



TRAVEL PLAN

**PROPOSED ARTIFICIAL GRASS PITCH,
THE HIGHFIELD SCHOOL,
LETCHWORTH GARDEN CITY**

SURFACING STANDARDS LTD

DECEMBER 2025

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1. INTRODUCTION

BACKGROUND

- 1.1 TPS Transport Consultants Ltd. (TPS) has been appointed by Surfacing Standards Ltd to prepare a Travel Plan to support a planning application for the development of a 3G artificial grass pitch (AGP) on land at The Highfield School, Letchworth Garden City.
- 1.2 A Travel Plan is a general term for a package of measures tailored to the needs of an individual site and aimed at promoting greener, cleaner travel choices and reducing reliance on the car. It involves the development of a package of support, initiatives, and targets that together can enable visitors to reduce the impact their travel has upon the local environment.

SITE LOCATION AND DEVELOPMENT PROPOSALS

- 1.3 The site is located approximately 2km southwest of Letchworth Garden City town centre and is located on land which forms part of The Highfield School. The site is bound by St Thomas More Primary School to the north, residential dwellings east and south and Briar Patch Lane to the west. The site location is shown in **Figure 1.1** below, whilst the proposed site layout is provided at **Appendix A**.

Figure 1.1: Site Location



(Source: Google Maps)

- 1.4 The proposals will result in the replacement of an existing grass pitch to provide a 3G playing surface with perimeter fencing, hardstanding areas, storage container and an access footpath. Although it is anticipated that the proposed AGP will be utilised as 2no. pitches, the facility has the pitch configurations to be subdivided into 4no. 5 v 5 playing pitches, with a hardstanding spectator area in the middle. Use of the site during the weekdays will be limited to The Highfield School only (08:00-17:00) and then by community groups between 09:00-13:00 on a Saturday. The school may let out the facility during half terms and holidays when the school is not occupied, however, the facility will not be available for use on Sundays or Bank Holidays.
- 1.5 Pedestrian and vehicular access will continue to be taken from Highfield which runs north-south along the eastern boundary of the school. Internal road markings are provided to direct vehicles to a separate egress point, approximately 20m north of the access. Car parking is provided across the school site, which is capable of accommodating up to 124no. vehicles (including 9 accessible bays), as well as 16 bicycles.

OPERATORS COMMITMENT TO TRAVEL PLANNING

- 1.6 The operator recognises that by submitting and implementing a Travel Plan, sustainable travel patterns can be established from the outset and maintained over time, minimising the impact that the facility has upon local infrastructure and the environment and ensuring that, where possible, all visitors make informed journey choices.
- 1.7 Travel Plans can deliver a wide range of benefits to developers themselves, as well as to visitors and the wider community.
- 1.8 The promotion of sustainable travel options from an early stage provides a cost-effective mechanism to minimise the level of car-based trips generated by a development, which in turn reduces the impact a development has on local traffic levels, noise, air quality and road safety.
- 1.9 The individual benefits to be derived through the use of sustainable travel options include financial, health, fitness and avoidance of congestion / delays (through greater use of active modes of travel).
- 1.10 Recognising these benefits, the operator is fully committed to the process of delivering this Travel Plan in taking the development forward. Furthermore, they are committed to providing the appropriate level of resource to ensure the continued strategic

implementation of the measures contained within this document, monitoring the progress of the plan, and amending it where necessary.

THE TRAVEL PLAN VISION

1.11 The vision for this Travel Plan is to:

"To ensure that community users are fully informed of the travel choices they are able to make when travelling to use the AGP, enabling them to reduce their reliance upon the private car and the resultant impact of trips upon the local environment."

TRAVEL PLAN AIMS AND OBJECTIVES

1.12 To achieve this vision, the aims of this document are to:

- Minimise the impact the facility has upon the environment and local highway network by promoting the use of these sustainable travel options above less sustainable modes.

1.13 Reflecting these aims, the objectives of this Travel Plan document are to:

- Identify the range of travel options available to visitors;
- Maximise the use of sustainable travel modes amongst visitors through effective promotion and engagement; and
- Use suitable monitoring and reporting mechanisms to assess, over time, the impact of the measures within this Travel Plan.

2. POLICY REVIEW

INTRODUCTION

- 2.1 This section of the Travel Plan sets out the national and local policy context of relevance to the proposed development.

NATIONAL POLICY CONTEXT

National Planning Policy Framework (NPPF – MHCLG, December 2024)

- 2.2 The revised National Planning Policy Framework was published in December 2024 and sets out the government's planning policies for England and how these are expected to be applied. It continues to encourage development through the planning system, with a presumption in favour of sustainable development. The key change in the most recent NPPF is the emphasis placed upon a vision-led approach, indeed Paragraph 109 states that "Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places."
- 2.3 The focus of development proposals should be to create a vision for the site and identify how that will be achieved, prioritising accessibility by sustainable modes through design whilst ensuring that "Any significant impacts from the development on the transport network (in terms of capacity and congestions), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach."
- 2.4 Paragraph 116 identifies that "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios."
- 2.5 This Travel Plan will demonstrate how the proposals will make best use of the existing provision for sustainable travel in the local area and how the development will not give rise to a significant impact on the local highway network, thereby meeting the requirements of the NPPF.

LOCAL POLICY

North Hertfordshire Local Plan 2011-2031

2.6 The North Hertfordshire Local Plan seeks to address the key issues facing North Hertfordshire and will set a strategic vision and spatial strategy for the District over the period 2011 to 2031.

2.7 The spatial vision for North Hertfordshire is:

“By 2031 North Hertfordshire will be an attractive and vibrant place where people will want to live, work and spend their leisure time.”

2.8 A number of strategic objectives have been developed to provide a link between the spatial vision and the spatial strategy. Those relevant to the development proposals include:

- **ECON7** - Improve access to, maintain and make provision for new facilities including community, sports, leisure, health and cultural facilities, that meet the needs of all North Hertfordshire's communities; and
- **ECON8** - Ensure all development is supported by the necessary provision of, or improvements to infrastructure, services and facilities in an effective and timely manner to make development sustainable and minimise its effect upon existing communities.

2.9 The following policies have been identified as relevant to the development proposals:

- **Policy SP1 – Sustainable Development in North Hertfordshire:** This Plan supports the principles of sustainable development within North Hertfordshire. We will:
 - a. Maintain the role of key settlements within and adjoining the District as the main focus for housing, employment and new development making use of previously developed land where possible;
 - b. Ensure the long-term vitality of the District's villages by supporting growth which provides opportunities for existing and new residents and sustains key facilities;
 - c. Grant planning permission for proposals that, individually or cumulatively:
 - i. deliver an appropriate mix of homes, jobs and facilities that contribute towards the targets and aspirations in this Plan;
 - ii. create high-quality developments that respect and improve their surroundings and provide opportunities for healthy lifestyle choices;
 - iii. provide the necessary infrastructure required to support an increasing population;

- iv. protect key elements of North Hertfordshire's environment including biodiversity, important landscapes, heritage assets and green infrastructure (including the water environment); and v. secure any necessary mitigation measures that reduce the impact of development, including on climate change; and
 - d. Support neighbourhood plans and other local planning initiatives where they are in general conformity with the strategic policies of this Local Plan.
- **Policy SP6 - Sustainable Transport:** We will deliver accessibility improvements and promote the use of sustainable transport modes insofar as reasonable and practicable. We will:
 - a. Comply with the NHDC Transport Strategy and the provisions of the Local Transport Plan and other supporting documents as relevant;
 - b. Encourage development in locations which enable sustainable journeys to be made to key services and facilities;
 - c. Work with Hertfordshire County Council, neighbouring authorities, Highways England and service providers to ensure that a range of sustainable transport options are available to all potential occupants or users. This may involve new or improved pedestrian, cycle and passenger transport (including rail and/or bus) links and routes;
 - d. Seek the earliest reasonable opportunity to implement sustainable travel infrastructure on Strategic Housing Sites and other development sites in order to influence the behaviour of occupiers or users, along with supporting Travel Plans in order that sustainable travel patterns become embedded at an early stage;
 - e. Assess development proposals against the parking standards set out in this Plan and having regard to relevant supplementary advice;
 - f. Require applicants to provide assessments, plans and supporting documents to demonstrate the safety and sustainability of their proposals; and
 - g. Protect existing rights of way, cycling and equestrian routes and, should diversion be unavoidable, require replacement routes to the satisfaction of the Council.

2.10 This Travel Plan has been produced taking into account the overarching themes of both national and local policy guidance, which seeks to encourage development that is readily accessible by means other than the private car.

3. ACCESSIBILITY

INTRODUCTION

- 3.1 This section of the Travel Plan describes the existing infrastructure that will facilitate and encourage users of the facility to walk, cycle or use public transport, rather than to travel by car.

ACTIVE TRAVEL OPTIONS

Pedestrian Access

- 3.2 The Institution for Highways and Transportation (IHT) offers guidance on walking distance by journey purpose, this is summarised in **Table 3.1** below.

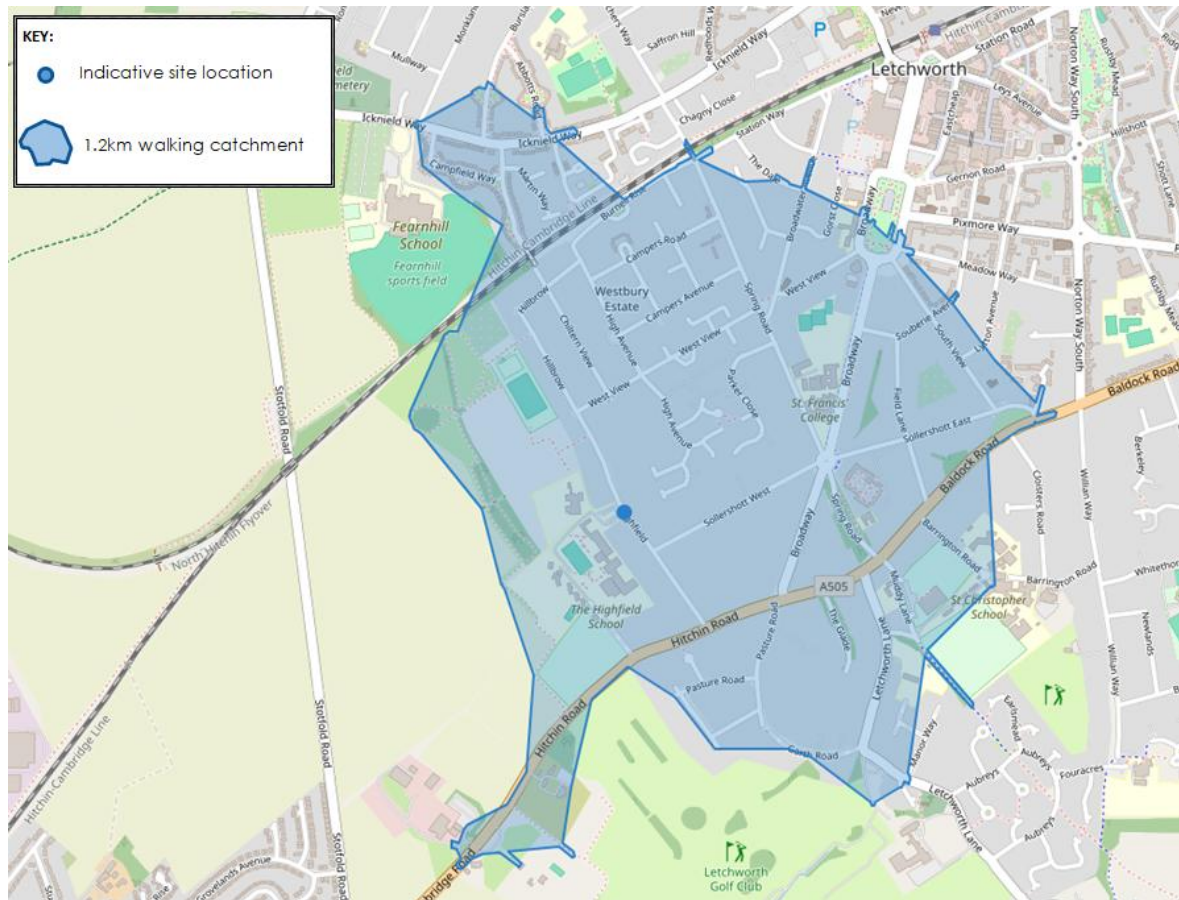
Table 3.1: Walking Distances by Journey Type

Criteria	Town Centres	Commuting / School	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1000m	800m
Preferred Maximum	800m	2000m	1200m

(Source: IHT)

- 3.3 As **Table 3.1** shows, a 1.2km catchment is the preferred maximum walking distance for 'elsewhere'. A 1.2km walking catchment of the site includes parts of Letchworth Garden City town centre and the surrounding residential areas to the north and east of the school. **Figure 3.1**, overleaf, illustrates a 1.2km walking catchment from the site.

Figure 3.1: 1.2km Walking Catchment



(Source: Open Street Map)

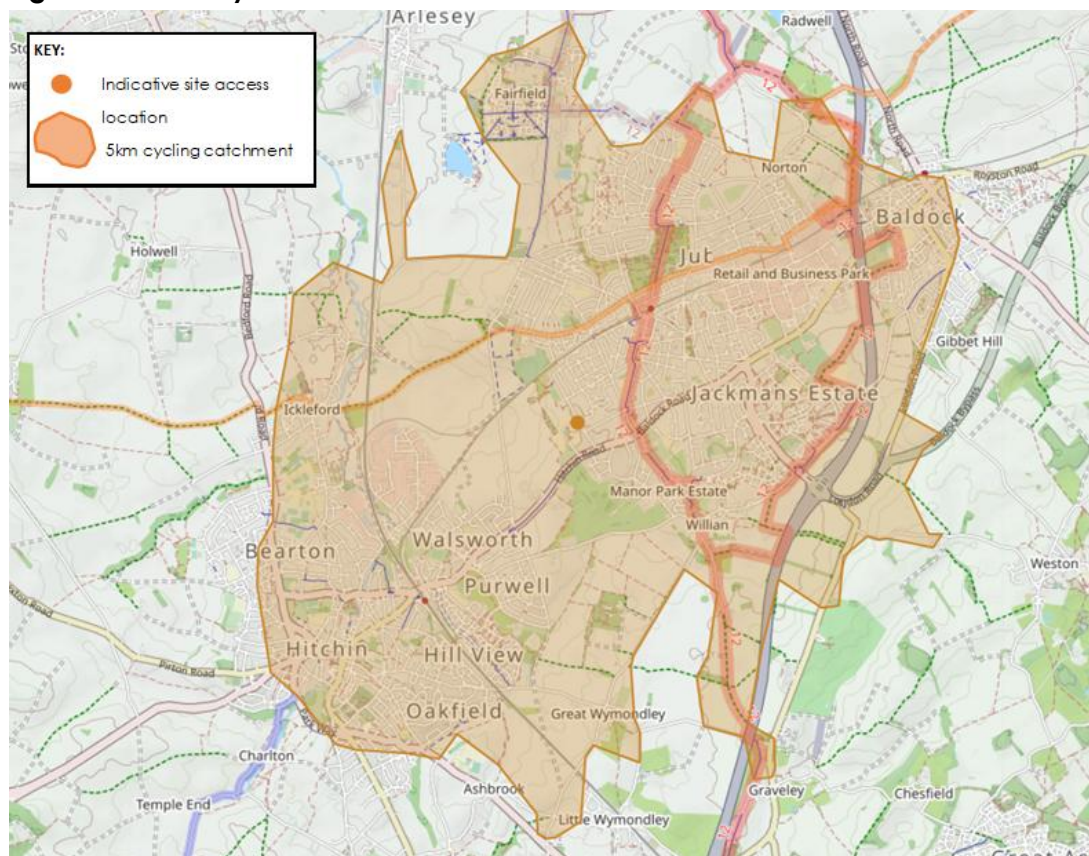
- 3.5 The proposed AGP is situated on land at The Highfield School, with access provided via the existing pedestrian entrance on the eastern boundary, from Highfield. Internally, pedestrian walkways run along the perimeter of the school buildings, ensuring direct access from the car park to the proposed AGP.
- 3.6 Highfield runs broadly north-south along the site's eastern boundary and has footways and street lighting on both sides, with residential dwellings taking direct frontage access along its length. Approximately 250m north of the site access, Highfield intersects with Hillbrow and West View at a priority T-junction.
- 3.7 From the school, Highfield extends south for approximately 350m before forming the minor arm of a priority T-junction with the A505 Hitchin Road. Along this route, Highfield has footways and street lighting on both sides, separated from the carriageway by a grass verge. Traffic calming measures in the form of speed humps are in place in the vicinity of the school and dropped kerbs are in place across the Highfield / Sollerhott West junction, to the east.

- 3.8 At the junction with the A505 Hitchin Road, a refuge island comprising dropped kerbs and tactile paving is in place to support pedestrian movement east-west, along the A505. Approximately 40m west, a signalised pedestrian crossing c supports pedestrian movement north-south across the A505. Past this point, the A505 has a shared footway/cycleway to the north and footway to the south, with street lighting on both sides. To the east of the Highfield junction, the footways along the A505 are separated from the carriageway by a grass verge on both sides.

Cycle Access

- 3.9 Cycling can be a substitute for car trips, particularly those of up to 5km, as well as forming part of longer journeys by public transport. Cycling, therefore, plays an important role in reducing the need to travel by car. A 5km catchment of the site includes the entirety of Letchworth Garden City, Purwell and Willian, as well as parts of Hitchin, Oakfield and Baldock. **Figure 3.2**, below, illustrates a 5km cycle catchment from the site.

Figure 3.2: 5km Cycle Catchment



(Source: Open Cycle Map)

- 3.10 As can be seen in **Figure 3.2**, the closest National Cycle Network (NCN) Route is NCN Route 12, accessible in a 600m (2-minute) cycle via Broadway, to the east of the site. NCN Route

68 is a long-distance route which runs in sections between Enfield Lock in north London and Spalding via Stevenage, St Neots and Peterborough. Locally, this route runs from Stotfold to Stevenage via Letchworth Garden City and Baldock.

- 3.11 Additionally, the Garden City Greenway can be accessed from Hillbrow, approximately 550m north of the site access. The Garden City Greenway is a 21.8km circular route around Letchworth suitable for walking and cycling.
- 3.12 Given the large residential area within a 5km cycling catchment, it is expected that cycling would be an attractive option for users of the AGP, especially given the cycle storage facilities available at the school.

PUBLIC TRANSPORT

Bus Services

- 3.13 The closest bus stops to the site are located on Highfield, approximately 50-150m south of the site access, respectively. Both stops benefit from a flagpole, with the southbound stop also benefitting from timetable information.
- 3.14 Additional bus stops can be accessed on the A505 Hitchin Road, approximately 400m south of the site. Located on both sides of the carriageway, both stops benefits from a flag, pole, layby and timetable information, whilst the westbound stop also benefits from a shelter, seating and raised kerbs. **Figure 3.3**, overleaf, illustrates the location of the closest bus stops whilst **Table 3.2**, overleaf, provides a breakdown of the bus services available.

Figure 3.3: Bus Stop Locations



(Source: Google Maps)

Table 3.2: Bus Service Summary

Service	Bus Route	Approximate Headway			
		Weekday	First/Last Bus	Saturday	Sunday
Highfield					
98	Hitchin - Baldock	60 mins	06:41/18:06	60 mins	120 mins
A505 Hitchin Road					
37	Buntingford – Stevenage	120 mins	07:58/17:28	120 mins	-
97	Hitchin - Stotfold	60 mins	07:07/19:09	60 mins	120 mins
98	Hitchin - Baldock	60 mins	06:41/18:06	60 mins	120 mins

(Source: PT Operators)

- 3.15 As can be seen in **Table 3.2**, there are hourly services available Monday-Sunday, which give access to a number of local and regional destinations. It is, therefore, considered that travel by bus would be a viable option for those accessing the site from further afield.

Rail

- 3.16 The closest railway station is Letchworth Garden City, which is located approximately 1.9km northeast of the site and can be accessed in a 25-minute walk or a 6-minute bike ride.
- 3.17 Alternatively, this station can be accessed in a 10-minute bus journey using services operating along the A505 Hitchin Road. This station benefits from step-free access and provides 184 sheltered cycle stands. The station supports frequent services to Brighton, Cambridge and London Kings Cross via Baldock, Hitchin and Stevenage.

Summary

- 3.18 Overall, the site is within easy reach of surrounding residential areas on foot, by bike or public transport. It is considered that the current transport infrastructure offers accessible and sustainable alternatives within the vicinity of the proposed development site and, as such, the proposals are consistent with local and national policy objectives.

4. TRAVEL PLAN MEASURES

INTRODUCTION

- 4.1 The key to successful travel planning is to identify the most suitable modes of transport that are realistic and practical for visitors to adopt, before making these modes as attractive as possible. There is no single solution to any one person's transport needs. Different people will respond to different measures, whilst some may not react to any. A range of Travel Plan measures is therefore proposed, which visitors can pick and choose from as they consider appropriate. Given that school users of the AGP will already be on site, these apply primarily to the community users of the AGP.

TRAVEL PLAN MANAGEMENT AND RESOURCES

- 4.2 It is recognised that an important element of the success of any Travel Plan is the appointment of a suitable individual, or team, to manage the programme through its duration. This role is often referred to as a Travel Plan Coordinator (TPC).
- 4.3 The site manager has been appointed to act as the TPC at the proposed AGP at The Highfield School. They can be contacted using the information below:
- N: Neil Goddard
- T: 01462 620500
- E: admin@highfield.herts.sch.uk
- 4.4 To support the appointed TPC, a secondary contact has been identified; they can be contacted using the information below:
- N: Lucy Miles
- T: 01462 620500
- E: admin@highfield.herts.sch.uk
- 4.5 The role will commence upon approval of the Travel Plan and will continue for a period of 5-years. The role of the TPC will include (but not be limited to):
- Preparation and distribution of travel information and marketing materials;
 - Registering the development using the Modeshift STARS system;
 - Undertaking the annual travel survey;
 - Engaging with visitors on travel and transport related issues; and

- Liaising with other interested parties, including the local authority (as appropriate).

4.6 The operator will ensure that an appropriate budget and time is made available to the TPC to both cover the delivery of the role, and the range of measures outlined within this Travel Plan. As required by HCC, this Travel Plan will be registered on the Modeshift STARS system once the development is approved and prior to its opening. The system will be used to update the council on the annual monitoring undertaken at the site. The Travel Plan Coordinator (or a qualified person acting on their behalf) will attend a virtual meeting with HCC to setup the site on Modeshift STARS.

TRAVEL PLAN MARKETING AND INFORMATION PROVISION

4.7 The principal task of the TPC will be to ensure that the available travel options are effectively promoted to all visitors. This will primarily be achieved through a range of modern marketing techniques, which will ensure the full demographic of visitors have easy access to relevant and up to date travel information.

Sustainable Travel Information on the School Website

4.8 Websites offer an ideal method of providing people with access and links to external information sources and tools, such as timetables, public transport tickets and offers. Given this, the TPC will identify opportunities to extend this information where possible, including details of 'end of journey' facilities at The Highfield School, including car and cycle parking availability.

Provision of a Sustainable Travel Information Guide

4.9 A travel information guide will be prepared; this will provide a summary of the local sustainable travel options available to visitors and will be made available electronically to those who make a booking to use the AGP, as part of the booking confirmation.

Provision of a Sustainable Travel Information Notice Board

4.10 A noticeboard will be provided within a visible area in the vicinity of the AGP. This noticeboard will be used to promote sustainable transport initiatives locally and provide up-to-date travel information. The TPC will be responsible for monitoring this noticeboard to ensure all information is updated, where relevant.

SUPPORT FOR SUSTAINABLE TRAVEL

Promote and Encourage Walking

- 4.11 Walking will be marketed through the communication channels outlined earlier. This marketing material will include promotion of the benefits of walking (such as health and environmental benefits) and will include information on appropriate local walking routes and journey planning tools.

Promote and Encourage Cycling

- 4.12 Cycling and its various benefits will be marketed through the communication channels outlined earlier. In particular, the marketing will include:
- The benefits of cycling (including health, financial and environmental benefits);
 - Promotion of any local cycling events; and
 - Details of available cycle parking at the school.

Provision of Cycle Storage Facilities

- 4.13 The provision of cycle storage facilities can help to facilitate and encourage the use of a bike as a viable alternative to the private car. For this reason, information on the location and availability of cycle storage facilities at the school will be provided through the outlined communication channels.

PUBLIC TRANSPORT SPECIFIC MEASURES

- 4.14 Visitors at the AGP may initially be unaware of their public transport options. Through the provision of easy-to-use travel information, visitors can be encouraged to use bus / rail services. With this in mind, information on the public transport opportunities will be made available via the range of communication channels identified earlier.
- 4.15 Furthermore, with a range of user friendly, easily accessible journey planning tools now available online, it is quick and simple to plan a journey whether for commuting or leisure purposes.

Promotion of Public Transport

- 4.16 Travel by public transport will be marketed through the communication channels identified earlier, and in particular will include the following:
- Details of where to find relevant bus and train timetables and maps in electronic form;

- A plan showing the location of nearby bus stops; and
- A summary of the key bus services which can be used to access the site.

SUSTAINABLE CAR USE MEASURES

- 4.17 Effective Travel Plans are not anti-car campaigns but rather are aimed at empowering visitors to make informed travel choices. The promotion of car sharing will, therefore, be a key element to this strategy.

Promote Car Sharing

- 4.18 Car sharing is when two or more people share a journey by car and travel together. It allows people to take advantage of the benefits of using the car, whilst at the same time reduces the overall number of vehicle trips made, and subsequently the impact on the environment. On a personal level, car sharing allows individuals to significantly reduce the cost of travelling by car.
- 4.19 A great deal of car sharing is arranged informally, and users of the AGP will be encouraged to share their journeys by car wherever possible, through both the engagement materials identified and as part of the booking process.

Promote Eco-Driving

- 4.20 Smarter driving or 'eco-driving' could save the average person up to £220 per year in fuel costs, as well as helping the environment. Eco-driving means moving more efficiently and producing less CO₂ – the main contributor to climate change.
- 4.21 Eco-driving will be promoted to visitors by way of the previously described media channels with a view to reducing environmental impact (and costs to visitors) of any necessary car trips.

5. TARGETS, MONITORING & REPORTING

INTRODUCTION

- 5.1 When delivering a Travel Plan, it is important to monitor its progress and success. One easy way of understanding the impact of the Travel Plan is to assess the modal split of visitors using the AGP.

TRAVEL PLAN TARGETS

- 5.2 Targets are essential to ensure that everyone involved in the Travel Plan process knows what needs to be done and to enable progress to be assessed. Targets should be SMART (see below) and can take the form of 'aim-type' targets and 'action-type' targets:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-bound**

Action-type Targets

- 5.3 Action-type targets are non-quantifiable targets and take the form of actions that need to be achieved.
- 5.4 The action-type targets specific to this Travel Plan have been outlined in the action plan contained in **Appendix B**, which identifies key delivery timeframes and responsibilities.

Aim-type Targets

- 5.5 Aim-type targets are quantifiable targets against which the effectiveness of the Travel Plan in achieving its stated aims and objectives can be measured. In order to set aim-type targets it is first necessary to have 'baseline' data against which progress can be assessed.
- 5.6 In the absence of site-specific survey data for visitor travel patterns, no specific targets have been set at this time. An initial survey will be undertaken within 3 months of opening, to establish a baseline modal split. Subsequent annual surveys will be undertaken on the anniversary for a period of 5-years.
- 5.7 An initial target of a 10% reduction in trips to the site by car will be set following the completion of the baseline survey, to be achieved within 5-years of opening.

TRAVEL PLAN MONITORING

Monitoring and Review Strategy 1: Baseline Travel Survey & Reporting

- 5.8 A travel survey will be conducted within the first 3-months of the opening of the AGP, to confirm the baseline situation. It is anticipated that this survey will be promoted around the facility using a QR code which links to a short online survey, with the link to also be shared with the booking contacts.
- 5.9 Once closed, the findings of the survey will be summarised within a short report for submission to Hertfordshire County Council. The report will be submitted through the Modeshift STARS system. Details of the targets will also be included, based upon the target 10% reduction in car use as noted above.

Monitoring and Review Strategy 2: Follow-up Travel Surveys

- 5.10 Following the initial baseline survey, two subsequent annual travel surveys will be undertaken, around the anniversary of the baseline survey (for a total of three monitoring exercises). The results of the follow up surveys will allow the TPC to monitor the success of the Travel Plan in achieving the agreed targets to reduce the proportion of drive alone commuting trips generated by the development.
- 5.11 The TPC will feed the survey results back to Travel Plan officers at Hertfordshire County Council annually and will make appropriate and practical changes to the Travel Plan programme moving forward, if required and as agreed with the Council. This reporting will take the form of the submission of an 'Annual Monitoring Report' and will be submitted to the council using the Modeshift STARS system.



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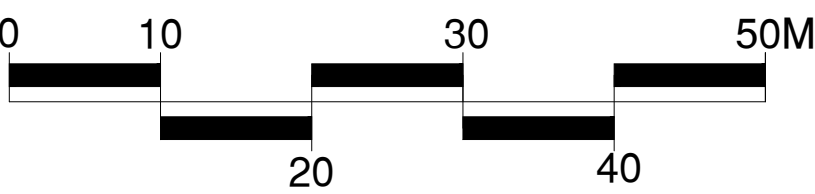
TRAVEL PLAN APPENDICES

Appendix A

Site Layout Plan

The Highfield School

Creation of an Artificial Grass Pitch



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3. ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE.

- Artificial Turf Playing Area
- Footpaths & Hard Standing Areas
- 4.0m High Acoustic Fence Line
- 4.5m High Fence Line
- 2.0m High Fence Line
- 1.2m High Fence Line

Notes:
Line markings to accommodate:
2Nr. 5v5 37x27m (white)
4Nr. Informal 27x17m (red)

2m protective fence line to protect spectators/ players between pitches

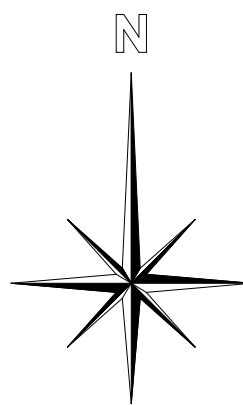
Storage container for maintenance equipment

Goal storage area to accommodate various sports equipment

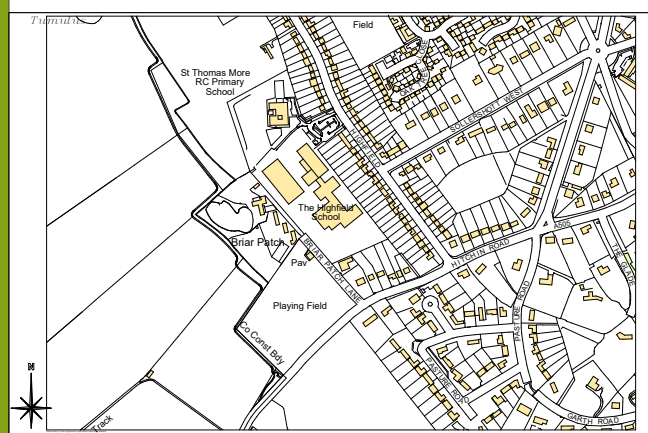
Goal storage area to accommodate various sports equipment

Hard standing spectator area with 1.2m protective fence line

4.0m high acoustic fencing



00	PLANNING ISSUE	ME	30/05/25
REV	DESCRIPTION	REV	CK DATE



AUTHOR
ME

TITLE
The Highfield School
Creation of an Artificial Grass Pitch
Proposed Site Plan

PROJECT	SCALE	SIZE
SSL3394	1:500	A1
DRAWING No	REVISION	
03	00	

Appendix B

Action Plan

Measure Name	Action	Responsibility	Target Delivery Date
Travel Plan Management			
TP Management Strategy 1	Appoint Travel Plan Coordinator	The Highfield School	Achieved
TP Management Strategy 2	Registering the development using the Modeshift STARS system	TPC	Once approved
Information & Communication			
Information Strategy 1	Travel Information on Website	Travel Plan Coordinator	Ongoing throughout delivery period
Information Strategy 2	Provision of Travel Information Guide	Travel Plan Coordinator	Ongoing throughout delivery period
Information Strategy 3	Notice Board	Travel Plan Coordinator	Ongoing throughout delivery period
Active Travel Strategy			
Active Travel Strategy 1	Promote and encourage walking and cycling	Travel Plan Coordinator	Ongoing throughout delivery period
Active Travel Strategy 2	Provision of cycle parking facilities	The Highfield School	Through design
Public Transport Strategy			
Public Transport Strategy 1	Promote and Encourage Public Transport Use	Travel Plan Coordinator	Ongoing throughout delivery period
Sustainable Car Use			
Sustainable Car Use Strategy 1	Promote Car Sharing	Travel Plan Coordinator	Ongoing throughout delivery period
Sustainable Car Use Strategy 2	Promote Eco-Driving	Travel Plan Coordinator	Ongoing throughout delivery period
Monitoring Strategy			

Measure Name	Action	Responsibility	Target Delivery Date
Travel Plan Management			
Monitoring and Review Strategy 1:	Baseline Travel Survey and Reporting	Travel Plan Coordinator	Within 3-months of opening
Monitoring and Review Strategy 2:	Follow-up Travel Surveys and Submission of Annual Monitoring Report	Travel Plan Coordinator	Annually following baseline until a point 5-years after opening