



# Hereford Enterprise Zone



## Full Travel Plan

for

Priority Space (Skylon) Ltd

May 2024



## Centenary Park Phase 2, Hereford: Travel Plan

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Project Name	Centenary Park Phase 2, Hereford
Document Title	Travel Plan
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Client	Priority Space (Skylon) Ltd

Prepared By	Anthony Lyczkowski	April 2024
Checked By	Ben Finch	April 2024
Approved By	Brendan Quinn	April 2024

### Record of Issue

Issue	Date	Details	Made By
01	April 2024	First issue of report	BF
02	May 2024	Second issue of report following comment from Hereford Council	BQ



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## 1 Scope

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1.1 Rappor has been instructed by Priority Space (Skylon) Ltd to prepare a full Travel Plan (TP) in support of Phase 2 Development at Centenary Park, Hereford.

1.2 Planning permission was granted by Herefordshire Council (HC) 11<sup>th</sup> April 2022 for:

*‘Provision of 9no. speculative B1/B2/B8 industrial units including all associated external works and provision of amended car parking layout to suit the phase 1 office development already constructed.’*

1.3 The Decision Notice (LPA ref: P220625/PEZ) is provided at **Appendix A**. In accordance with planning condition 3 of the Decision Notice, a Framework Travel Plan was produced by Rappor (formerly Cotswold Transport Planning) in August 2022. Planning condition 3 states:

*‘Prior to commencement of development an Outline Travel Plan shall be submitted and approved in writing by the Local Planning Authority. The Plan shall be consistent with the estate-wide travel plan prepared by Hereford Enterprise Zone Executive Board current at the time and will contain an overview of the transport implications of the proposed development, a commitment to promote alternative sustainable means of transport for staff, visitors and supporting strategies including travel surveys and related monitoring and reporting provisions.’*

1.4 Planning condition 3 was discharged by HC on 14<sup>th</sup> March 2023 (LPA ref: P222225/XA2). The Discharge of Condition Notice is provided at **Appendix B**.

1.5 Planning condition 4 of the Decision Notice (LPA ref: P220625/PEZ) states:

*‘Within 6 months of the development being brought into use, a full Travel Plan, again consistent with the estate-wide travel plan prepared by Hereford Enterprise Zone Executive Board, shall be submitted to and approved in writing by the Local Planning Authority. It should contain a survey of staff and visitor travel patterns, targets for achieving modal shift, measures to be implemented to promote alternative sustainable means of transport for staff and visitors, and associated provisions for future monitoring and reporting. The Travel Plan shall be implemented in accordance with the approved details.’*

1.6 This TP has therefore been produced to address the above planning condition, building on the Framework Travel Plan approved by HC.

1.7 This Full Travel Plan has been prepared by Rappor, on behalf of Hunt Group, to support the new development on the Hereford Enterprise Zone. It builds upon the Framework Travel Plan produced prior to occupation of the development and fulfils the requirements of the Local Development Order (LDO).

1.8 The aim of a TP is to deliver sustainable transport objectives, which influence a switch from single occupancy car trips to sustainable travel modes such as cycling and car sharing.



## **2 Background and Current Employee Overview**

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- 2.1 This TP has been prepared by an independent transport consultant, Rappor, on behalf of a collection of employment units within the site. The site occupation is in its early stages, and therefore exact employee numbers are unknown.
- 2.2 Due to multiple businesses operating within the site, employee numbers, deliveries and visitor trips etc. are likely to vary over time.

## **3 The New Development**

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- 3.1 The proposed development comprises nine units, totalling 1,601 sq.m in floor area. The units will be occupied by mixed employment uses, including E(g)(i), B2 and B8 Classes. The floor area of each individual unit is demonstrated on the site layout plan at **Appendix C**.
- 3.2 The development was first occupied in October 2023.
- 3.3 The existing access road is 7.3m wide. A 2m wide footway is provided adjacent to the north-western side of the site access, adjoining the north-eastern side of the existing access road.
- 3.4 A total of 64 allocated parking spaces are provided for Phase 2. A total of 12 cycle parking spaces are provided in the form of six Sheffield stands.
- 3.5 The building is accessed off Vincent Carey Road, which forms the northern arm of a roundabout junction with The Straight Mile, as per the site plan.

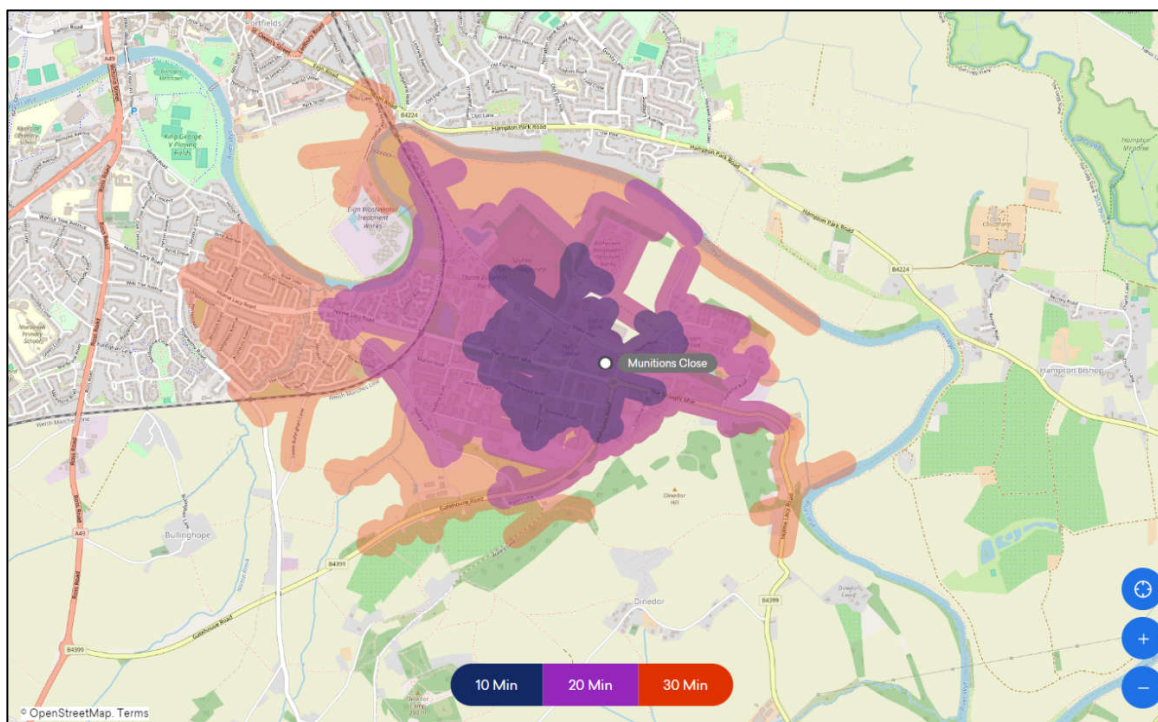
### **Baseline Sustainability**

- 3.6 In order to ensure that the proposed development can operate sustainably in terms of minimising the overall level of daily vehicular trips to and from the site, particularly single-occupancy vehicle trips, it is necessary to identify what alternative sustainable travel opportunities are present to enable future staff and visitors to choose sustainable alternatives.

### **Walking and Cycling**

- 3.7 Paragraph 4.4.1 of Manual for Streets (MfS) states that walking offers the greatest potential to replace short car trips, particularly those under 2km. The entirety of the HDZ is located within 2km of the site, indicating that neighbouring land uses are within walking distance. In terms of residential land use, a section of Lower Bullingham is located within 2km of the site.

- 3.8 **Figure 3.1** demonstrates an isochrone map of the surrounding area within walking distance. The map includes areas within a 10-minute (840m), 20-minute (1.7km) and 30-minute (2.5km) walk of the site.



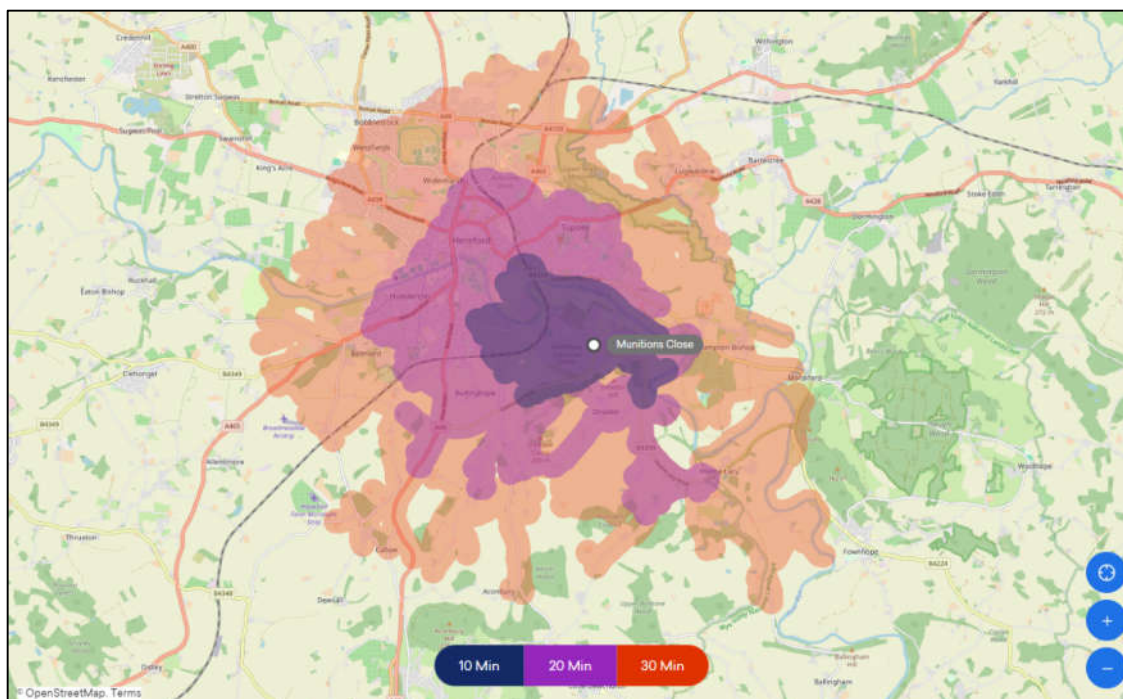
**Figure 3.1** Walking Isochrone Map (source: TravelWest)

- 3.9 With regards to cycling, the Local Transport Note 1/20: Cycle Infrastructure Design, produced by the DfT, states the following at paragraph 2.2.2:

*‘Two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people.’*

- 3.10 It is therefore considered, and substantiated by DfT findings, that facilities and amenities within five miles (8km) of the application site are within acceptable cycling distance.
- 3.11 The entirety of Hereford is located within 8km of the site, and therefore is accessible by cycling. **Figure 3.2** demonstrates an isochrone map of the surrounding area within cycling distance. The map includes areas within a 10-minute (2.4km), 20-minute (4.8km) and 30-minute (7.2km) walk of the site.





**Figure 3.2** Cycling Isochrone Map (source: TravelWest)

- 3.12 Signage located outside Centenary Park indicates that Hereford is located a 12-minute cycle ride away. The site shall comprise suitable, covered cycle parking in the form of six Sheffield stands. Given the proximity of Hereford City and the facilities on and off site, as described below, cycling is considered a realistic travel option for staff; to the north, the application site is bound by a dual footpath / cycle path connecting Vincent Carey Road with Chapel Road.
- 3.13 The access roads within the immediate vicinity of Centenary Park accommodate suitable pedestrian and cycle infrastructure. The Straight Mile, and the roads immediately adjoining it, accommodate dual footway / cycleways on either side of the carriageways. This provides convenient and direct pedestrian and cyclist access to residential areas to the west.

### Cycle Hire

- 3.14 Cycle hire, serviced by Beryl Bikes, is available approximately 470m walking distance from the site off Fir Tree Lane (6-minute walk). The stop provides access to pedal and electric bicycles, which can be rented for an unlocking fee and a charge per minute.
- 3.15 The total cost to hire a cycle from Hereford Town Centre, including unlocking fee and fee per minute, would equate to approximately £1.75 for a pedal cycle and £3.30 for an e-bike. Alternatively, cyclists can purchase a day pass for £12 per day, for 24-hour access to a pedal cycle and no cost for parking outside of demarcated zones.
- 3.16 A total of 72 cycle docks are available across Hereford, comprising 145 pedal bikes, 75 e-bikes and four cargo bikes, providing an access opportunity for local employees without access to a bike to commute by cycling.



### Nearby Facilities and Amenities

3.17 Located within Centenary Park are facilities and amenities that reduce the need for staff to travel by car during breaks. Facilities and amenities that staff could feasibly make use of, and their approximate distances by foot from Centenary Park, include:

- a) Convenience store / Costa Express – 360m;
- b) Pikadash Diner – 730m;
- c) Greggs – 820m; and
- d) Edison's Coffee Shop – 860m.

3.18 Measures to promote these facilities and amenities are set out in **Section 9**.

### Public Transport Provision

#### Bus

3.19 The nearest bus stops are the 'Vincent Carey Road' stops, located on The Straight Mile, approximately 350m south of the application site. These stops are served by the 78 and 78X, which operate as a Hereford circular, stopping at Hereford Bus Station, Rotherwas, Putson, and Redhill, and the 454, which operates between Hereford and Woolhope.

3.20 A summary of the bus services available is provided in **Table 3.1**.

Note: Information taken from [travelinesw.com](https://travelinesw.com) February 2024

Service	Route / Destinations Served	Days	Timetable Summary		
			First Service	Approx. Frequency	Last Service
78/78X	Rotherwas – Lower Bullingham – Hereford	Mon - Fri	06:55	30 mins	18:10
454	Hereford – Woolhope	Mon - Fri	09:12	60 mins	14:47
		Sat	09:12	60 mins	14:47
	Woolhope – Hereford	Mon - Fri	10:14	60 mins	17:27
		Sat	10:14	60 mins	16:05

**Table 3.1** Summary of Local Public Bus Services and Frequencies

3.21 The full timetable information for each bus service is provided at **Appendix D**. Up to date bus timetable information will be provided to staff in the form of a travel information leaflet, which is further discussed in **Section 5**.





## Summary

- 3.22 The proposed development site location benefits from being within proximity to a range of amenities within the local area surrounding the site. Hereford City Centre is accessible within acceptable cycling distance of the site and is accessible by public transport available within the vicinity of the application site.
- 3.23 It is envisaged that the sustainable location of the site and suitable level of local public transport provision will encourage staff and visitors of the development to travel to / from the surrounding destinations via alternative modes of transport to private car journeys.

## 4 Existing Employee Travel Patterns

- 4.1 In order to establish the travel habits of the occupiers of the proposed development an employee travel survey was sent to the current occupiers at phases one of the developments, the survey was undertaken across two separate occasions at the end of January 2024 and the end of February 2024. Due to the varied occupation of the current units developed as part of phase one it is unclear the number of employees who received the survey, so we are therefore unable to calculate a response rate.
- 4.2 To ensure the highest response rate, Rappor contacted each unit by email and phone call, whilst also undertaking a visit to the site. It was noted during the site visit that minimal members of staff were on-site. The employee travel survey received a total of six responses. The template Travel Survey is provided at **Appendix E**, whilst the full results are contained at **Appendix F**.
- 4.3 **Table 4.1** below sets out the modal split for the travel to work data.

Method	No. of respondents	% split
Car Driver (Alone)	4	66.67%
Car Driver (with passenger(s))	1	16.67%
Car Passenger	1	16.67%
Bicycle	0	0.00%
E-bike	0	0.00%
On Foot	0	0.00%
Motorbike / Moped	0	0.00%
Work from home almost all of the time	0	0.00%
Other	0	0.00%
Total	6	100.01%*

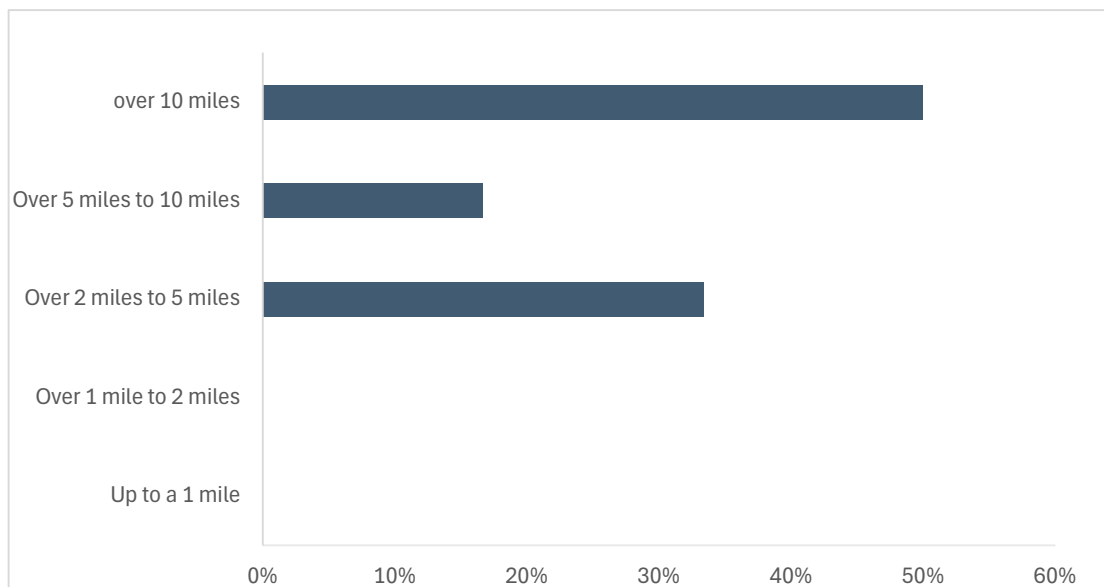
**Table 4.1** Travel to Work Modal Split

\*subject to rounding



4.4 **Table 4.1** indicates that the modal split for the occupied units is 66.67% travel by car alone, 16.67% travel by car with passengers and 16.67% travel to work as a car passenger.

4.5 **Figure 4.1** sets out the travel to work distance of the existing employees.



**Figure 4.1** Travel to Work Distances

4.6 It is noted that most staff travel over 10 miles when travelling to the site.

## 5 Improvements and Issues

5.1 The Employee Travel Survey has identified a number of preferred travel improvements, **Table 5.1** below sets out the preferred improvements to encourage cycling.

Improvements	No. of respondents	% split
Yes - Improved cycle paths on the journey to work	2	33.33%
Yes – improved cycle parking at work	0	0.00%
Yes – improved changing facilities and lockers at work	0	0.00%
Yes – cycle training	0	0.00%
Yes – discount on bike equipment and accessories	1	16.67%
No	2	33.33%
Other (Please specify)	1	16.67%

**Table 5.1** Preferred Improvements to Encourage Cycling

5.2 As set out with **Table 5.1** the preferred improvement to encourage cycling to work is to improve cycle paths on the journey to work with 33.33% of employee choosing this improvement.



- 5.3 The Employee Travel Survey also identified a number of preferred travel improvements that would encourage employees to use public transport when travel to and from work, **Table 5.2** below sets out the improvements.

Improvements	No. of respondents	% split
Yes – More direct bus routes	0	0.00%
Yes – More frequent bus services	2	33.33%
Yes – Better lighting at bus stops and on footpaths between work	0	0.00%
Yes – Bus stops closer to work	0	0.00%
Yes – Cheaper bus tickets	0	0.00%
Yes – more information on public transport information i.e. routes/timetables etc	0	0.00%
No	4	66.67%
Other (Please specify)	0	0.00%

**Table 5.2** Preferred Improvements to Encourage Public Transport Use

- 5.4 As set out with **Table 5.2** the preferred improvement to encourage the use of public transport when travelling to work is more frequent bus services with 33.33% of employees who took part in the travel survey selecting this option.
- 5.5 The Employee Travel Survey has also identified a number of reasons why employees drive to work. **Table 5.3** Sets out the most common reasons.

Reason to travel work via a car	No. of respondents	% split
I have additional stops to / from work i.e. dropping children at school	0	0.00%
I car share	0	0.00%
Health reasons prevent me from travelling by other modes	0	0.00%
Car travel takes the least amount of time	3	50.0%
Car travel is more convenient	0	0.00
Public transport is not frequent enough	1	16.67%
There are no direct public transport routes	0	0.00%
N/a	0	0.00%
Other (Please specify)	2	33.33%

**Table 5.3** Reasons for Driving to Work



## **6 Travel Plan Aims and Objectives**

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- 6.1 This Travel Plan aims to set out measures for implementation which will improve and promote the sustainable travel choices available to employees needing to access the site and ultimately reduce single-occupancy car trips.
- 6.2 The principal travel plan objectives are as follows:
- a) To reduce the number of single occupancy car journeys arriving at the site;
  - b) To increase the number of employees who walk and cycle to work;
  - c) To increase the number of employees who bus or car-share to work;
  - d) To reduce business mileage;
  - e) To improve the health and wellbeing of employees;
  - f) To improve the choice of transport options available for employees travelling to the site; and
  - g) To ensure that this workplace Travel Plan reinforces and complements the Area Travel Plan.

## **7 Travel Plan Tools**

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- 7.1 The Area Travel Plan Identifies 6 Travel Plan Tools which will be used to achieve its aims. These will be incorporated into this workplace Travel Plan. They are:
- a) Public Infrastructure e.g. cycle paths; bus services; roads
  - b) Workplace Infrastructure e.g. cycle parking; changing facilities; video-conferencing;
  - c) Training & Support Schemes e.g. adult cycle lessons; HGV driver training; led walks and rides;
  - d) Advice, Info & Promotion e.g. Route guides; walking/cycling/bus promotions; workplace events;
  - e) Individual Travel Plans & Travel for Work network e.g. implementation of this plan; and
  - f) Monitoring & Evaluation e.g. participation in Skylon Park employee travel surveys.



## 8 Travel Plan Measures Already Implemented

8.1 The following Travel Plan measures are now complete at our site. The measures implemented to date relate to workplace infrastructure and management of the Travel Plan.

Measure	Date completed	Responsibility	Status
Installation of covered cycle parking for 12 bicycles	As part of construction	Site developer	Expected as a minimum for all Estate occupiers
Creation of well lit routes from the site entrance to the building for pedestrians and cyclists	As part of construction	Site developer	Expected as a minimum for all Estate occupiers
Creation of appropriate cycle equipment storage and shower/changing facilities	As part of construction	Site Developer	Expected as a minimum for all Estate occupiers
Installation of sustainable travel notice board/carousel/leaflet holder for up to date local travel information and promotions	Leaflet discussion in <b>Section 9</b>	Site developer	Expected as a minimum for all Estate occupiers
Appoint a workplace Travel Plan coordinator (TPC) for the site.	Interim TPC set out in this section	Site Manager	Expected as a minimum for all Estate occupiers
Registration of workplace TPC with the Site-Wide Travel Plan Steering Group	To be completed	Workplace TPC / Site Manager	Expected as a minimum for all Estate occupiers
Registration of the workplace with Herefordshire Travel for Work Network	To be completed	Site Manager	Expected as a minimum for all Estate occupiers

**Table 8.1** Measures Completed

8.2 Our Interim Workplace Travel Plan Coordinator is Shaun Hunt contactable at [REDACTED]

## 9 Proposed Travel Plan Measures

9.1 Following the employee travel survey and site audit, measures outlined in **Table 9.1** and within this section will be implemented at our site over the next 12 months.

9.2 These actions have been discussed and agreed with the Area Travel Plan Coordinator. The Workplace Travel Plan Co-ordinator will be responsible for implementing all measures listed with support from the Area Travel Plan Co-ordinator.



Measure	Timescale	Responsibility	Status
Join the Site-Wide Travel Plan Steering Group and attend meeting	Within 1 year of occupation	TPC	-
Sign up to the Herefordshire Council Travel for work Network via this <a href="#">link</a>	Within 1 year of occupation	TPC	-
Disseminate Travel Information Pack to all employees. These should also be provided to new employees on appointment	Following approval of this TP	TPC/Company Manager	Draft included
Promote the Cycle discounts from Hereford Electric Bikes and Climbonbikes. These are in the employee leaflet and in the employer leaflet.	Following approval of this TP	TPC	To be included in TIP
Introduce Cycle to work scheme <a href="http://greencommuteinitiative.uk/">greencommuteinitiative.uk/</a>	Within 1 year of occupation	Company Managers	-
Promote Skylon Park Travel Events. Area TPC will send promotional posters/emails prior to each of these events	As they occur	TPC / Area TPC	-
Promote the 1dayaweek travel incentive scheme to all employees	Following approval of this TP	TPC	To be included in TIP
Promote the 1-1 travel planning service available for all employees. Enquiries sent to <a href="mailto:move@herefordshire.gov.uk">move@herefordshire.gov.uk</a>	Following approval of this TP	TPC	To be included in TIP
Promote the Greenway route to all staff using the promotional materials provided by the Area TPC	Following approval of this TP	TPC	To be included in TIP
Promote cycle training to staff Bikeright provide free cycle lessons for adults with professional instructors. Whether you've only just learnt to cycle or are a regular cyclist looking to improve your skills, the 1-to-1 cycle training sessions are tailored to suit your individual abilities and goals. We can also provide you with a bike free of charge for the duration of your session. For further details, and to check dates of upcoming sessions	Following approval of this TP  Cycle training to be provided if demand is sufficient	TPC	To be included in TIP  TPC to enquire regarding demand for cycle training
Annual Travel Plan review meeting with Area TPC	On-going	TPC	-
Support staff to complete the travel survey	Annually	TPC	-
Review results of staff survey and update this action plan accordingly and/or identify any deficiencies	Annually	TPC	-

**Table 9.1** Action Plan



## Measures

9.3 Detail on measures and additional areas to promote to staff are set out as below.

### General Measures

9.4 Marketing and promotion will form part of the implementation of this TP, including the distribution of Travel Information Packs (TIPs) to new staff members upon commencement of employment.

9.5 TIPs will include travel information, with the intention of encouraging new staff members to engage in more sustainable modes of transport. The TIP will include:

- a) Local facilities map;
- b) Pedestrian and cycle routes serving the application site;
- c) Bus timetables and a map showing bus stop locations;
- d) Information on local taxi services;
- e) Information on car sharing schemes;
- f) Information on marketing and promotional events at a national and local level; and
- g) TPC name and contact details.

9.6 An example employee TIP for Centenary Park is attached as **Appendix G**.

### Car Users

9.7 The TPC shall be responsible for reducing the use of the private car and encourage access by public transport and active travel.

9.8 Notwithstanding this, it is recognised that Herefordshire is a rural County and where it is not practical to travel by public transport and active travel modes, the occupier of each unit will encourage car sharing amongst colleagues and will assist in finding suitable partners for those wishing to take up this option through the promotion of car share schemes such as [liftshare.com/uk](https://liftshare.com/uk). The scheme allows users to identify other car drivers travelling to the same destination, as well as providing details on cost savings. The car share scheme and its benefits will be promoted and publicised by the TPC.

### Public Transport Use

9.9 Good public transport provision is important to achieving sustainable transport targets. By encouraging new staff members to use existing bus services, additional revenue will be generated, and the quality of services should improve.

9.10 Employees will be provided with up-to-date bus timetables / routes as well as the location of the nearest bus stops.





- 9.11 Local bus services are operated by Yeomans Travel. Yeomans Travel do not sell monthly or annual travel tickets, however they do provide contactless payment on all services. In addition, Swift Cards can be acquired by public transport users for free, which can hold up to £50 of credit for use on Yeomans and Lugg Valley routes. The TPC will make employees aware of these payment methods and will assist with obtaining travelcards where required.

#### Active Travel

- 9.12 The TPC shall be responsible for encouraging travel by walking and cycling. This will include providing employees with information and advice of travel by walking and cycling, including suitable routes to the site.
- 9.13 Safe and secure cycle parking is provided at the site in the form of six Sheffield stands, providing space for 12 cycles. Storage is accommodated within each unit for employees' clothing and personal effects following commuting by cycle.
- 9.14 Occupiers of each unit will be encouraged to provide a cycle to work scheme for employees, which allows of the purchase of discount cycles and equipment, paid back through salary sacrifice over an agreed term.
- 9.15 For employees who do not own or wish to own their own cycles, they will be made aware of the local Beryl Bikes stand, including its location / walking route from the site, as well as how to sign up and hire pedal and electric bikes. Subject to demand, the TPC should liaise with Beryl Bikes to determine whether discounts can be provided.

#### Visitor Information

- 9.16 Whilst the TP is predominantly aimed towards staff, measures will be put in place to encourage visitors to arrive at the site by modes other than the car. Travel information for visitors should be made available on the occupier's website, detailing public transport links etc. Ultimately, it will be the responsibility of individual occupiers to ensure visitors are aware of travel options.



## Key Travel Resources

9.17 **Table 9.1** provides a summary of the key travel resources available for staff and visitors.

Resource	Description	Details
Cycle Street	Online cycling journey planner	<a href="https://cyclestreets.net">cyclestreets.net</a>
Better by Bike	Cycle information	<a href="https://betterbybike.info">betterbybike.info</a>
Sustrans	The national sustainable transport charity	<a href="https://sustrans.org.uk">sustrans.org.uk</a>
Traveline	Online Journey Planner	<a href="https://traveline.info">traveline.info</a>
Beryl Bikes	Cycle hire in Hereford	<a href="https://beryl.cc/scheme/hereford">beryl.cc/scheme/hereford</a>

**Table 9.1** Key Travel Resources

## 10 Travel Plan Targets

10.1 It is understood that the Area Travel Plan sets out overall targets for the whole of the Rotherwas Estate. Through the implementation of the actions and measures set out in this plan, by 2027 the TP aims to:

- a) Reduce the number of employees who drive alone to work by 10%;
- b) Increase the number of employees who car share to work by 7%;
- c) To establish cycling and public transport use as travel modes.

10.2 Targets described above are set out in **Table 10.1**. Increases in sustainable travel modes have been set based on the increases proposed in the Framework Travel Plan, adjusted to account for recorded modes of travel. It is noted that, due to the proximity of the site to residential areas, walking has not been assigned a target.

Mode of Travel	Modal Split					
	Baseline	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target
Single Occupancy Car	66.7%	65.4%	64%	62.7%	61.3%	60%
Car Share	33.3%	33.7%	34.2%	34.6%	35.1%	35.5%
Cycle	0%	0.7%	1.4%	2%	2.7%	3.4%
Bus	0%	0.2%	0.4%	0.7%	0.9%	1.1%
Walk	0%	0%	0%	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 10.1** Modal Split Targets



## **11 Ongoing Commitment**

11.1 The occupiers understand that the continued promotion of sustainable travel for staff and visitors is a fundamental component in delivering a successful Hereford Enterprise Zone.

11.2 It is recognised that each Enterprise Zone occupant needs to play a full part in delivering the estate-wide Travel Plan through the implementation of complementary company-specific Travel Plans.

11.3 The occupiers commit to:

- a) Implementing this Travel Plan in full;
- b) Registering with the Hereford Travel for Work network;
- c) Encouraging all staff to take part in the annual travel behaviour survey for Rotherwas Estate – to facilitate effective monitoring of the success of both the individual and site-wide Travel Plan and progress towards targets;
- d) Reviewing progress of this Travel Plan annually and updating measures and targets as appropriate (including a review of car park and cycle park provision);
- e) Cooperating fully with the Area Travel Plan Coordinator, on new travel initiatives and opportunities as they arise; and
- f) Continuing the role of workplace Travel Plan Coordinator, coordinating with the Area Travel Plan Coordinator and attending regular Travel Plan Steering Group meetings and network events.

Signed (signature).....

Signed (print name) .....

Position.....

Date .....

## Appendix A – Decision Notice (LPA ref: P220625/PEZ)

## **DETERMINATION ABOUT WHETHER PROPOSALS MEET THE REQUIREMENTS OF HEREFORD (ROTHERWAS) ENTERPRISE ZONE LOCAL DEVELOPMENT ORDER:**

### **THE PROPOSAL MEETS THE PROVISIONS OF THE ORDER**

**Applicant:**

Priority Space Ltd  
Off Munitions Close  
Rotherwas  
Hereford

**Agent:**

Mr N Connett  
William Saunders  
Sheppard Lockton House  
Cafferata Way  
Newark  
Notts  
NG24 2TN

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Date of Application: 9 March 2022

Application No: 220625

Grid Ref.: 353239:238002

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**Proposed development:**

**SITE:** Priority Space Ltd, Skylon Central, Rotherwas, Hereford  
**DESCRIPTION:** Proposed Phase 2 Development. Provision of 9no. speculative B1/B2/B8 industrial units including all associated external works and provision of amended car parking layout to suit the phase 1 office development

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THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL hereby gives notice in pursuance of the provisions of the above Act and Orders that the proposal described above together with submitted details of the siting, design and external appearance of the building; access arrangements, car parking, hard and soft landscaping and open air storage are **GRANTED PLANNING PERMISSION** by virtue of HEREFORD (ROTHERWAS) ENTERPRISE ZONE LOCAL DEVELOPMENT ORDER subject to the following conditions:

**Regulating the Permission granted by the LDO**

1. The development shall be carried out strictly in accordance with the details and schedules submitted in the Notification dated 9<sup>th</sup> March 2022 except where otherwise stipulated by conditions set out below.

For avoidance of doubt the approved drawings are:

- 12259-WMS-P2-XX-DR-A-10000-S8-P2 – Existing Site Plan
- 12259-WMS-P2-XX-DR-A-10001-S8-P10 – Proposed Site Layout Plan (including schedule of floor areas)
- 12259-WMS-P2-XX-DR-A-10004-S8-P3 – Location Plan

- 12259-WMS-P2-ZZ-DR-A-10402-S8-P2 – Units 1-5 Plan, Elevations and Section
- 12259-WMS-P2-ZZ-DR-A-10410-S8-P1 – Units 1-5 Roof Plan
- 12259-WMS-P2-ZZ-DR-A-10404-S8-P2 – Units 6-7 Plan, Elevations and Section
- 12259-WMS-P2-ZZ-DR-A-10411-S8-P1 – Units 6-7 Roof Plan
- 12259-WMS-P2-ZZ-DR-A-10406-S8-P2 – Units 8-9 Plan, Elevations and Section
- 12259-WMS-P2-ZZ-DR-A-10412-S8-P1 – Units 8-9 Roof Plan
- Dwg LL01 Rev C: Landscape Proposals

2. Development shall be commenced within 12 months of the date of the Council's confirmation that it is in conformity with the Local Development Order.

### **Traffic and Highways**

3. Prior to commencement of development an Outline Travel Plan shall be submitted and approved in writing by the Local Planning Authority. The Plan shall be consistent with the estate-wide travel plan prepared by Hereford Enterprise Zone Executive Board current at the time and will contain an overview of the transport implications of the proposed development, a commitment to promote alternative sustainable means of transport for staff, visitors and supporting strategies including travel surveys and related monitoring and reporting provisions.
4. Within 6 months of the development being brought into use, a full Travel Plan, again consistent with the estate-wide travel plan prepared by Hereford Enterprise Zone Executive Board, shall be submitted to and approved in writing by the Local Planning Authority. It should contain a survey of staff and visitor travel patterns, targets for achieving modal shift, measures to be implemented to promote alternative sustainable means of transport for staff and visitors, and associated provisions for future monitoring and reporting. The Travel Plan shall be implemented in accordance with the approved details.

### **Landscape Works**

5. The landscaping proposals submitted under Part B above shall be carried out concurrently with the development and shall be completed no later than the first planting season following the completion of the development. The landscaping shall be maintained for a period of 5 years. During this time, any trees, shrubs or other plants which are removed, die or are seriously retarded shall be replaced with others of similar sizes and species. If any plant fails more than once they shall continue to be replaced annually until the end of the 5 year period. The hard landscaping shall be completed prior to first occupation of the development.

### **Surface Water Management and Flood Prevention**

6. There shall be no direct or indirect discharge of surface water and/or land drainage run off to the public foul sewer.
7. A surface water drainage system shall be submitted to and approved in writing by the Local Planning Authority which incorporates oil interception measures, a sustainable urban drainage system and necessary water attenuation measures, and accords with the principles of section 3.2 of the Rotherwas Drainage and Flood Management Strategy

(2009) or any document amending or superseding this strategy. The scheme shall include a schedule of works and details of how the system will be managed and maintained for the lifetime of the development, and shall thereafter be implemented in accordance with the approved details before the development is first brought into use.

8. Details of flood mitigation and resilience measures shall be submitted to and be approved by the Local Planning Authority that comply with requirements set out in the **Rotherwas Drainage and Flood Management Strategy (2009)** or any revision or modification to, or replacement superseding this document, prepared by or for the Local Planning Authority. The development shall be completed in accordance with the approved details.
9. Prior to the first occupation of the development, a Flood Evacuation Management Plan shall be submitted to and approved in writing by the local planning authority. The plan shall include full details of proposed awareness training and procedure for evacuation of persons and property (including vehicles), training of staff; and method and procedures for timed evacuation. It shall also include a commitment to retain and update the plan and include a timescale for revision of the plan.

#### **On-site Storage of Oil, Fuels, Chemicals or other Hazardous Substances**

10. There shall be no underground storage of any oil, fuels, chemicals or any other hazardous substances.
11. Any facilities for the storage of oils, fuels or chemicals shall be sited on impervious bases and surrounded by impervious bund walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank, plus 10%. If there is multiple tankage, the compound shall be at least equivalent to the capacity of the largest vessel or the combined capacity of inter-connected tanks or vessels plus 10%. All filling points, associated pipework, vents, gauges and sight glasses must be located within the bund or have separate secondary containment. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or underground strata. Associated pipework shall be located above ground and protected from accidental damage. All filling points and tank/vessels overflow pipe outlets shall be detailed to discharge downwards into the bund.

#### **Contaminated Land**

12. No development within each development plot shall take place until the following components of a scheme to deal with the risks associated with contamination of the site are submitted to and approved in writing by the local planning authority:
  - i) A preliminary risk assessment which has identified:
    - all previous uses;
    - potential contaminants associated with those uses;
    - a conceptual model of the site indicating sources, pathways and receptors; and
    - potentially unacceptable risks arising from contamination at the site.
  - ii) A site investigation scheme, based on i) above, to provide information for a detailed assessment of the risk to all receptors.



- iii) The site investigation results and the detailed risk assessment ( ii) above) based on these, an options appraisal and remediation strategy, if necessary, of the remediation measures required and how they are to be undertaken.
- iv) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in iii) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. This should include any proposed phasing of demolition or commencement of other works.
- v) Prior to the occupation of any part of the development (unless in accordance with agreed phasing under part iv) above), a verification (validation) report demonstrating completion of the works set out in the approved remediation strategy (iii) and iv)). The report shall include results of any sampling and monitoring. It shall also include any plan (a long term monitoring and maintenance plan) for longer term monitoring of pollutant linkages, maintenance and arrangements for contingency action and for the reporting of this to the local planning authority.

Any changes to these components require the express written consent of the local planning authority. The scheme shall be implemented as approved.

13. If, during the development within each development plot, contamination not previously identified is found to be present at the site, then no further development (unless otherwise agreed in writing with the local planning authority) shall be carried out until the developer had submitted, and obtained written approval from the local planning authority, a Method Statement for remediation. The Method Statement must detail how this unsuspected contamination shall be dealt with. A verification (validation) report demonstrating completion of the works set out in the method statement shall be submitted to and approved in writing by the local planning authority. The report shall include results of any sampling and monitoring. It shall also include any plan (a long-term monitoring and maintenance plan) for longer term monitoring of pollutant linkages, maintenance and arrangements for contingency action and for the reporting of this to the local planning authority.

### **Other Design Matters**

14. All buildings (accommodating personnel) shall be designed and constructed to meet a minimum standard indicated within Hereford Enterprise Zone Sustainability Scheme or a minimum of a BREEAM rating of 'Very Good'. No development shall commence until authorised certification has been provided confirming compliance with the Hereford Enterprise Zone Sustainability Scheme to the "Tender Stage" (or in the case of BREEAM, Interim Stage) and to "Handover Stage" prior to the occupation of the buildings. Further certification shall be provided in the form of the "Occupation Stage" certification (or in the case of BREEAM, Final Certification) confirming that the development has been constructed in accordance with the agreed standard.
15. Prior to commencement/first use of the development hereby permitted, full details of all external lighting to be installed upon the site (including upon the external elevations of the building) shall be submitted to and be approved in writing by the Local Planning Authority. No external lighting shall be installed upon the site (including upon the external elevations of the building) without the prior written consent of the Local Planning Authority. The approved external lighting shall be installed in accordance with the approved details and thereafter maintained in accordance with those details.

16. Development within Area C identified as adjacent to residential properties (edged and hatched in brown on the map attached at Appendix a) shall be restricted to Use Class B1 Business (Offices [other than those that fall within A2] research and development of products and processes, light industry appropriate in a residential area) of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification and for no other purpose and subject to the following specific conditions:

- a) No building hereby permitted on any part of the site shall exceed two storeys in height.
- b) There shall be no raising of existing ground levels on the site.
- c) There shall be no open air operation of plant, machinery or equipment within the area shown edged and hatched in brown.
- d) No power tools or machinery shall be used at the premises other than portable hand tools.
- e) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order, with or without modification), no service openings other than staff and visitor pedestrian access shall at any time be located in the on the southern elevation of any building frontage facing on to the Holme Lacy Road.
- f) Vehicle parking and turning areas shall be located to the north of any building upon the site.
- g) During the construction phase, no machinery shall be operated, no process shall be carried out and no deliveries taken at or despatched from the site outside of the following times: Monday- Friday 7.00am-6.00pm, Saturday 8.00am-1.00pm nor at any time on Sundays, Bank or Public Holidays.
- h) The earth mound running along the north side of the site edged and hatched in brown that forms a protective buffer between the uses to its north and this site and adjacent dwellings shall be retained and no works to alter its height or width are permitted through this order.

17. Any minor amendments shall be agreed in writing by the Local Planning Authority.

Planning Services  
PO Box 4  
Hereford  
HR4 0XH



Date: 11 April 2022

**KELLY GIBBONS**  
**DEVELOPMENT MANAGER**

YOUR ATTENTION IS DRAWN TO THE FOLLOWING NOTE

**Please note:** This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. In particular consent may be required under the Building Regulations.

Appendix B – Decision of Discharge Notice (LPA ref:  
P222225/XA2)

Mr Stuart Willows  
William Saunders  
Sheppard Lockton House  
Cafferata Way  
Newark  
Notts  
NG24 2TN

**ISSUED BY EMAIL**

Dear Mr Willows

**SITE:** Land at Priority Space Ltd, Proposed Phase 2 Development, Skylon Central, Hereford  
**DESCRIPTION:** Application for approval of details reserved by conditions attached to planning permission 220625.  
**APPLICATION NO:** 222225  
**APPLICATION TYPE:** PP - Approval of details reserved by condition

With regard to the conditions of the planning permission granted under the LDO described above I would confirm the following (update to Condition 14) after letter issued on the 14<sup>th</sup> March 2023:

- Condition 1: Compliance Condition.
- Condition 2: Compliance Condition. Work shall commence before: 11 April 2023.
- Condition 3: Outline Travel Plan: Can be discharged.
- Condition 4: Travel Plan to be submitted within 6 months of occupancy.
- Condition 5: Landscaping works. Compliance condition.
- Condition 6: Surface Water drainage. Compliance condition.
- Condition 7: A surface water drainage system: Can be discharged.
- Condition 8: Details of flood mitigation and resilience measures shall be submitted to and be approved by the Local Planning Authority: Can be discharged.
- Condition 9: Prior to the first occupation of the development, a Flood Evacuation Management Plan. Can be discharged.
- Condition 10: Compliance: No underground Storage.
- Condition 11: Compliance: Storage of oils, fuels or chemicals.
- Condition 12: Contaminated land: Can be discharged.
- Condition 13: Contaminated land: Compliance
- Condition 14: BREEAM Rating: Submission of Sustainability Report by Ecoteric on the 23 November 2023. Can be discharged.
- Condition 15: External Lighting: Can be discharged.
- Condition 16: Not applicable.
- Condition 17: Information.

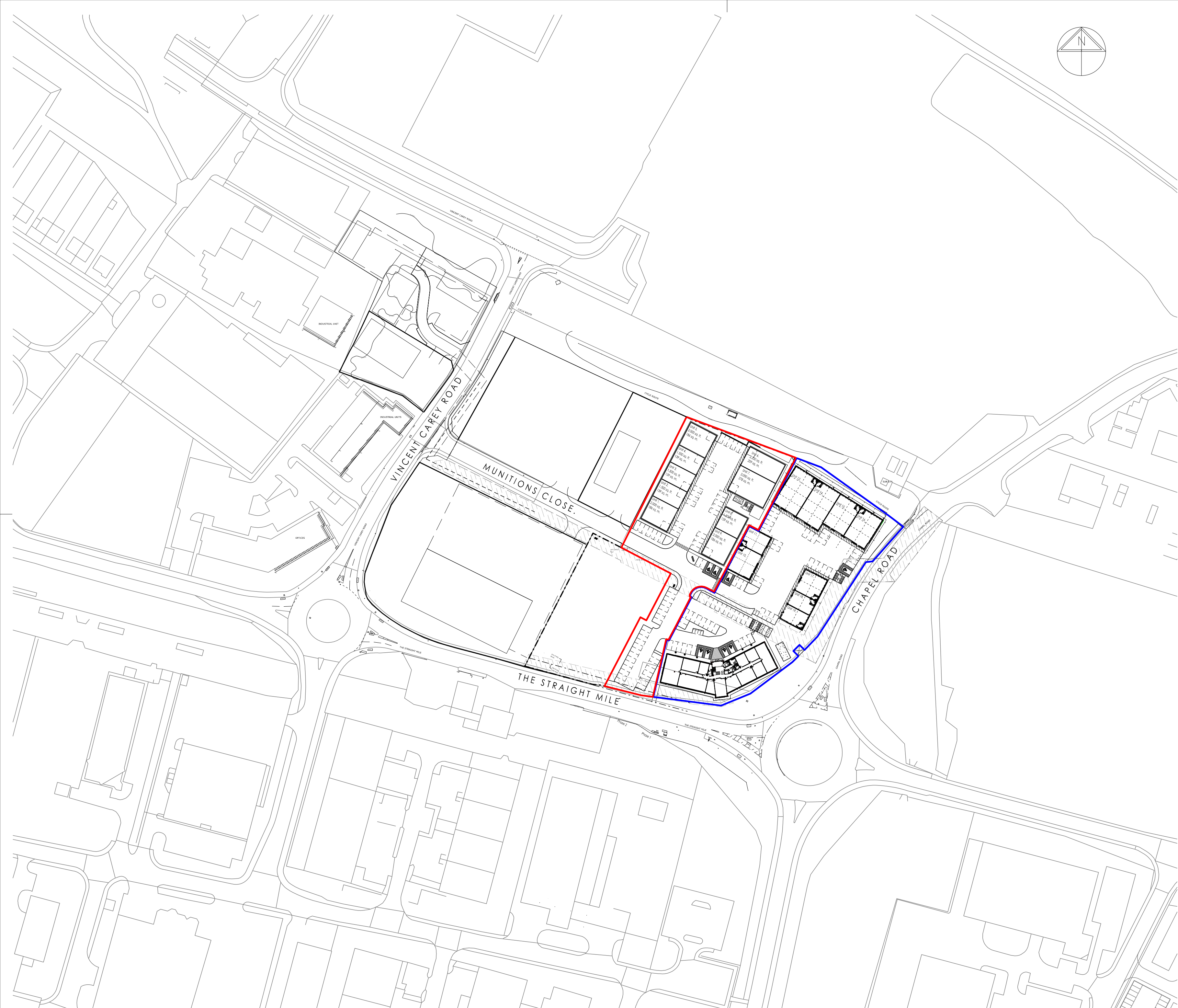
This letter should be attached to the decision notice to avoid any doubt as to the nature of the approved scheme.

Yours sincerely

A handwritten signature in blue ink, consisting of a large, stylized 'K' followed by a series of loops and a horizontal line extending to the right.

**MS KELLY GIBBONS**  
**DEVELOPMENT MANAGER**

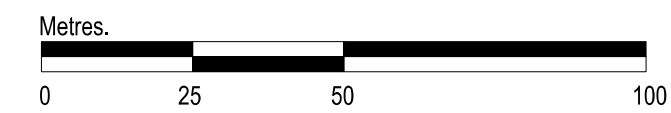
## Appendix C – Site Location Plan



William Saunders is the trading name of Wm Saunders Partnership LLP. Wm Saunders Partnership Limited Liability Partnership is registered in England and Wales with the Registration number OC 308323. The Registered Office is Sheppard Lockton House, Cafferata Way, Newark on Trent, Notts, NG24 2TN.

This drawing & any design thereon is the copyright of Wm Saunders Partnership LLP and must not be reproduced without their written consent.

Contractors must verify all dimensions, levels and co-ordinates at the site before commencing any work or making any shop drawings: no dimensions to be taken from drawing.



P3	Scale bar added.	IR	NAC	02/22
P2	Issued for Planning	IR	NAC	02/22
P1	Issued for Information.	SW	NAC	12/21
Rev	Description	Drn	Vf'd	Date
As outlined in section 2.3 of the CITB Industry Guidance to Designers, insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks. In accordance with CDM Regulations 8, 9 and 11, any significant risks relating to the design features shown on this drawing have been identified and are annotated thus:				
<input checked="" type="checkbox"/>	No significant risks have been identified.			
<input type="checkbox"/>	Significant risks have been identified - refer to notes on drawing for information on residual risks and any control measures to be employed.			
Refer to the current Designer's Risk Assessment sheets for further details.				
Designer's Signature		SW	Date 12/21	

Drawing Status  
PLANNING

**williamsaunders**  
architecture: engineering: building consultancy

Sheppard Lockton House  
Cafferata Way  
Newark-on-Trent  
Nottinghamshire. NG24 2TN

Tel: 01636 704361  
Fax: 01636 702809  
W: wmsaunders.co.uk

Project Centenary Park, Skylon Central, Hereford Phase 2.				
Client Priority Space (Skylon) Ltd.				
Title Location Plan.				
WmS Project Ref. 12259	Drawn SW	Date Dec. '21	Scale 1:1250	@ A2
Drawing/Document Reference				
Project	Originator	Zone	Level	Type Role Number Status Rev.
12259 - WMS - P2 - XX - DR - A -	10004	- S8 -	P3	



## Appendix D – Site Layout Plan

Unit	Area - Sq.m	Area - Sq.ft	Parking
1	186	2,000	4
2	139	1,500	3
3	139	1,500	3
4	139	1,500	3
5	186	2,000	4
6	209	2,250	4
7	278	3,000	5
8	139	1,500	3
9	186	2,000	4
Dis			2
Total	1,580	17,250	35

Key:

- Car Park Areas  
Tarmac.
- Bin Store / Cycle Parking  
Concrete.
- Walkway  
Indicates walkway space  
to front of industrial units.
- Grass / Soft Landscape  
Refer to sub contractors  
drawing for soft landscaping  
layout.
- Footways to rear of Units  
450 x 450 Charcon 'Academy'  
Paving Slabs (or similar)



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This drawing & any design thereon is the copyright of Wm Saunders Partnership LLP and must not be reproduced without their written consent.

Contractors must verify all dimensions, levels and co-ordinates at the site before commencing any work or making any shop drawings: no dimensions to be taken from drawing.

P7	Car parking amended. Scale Bar added.	SW	NAC02/22
P6	Issued for Planning	IR	NAC02/22
P5	Hard/soft landscaping amended	SW	NAC11/21
P4	adj. bins. Units 8 & 9 updated, hard landscaping amended to suit.	IR	SW 09/21
P3	Existing drainage added.	IR	SW 04/21
P2	Unit 8 split to two units.	SW	NAC02/21
P1	Issued for information.	SW	NAC01/21

Rev	Description	Drn	Vf'd	Date
	As outlined in section 2.3 of the CITB Industry Guidance to Designers, insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks. In accordance with CDM Regulations 8, 9 and 11, any significant risks relating to the design features shown on this drawing have been identified and are annotated thus:			
	No significant risks have been identified.			
	Significant risks have been identified - refer to notes on drawing for information on residual risks and any control measures to be employed.			
	Refer to the current Designer's Risk Assessment sheets for further details.			
	Designer's Signature	SW	Date	01/21

Drawing Status  
**PLANNING**

**williamsaunders**  
architecture: engineering: building consultancy

Sheppard Lockton House  
Cafferata Way  
Newark-on-Trent  
Nottinghamshire. NG24 2TN

Tel: 01636 704361  
Fax: 01636 702809  
W: wm-saunders.co.uk

Also at Leeds, Lincoln, Warksworth

Project

Centenary Park,  
Skylon Central,  
Hereford  
Phase 2.

Client

Priority Space (Skylon) Ltd.

Title

Proposed Phase 2 Site Plan.

WmS Project Ref.	Drawn	Date	Scale	
12259	SW	Jan. '21	1:500	@ A2

Drawing/Document Reference

Project	Originator	Zone	Level	Type	Role	Number	Status	Rev.
12259	- WMS	- P2	- XX	- DR	- A	- 10001	- S8	- P7

## Appendix E – Bus Timetables

Bus departures from this stop  
Rotherwas  
adj Vincent Carey Road

78

Hereford - Rotherwas

Yeomans Travel

here

1

3

4

6

8

18

Rotherwas, opp Vincent Carey Road

Rotherwas, Thorn Office Centre

Lower Bullingham, Lower Bullingham Lane

Putson, Manor Road

Putson, Tesco Exopress

Hereford, City Bus Station

78X

Hereford - Rotherwas

Yeomans Travel

here

2

4

5

6

7

17

Rotherwas, opp Vincent Carey Road

Rotherwas, Thorn Office Centre

Lower Bullingham, Lower Bullingham Lane

Putson, Manor Road

Putson, Tesco Exopress

Hereford, City Bus Station

454

Hereford - Woolhope

Yeomans Travel

here

6

9

16

18

24

27

Holme Lacy, College

Holme Lacy, Wyelands

Fownhope, Church Croft

Fownhope, Court Orchard

Woolhope, Crown Inn

Woolhope, The Nurdens

The numbers circled indicate approximate timings in minutes from Rotherwas, Vincent Carey Road

Mondays to Fridays						Bus times as at 20th February 2024	
Time	Service	Note	Time	Service	Note	Time	Service
0654	78		0846	78X	2	1041	78X
0724	78		0912	454	A	1047	454
0739	78		0926	78X	2	1111	78X
0816	78		1011	78X	2	1141	78X
						1147	454
						1211	78X
						1241	78X
						1247	454
						1311	78X
						1341	78X
						1347	454
						1411	78X
						1441	78X
						1447	454
						1511	78X
						1541	78X
						1611	78X
						1641	78X
						1711	78
						1732	78
						1809	78
							1

Saturdays						Bus times as at 24th February 2024	
Time	Service	Note	Time	Service	Note	Time	Service
0912	454		1047	454		1147	454
						1247	454
						1347	454
						1447	454

Sundays

No Service

Notes: A - Operates via Holme Lacy Campus on College days  
s - Sets down only

1 - does not serve Putson, Manor Road  
2 - serves Putson, Manor Road

3 - terminates at Woolhope, The Nurdens

Times shown in italics are approximate times

Next bus times on your phone

the code for this stop is heratmtd

Mobile internet: Use the QR code (left) if you can, or enter the stop code at [www.nextbuses.mobi](http://www.nextbuses.mobi)

By SMS: text the stop code to 84268. Add a space and service number for just that service.

Internet enquiries incur normal mobile internet charges. SMS messages cost 25p plus your normal text message charge.

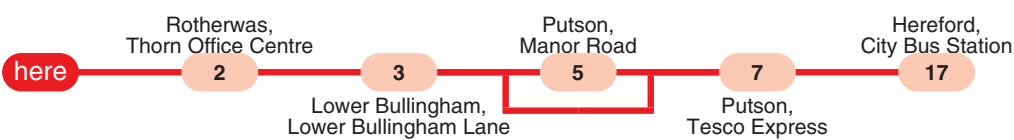
Live Departure information will be given if available (eg 3 mins) - otherwise scheduled times will be shown as clock times (eg 1007).



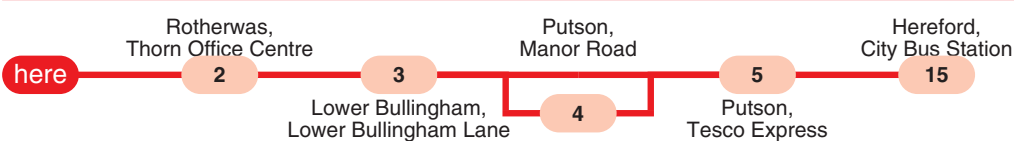
traveline.info/se  
0871 200 22 33  
Calls cost 12p per minute plus your phone company's access charge

Bus departures from this stop  
Rotherwas  
opp Vincent Carey Road

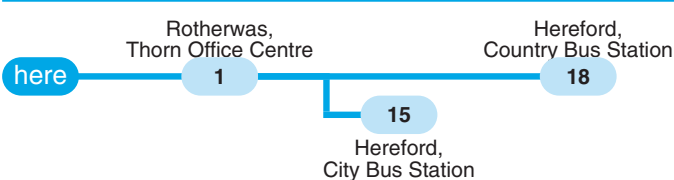
78 Hereford - Rotherwas Yeomans Travel



78X Hereford - Rotherwas Yeomans Travel



454 Woolhope - Hereford Yeomans Travel



The numbers circled indicate approximate timings in minutes from Rotherwas, Vincent Carey Road

Mondays to Fridays Bus times as at 20th February 2024

Time	Service	Note	Time	Service	Note	Time	Service	Note	Time	Service	Note	Time	Service	Note
0655	78		0848	78X	2	1043	78X		1213	78X		1314	454	
0725	78		0928	78X	2	1113	78X		1214	454		1343	78X	
0740	78		1013	78X	2	1114	454		1243	78X		1413	78X	
0818	78		1014	454		1143	78X		1313	78X		1414	454	
												1613	78X	
												1622	454	3,A
												1643	78X	
												1713	78	1
												1735	78	1
												1810	78	1
												1727	454	3

Saturdays Bus times as at 24th February 2024

Time	Service	Note	Time	Service	Note	Time	Service	Note	Time	Service	Note
1014	454		1114	454		1214	454		1314	454	
									1414	454	
									1605	454	3

Sundays

No Service

Notes: A - Operates via Holme Lacy Campus on College days 2 - serves Putson, Manor Road 3 - terminates at Hereford, City Bus Station  
1 - does not serve Putson, Manor Road  
Times shown in italics are approximate times



Next bus times on your phone the code for this stop is heratmta  
Mobile internet: Use the QR code (left) if you can, or enter the stop code at [www.nextbuses.mobi](http://www.nextbuses.mobi)  
By SMS: text the stop code to 84268. Add a space and service number for just that service.  
Internet enquiries incur normal mobile internet charges. SMS messages cost 25p plus your normal text message charge.  
Live Departure information will be given if available (eg 3 mins) - otherwise scheduled times will be shown as clock times (eg 1007).

## Appendix F – Travel Survey Template

## Centenary Park Phase 2 Staff Travel Survey

**Thank you for taking the time to complete this survey, which provides feedback regarding travel habits to Herefordshire Council as part of the planning approval for the development. Please note that all responses will be anonymous and any information provided will be handled with confidence.**

1. Please provide your postcode.

2. Do you work full-time or part-time hours?

☐ Full-time

☐ Part-time

3. Do you have a disability which affects your travel arrangements?

☐ Yes

☐ No

☐ Prefer not to say

4. What are your usual work start and finish times? Please tick two boxes.

☐ 07:00 - 07:29

☐ 13:00 - 13:29

☐ 07:30 - 07:59

☐ 13:30 - 13:59

☐ 08:00 - 08:29

☐ 14:00 - 14:29

☐ 08:30 - 08:59

☐ 14:30 - 14:59

☐ 09:00 - 09:29

☐ 15:00 - 15:29

☐ 09:30 - 09:59

☐ 15:30 - 15:59

☐ 10:00 - 10:29

☐ 16:00 - 16:29

☐ 10:30 - 10:59

☐ 16:30 - 16:59

☐ 11:00 - 11:29

☐ 17:00 - 17:29

☐ 11:30 - 11:59

☐ 17:30 - 17:59

☐ 12:00 - 12:29

☐ 18:00 - 18:29

☐ 12:30 - 12:59

☐ 18:30 - 19:00

☐ Other (please specify)



5. In a typical week, which days do you travel to work? (Select all that apply)

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Friday   |
| <input type="checkbox"/> Tuesday  | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday  | <input type="checkbox"/> Sunday   |
| <input type="checkbox"/> Thursday   |                                   |
| <input type="checkbox"/> Varies each week (please enter the average number of days per week you travel to work) |                                   |

6. How do you travel to work on a typical day?

- |  |   |
|--|---|
| <input type="radio"/> Car Driver (alone)             | <input type="radio"/> E-Bike                                |
| <input type="radio"/> Car Driver (with passenger(s)) | <input type="radio"/> On Foot                               |
| <input type="radio"/> Car Passenger                  | <input type="radio"/> Motorbike / Moped                     |
| <input type="radio"/> Bus                            | <input type="radio"/> Work from home almost all of the time |
| <input type="radio"/> Bicycle                        |   |
| <input type="radio"/> Other (please specify)         |   |

7. If you drive a car to work most days, is your car electric or plug-in hybrid?

- ☐ Yes
- ☐ No
- ☐ N/A

8. How far do you travel to work?

- |   |  |
|---|--|
| <input type="radio"/> Up to 1 mile            | <input type="radio"/> Over 5 miles to 10 miles |
| <input type="radio"/> Over 1 mile to 2 miles  | <input type="radio"/> Over 10 miles            |
| <input type="radio"/> Over 2 miles to 5 miles |  |

9. Would any of the following changes encourage you to cycle to work?

- |  |   |
|--|---|
| <input type="radio"/> YES - Improved cycle paths on the journey to work          | <input type="radio"/> YES - Cycle training                              |
| <input type="radio"/> YES - Improved cycle parking at work                       | <input type="radio"/> YES - Discounts on bike equipment and accessories |
| <input type="radio"/> YES - Improved cycle changing facilities & lockers at work | <input type="radio"/> NO  |
| <input type="radio"/> Other (please specify)                                     |   |

10. Would any of the following changes encourage you to use public transport to get to work?

- |  |  |
|--|--|
| <input type="radio"/> YES - More direct bus routes                                     | <input type="radio"/> YES - Cheaper bus tickets  |
| <input type="radio"/> YES - More frequent bus services                                 | <input type="radio"/> YES - More information on public transport information i.e. routes/timetables etc. |
| <input type="radio"/> YES - Better lighting at bus stops and on footpaths between work | <input type="radio"/> NO   |
| <input type="radio"/> YES - Bus stops closer to work                                   |  |
| <input type="radio"/> Other (please specify)   |  |

11. If you travel to work by car, what is your main reason for doing so? Please tick statement you most agree with

- |   |   |
|---|---|
| <input type="radio"/> I have additional stops to / from work i.e. dropping children at school | <input type="radio"/> Car travel is more convenient               |
| <input type="radio"/> I car share   | <input type="radio"/> Public transport is not frequent enough     |
| <input type="radio"/> Health reasons prevent me from travelling by other modes                | <input type="radio"/> There are no direct public transport routes |
| <input type="radio"/> Car travel takes the least amount of time                               | <input type="radio"/> N/A   |
| <input type="radio"/> Other (please specify)  |   |

12. Would you be prepared to car share?

- |  |   |
|--|---|
| <input type="radio"/> Yes - as the driver    | <input type="radio"/> No                  |
| <input type="radio"/> Yes - as the passenger | <input type="radio"/> I already car share |
| <input type="radio"/> Yes - both             |   |

13. Would any of the following changes encourage you to car share?

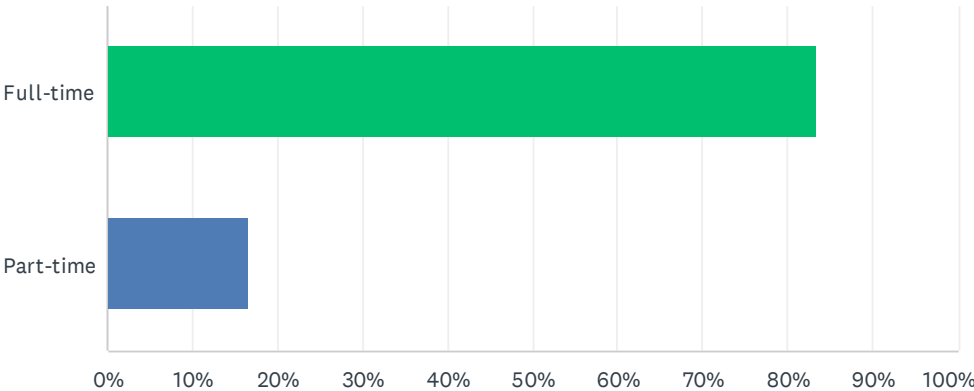
- ☐ YES - Help finding car share partners with similar work patterns
- ☐ YES - Free lift home if let down by car sharer
- ☐ YES - Reserved parking for car sharers
- ☐ NO
- ☐ Other (please specify)

14. Do you have any further comments regarding commuting and other work related journeys?

## Appendix G – Travel Survey Results

Q2 Do you work full-time or part-time hours?

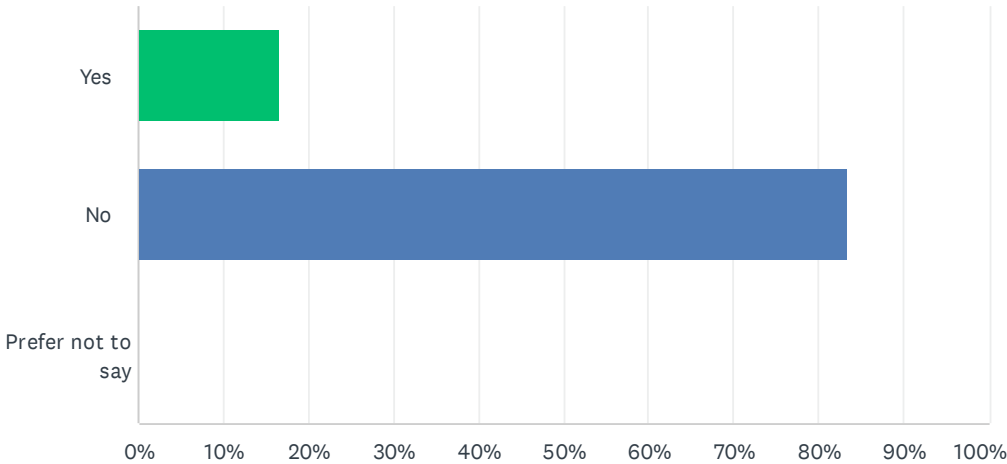
Answered: 6    Skipped: 0



ANSWER CHOICES	RESPONSES	
Full-time	83.33%	5
Part-time	16.67%	1
TOTAL		6

Q3 Do you have a disability which affects your travel arrangements?

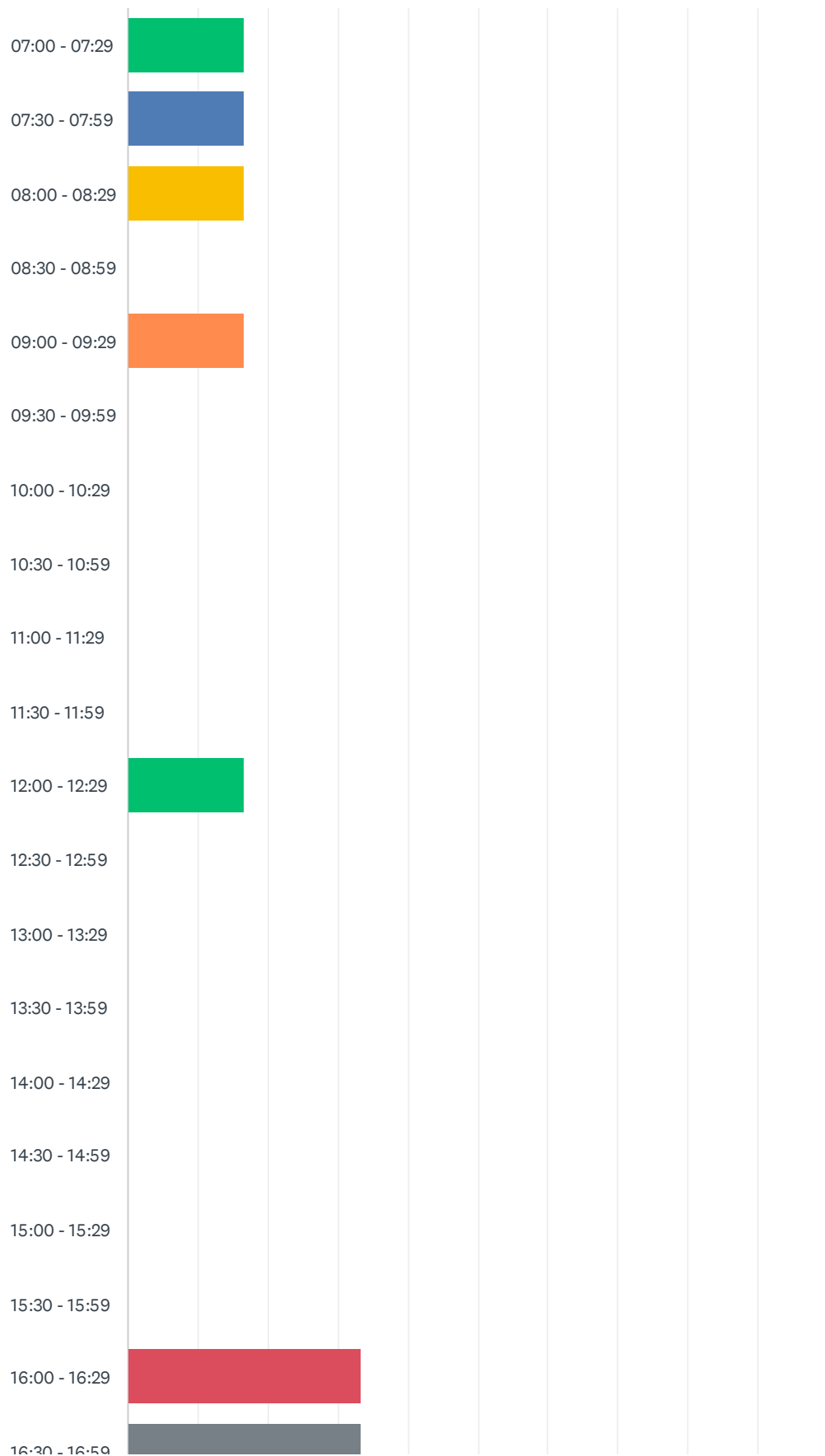
Answered: 6    Skipped: 0



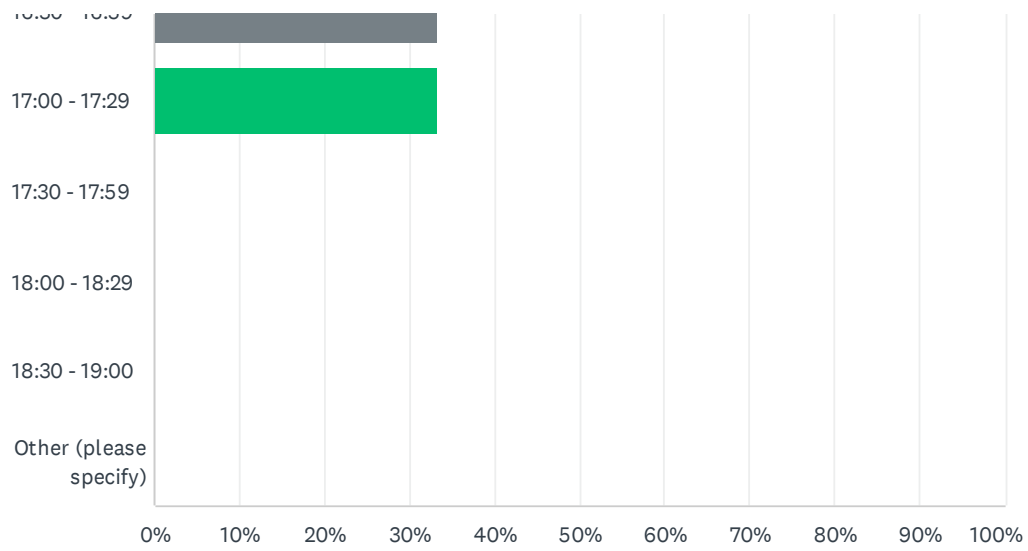
ANSWER CHOICES	RESPONSES	
Yes	16.67%	1
No	83.33%	5
Prefer not to say	0.00%	0
TOTAL		6

## Q4 What are your usual work start and finish times? Please tick two boxes.

Answered: 6 Skipped: 0



## Centenary Park Phase 2 Staff Travel Survey



# Centenary Park Phase 2 Staff Travel Survey

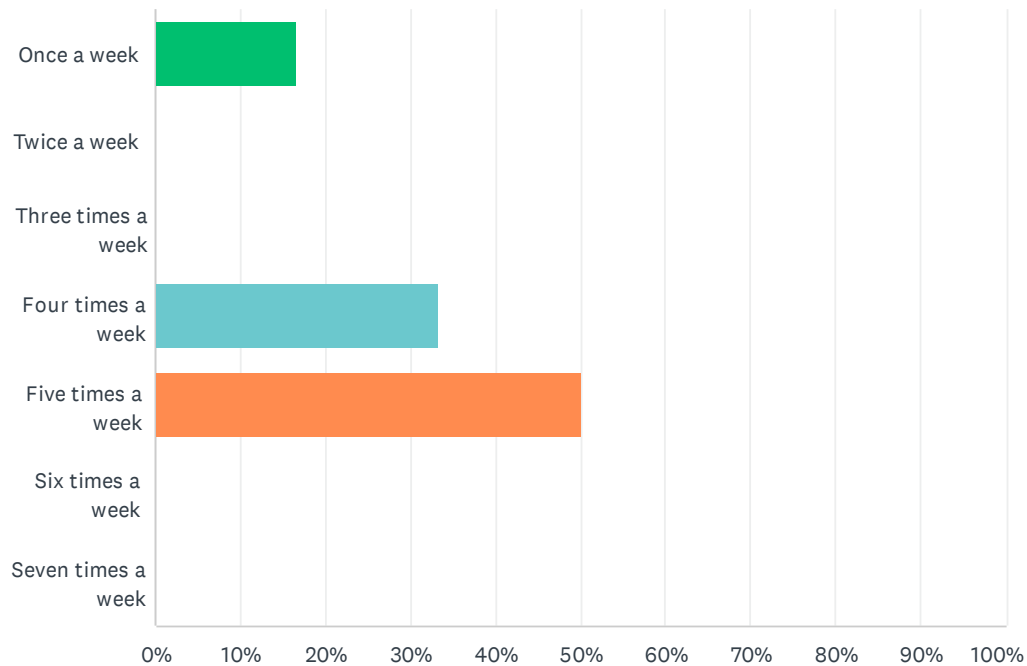
ANSWER CHOICES	RESPONSES
07:00 - 07:29	16.67% 1
07:30 - 07:59	16.67% 1
08:00 - 08:29	16.67% 1
08:30 - 08:59	0.00% 0
09:00 - 09:29	16.67% 1
09:30 - 09:59	0.00% 0
10:00 - 10:29	0.00% 0
10:30 - 10:59	0.00% 0
11:00 - 11:29	0.00% 0
11:30 - 11:59	0.00% 0
12:00 - 12:29	16.67% 1
12:30 - 12:59	0.00% 0
13:00 - 13:29	0.00% 0
13:30 - 13:59	0.00% 0
14:00 - 14:29	0.00% 0
14:30 - 14:59	0.00% 0
15:00 - 15:29	0.00% 0
15:30 - 15:59	0.00% 0
16:00 - 16:29	33.33% 2
16:30 - 16:59	33.33% 2
17:00 - 17:29	33.33% 2
17:30 - 17:59	0.00% 0
18:00 - 18:29	0.00% 0
18:30 - 19:00	0.00% 0
Other (please specify)	0.00% 0
Total Respondents: 6	

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	



## Q5 In a typical week, how many days do you travel to work?

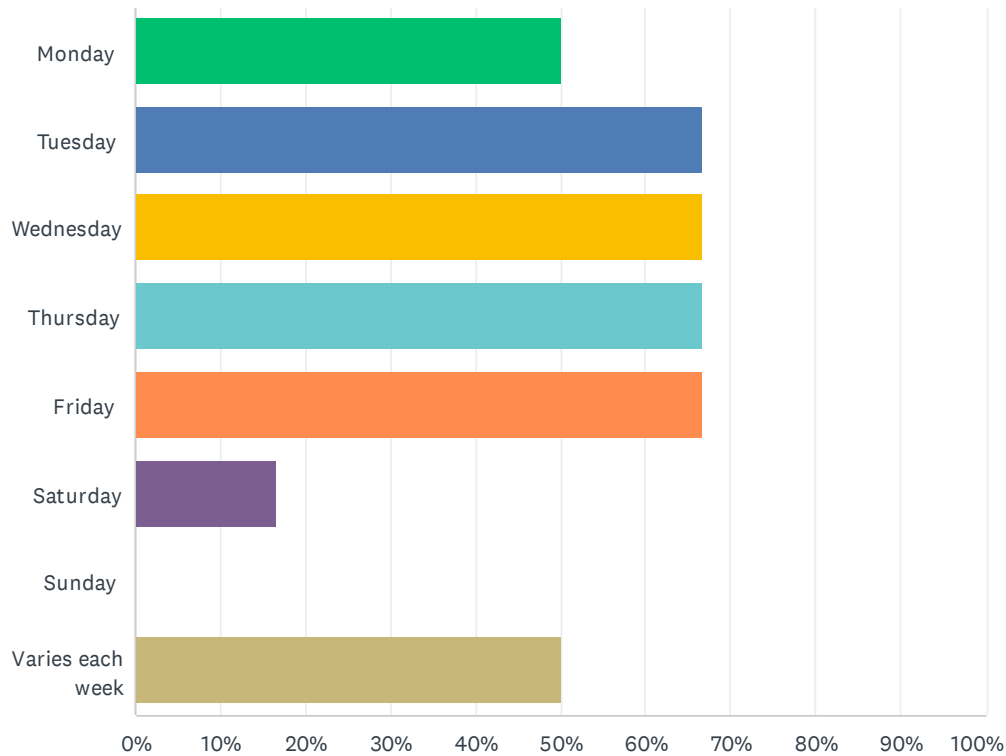
Answered: 6   Skipped: 0



ANSWER CHOICES	RESPONSES	
Once a week	16.67%	1
Twice a week	0.00%	0
Three times a week	0.00%	0
Four times a week	33.33%	2
Five times a week	50.00%	3
Six times a week	0.00%	0
Seven times a week	0.00%	0
TOTAL		6

## Q6 Following the previous question, which days do you normally travel to work? (Select all that apply)

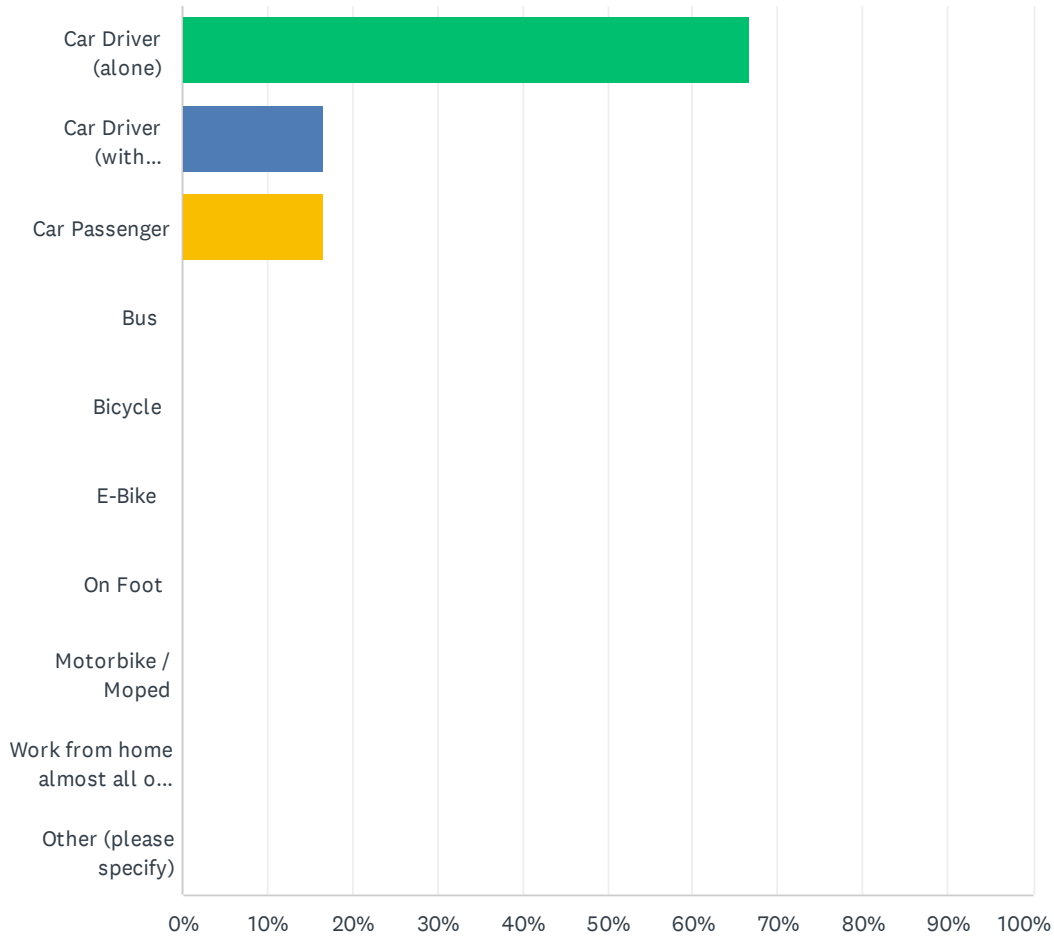
Answered: 6   Skipped: 0



ANSWER CHOICES	RESPONSES	
Monday	50.00%	3
Tuesday	66.67%	4
Wednesday	66.67%	4
Thursday	66.67%	4
Friday	66.67%	4
Saturday	16.67%	1
Sunday	0.00%	0
Varies each week	50.00%	3
Total Respondents: 6		

## Q7 How do you travel to work on a typical day?

Answered: 6   Skipped: 0



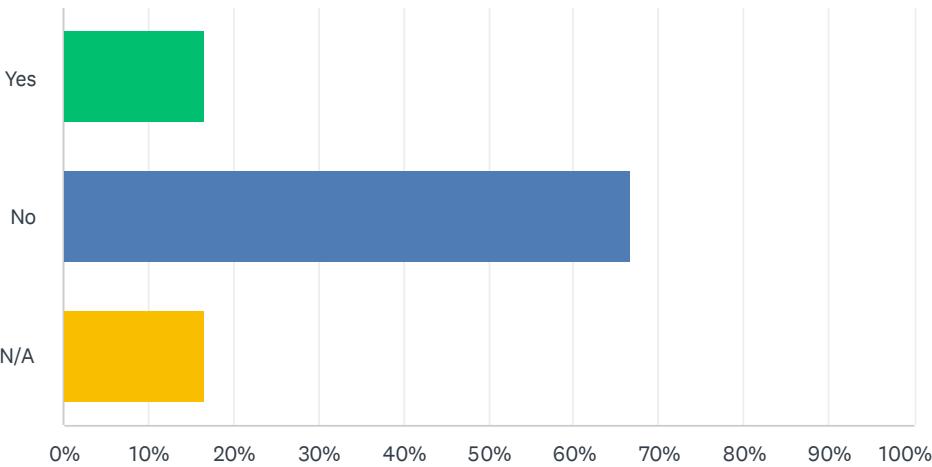
ANSWER CHOICES	RESPONSES	
Car Driver (alone)	66.67%	4
Car Driver (with passenger(s))	16.67%	1
Car Passenger	16.67%	1
Bus	0.00%	0
Bicycle	0.00%	0
E-Bike	0.00%	0
On Foot	0.00%	0
Motorbike / Moped	0.00%	0
Work from home almost all of the time	0.00%	0
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>6</b>

#	OTHER (PLEASE SPECIFY)	DATE
---	------------------------	------

There are no responses.

Q8 If you drive a car to work most days, is your car electric or plug-in hybrid?

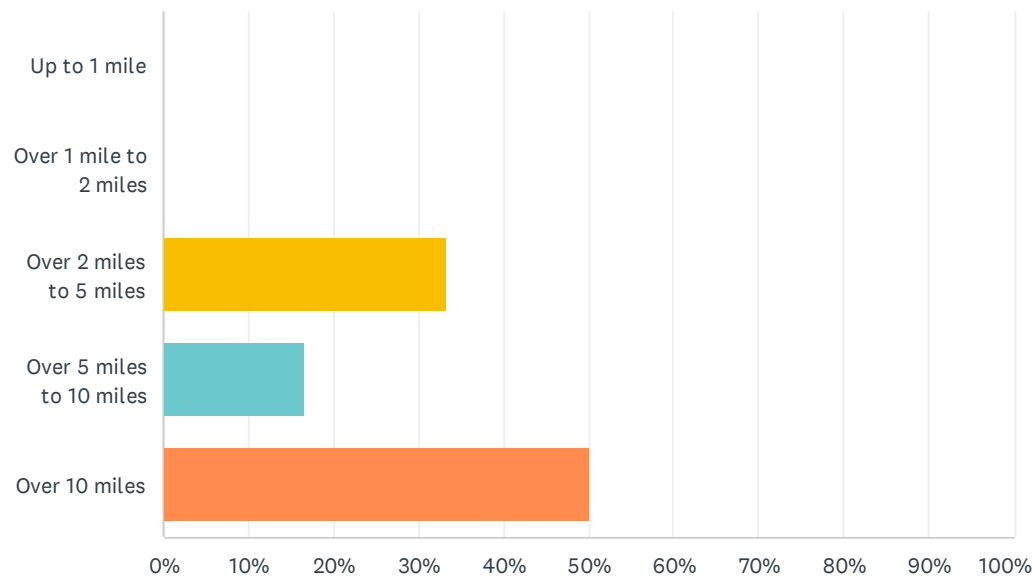
Answered: 6    Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		16.67%	1
No		66.67%	4
N/A		16.67%	1
TOTAL			6

Q9 How far do you travel to work?

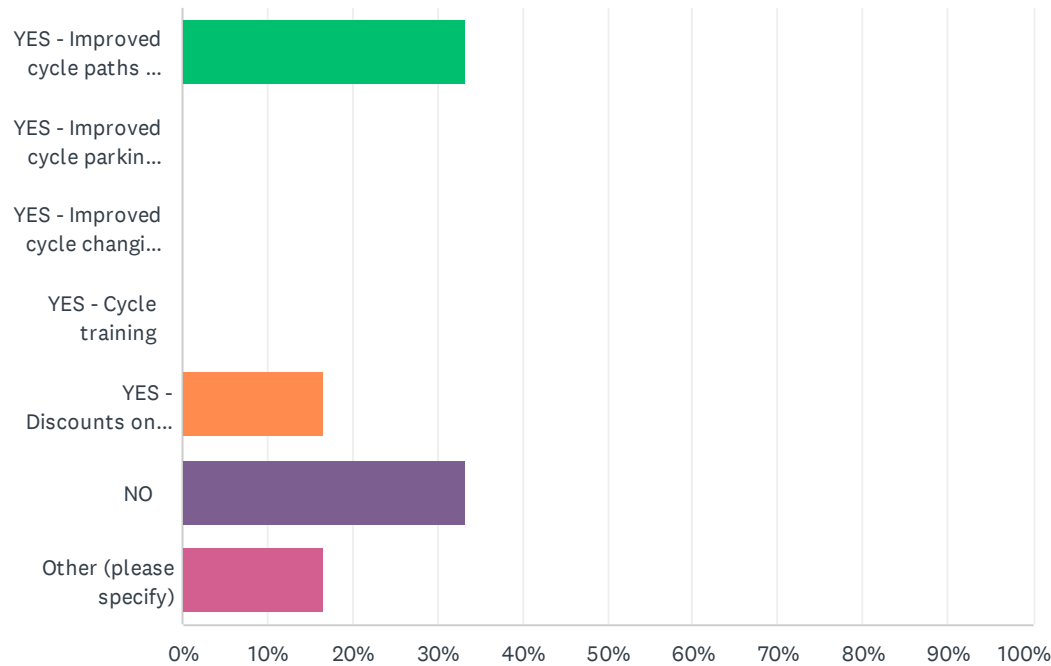
Answered: 6    Skipped: 0



ANSWER CHOICES	RESPONSES	
Up to 1 mile	0.00%	0
Over 1 mile to 2 miles	0.00%	0
Over 2 miles to 5 miles	33.33%	2
Over 5 miles to 10 miles	16.67%	1
Over 10 miles	50.00%	3
TOTAL		6

Q10 Would any of the following changes encourage you to cycle to work?

Answered: 6 Skipped: 0

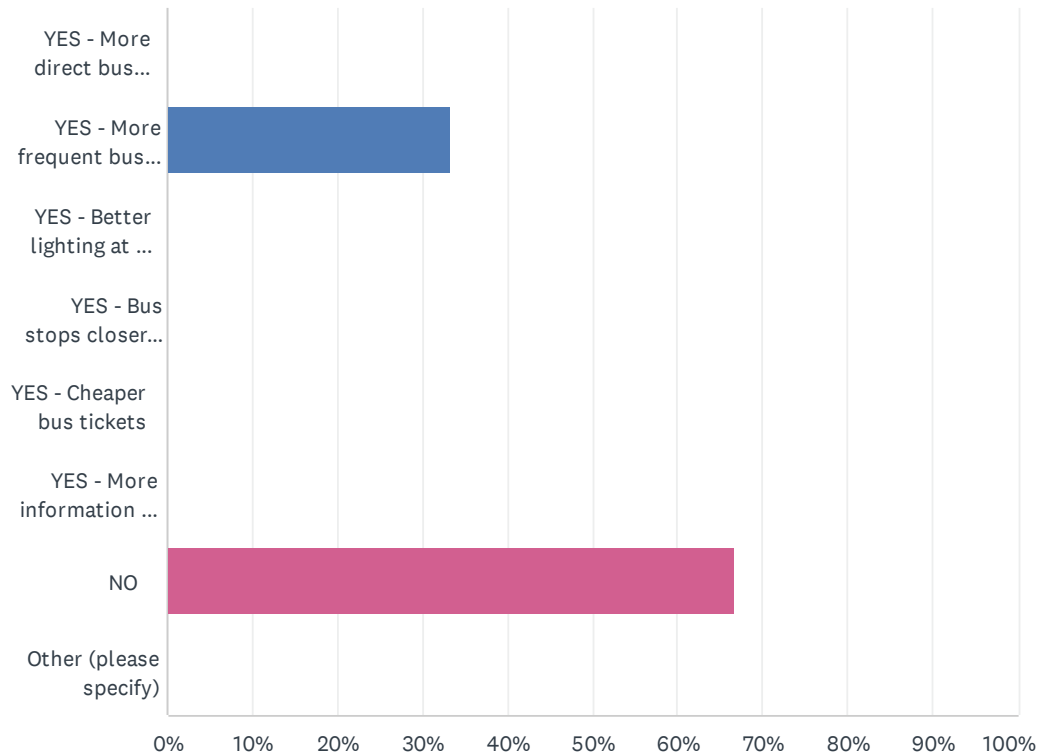


ANSWER CHOICES		RESPONSES	
YES - Improved cycle paths on the journey to work		33.33%	2
YES - Improved cycle parking at work		0.00%	0
YES - Improved cycle changing facilities & lockers at work		0.00%	0
YES - Cycle training		0.00%	0
YES - Discounts on bike equipment and accessories		16.67%	1
NO		33.33%	2
Other (please specify)		16.67%	1
TOTAL			6

#	OTHER (PLEASE SPECIFY)	DATE
1	More convenient bus stop	1/29/2024 5:03 PM

## Q11 Would any of the following changes encourage you to use public transport to get to work?

Answered: 6 Skipped: 0

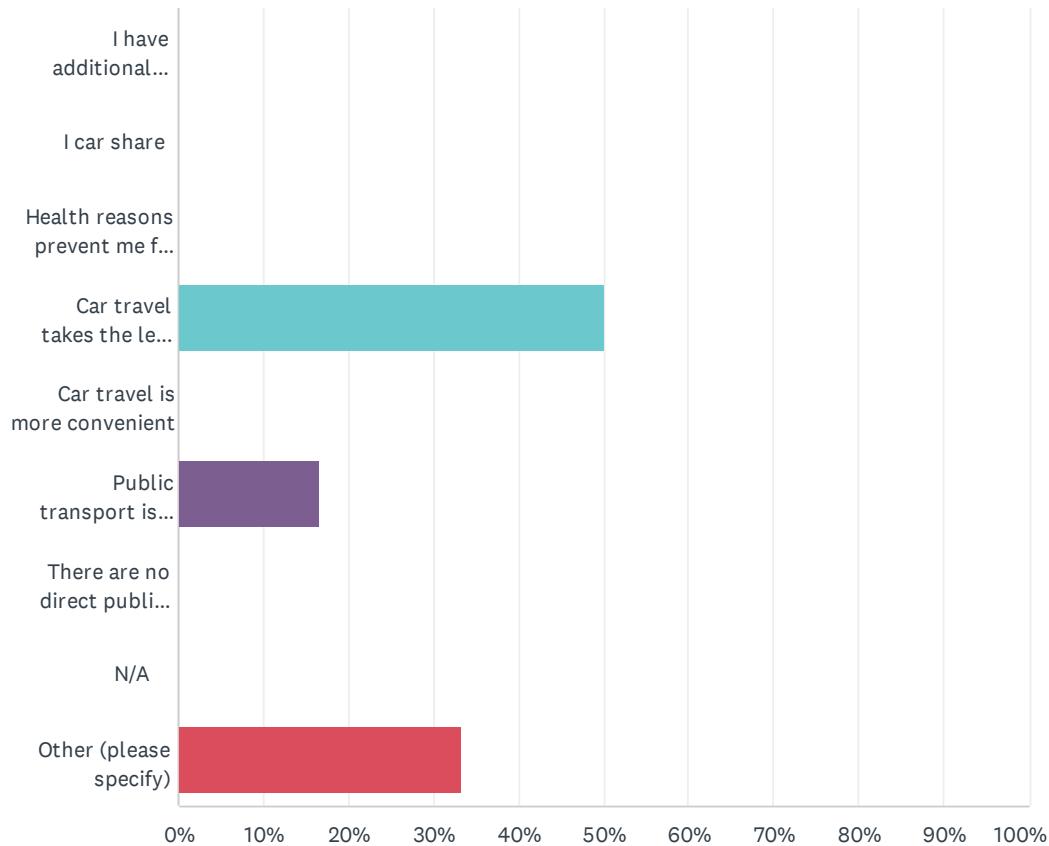


ANSWER CHOICES		RESPONSES	
YES - More direct bus routes		0.00%	0
YES - More frequent bus services		33.33%	2
YES - Better lighting at bus stops and on footpaths between work		0.00%	0
YES - Bus stops closer to work		0.00%	0
YES - Cheaper bus tickets		0.00%	0
YES - More information on public transport information i.e. routes/timetables etc.		0.00%	0
NO		66.67%	4
Other (please specify)		0.00%	0
TOTAL			6

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

## Q12 If you travel to work by car, what is your main reason for doing so? Please tick statement you most agree with

Answered: 6 Skipped: 0



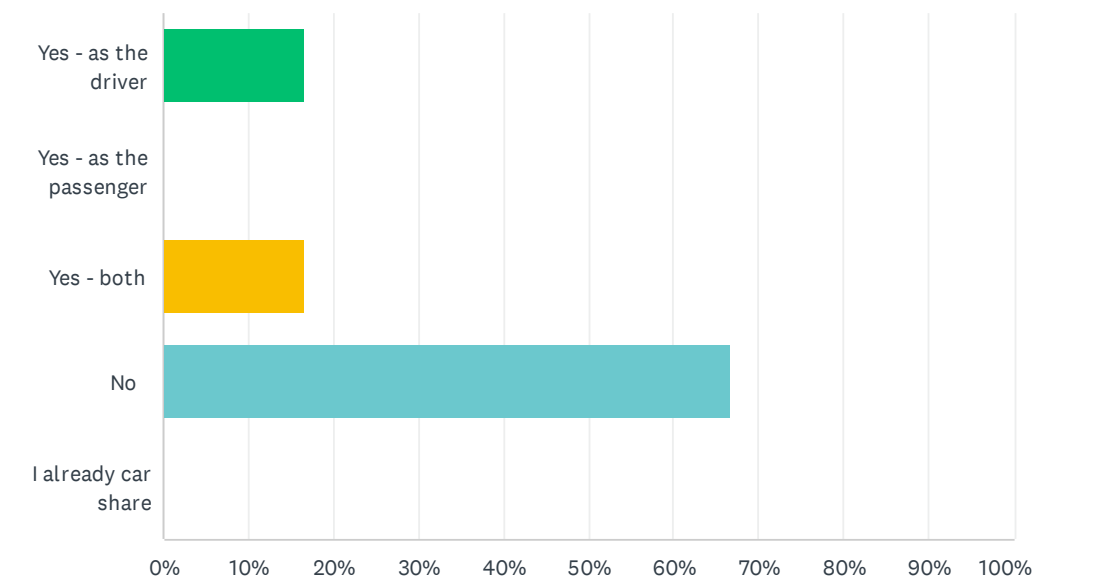
ANSWER CHOICES	RESPONSES	
I have additional stops to / from work i.e. dropping children at school	0.00%	0
I car share	0.00%	0
Health reasons prevent me from travelling by other modes	0.00%	0
Car travel takes the least amount of time	50.00%	3
Car travel is more convenient	0.00%	0
Public transport is not frequent enough	16.67%	1
There are no direct public transport routes	0.00%	0
N/A	0.00%	0
Other (please specify)	33.33%	2
<b>TOTAL</b>		<b>6</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Have to carry equipment	2/3/2024 4:06 PM
2	Unable to drive myself fir medical reasons	1/29/2024 5:03 PM



Q13 Would you be prepared to car share?

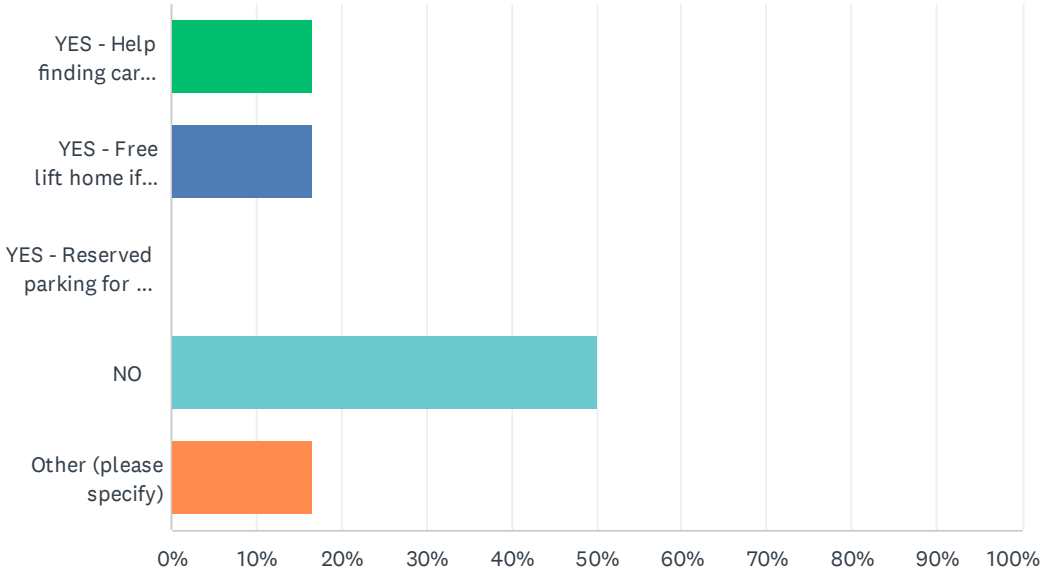
Answered: 6    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes - as the driver	16.67%	1
Yes - as the passenger	0.00%	0
Yes - both	16.67%	1
No	66.67%	4
I already car share	0.00%	0
TOTAL		6

Q14 Would any of the following changes encourage you to car share?

Answered: 6 Skipped: 0



ANSWER CHOICES		RESPONSES	
YES - Help finding car share partners with similar work patterns		16.67%	1
YES - Free lift home if let down by car sharer		16.67%	1
YES - Reserved parking for car sharers		0.00%	0
NO		50.00%	3
Other (please specify)		16.67%	1
TOTAL			6

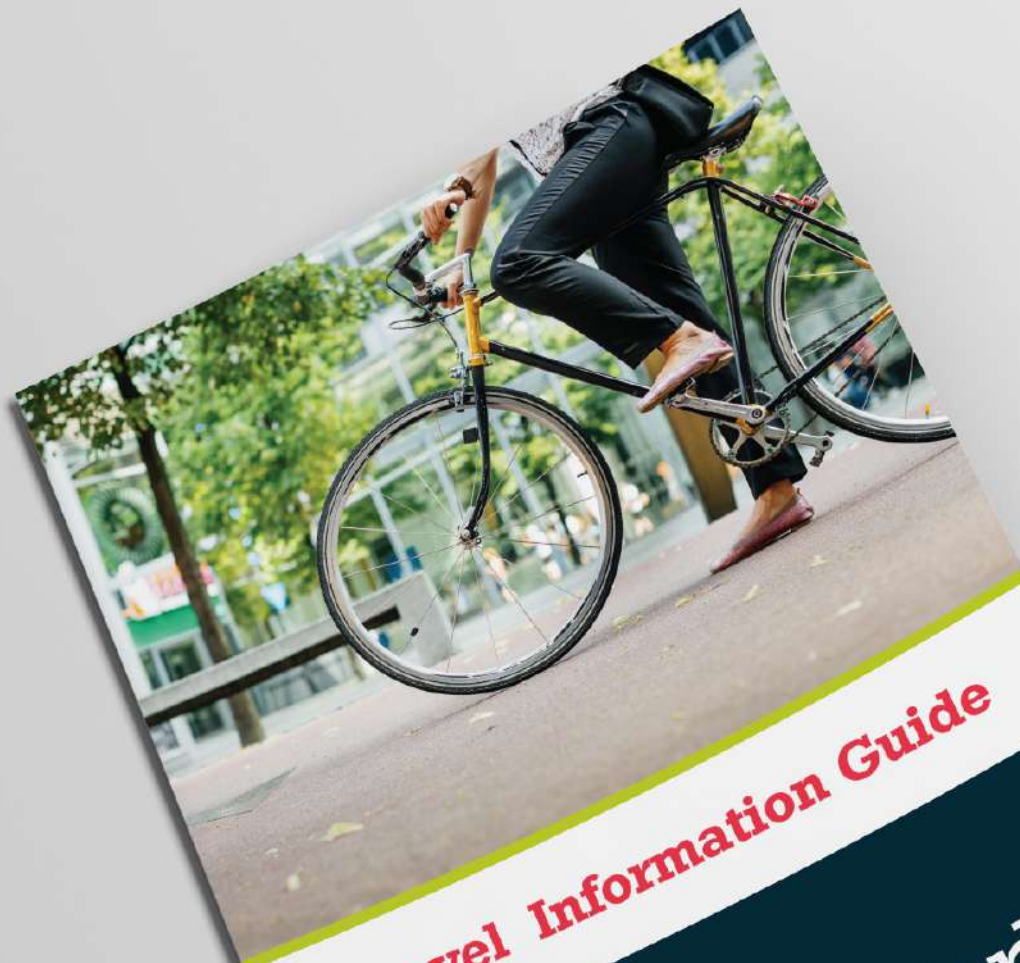
#	OTHER (PLEASE SPECIFY)	DATE
1	I don't travel with h any kind of regular pattern and need to be responsive to change travel times at a moment a notice	2/3/2024 4:06 PM

Q15 Do you have any further comments regarding commuting and other work related journeys?

Answered: 1    Skipped: 5

#	RESPONSES	DATE
1	Installation of beryl bike park area on site would assist in more use of bikes	2/8/2024 8:50 AM

## Appendix H – Example TIP



## Travel Information Guide



**Centenary Park**

Helping you find your way sustainably





## Travel Information Guide

  
**Centenary Park**

Helping you find your way sustainably

found that commuting by bus can be cheaper than travelling by car, travelling greater distances found to 100 per month.

us stops are the 'Vincent Corey Road' on The Straight Mile. These stops are 78A, 78X, and 78 bus services, which Hereford circular, stopping at Hereford otherwos, Putson, and Redhill. operate in succession, with the 78A cent to the site from 06:55 - 09:28, the 78X 10:13 - 16:43, and the 78 operating 0. Services run Monday to Friday and kimately every 30 - 60 minutes across the he bus route insert demonstrates the 78 etables can be found at:

[www.hereford.gov.uk/Bus-Timetables](http://www.hereford.gov.uk/Bus-Timetables)

Find nearby stops.





# Sustainable Travel at Centenary Park

As part of our commitment to sustainability, we are looking to improve our carbon footprint by looking to encourage sustainable modes of travel, such as public transport, walking, cycling, and car sharing.

This travel information Guide will provide you with all the information you need to choose to travel more sustainably on a day to day basis.

## Walking and Cycling

**Walking and cycling are excellent ways to improve your general health, vitality and wellbeing. They are also the most simple, easy and reliable ways to travel around your local area.**

If you live in or near Hereford, why not consider cycling to work? Switching to these modes can improve your physical and mental health. Safe and secure cycle parking at work means you can have peace of mind whilst going about your day.

The map of Centenary Park contained within this pack indicates cycle parking locations, for your reference. We will soon be implementing a cycle to work scheme for all employees, which will allow you to purchase a bicycle and equipment, with no VAT, and pay it back through salary sacrifice over the course of a year.

Please contact the Travel Plan Coordinator for more information (see overleaf for further details).



## Catching the Bus

Centenary Park is beneficially located to catch the bus. Travelling by bus has a number of benefits, which include:

- Saving money
- Avoiding parking hassle
- Removing driving stress
- Enable users to enjoy a journey instead of focussing on operating a vehicle

Studies have found that commuting by bus can be up to 60% cheaper than travelling by car, with those travelling greater distances found to save up to £100 per month.

The nearest bus stops are the 'Vincent Carey Road' stops, located on The Straight Mile. These stops are served by the 78A, 78X, and 78 bus services, which operate as a Hereford circular, stopping at Hereford Bus Station, Rotherwas, Putson, and Redhill.

The services operate in succession, with the 78A stopping adjacent to the site from 06:55 - 09:28, the 78X operating 10:13 - 16:43, and the 78 operating 17:13 - 18:10. Services run Monday to Friday and depart approximately every 30 - 60 minutes across the bus route. Timetables can be found at:

[www.yeomanscoachholidays.com/Bus-Timetables](http://www.yeomanscoachholidays.com/Bus-Timetables)

## Useful Apps

There are a wide range of apps currently available that can assist you with your sustainable travel choices and you can find these on the Travel App card.

The following can be readily downloaded onto your smart phone and will aid you in planning your journey via a range of sustainable modes of transport.



### UK Bus Checker

Helping you plan your journey and view live route maps, this app will let you stay one step ahead of changing bus timetables - so you'll never be in a rush to catch a bus again.



### Cycle Streets Journey Planner

Cycle journey planner app, with clear itinerary and maps. Plan routes from A to B anywhere in the UK. Add your photos of cycle-related problems and good practice.

## Find nearby stops.

