



# Highway Planning Ltd

Highways & Transportation Consultants

**UNIT3, CHURCH FARM,  
ASTWICK ROAD,  
ASTWICK,  
BEDS  
SG5 4BH**

**MONKEY PUZZLE DAY NURSERIES**

**TRAVEL PLAN**

**FEBRUARY 2020**

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## 1.0 INTRODUCTION

- 1.1 This Travel Plan has been prepared to support a proposal for a new day nursery at Unit 3, Church Farm, Astwick Road, Astwick. Planning permission as granted for the day nursery on 7<sup>th</sup> March 2019. Condition 5 on the planning permission requires the submission and approval of a travel plan.
- 1.2 The site is located on the west side of Astwick Road and approximately 710m north of the town of Stotfold. The site comprises part of a complex of former agricultural buildings at Church Farm. The location of the site is shown in **Appendix 1**.
- 1.3 The day nursery will have 50 children and 14 staff. The nursery opened in October 2019 with a limited number of children which will gradually increase to the full compliment of 50 children in due course. At present (February 2020) the nursery has 19 children and 6 staff. Opening hours are 0730 – 1830 Monday to Friday.
- 1.4 The Travel Plan will consider the accessibility of the site and the aims and objectives that can be promoted. The travel mode shift targets that can reasonably be attained will be discussed together with the measures that will be implemented to help meet those targets.



## 2.0 SITE ACCESSIBILITY

### *Pedestrian travel*

- 2.1 The site is located beyond the settlement boundary of Stotfold. The nearest footway extends from the town to the ribbon development on the west side of Astwick Road. From that point to the Church Farm complex there is no formal footway (a distance of approximately 520m). This is typical of a rural location and is anticipated in paragraph 103 of the NPPF.

### *Cycle travel*

- 2.2 There are no formal cycleways or cycle paths in the vicinity of the site. Astwick Road is not heavily trafficked and offers a direct cycle route between the town and the site.

### *Bus travel*

- 2.3 The nearest bus stops for route 97 are located at The Green, Jasmine Court, Upperstone Close and Etonbury Academy in the centre of Stotfold. A summary of the available bus services is included at **Appendix 2**.

### *Summary of accessibility*

- 2.4 The site is located in a rural area where accessibility by non-car modes is limited.



### **3.0 AIMS & OBJECTIVES**

3.1 The Travel Plan objectives are set out below:

- (i) To understand the likely travel patterns for parents and staff at the site;
- (ii) To encourage a greater use of sustainable transport in preference to the use of the private car, including walking and cycling;
- (iii) To promote and improve awareness of the travel plan process;
- (iv) To protect and enhance the environment in and around the site;
- (v) To promote a lifestyle to parents, children and staff, which includes healthy, sustainable living;
- (vi) To help promote safe travel practices towards parents, children and staff;
- (vii) To provide a unique selling tool, promoting the site; and
- (viii) To continually develop, implement, monitor, evaluate and review the progress of the Travel Plan.



#### 4.0 TARGETS

4.1 Travel plans should have measurable outputs or targets against which the progress of the plan can be monitored against. A suitable indicator of the success of the Travel Plan is therefore the mode-split of children's and staff travel.

4.2 The nursery is only partially occupied (19 out of a permitted 50 children) but in order to understand the current travel habits for parents and staff a travel survey was undertaken on the 26<sup>th</sup> February 2020, the results of which are tabulated in **Appendix 3**.

4.3 The proposed targets will accord with an acronym identified by the Council and endorsed by the DfT, which states that modal share targets shall be SMART: -

- (i) Specific
- (ii) Measurable
- (iii) Achievable
- (iv) Realistic
- (v) Timed

#### ***Current Modal Split***

4.4 The proposed day nursery is not yet fully operational but the initial travel survey provides details of the modal split that can be extrapolated for the fully occupied nursery. The results of the survey are summarised as follows:



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Summary	#s
No. of children attending on 26/02	19
No. of staff working on 26/02	6
No. of surveys completed on 26/02	22
<b>Survey Completion rate</b>	<b>88.0%</b>

Mode of transport	#s	%
No. of car drivers	20	90.9%
No. of car shares	1	4.5%
No. of walkers	1	4.5%

4.5 These modal splits could be used as the baseline estimates for the travel habits for staff and parents as the occupancy of the nursery increases to its permitted level.

4.6 The clear intention behind the travel plan is the reduction in the use of single occupancy cars by staff and parents. At this time, the operators of the day nursery expect to be able to deliver a 5% per annum reduction in single occupancy car use with proportional increases in the use of car sharing and walk/cycling.

#### **Site Action Targets**

4.7 In order to achieve car use reduction targets it is proposed that a number of actions be set out that need to be achieved over time to ensure the effective implementation and management of the Travel Plan.

4.8 The table below sets out what actions need to be implemented and when. Those responsible have been included to ensure that the table is clear.



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<b>Travel Plan Action Target</b>	<b>Responsibility</b>	<b>Target Date</b>
Implementation of physical measures (car and cycle parking)	Nursery operator	During Conversion works
Appoint Travel Plan Co-ordinator (TPC)	Nursery operator	Current (Natasha Moniz)
Establish a timeline for implementation of soft measures	TPC	Within 6 months of first occupation
Production of "Welcome Pack"	TPC	Within 6 months of first occupation
Launch of travel plan	TPC	Within 6 months of first occupation
Newsletter to parents and staff	TPC	Within 6 months of occupation
Set up preliminary car share scheme	TPC	Within 6 months of first occupation
Implementation of Travel Plan measures	TPC	Within 6 months of first occupation
Set up Travel working group	TPC	Within 6 months of occupation
Initial survey of parents and staff travel habits	TPC	Completed 26/02/20
Submission of results of first travel survey to CBC	TPC	Current
Review of findings with CBC and setting of modal share targets	TPC	Within 1 month of CBC receiving the monitoring report
Repeat travel surveys	TPC	Annually
Submission of results and discussion with CBC on progress	TPC	1 month after receiving each set of survey results



## 5.0 MEASURES

5.1 The measures that will be implemented to support the sustainable nature of the development and encourage non-car travel are split into hard and soft measures as follows:

### **Hard measures**

5.2 As part of the consented development the following hard measures will be implemented.

- Provision of 6No. Sheffield-hoop style cycle stands for staff

### **Soft measures**

#### ***Encouraging the Uptake of Car Sharing.***

5.3 Car sharing is a viable alternative way of travelling to the nursery that can severely cut travelling costs and an individual's personal carbon foot print.

5.4 Information will be provided to parents and staff that sets out how the car share schemes work and the associated benefits of using them. A database will be set up based on children's and staff's home postcodes that will enable possible "sharers" to be identified and put in touch with each other. Parents and staff will be made aware of:

<https://liftshare.com/uk/community/luton-and-central-bedfordshire>





***Encouraging the Uptake of Walking and Cycling.***

- 5.5 The nursery will actively promote walking and cycling as healthy and realistic alternatives to using a car.
- Plans will be displayed in a prominent location showing the pedestrian and cycle routes to the nursery
  - Holding regular Walk to Nursery promotions, with parents being encouraged to walk and thereby earning their children badges and stickers
  - Promotion of nationally recognised travel planning theme days i.e. National Bike weeks to both parents and staff

***Public Transport***

- 5.6 It is appropriate and desirable to make staff, parents and other visitors as aware as possible of the local public transport facilities to encourage their use in preference to cars where possible. Local public transport information including timetables and maps will be made available in the entrance foyer. In addition, public transport information will be included in the welcome pack and in the appropriate section on the Nursery website.
- 5.7 The nursery (via the TPC) will monitor the arrivals and departures (drop off and pick up) of parents to ensure that parking is not taking place in areas other than the designated car park and that sustainable travel modes are used as frequently as possible. This will feed into the annual travel surveys.



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- 5.8 A staff member will regularly monitor drop-offs and pick-ups to make sure parents that do choose to drive are not parking dangerously, or in inconsiderate locations. When it is found to be occurring, the parent will be warned with the potential that persistent offenders will have their child expelled from the nursery. A log of all instances of inappropriate parking will be kept and made available to the council on request, as will a log of all complaints received by the nursery.

***Mini bus***

- 5.9 At this time, the nursery is at 25% occupancy and the introduction of a mini bus service would not be financially viable. The nursery intends to monitor the travel habits of the staff and parents and if, as part of the first annual survey review, it appears unlikely that the target modal shift will be achieved then the nursery will fully investigate the viability of a minibus service.

***Travel working group***

- 5.10 The TPC will set up a travel working group consisting of at least one member of staff and a parent to regular discuss and review travel issues for the nursery. The working group will have an input into the annual review of the travel plan. The working group should meet quarterly.



## **6.0 TRAVEL PLAN MANAGEMENT**

- 6.1 The implementation and ongoing management of the Travel Plan will be done in consultation with CBC and communications will be maintained throughout the life time of the Travel Plan.
- 6.2 The nursery staff will be fully briefed on the aims and objectives of the Travel Plan. They will be fully aware of the sustainable travel options available to children and parents and these will be marketed as an extra “selling point” of the nursery.

### ***Travel Plan Coordinator***

- 6.3 The Travel Plan Coordinator (TPC) will be Natasha Moniz, the Nursery Manager and she will responsible for the day to day management and implementation of the Travel Plan. If the TPC changes, the Council will be informed without delay.
- 6.4 The TPC is interested in sustainable travel issues. They are keen to promote sustainable travel issues and raise awareness over time, thus encouraging the uptake of these modes thereby facilitating the required modal shift.
- 6.5 The TPC will provide a link between the nursery and CBC. The TPC will ensure that all latest updates are communicated to staff and parents highlighting a positive and proactive approach with regard to sustainable travel to and from the nursery.
- 6.6 The duties of the TPC will consist of the following;
- (i) Be a contact point and ‘face’ of the Travel Plan;
  - (ii) Ensure their contact details are within newsletters and correspondence with staff and parents,



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- (iii) Establish good communications/relations between themselves and the relevant contact at CBC upon their appointment;
  - (iv) Ensure they are fully aware of all the sustainable travel options to and from the nursery,
  - (v) Ensure that they are fully up to date with the current sustainable travel initiatives provided by CBC so that these can be further promoted
  - (vi) Be up to date on nationwide events such as 'bike to school week', 'national lift share day' and 'sustainable travel week' so that these events can be promoted throughout the nursery;
  - (vii) Organise the informal and formal monitoring surveys



## **7.0 MARKETING AND PROMOTION**

7.1 The Travel Plan will be branded across the nursery and in turn will be familiar to all users. Branding the concept of the 'Travel Plan' is designed to increase the understanding of the Travel Plan and its sustainable aims, providing a distinctive and durable perception that will maximise its presence and ability to self-market within the nursery.

### ***Nursery Notice Board***

7.2 A Nursery Notice Board will be provided within the building, located in a central area that is highly frequented by staff and parents. The notice board will hold the following information;

- (i) A mission statement of the Travel Plan;
- (ii) Contact details of the Travel Plan Coordinator and brief introduction about them such as their commitment to promoting sustainable travel. The duties the TPC is responsible for will also be detailed;
- (iii) A location plan of the nursery and the local facilities and public transport services;
- (iv) Public transport route maps and timetables;
- (v) Local cycling routes;
- (vi) Details of car share databases.
- (vii) Details of local taxi services;
- (viii) Details of cycle training information and contact details to register interest;
- (ix) An area will be provided for promotional material to be clearly displayed. This material will be nationwide promotional material such as 'bike to school week' posters (many of which can be obtained from the internet) and local promotional events. A visit from a bicycle mechanic, for example, could be arranged by the TPC and advertised on the notice board.



## **8.0 MONITORING & REVIEW**

- 8.1 The initial travel survey of staff and parents was undertaken on 26<sup>th</sup> February 2020.
- 8.2 In line with guidance provided by CBC, the Travel Plan Coordinator will undertake a review of the Travel Plan every 12 months. The objective will be to measure its success and to identify the potential for refinements. An element of the review, also seen as the informal part of the review, will involve reissuing a Travel Survey. The re-issue of a questionnaire to all parents and staff offers the opportunity to gather new information about parents' attitudes to travel and provide an updated assessment of current travel patterns to the nursery.
- 8.3 Analysis of the questionnaire response would yield up to date mode-split information for comparison with data derived at the introduction of the Travel Plan and ultimately to identify whether targets are being achieved.
- 8.4 The questionnaire will be posted to all the parents and staff either via a hard copy in the mail or an electronic link to an online survey via email.
- 8.5 It will be necessary to undertake the compilation of the monitoring report every 12 months. This will outline the results of the Travel Plan surveys. The monitoring report is designed to establish the level of success of the Travel Plan in achieving a change in travel patterns to the nursery.
- 8.6 Monitoring reports should be submitted every year for up to five years. If the Travel Plan is meeting or exceeding its targets after 5 years no further reports will be required. In the event that targets are not being met then the Travel Plan will continue until such times as targets are



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met and the Council are content that the aims of the Travel Plan have been satisfied.

- 8.7 The monitoring report must include the following pieces of information;
- (i) Organisation name and site address;
  - (ii) Recap of the site's Travel Plan objectives and agreed targets;
  - (iii) Monitoring methodology (how and when the data was gathered etc);
  - (iv) Summary of results, presented in relation to agreed targets;
  - (v) Progress against agreed measures;
  - (vi) Corrective measures to get the Travel Plan back on track should the targets not be met;
  - (vii) Information relating to any abuse of the parking arrangements by parents and the steps taken to remedy the situation,
  - (viii) Proposals to develop the Travel Plan in the future.



## 9.0 CONCLUSIONS

9.1 This document sets out how parents and staff will travel to and from the site by modes other than the private car.

9.2 A travel survey has been undertaken and this establishes a base modal split from which formal targets can be set in conjunction with CBC.

9.4 The key initiatives proposed to be introduced by the Travel Plan comprise;

- (i) Promotion of walking;
- (ii) Promotion of Car Sharing
- (iii) Promotion of Cycling;
- (iv) Promotion of Public Transport;
- (v) Increases sustainable awareness;
- (vi) Established communication between Travel Plan Coordinator and Central Bedfordshire Council;
- (vii) Monitoring and Review

9.5 The framework established by this Travel Plan is sufficiently robust to deliver more sustainable travel choices in relation to the nursery. At the same time, it maintains a degree of flexibility to enable the Travel Plan to respond to changing circumstances and continue to deliver more sustainable transport choices into the future.





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## **APPENDIX 1**



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## **APPENDIX 2**

# 97 - Stotfold - Letchworth - Hitchin

A bus service operated by Arriva Herts and Essex

Map

Wednesday 4 March 2020 ▼

## Stotfold - Letchworth - Hitchin

Stotfold, opp Etonbury Academy						08:30								
Stotfold, opp Jasmine Court						08:35								
Stotfold The Green (S-bound)	05:40	06:10	06:35	07:08	07:45	08:36	09:11	09:51	10:26	10:51	11:26	11:51	12:26	12:51
Stotfold, adj Upperstone Close	05:43	06:13	06:38	07:12	07:49	08:40	09:15	09:55	10:30	10:55	11:30	11:55	12:30	12:55
Fairfield, on Dickens Boulevard	05:51	06:21	06:46	07:21	07:58	08:49	09:24	10:04	10:39	11:04	11:39	12:04	12:39	13:04
Wilbury Hills Wilbury Road (SE-bound)	05:53	06:23	06:48	07:23	08:00	08:51	09:26	10:06	10:41	11:06	11:41	12:06	12:41	13:06
Letchworth, adj Runnalow	05:56	06:26	06:51	07:26	08:03	08:54	09:29	10:09	10:44	11:09	11:44	12:09	12:44	13:09
Letchworth Railway Station West (Stop B)		06:29			08:06				10:47		11:47		12:47	13:06
Letchworth Railway Station West (Stop B)	05:59	06:34	06:54	07:29	08:09	08:57	09:32	10:12	10:52	11:12	11:52	12:12	12:52	13:07
Letchworth Sollershott Roundabout (SE-bound)	06:02	06:37	06:57	07:32	08:13	09:00	09:35	10:15	10:55	11:15	11:55	12:15	12:55	13:10
Letchworth, opp Highfield	06:04	06:39	06:59	07:36	08:18	09:03	09:37	10:17	10:57	11:17	11:57	12:17	12:57	13:12
Hitchin Railway Station (Stop E)	06:11	06:46	07:06	07:44	08:27	09:09	09:44	10:24	11:04	11:24	12:04	12:24	13:04	13:19
							Bedfordshire Schools Trust days							

Hitchin Hermitage Road (Stop A)	06:15	06:50	07:10	07:50	08:33	09:15		09:50	10:30	11:10	11:30	12:10	12:30	13:1
						Bedfordshire Schools Trust days only								

## Hitchin - Letchworth - Stotfold

Hitchin Hermitage Road (Stop A)	06:05	06:35	07:15	07:35		08:38	09:20	09:55	10:15	10:55	11:15	11:55	12:15	12
Hitchin Railway Station (Stop F)	06:08	06:38	07:18	07:38		08:41	09:23	09:58	10:18	10:58	11:18	11:58	12:18	12
Letchworth, nr Highfield	06:13	06:43	07:23	07:45		08:48	09:28	10:03	10:23	11:03	11:23	12:03	12:23	13
Letchworth Sollershott Roundabout (NW-bound)	06:16	06:46	07:26	07:48		08:51	09:31	10:06	10:26	11:06	11:26	12:06	12:26	13
Letchworth Railway Station West (Stop A)		06:50		07:53					10:30		11:30		12:30	
Letchworth Railway Station West (Stop A)	06:20	06:52	07:30	07:55		08:55	09:35	10:10	10:35	11:10	11:35	12:10	12:35	13
Letchworth, opp St Thomas' Church	06:23	06:55	07:33	07:59		08:58	09:38	10:13	10:38	11:13	11:38	12:13	12:38	13
Wilbury Hills Wilbury Road (NW-bound)	06:25	06:57	07:35	08:01		09:00	09:40	10:15	10:40	11:15	11:40	12:15	12:40	13
Fairfield, on Dickens Boulevard	06:28	07:00	07:38	08:04		09:03	09:43	10:18	10:43	11:18	11:43	12:18	12:43	13
Stotfold, opp Jasmine Court	06:34	07:06	07:44	08:11		09:09	09:48	10:24	10:49	11:24	11:49	12:24	12:49	13
Stotfold The Green (S-bound)	06:35	07:07	07:45	08:12		09:10	09:49	10:25	10:50	11:25	11:50	12:25	12:50	13
Stotfold, adj Upperstone Close				08:17										
Stotfold, o/s Etonbury Academy				08:24										
						Bedfordshire Schools Trust days only								



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## **APPENDIX 3**



**Monkey Puzzle Astwick Day Nursery Employee and Parent Travel Survey**

1. What is your home postcode?
2. Where do you travel after you drop off your child? (parent only) .....
3. How do you most frequently travel to and from Monkey Puzzle Astwick? (*Tick the mode below that covers the greatest distance for your typical journey*)
  - € Bus
  - € Cycle
  - € Train
  - € Walk
  - € Car share (as passenger of driver)
  - € Car on own
  - € Motorbike/scooter
4. How far is your typical journey to the nursery?
  - € Less than 1 mile
  - € 1-2 miles
  - € 3-5 miles
  - € 6-10 miles
  - € 11 miles and over

**Please only complete questions 5 –10 if you ticked “car on own” in Question 3.**

5. What are the main reasons you make this choice (only tick one)?
  - € Car required for onward travel to work
  - € Car required for other reason, please state .....
  - € Parking provided
  - € Public transport not available/unrealistic
  - € Lack of cycling infrastructure
  - € Mobility difficulties
  - € Other, please state .....



6. Which, if any of the following, would encourage you to car share?
- € Help in finding car share partners
  - € Reserved car parking spaces (employees only)
  - € Guaranteed lift home in emergency (employees only)
  - € Financial incentives for car sharers (employees only)
  - € Other, please state .....
  - € None of the above
7. Which, if any of the following, would encourage you to use public transport?
- € Convenient bus stop close to nursery
  - € Quicker/Better routes
  - € Guaranteed lift home in emergency (employee only)
  - € Regular shuttle bus
  - € Other, please state .....
  - € None of the above
8. Which, if any of the following, would encourage you to walk to the nursery?
- € Walking buddies
  - € Better street lighting
  - € Improved pavements and paths
  - € Other.....
  - € None of the above
9. Which, if any of the following, would encourage you to cycle to the nursery?
- € Provision of cycle paths
  - € Improved signage
  - € Provision of cycle maps
  - € Improved cycle parking
  - € 1:1 cycle training (employees only)
  - € Discounts /loans for purchase of bikes (employees only)
  - € Cycle buddy
  - € Other.....
  - € None of the above

10. Please make any other suggestions or comments regarding travel below

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Survey 10	Survey 11	Survey 12	Survey 13	Survey 14	Survey 15	Survey 16	Survey 17	Survey 18	Survey 19	Survey 20	Survey 21	Survey 22
SG5 4RS	SG18 0FS	SG5 4AS	SG1 6BP	SG18 9PT	SG17 5QT	SG5 4FX	SG18 9FR	SG18	SG5 4PN	SG5 4EA	SG5 4GD	SG5 4QA
Work	Work	Home	Staff	Home or Work	Work	Home	Work	Work	Work/ School drop off	Work	Work / Home	Work
Car on own	Car on own	Walk	Car on own	Car on own	Car on own	Car on own	Car on own	Car on own	Car on own	Car on own	Car on own	Car on own
1-2 miles	1-2 miles	< 1 mile	11miles+	1-2 miles	3 -5 miles	3 -5 miles	1-2 miles	1-2 miles	1-2 miles	1-2 miles	3 -5 miles	1-2 miles
Car Required for onward travel to work	Car Required for onward travel to work	-	Car Required for other reason: Work here	Car Required for other reason: Work/Leisure	Car Required for onward travel to work	Car Required for other reason: Too far with children / too busy	Car Required for onward travel to work	Car Required for onward travel to work	Car Required for other reason: School drop off	Car Required for onward travel to work	Car Required for other reason: School drop off / work	Car Required for onward travel to work
None	None	-	None	None	None	None	None	None	None	None	None	None
None	None	-	None	None	None	None	Bus to train station	None	None	None	None	Bus to train station
None	None	-	None	None	None	None	None	None	None	None	None	None
None	None	-	None	None	None	None	None	None	None	None	None	None
-	-	-	-	-	-	-	Bus to train station	-	-	-	-	-