

MAGNA

FRAMEWORK TRAVEL PLAN

PROPOSED HOTEL EXTENSION
REDWINGS LODGE BALDOCK, HINXWORTH, SG7 5EX

On behalf of **Redwings Lodge**
Report Reference: **25/601/TP/B**
January 2026

REPORT CONTROL SHEET

Magna Ref. 25/601/TP/B

January 2026

Revision	Status	Date	Author
A	Client Draft 1	18/12/2025	Amol Pisal
B	Final	26/01/2026	Amol Pisal

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1 INTRODUCTION

1.1 Purpose Of Report

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by Magna Transport Planning Ltd on behalf of Redwings Lodge (“the Applicant”) in support of a full planning application for a proposed extension to the existing hotel at Redwings Lodge, Great North Road, Hinxworth, Baldock, Hertfordshire, SG7 5EX.
- 1.1.2 The proposals will increase the number of bedrooms from 40 to 91. Given the nature of the site as a roadside hotel located on the Strategic Road Network, the site will remain primarily car-dependent. However, the FTP sets out reasonable and proportionate measures to encourage sustainable travel choices by staff and minimise the environmental impacts of travel associated with the development.
- 1.1.3 This Travel Plan is primarily directed at hotel staff, as they will be making regular, repeat journeys to and from the site. Guest travel is expected to remain overwhelmingly car-based, which is appropriate for the rural and strategic nature of the site.

1.2 Structure of Report

- 1.2.1 Chapter 2 describes the proposed development in detail.
- 1.2.2 Chapter 3 outlines the site location and accessibility by non-car modes of transport.
- 1.2.3 Chapter 4 outlines the baseline travel patterns for the site.
- 1.2.4 Chapter 5 sets out the objectives and targets of the Travel Plan.
- 1.2.5 Chapter 6 outlines the Travel Plan strategy.
- 1.2.6 Chapter 7 sets out the measures that will be implemented to help achieve the objectives and targets of the Travel Plan.
- 1.2.7 Chapter 8 sets out the Action Plan for the Travel Plan.

2 PROPOSED DEVELOPMENT

2.1 The Proposals

- 2.1.1 The proposals seek to extend the existing Redwings Lodge hotel by providing approximately 51 additional guest bedrooms within a two-storey extension. The development will operate as an integral part of the existing hotel, with all guest, staff and servicing activity continuing to function as a single, consolidated operation.
- 2.1.2 The proposed site plan is provided in Appendix 1.

2.2 Access Arrangements

- 2.2.1 Vehicular access to the site will continue to be taken from the existing left-in / left-out access arrangement onto the A1 southbound carriageway.
- 2.2.2 No changes are proposed to the location or form of the site access. The access has operated safely for many years serving the existing hotel and associated wider site uses, and there is no evidence to suggest that it gives rise to any highway safety concerns.
- 2.2.3 The modest increase in vehicle movements associated with the proposed hotel extension will be well within the operational capability of the existing access. This position has been confirmed through pre-application engagement with National Highways, subject to the submission of collision data and a proportionate assessment of trip generation, both of which are addressed within this Transport Statement.

2.3 Car Parking Provision

- 2.3.1 A total of 139 car parking spaces are provided across the entire wider site.
- 2.3.2 Out of the 139 car parking spaces, nine spaces (6.5%) will be designated as disabled bays. This is in addition to the existing three disabled bays provided adjacent to the restaurant.
- 2.3.3 15 car parking spaces (11%) will be equipped with active electric vehicle charging points.

2.4 Cycle Parking Provision

- 2.4.1 In recognition that some local staff may choose to travel by bicycle, the proposed development includes the provision for 16 cycle parking spaces in the form of eight stands, which exceeds the Council's minimum cycle parking standards.
- 2.4.2 Given the site's location adjacent to the Strategic Road Network and the limited role of cycling for guest trips, the proposed level of cycle parking is considered proportionate and appropriate for the nature of the development.

2.5 Operational and Servicing

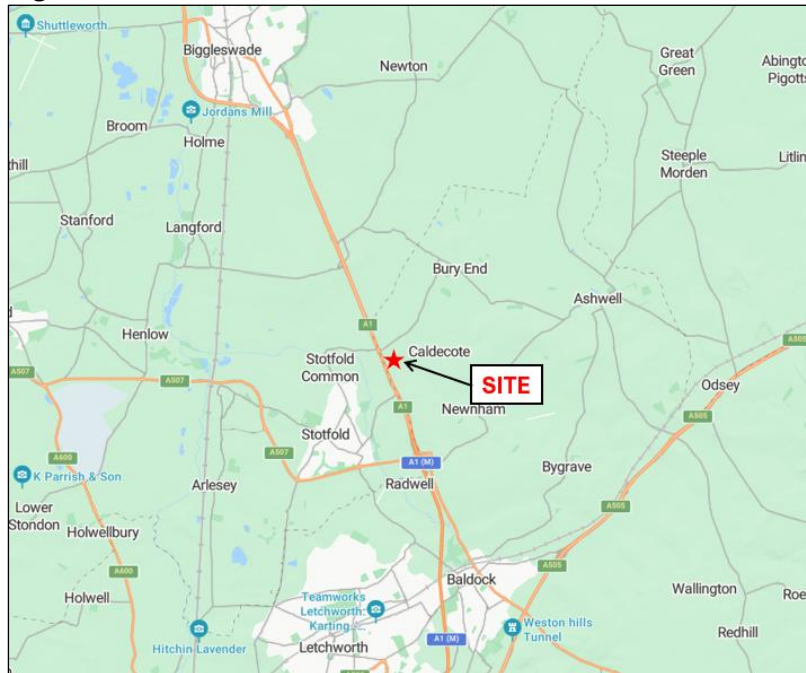
- 2.5.1 Servicing, refuse collection and delivery activity associated with the hotel will continue to be accommodated within the site boundary.
- 2.5.2 The proposed layout includes a designated servicing area which allows delivery and refuse vehicles to enter, manoeuvre and exit the site safely without obstructing guest parking spaces or access routes. Servicing activity associated with the hotel is expected to remain low in frequency and short in duration, reflecting the operational characteristics of a budget roadside hotel.

3 SITE AND SURROUNDING AREA

3.1 The Site

- 3.1.1 The application site comprises an established hotel facility located on the eastern side of the A1 southbound carriageway near Baldock, Hertfordshire. The site location is shown in Figure 3A.

Figure 3A Site Location



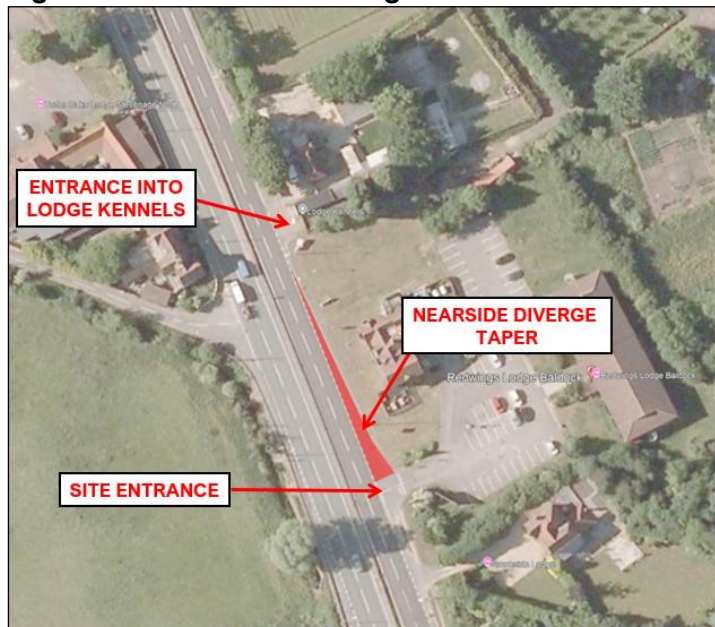
- 3.1.2 The existing Redwings Lodge hotel currently provides 40 guest bedrooms together with associated on-site car parking. The hotel operates as a roadside accommodation facility primarily serving passing trade, business travellers and visitors making use of the Strategic Road Network.
- 3.1.3 The site is located outside of any defined settlement boundary and lies within a predominantly rural context. However, it is bordered by a range of established uses, including a restaurant to the north with a gross floor area of approximately 75 square metres, five residential flats located above the restaurant, and Brookside Lodge to the south, which comprises approximately 20 guest rooms.
- 3.1.4 These uses, together with the existing Redwings Lodge hotel, form part of a wider established site which is accessed via a single, long-standing point of vehicular access from the A1 southbound carriageway. The access is in the form of a left-in / left-out junction.

- 3.1.5 The access has operated for many years serving a mix of hotel, residential, staff and visitor traffic, and is well established in transport terms as a direct access to the Strategic Road Network.

3.2 Road Network

- 3.2.1 The A1 at this location forms part of the Strategic Road Network and is managed by National Highways. It is a dual carriageway trunk road subject to the national speed limit and provides an important north–south route connecting London, Hertfordshire, Cambridgeshire and the wider eastern region.
- 3.2.2 The site benefits from an established access onto the southbound carriageway of the A1, formed as a left-in / left-out junction with a nearside diverging taper of approximately 55 metres in length.
- 3.2.3 The access arrangement has been in place for a significant period of time and continues to serve the existing hotel safely and effectively.
- 3.2.4 Immediately to the north of the start of the aforementioned diverge taper is a separate private access serving Lodge Kennels, as shown in Figure 3B.

Figure 3B Access Arrangements

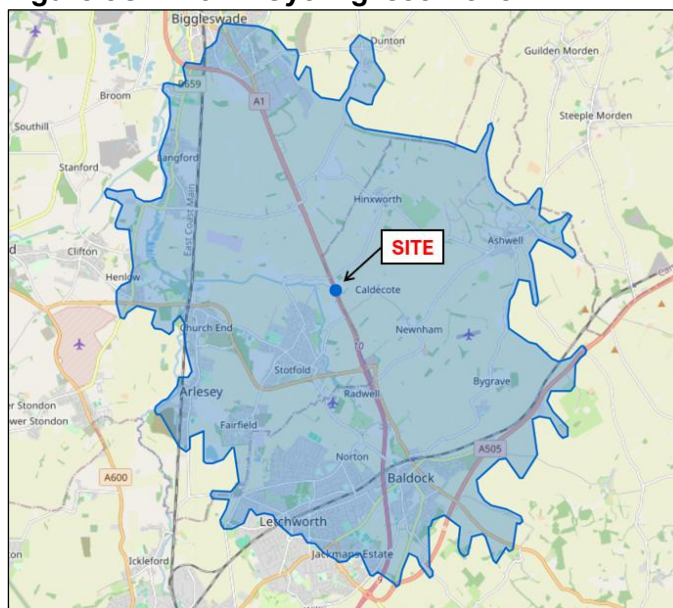


- 3.2.5 The proximity of this adjacent access constrains the potential to extend the length of the diverge taper beyond its current extent. Notwithstanding this, the access operates with low turning volumes associated with the hotel use and benefits from good forward visibility along the A1.

3.3 Pedestrians and Cyclist Infrastructure

- 3.3.1 The application site is located on the eastern side of the A1 southbound carriageway and does not benefit from a continuous footway connection to nearby settlements. Given the site's location adjacent to the Strategic Road Network and outside any defined settlement boundary, pedestrian access to and from the site is inherently limited.
- 3.3.2 In practice, the hotel functions as a roadside facility serving motorists travelling along the A1 and the wider Strategic Road Network. As such, the vast majority of guest trips are undertaken by private car or taxi, which is entirely consistent with the nature and function of the use.
- 3.3.3 Notwithstanding this, some opportunities exist for staff to travel to the site by sustainable modes, particularly cycling. National guidance published by the Chartered Institution of Highways and Transportation (CIHT) notes that the majority of cycle trips are relatively short, with a large proportion being less than five miles in length. However, in rural and semi-rural contexts, longer cycling journeys are not uncommon, particularly where direct routes are available.
- 3.3.4 An eight-kilometre cycling catchment is therefore considered reasonable for staff commuting purposes and is illustrated in Figure 3C. This catchment includes nearby settlements such as Baldock, Stotfold, Langford and surrounding villages, from which some staff may reasonably choose to cycle to work.

Figure 3C 8km Cycling Isochrone



- 3.3.5 Although the A1 is not suitable or attractive for all cyclists, particularly less confident riders, evidence from the Strava Global Heatmap (see Figure 3D) indicates that some cyclists do make use of the A1 corridor in this location. This reflects the typical travel behaviour in rural roadside contexts, where cycling can occur on strategic routes despite the absence of dedicated infrastructure, albeit only for a limited proportion of users.

Figure 3D STRAVA Heatmap



- 3.3.6 In recognition of these opportunities, the proposed development includes the provision of secure cycle parking within the site, which will support staff who choose to commute by bicycle.

3.4 Public Transport

- 3.4.1 The site's location adjacent to the A1 and outside of any settlement boundary means that access to public transport services is limited.
- 3.4.2 There are no bus stops within a convenient walking distance of the site that provide a frequent or practical service for either hotel guests or staff. As such, public transport is not expected to play a meaningful role in trips associated with the operation of the hotel.
- 3.4.3 This is typical of roadside hotel developments located on the Strategic Road Network, which are designed primarily to serve passing traffic rather than to function as destinations reliant on local public transport services.

4 BASELINE TRAVEL PATTERNS

4.1 Baseline Modal Split

- 4.1.1 The 2011 Census dataset - **WU03EW - Location of usual residence and place of work by method of travel to work (MSOA level)** has been used, with Super Output Area (SOA) E02004913: North Hertfordshire 005 chosen as 'place of work', given that the application site is located within this SOA. The 2011 Census dataset has been used instead of the 2021 Census, as the latter was undertaken during COVID-19 restrictions and does not provide a representative picture of typical travel-to-work patterns.
- 4.1.2 This dataset provides information on mode of transport used by people working within SOA E02004913. This is provided in Table 4A.

Table 4A Travel to Work Mode Split

Modes	% Split
Driving in a car/ van / motorcycle	79%
Passenger in a car/van	7%
Bicycle	2%
On Foot	8%
Public Transport	4%
Total	100%

- 4.1.3 Because the site sits directly on the A-road network with no footways, no bus infrastructure and no realistic prospect of pedestrians accessing surrounding settlements, the traditional Census categories for walking, cycling and public transport are not directly transferable.
- 4.1.4 In practice, employees who cannot drive will typically rely on informal lift-sharing or pre-arranged taxi-based travel, which is common in rural employment sites lacking scheduled public transport. These arrangements can be supported through the Travel Plan by brokering shared taxi pick-ups from nearby settlements or rail stations, and by maintaining a staff lift-share register.
- 4.1.5 The adjusted mode split for opening year is provided in Table 4B.

Table 4B Adjusted Travel to Work Mode Split

Modes	% Split
Driving in a car/ van / motorcycle	82%
Passenger in a car/van	10%
Bicycle	1%
On Foot	0%
Taxi or employer-brokered shared travel	7%
Total	100%

4.2 Baseline Travel Surveys

Baseline Travel Survey

- 4.2.1 The baseline travel survey will be undertaken to represent the start of the Travel Plan monitoring process and will provide a basis for reviewing and, if necessary, refining the interim targets set out within this Travel Plan. The mode shares shown in Table 4A will be used to derive indicative targets prior to the baseline survey.
- 4.2.2 The baseline survey will be conducted within the first six months of initial occupation.
- 4.2.3 The survey will be designed and administered by the Applicant or their appointed transport consultant. This approach ensures that the data collection remains proportionate to the scale and nature of the development, particularly given the relatively small staff numbers anticipated.
- 4.2.4 The format and timing of the staff travel survey will be discussed in advance with Central Bedfordshire Council's Travel Plan Officer, who will also be provided with the results for review. An example staff travel questionnaire is provided in Appendix 2.

Survey Periods

- 4.2.5 Repeat travel surveys will be undertaken annually to monitor progress against the Travel Plan targets. These surveys will be scheduled approximately one year apart, aligned to the following indicative programme:
- Year 0: Baseline survey within six months of occupation
 - Year 1: First annual review survey
 - Year 2: Second annual review survey
 - Year 3: Third annual review survey
 - Year 4: Fourth annual review survey
 - Year 5: Final survey (conclusion of Travel Plan monitoring period)
- 4.2.6 The results of each survey will be used to assess the effectiveness of the measures implemented and determine whether adjustments are required to achieve the objectives of the Travel Plan.

5 OBJECTIVES AND TARGETS

5.1 Objectives

- 5.1.1 The main objectives of this Travel Plan are to reduce single occupancy car, van and motorcycle trips to and from the site, to increase awareness among staff of the sustainable travel options available to them, and to encourage participation in the measures set out within this document.
- 5.1.2 The Travel Plan also aims to promote a culture of continuous improvement and ensure that staff travel behaviour supports local and national policy objectives for reducing transport-related emissions.

5.2 Indicators and Surveys

- 5.2.1 Progress against the Travel Plan objectives will be monitored using indicators derived from periodic staff travel surveys. The indicators and associated monitoring tools are summarised below:
- Mode split data will be collected through staff travel questionnaires and used to measure reductions in single occupancy car usage.
 - Additional survey questions will capture awareness of the Travel Plan and uptake of specific measures such as car sharing, cycling, or use of electric vehicles.
- 5.2.2 All surveys will be managed by the Applicant or their appointed transport planning consultant and undertaken in a manner that ensures anonymity, clarity, and a high response rate. Surveys will be conducted annually, starting within six months of first occupation.

5.3 Targets

- 5.4 Travel Plan targets are designed to be Specific, Measurable, Achievable, Realistic, and Timed (SMART). They will be reviewed annually based on survey results and in consultation with Central Bedfordshire Council.
- 5.5 The results of the baseline travel survey will be used to set targets to assist in achieving the objectives i.e., reduce single occupancy car, van and motorcycle trips and reduce peak hour delivery and service vehicle movements. These targets will be used to evaluate future reviews.

- 5.6 The indicative targets for the Travel Plan are set over five-year period based upon mode split in Chapter 4 (Table 4A) and these are subject to initial survey findings and Council's suggestions. The indicative targets are provided in Table 5A.

Table 5B Staff Travel to Work Mode – Indicative Targets

Modes	Opening Baseline (Adjusted)	Year 1	Year 2	Year 3	Year 4	Year 5
Driving a car/van/motorcycle	82%	80%	78%	76%	74%	72%
Passenger in a car/van (lift-share)	10%	11%	12%	13%	14%	15%
Bicycle	1%	1%	1%	2%	2%	2%
On foot	0%	0%	0%	0%	0%	1%
Taxi or employer-brokered shared travel	7%	8%	9%	9%	10%	10%
Total	100%	100%	100%	100%	100%	100%

- 5.6.1 In addition to the above targets, the Travel Plan regime would be required to ensure that at least 80% of the staff are aware of the Travel Plan at the time of the Year 1 travel survey.

5.7 If The Targets Are Not Met

- 5.7.1 Where monitoring indicates that one or more targets are not being met, the Travel Plan Co-ordinator will assess the results and introduce appropriate remedial measures. These may include promotional campaigns, travel incentives (e.g., cycle vouchers), or refinements to the Travel Information Pack to address identified gaps in knowledge or engagement.
- 5.7.2 A follow-up survey will be carried out within three months of implementing the remedial measures to assess their effectiveness. If the targets remain unmet, further engagement will be undertaken with the Council to agree additional interventions.

6 TRAVEL PLAN STRATEGY

6.1 Travel Plan Co-Ordinator

6.1.1 The role of the Travel Plan Co-Ordinator (TPC) will be undertaken by the Hotel Manager or other nominated member of staff. This individual will take ownership of the Travel Plan once the development is operational and will act as the main point of contact with Central Bedfordshire Council.

6.1.2 Magna Transport Planning Ltd will act as the interim TPC until the hotel extension is first occupied. At that stage, the Travel Plan and its responsibilities will be formally handed over to the Hotel Manager or designated staff member.

6.1.3 The key role of the TPC will be to:

- Develop and implement the plan
- Promote the Travel Plan
- Monitor the Travel Plan

6.1.4 The TPC will be responsible for:

- Issuing Travel Information Packs to their staff
- Acting as a point of contact for giving advice and information on transport related subjects to staff or will direct them to sources of further information such as the HCC's website.
- Co-ordinating the necessary data collection required to develop the plan.
- Co-ordinating the preparation of the required review reports.
- Liaising with the area-wide TPC on issues which are relevant to the site as a whole and providing the area-wide TPC with the travel survey results which will then feed into the area-wide TP.

6.2 Upkeep of the Travel Plan

6.2.1 The Travel Plan will be implemented in two phases:

Stage 1: First Year Travel Plan (Year 0)

6.2.2 Within the first six months of occupation, the TPC will coordinate a baseline staff travel survey. A Travel Welcome Pack will be distributed to all staff, including walking and cycling maps, public transport information, details of on-site EV charging, and guidance

on car sharing opportunities. This pack will also reference national journey planners and local sustainable travel schemes.

- 6.2.3 The results of the baseline travel survey will be used to review and confirm the initial Travel Plan targets. Where appropriate, adjustments will be made in consultation with Central Bedfordshire Council.

Stage 2.0: Subsequent Travel Plan Updates (Year 1 to 5)

- 6.2.4 The Travel Plan will be reviewed annually for a minimum five-year period. This will include updating the travel survey, analysing mode shift, reviewing the effectiveness of existing initiatives, and identifying opportunities for new measures. Feedback from staff will be encouraged through informal meetings or suggestion channels.
- 6.2.5 Each year, the Travel Welcome Pack will be refreshed to ensure it remains current and relevant, and additional measures such as staff incentives, new signage, or improved facilities may be introduced if deemed necessary.

6.3 Monitoring of Travel Plan

- 6.3.1 The Travel Plan will be monitored on a five-year cycle. Staff travel surveys will be conducted on the following indicative schedule:
- Baseline Survey – within six months of first occupation (Year 0)
 - Follow-up Surveys – at the first, second, third, fourth, and fifth anniversaries of the baseline survey
- 6.3.2 The survey data will be analysed by the TPC (or retained transport consultant) and used to assess progress against the Travel Plan objectives. This will enable evidence-based adjustments to the strategy where necessary.

6.4 Review

- 6.4.1 An annual Travel Plan Review Report will be prepared following each survey. The purpose of this report is to assess the effectiveness of the Travel Plan in achieving its objectives, to summarise the results of the most recent survey, and to propose any necessary changes to the measures or targets.

- 6.4.2 The first review will be submitted three months after the baseline travel survey is completed. Each subsequent review will follow within three months of the corresponding annual survey.
- 6.4.3 Each review will validate progress against the mode share targets, identify trends, and outline a forward action plan. The review will also provide an opportunity to propose new measures where appropriate.
- 6.4.4 Copies of each annual review will be submitted to Central Bedfordshire Council for their records. The Council may provide feedback or request amendments to the strategy if necessary.
- 6.4.5 Where improvements in staff travel behaviour are not achieved, the TPC will propose remedial actions, which may include enhanced promotions, minor incentives, or infrastructure tweaks to better support sustainable travel.
- 6.4.6 If deemed necessary by the Council or the TPC, meetings may be held to discuss the review outcomes and agree any further actions.

7 MEASURES AND INITIATIVES

7.1 Travel Information Packs

- 7.1.1 Travel Information Packs will be prepared and distributed to all staff upon appointment. These will include clear and concise information on local walking and cycling routes, the location of cycle parking and changing facilities, and any relevant public transport options.
- 7.1.2 The packs will also contain information about available EV charging points on site, details of car sharing opportunities, and contact information for local taxi providers. Staff will also be made aware of national journey planners and any locally available sustainable travel schemes or resources.

7.2 Travel Plan Awareness

- 7.2.1 In order to promote and maintain staff awareness of the Travel Plan, a range of internal initiatives will be adopted. Key elements of the Travel Plan will be displayed on staff noticeboards and incorporated within induction material. Where feasible, Q&A sessions or informal staff briefings will be held to discuss travel options.
- 7.2.2 National travel initiatives such as Walk to Work Day and Cycle to Work Day will be promoted annually, with internal encouragement and reminders. Any relevant posters, digital campaigns, or staff competitions may be used to support these events.

7.3 Single Occupancy Car Travel

- 7.3.1 The level of car parking proposed is considered appropriate for the scale of the development and nature of the site. However, the Travel Plan seeks to reduce single occupancy car use by encouraging lift-sharing among staff.
- 7.3.2 A proportion of the staff parking area could be designated for car sharers, depending on uptake. The Hotel Manager (acting as TPC) will monitor demand and, if necessary, increase the number of bays available to staff who register for a car share scheme.
- 7.3.3 Car share opportunities will be supported by the promotion of platforms such as Liftshare (www.liftshare.com/uk), which offer free and secure journey-matching services.

- 7.3.4 In the event of an emergency, any staff member who normally car shares will be eligible for a guaranteed ride home via taxi, to ensure that car sharing remains a viable option even when unexpected circumstances arise.

7.4 Low Emission Vehicle Encouragement

- 7.4.1 Redwings Lodge is committed to supporting the transition to lower-emission travel modes for both staff and guests. In addition to promoting cycling, walking, and shared travel, the hotel will actively support the use of low and ultra-low emission vehicles (ULEVs).
- 7.4.2 EV charging points will be installed on-site and will be made available to both hotel staff and guests. These will be maintained and monitored to ensure consistent operation, and additional charging bays may be introduced if demand increases over time.
- 7.4.3 Staff will be encouraged to consider switching to electric or hybrid vehicles through internal communications and inclusion of relevant resources within the Travel Information Pack. Where possible, advice will be shared regarding national EV grant schemes and cost comparison tools.
- 7.4.4 Guests arriving by EV will be provided with appropriate instructions upon arrival and signage will be installed to guide users to the charging points.
- 7.4.5 The hotel will continue to monitor technological developments and policy changes related to low-emission vehicles and will review its facilities and promotional approach accordingly, to ensure that the site remains aligned with evolving best practice.

7.5 Promotion of Walking

- 7.5.1 The site is located directly on the A1 southbound carriageway with no footway links to surrounding settlements. As such, regular walking trips are not expected to form a meaningful mode of travel for hotel staff.
- 7.5.2 Where staff live within very short distances and are able to access the site via private land or off-carriageway paths, the Travel Plan will support those journeys through awareness materials and local route information. However, it is recognised that scope for these trips is limited.
- 7.5.3 Walking promotion will therefore focus on short-distance exercise and welfare opportunities during breaks, rather than commuting. Staff will be made aware of

available step-free access into the building and any safe internal circulation routes that support health and wellbeing.

- 7.5.4 Shower, locker and changing facilities will be available to staff to support active travel. The TPC may also consider providing basic reflective gear or walking accessories, if there is sufficient interest.

7.6 Promotion of Cycling

- 7.6.1 Although the site fronts the A1 and does not benefit from dedicated cycle infrastructure, a small proportion of staff may still choose to cycle from nearby settlements within a realistic commuting catchment (up to approximately eight kilometres). This reflects typical rural travel patterns, where some riders are comfortable using main roads or combining cycling with lift-sharing.
- 7.6.2 A total of 16 secure, covered cycle parking spaces will be provided on site in the form of eight Sheffield stands. These will be located in a prominent, well-lit area close to the main entrance.
- 7.6.3 Appropriate staff facilities such as lockers, showers and changing rooms will be provided to support cycle commuting. The Travel Information Pack and staff noticeboards will contain route-planning resources, including links to the Sustrans National Cycle Network and journey planning tools such as CycleStreets and Google Maps.
- 7.6.4 Staff who regularly cycle to work will be encouraged to form an informal Bicycle User Group (BUG) to facilitate feedback on facilities, identify potential improvements and provide peer support for less confident cyclists.
- 7.6.5 The Travel Plan Co-ordinator will ensure that basic cycle maintenance equipment is available for staff use. This will include a communal cycle repair kit located in a secure but accessible area adjacent to the cycle parking.
- 7.6.6 For staff who are less confident cycling on the road, or who are new to cycle commuting, free or subsidised adult cycle training will be promoted via the national Bikeability scheme. This provides practical skills and road safety awareness.
- 7.6.7 Redwings Lodge will also register for the CycleScheme initiative — a Government-backed salary sacrifice programme enabling employees to purchase a new bicycle and

associated equipment at reduced cost. Information and sign-up guidance will be included within the Travel Information Pack.

- 7.6.8 To ensure cycling is a viable choice even when unexpected circumstances arise, a guaranteed taxi ride home will be offered in the event of emergencies (eg illness, mechanical failure or severe weather).

7.7 Promotion of Taxi-Share and Shared Transport

- 7.7.1 There are no viable scheduled public transport services within walking distance of the site. As such, a traditional public transport strategy is not applicable for this location.
- 7.7.2 Instead, the Travel Plan will support shared-travel arrangements for non-drivers, including pre-booked taxi-share from nearby settlements or railway stations. The Travel Information Pack will include contact details for local operators and information on approximate fares.
- 7.7.3 Where feasible, the Hotel Manager may coordinate grouped pick-ups around staff shift patterns so that multiple employees share pre-arranged journeys to reduce costs and minimise single-occupancy vehicle movements.
- 7.7.4 The TPC will review taxi-share uptake annually and, if demand increases, explore formalising the arrangement with a preferred operator. Shift-based scheduling will be promoted as a reliable option for staff who are unable to drive.

7.8 Measures for Hotel Guests

- 7.8.1 Although this Travel Plan is principally targeted at staff travel behaviours, a number of measures will be introduced to ensure that hotel guests are also provided with clear, sustainable travel information and encouraged to consider lower-impact travel options during their stay.
- 7.8.2 A dedicated 'Travel and Access' section will be maintained on the Redwings Lodge website. This will include information on the hotel's location, walking and cycling directions from nearby settlements and attractions, and links to local public transport operators. Directions will be presented in a way that promotes travel by sustainable modes as viable and convenient options.
- 7.8.3 The website and booking confirmation emails will highlight the availability of secure on-site cycle parking and Electric Vehicle (EV) charging facilities. These facilities will be

maintained in good working order and signage will be installed on-site to make guests aware of their location and usage instructions.

- 7.8.4 Printed guest materials within rooms and at reception will also reference available EV charging points, local walking routes, and cycling opportunities. Staff will be briefed to respond to travel-related queries and signpost guests to the relevant facilities or journey planning tools.

8 ACTION PLAN

8.1 Summary

8.1.1 Action Plan is a key part of the document for the TPC and it's a programme for delivering the measures and a means of communicating this to the staff. A tabulated Action Plan is provided in Table 8A.

Table 7A Action plan

Step	Measures	Timescales	Responsibility
1	Submit Framework Travel Plan (FTP) as part of planning application	Planning Application	Magna Transport Planning (MTP)
2	Appointment of area-wide Travel Plan Co-ordinator (TPC)	Prior to occupation	Developer
3	Prepare and issue Travel Information Packs to staff	Upon occupation	TPCs
4	Provide secure cycle parking and end-of-trip facilities (lockers/showers/changing)	As part of construction	Developer
5	Provide public transport information, including bus routes and SaverCard scheme details	Ongoing	TPC
6	Provide cycling information, route maps, and online journey planner links	Ongoing	TPC
7	Investigate and promote Cycle to Work scheme	Ongoing	TPC
8	Promote adult cycle training opportunities via Bikeability	Ongoing	TPC
9	Promote health and wellbeing benefits of walking and cycling	Annually	TPC
10	Promote car sharing using recognised platforms (e.g., Liftshare)	Ongoing	TPC
11	Provide personalised journey planning tools and resources	Ongoing	TPC
12	Promote sustainable travel challenges and awareness events	Ongoing	TPC
13	Undertake baseline staff travel survey	Within 6 months of first occupation	TPC
14	Submit survey results to the Council	Within 1 month of baseline survey	TPC
15	Analyse results and liaise with Council to set TP targets	Within 2 months of baseline survey	TPC
16	Finalise targets and update TP in consultation with Council	Within 3 months of baseline survey	TPC
17	Repeat steps 14–17 for Year 1, 2, 3, 4 and 5	Annually for five years	TPC
18	Be a point of contact for all staff on travel-related matters	Ongoing	TPC
19	Provide and maintain guest-facing 'Travel and Access' webpage including sustainable travel info	Prior to opening and ongoing	Applicant
20	Provide printed travel info in guest rooms and at reception	Upon opening and ongoing	Applicant
21	Promote EV charging availability and signage for guests and staff	Ongoing	TPC
22	Monitor and maintain EV charging infrastructure	Ongoing	Hotel Management

Appendix 1. PROPOSED SITE LAYOUT

Appendix 2. EXAMPLE STAFF TRAVEL SURVEY QUESTIONNAIRE

EXAMPLE STAFF TRAVEL SURVEY QUESTIONNAIRE

We would appreciate it if you would take the time to fill this travel survey in. It is to fulfil the needs of the Travel Plan which will look to improve the health and wellbeing of the staff. The results of this travel survey will be confidential and will only be used for the purpose of the travel plan – they will not be passed onto a third party. The survey should take no more than 5 minutes to complete. Thank you in advance for completing the survey.

1) What is your home postcode?

2) How far do you travel to work? (Mark with an X)

Distance (Miles)	Answer
0-2	
2-5	
5-10	
10-15	
15-20	
20+	

3) Do you have a disability that would affect your travel to and from work? (Mark with an X)

Yes

☐

No

☐

4) Which mode of transport do you use to travel to work, for the majority of your journey? (Mark with an X)

Travel Mode	Answer
Walk	
Cycle	
Bus	
Train	
Taxi	
Car	
Car Share	
Other (Please State)	

5) If you travel by bus, which bus number and bus stop you use?

6) If you travel by train, which station you use?

7) If you drive, where you park? (if you park on street/public car park, please specify its name)

8) If you drive, would you consider travelling to work using a different mode of transport? (Mark with an X)

Yes

☐

No

☐

9) If yes, what mode of transport would you like to use? (Mark with an X)

Travel Mode	Answer
Walk	
Cycle	
Bus	
Train	
Taxi	
Car Share	
Other (Please State)	

10) Why do you use the mode of transport you use at the moment? (Mark one answer with an X)

Reason	Answer
Convenience	
Cost	
Time Savings	
Poor Accessibility	
Safety	
Health Reasons	
Other (Please State)	

11) What would make **walking** a more attractive travel option for you? (Mark with an X)

Option	Answer
Improved Pavements	
Improved Street Lighting	
Safer Road Crossings	
Others to Walk With	
Better Changing Facilities	
Other (Please State)	
Nothing (Please State Why)	

12) What would make **cycling** a more attractive travel option for you? (Mark with an X)

Option	Answer
More Cycle Lanes	
Improved Street Lighting	
Safer Cycle Routes	
Improve Cycle Storage	
Better Changing Facilities	
Other (Please State)	
Nothing (Please State Why)	

13) What would make **bus/train** travel a more attractive travel option for you? (Mark with an X)

Option	Answer
Improved Reliability	
Improved Access to Stations/Stops	
Subsidised Tickets	
Others to Travel With	
Personal Travel Route Planning	
Other (Please State)	
Nothing (Please State Why)	

14) What would make **car sharing** a more attractive travel option for you? Mark with an X)

Option	Answer
A Reward Scheme	
Sharing with someone who lives near you	
Sharing with a friend	
Guaranteed lift home scheme	
Other (Please State)	
Nothing (Please State Why)	

Thank you for taking the time to fill in this travel survey.

Please return this questionnaire to the main reception.