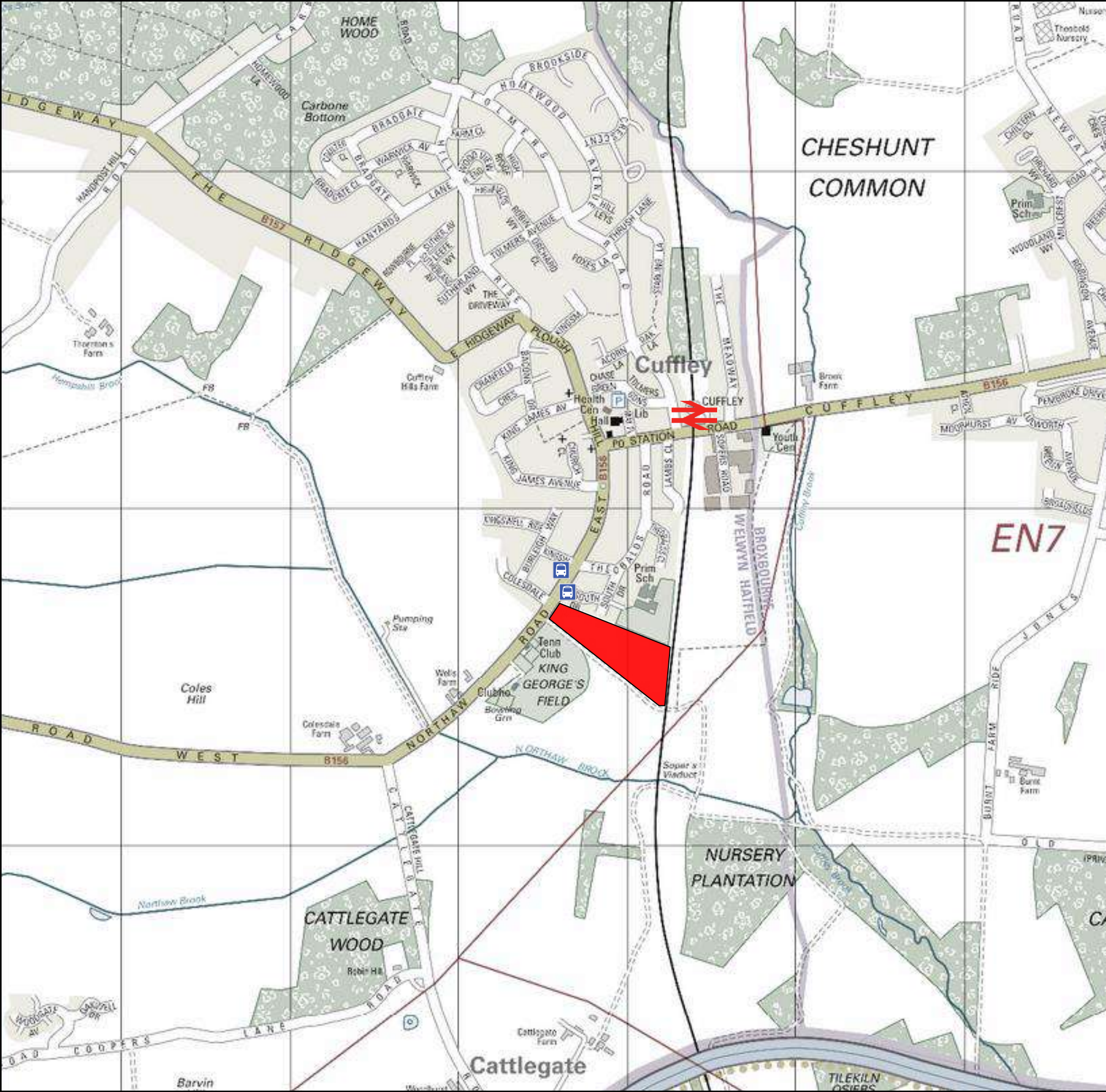
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DRAWN:	CHECKED:	DATE:	REVISION:
H.J	M.M	12/01/2021	.



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DRAWING REFERENCE: Figure 2.1



Key



Site Location



Bus stop



Railway

Cuffley

Lands Improvements
Holdings

Local site location

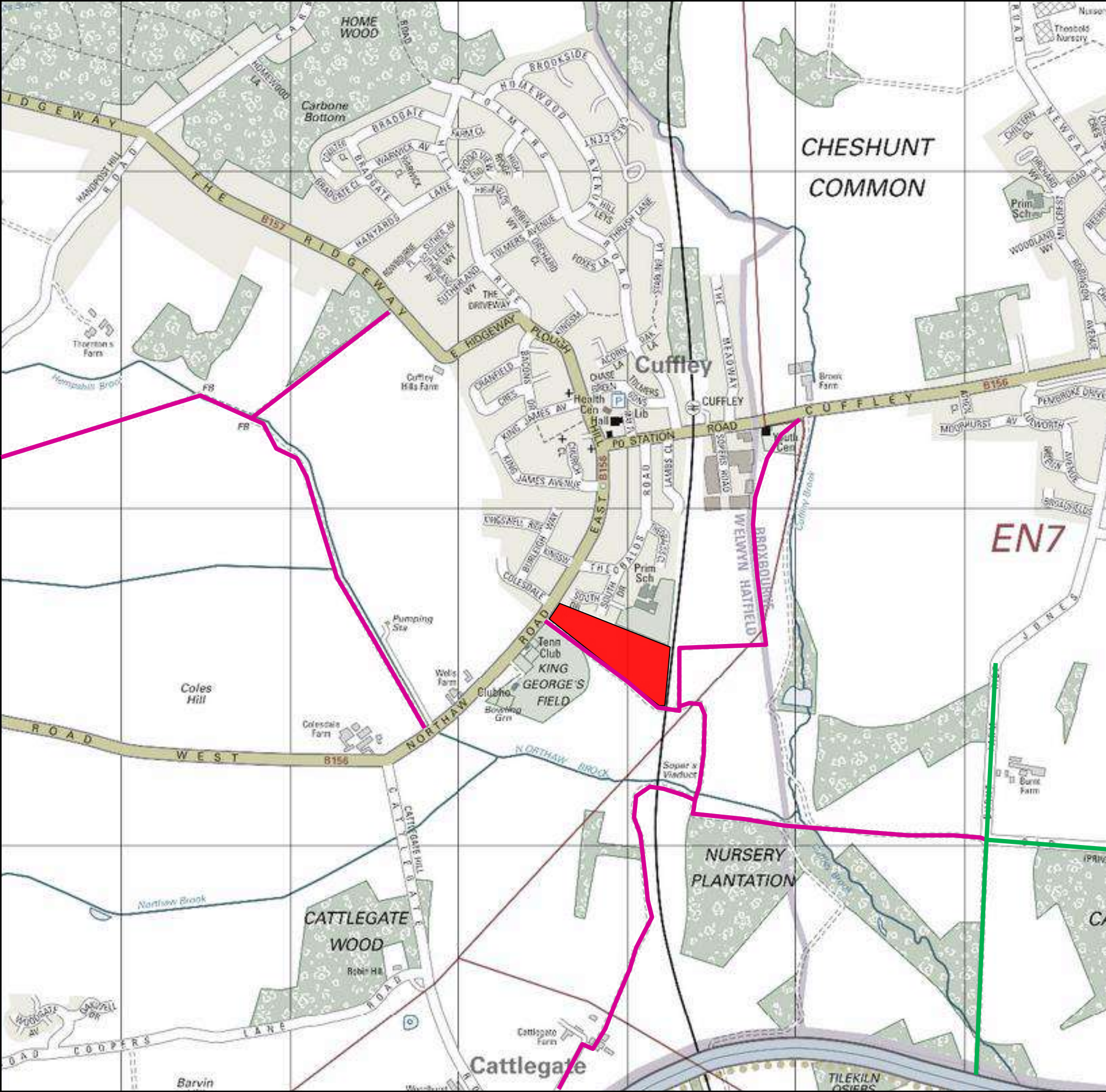
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DRAWN:	CHECKED:	DATE:	REVISION:
H.J	M.M	12/01/2021	•

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DRAWING REFERENCE: Figure 2.2



Key



Site Location



Footpath



Bridleway

Land to the northeast of King George V Playing Fields

Lands Improvement

Public rights of way

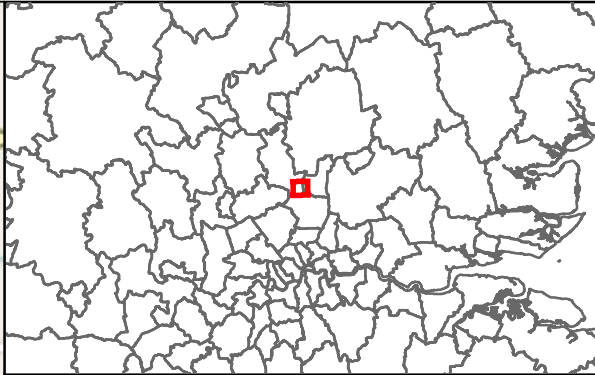
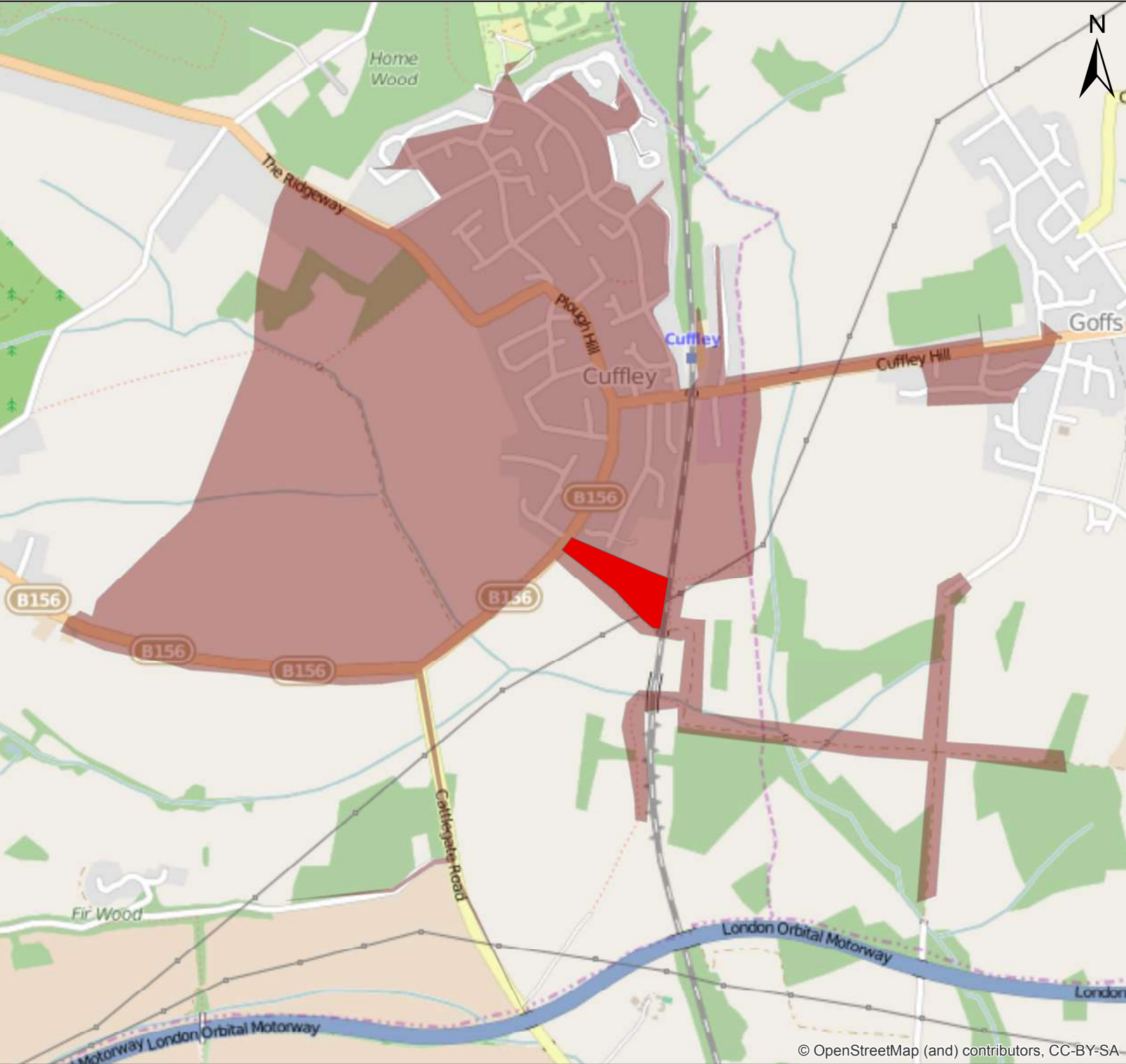
SCALES: NTS

DRAWN:	CHECKED:	DATE:	REVISION:
H.J	M.M	12/01/2021	•



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DRAWING REFERENCE: Figure 2.3



Legend

Site Location

2km Walking Catchment

Land to the north east of King George V Playing Fields

Lands Improvements

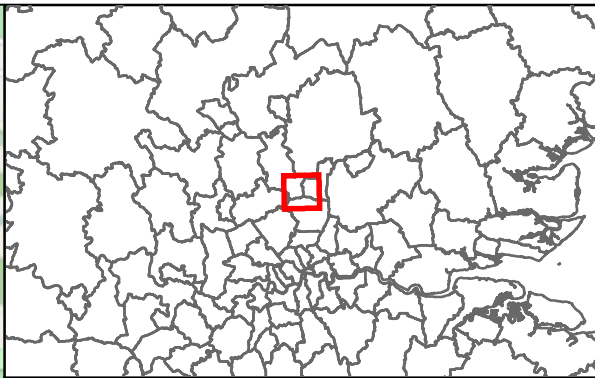
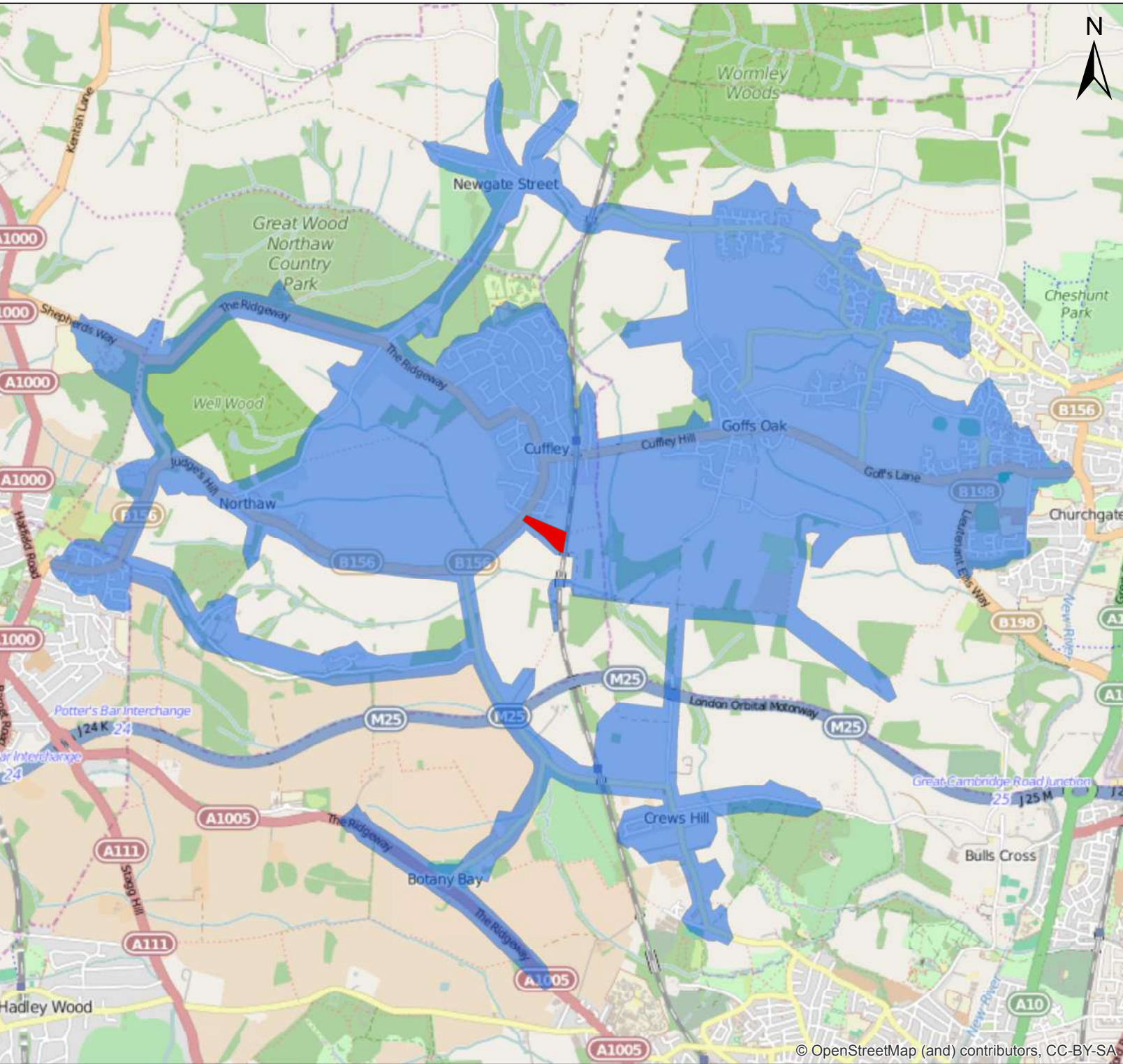
2km Walking Isochrone

vectos.

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Figure 2.4

DRAWN BY: H.J	CHECKED BY: M.M	DATE: 10/06/2015
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Legend

Site Location

5km Cycling Catchment

Land to the north east of King George V Playing Fields

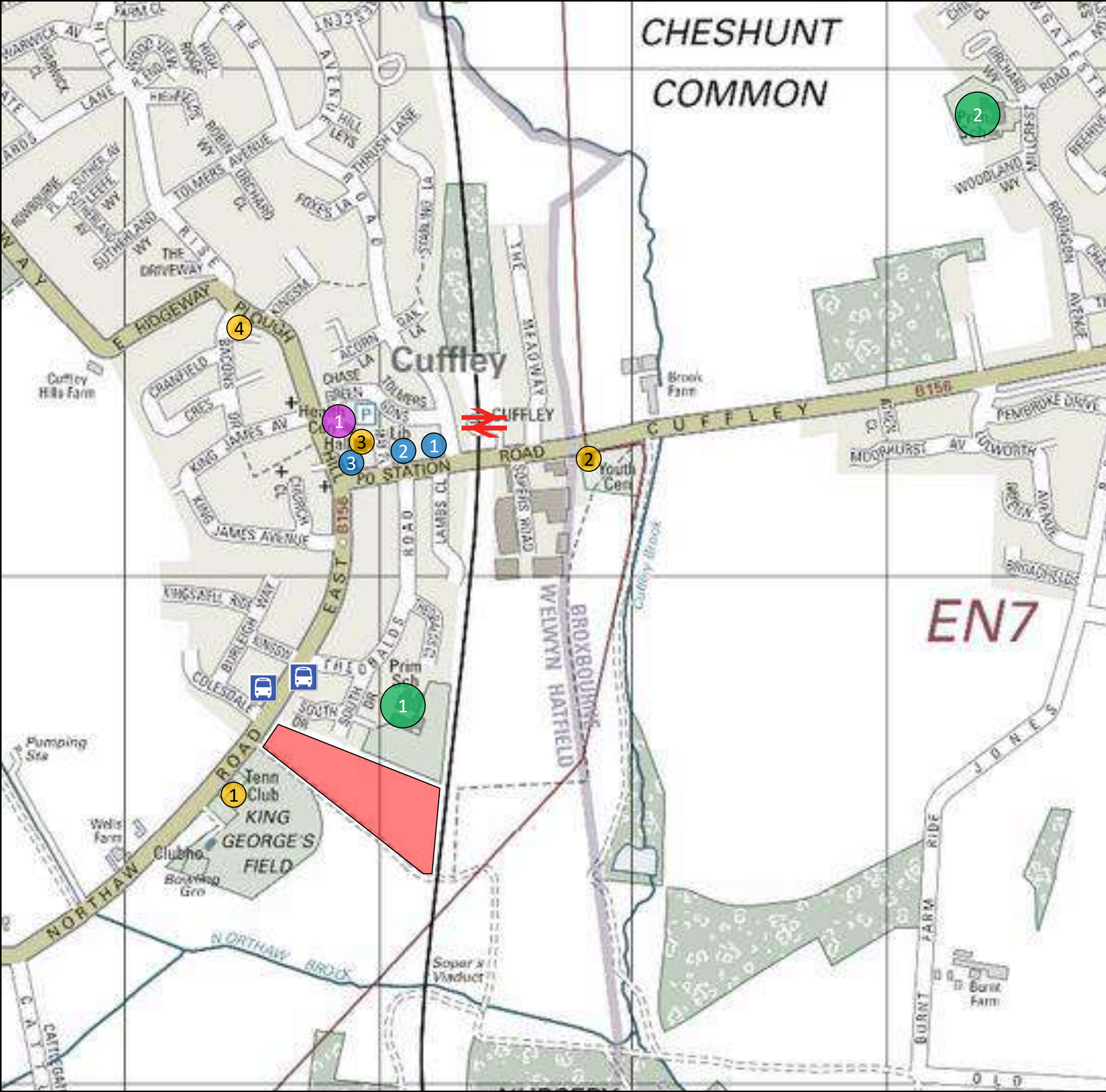
Lands Improvements

5km Cycling Isochrone

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Figure 2.5

DRAWN BY: H.J	CHECKED BY: M.M	DATE: 10/06/2015
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Key

- Site Location
- Bus stop
- Railway
- Education
 - 1 Cuffley Primary School
 - 2 Goffs Oak Primary School
- Retail
 - 1 Tescos Express
 - 2 The Co-operative Food
 - 3 Hallmark Post office
- Recreational
 - 1 Cuffley football and tennis club
 - 2 Cuffley Youth Centre
 - 3 Cuffley Village Hall and Library
 - 4 The Plough Public House
- Healthcare
 - 1 Cuffley Health Centre and surgery

Cuffley

Lands Improvements Holdings

Facilities Plan

SCALES:		NTS	
DRAWN:	H.J	CHECKED:	M.M
DATE:	24/07/14	REVISION:	•


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DRAWING REFERENCE: Figure 2.6

Appendix A

REV	DATE	CHANGES	BY	CHK	ISSUE FOR
A	07.10.14	FIRST ISSUE	RB	JH	COMMENT



OMEGA
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client

LANDS IMPROVEMENT

project

NORTHAW ROAD EAST, CUFLEY

description

LOCATION PLAN

project number	drawing number	revision
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2271	A-1000	A
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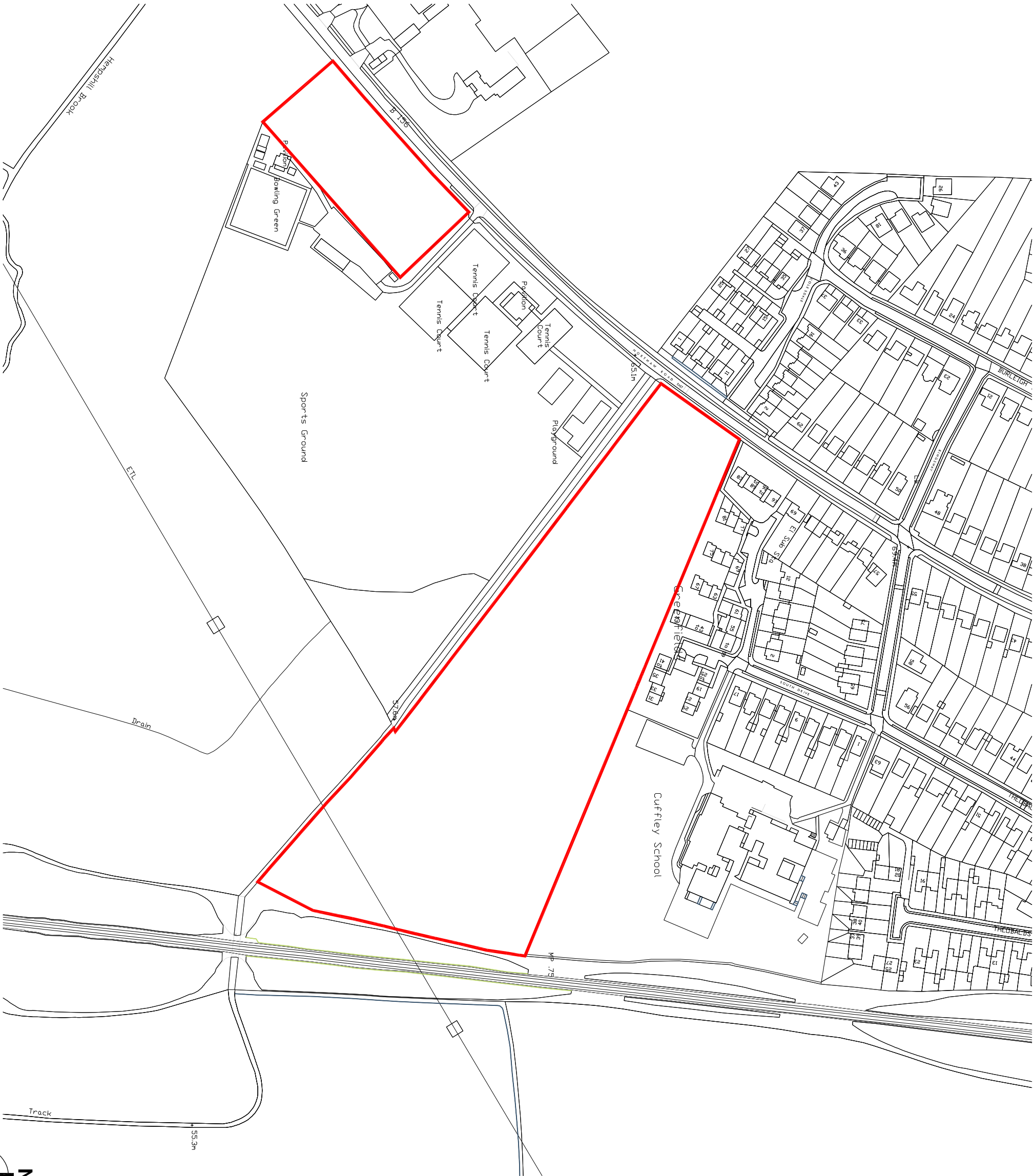
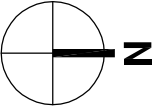
scale	date
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1:2500 @ A3	AUGUST 2014
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status

PRELIMINARY

LOCATION PLAN
SCALE 1:2500



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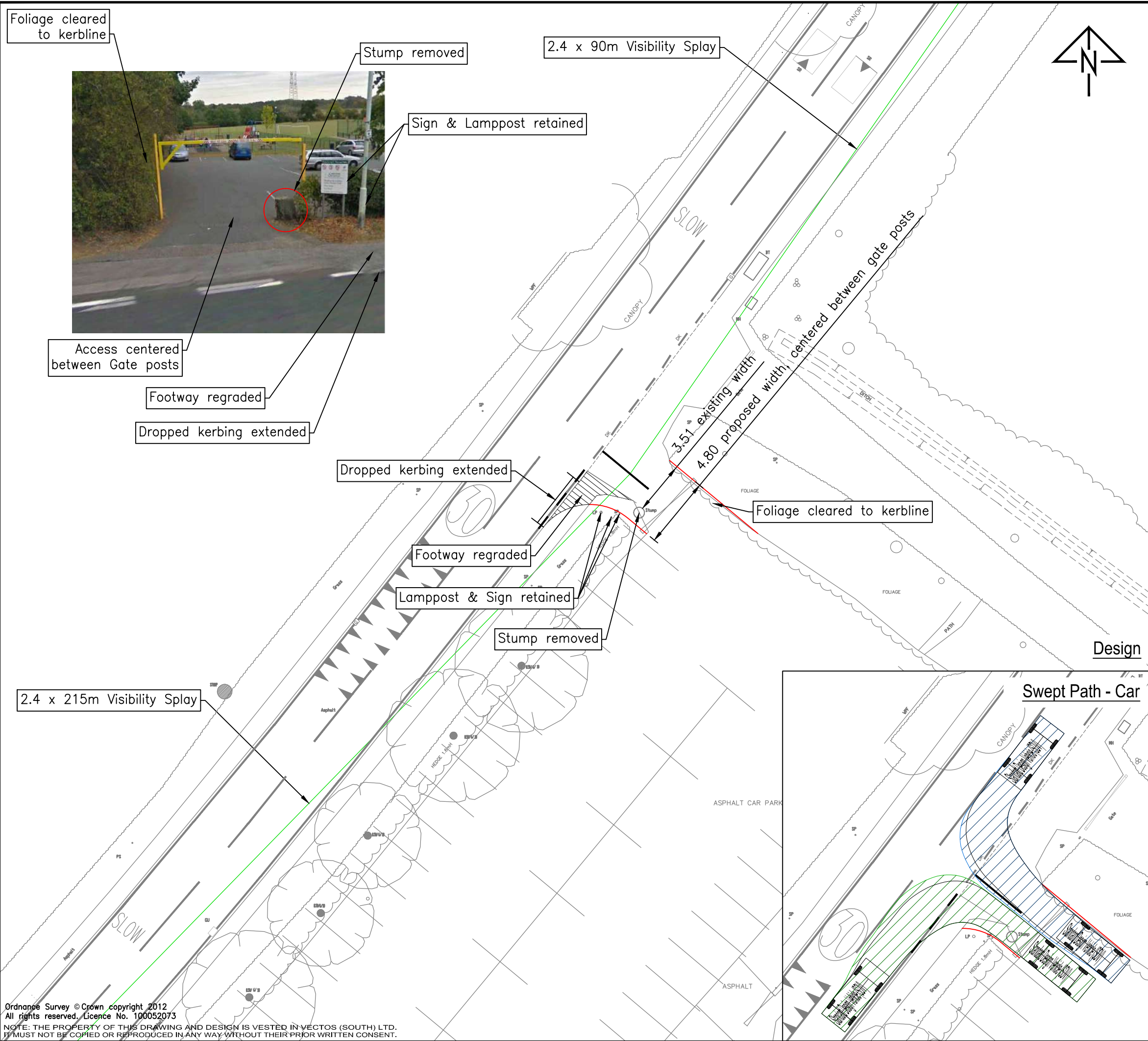
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Appendix I



Notes:

1. This is not a construction drawing and is intended for illustrative purposes only.
2. White lining is indicative only.
3. Based on Topographical Survey 1667_0.

Standard Design Vehicle (SDV)

Overall Length	4.800m
Overall Width	2.000m
Overall Body Height	1.950m
Min Body Ground Clearance	0.100m
Track Width	2.000m
Lock to Lock Time	4.00s
Wall to Wall Turning Radius	6.000m

REV.	DETAILS	DRAWN	CHECKED	DATE

CLIENT: Lands Improvement Holdings Limited

PROJECT: Cuffley

DRAWING TITLE: Car Park Access Improvements

SCALES: 1:250 at A3

DRAWN: JM	CHECKED: ID	DATE: 03/12/2014
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DRAWING NUMBER: 141386/A/31	REVISION: .
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