



GTO House, New Bath Road, Twyford
Travel Plan

Client: GTO Engineering UK Ltd

i-Transport Ref: MC/ITB12312-202 R

Date: 19 December 2024

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Quality Management

Report No.	Comments	Date	Author	Authorised
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SECTION 1 Introduction

1.1.1 GTO Engineering UK Ltd (GTO) is proposing to transfer their existing workshops and offices, located in Hare Hatch to the proposed site. The redevelopment will look to retain the existing house, demolish the existing outbuilding to the rear and provide a workshop to restore and repair classic Ferrari's combined with a parts department, storage unit and supported by an office, and other ancillary functions.

1.1.2 A planning application has been prepared which seeks permission for the redevelopment of the former Mabey Headquarters Office and Depot at New Bath Road, Twyford. The proposed site layout is provided at **Appendix A**.

1.2 Site Location

1.2.1 The site is located some 2.4km north of Twyford village centre. The site is located north of Mumbery Hill and is bounded by the Wyevale Garden Centre to the east, Mumbery House to the west and open farmland to the north. A site location plan is provided as **Figure 1**.

1.3 Scope of Travel Plan

1.3.1 This Travel Plan (TP) provides a sustainable transport strategy for the site in relation to staff travel. It outlines a package of measures to manage single occupancy car use along with encouraging the use of travel by sustainable modes.

1.3.2 This TP is applicable to staff and has been informed by baseline travel information for the site in its current configuration.

1.4 Relevant Transport Policy

National Policy

1.4.1 The National Planning Policy Framework (NPPF) published in December 2024 sets out the Government's planning policies for England and how these are expected to be applied. It also constitutes guidance for local planning authorities and decision makers both in drawing up plans and as material consideration in determining applications.

1.4.2 Paragraph 115 state that plans should protect and exploit opportunities for the use of sustainable transport modes. A key tool to facilitate this will be a Travel Plan. Paragraph 118 of the NPPF states that “All developments which generate significant amounts of movement should be required to provide a Travel Plan”. The sustainable travel objectives include the need to reduce the use of the private car (particularly for single occupancy journeys) and measures to promote walking, cycling and public transport use as alternatives to the private car.

1.4.3 This Travel Plan (TP) has been produced to support the Transport Statement (TS) (report reference. ITB12312-201 R) for the development proposal, which considers the wider transport implications of the development. This is in line with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) which both require a Travel Plan to be submitted alongside proposals for developments that are likely to result in a significant travel demand.

Local Policy

1.4.4 The Wokingham Travel Plan document provides guidance on the submission of development related Travel Plans. This Travel Plan has been prepared with reference to this guidance.

1.5 **Structure of Travel Plan**

1.5.1 The remainder of this TP is structured as follows:

- Section 2 describes the principles of the Travel Plan, as well as the objectives and benefits of the plan;
- Section 3 considers the existing accessibility of the site by walking, cycling and public transport alongside the existing travel characteristics of the local area;
- Section 4 sets out the travel related infrastructure provided on site;
- Section 5 sets out the ‘soft’ measures being developed to manage travel demand, parking and non-car mode travel to the site;
- Section 6 provides a strategy for the implementation and management of the travel plan; and
- Section 7 puts forward travel targets and provides a monitoring strategy to assess progress against these targets.

SECTION 2 Principles, Objectives and Benefits

2.1 Principles and Objectives

2.1.1 This TP sets out a sustainable transport strategy for the proposed development of the site. In line with national and local government guidance, the headline aims for the plan will be as follows:

- To reduce the number of single occupancy car journeys to the site in line with current national and local policy.

2.1.2 The plan will have the following objectives:

- To support a range of sustainable transport alternatives to provide staff and visitors with options to travel to/ from the site;
- To develop an awareness of the options for sustainable travel to/ from the site and local area amongst staff; and
- To minimise the impacts of car based travel to the site on the local highway network and environment.

2.2 Benefits

2.2.1 Development of a Travel Plan has a number of benefits for GTO House, its staff and the local community and environment:

Benefits to Staff Members

- Increased opportunities for accessing the workplace by non-car modes;
- Individual cost savings, for example through reduced weekly travel costs through the ability to purchase a monthly or annual public transport season ticket;
- Greater convenience in terms of travel choice and information availability; and
- Opportunities for a better home/work balance.

Benefits to GTO House

2.2.2 The Travel Plan will increase staff satisfaction and improve retention by improving ease of travel to work and by providing associated travel related staff benefits.

2.2.3 It is also likely to play a positive role in staff recruitment due to the creation of a larger potential labour pool and the ability to recruit workers without access to travel by the private car.

Community and Environmental Benefits

2.2.4 The Travel Plan will provide the following benefits to the local community and environment:

- The impact of the development on the local environment will be lessened, in terms of reducing congestion, noise and atmospheric pollution created by vehicle trips to and from the site.

SECTION 3 Accessibility

3.1 Introduction

3.1.1 This section of the Travel Plan describes the existing accessibility of the site by walking, cycling and public transport.

3.2 Site Location

3.2.1 GTO House is located some 2.4km north of Twyford village centre. The site currently benefits from two existing accesses onto Mumbery Hill and the A4 Bath Road. A site location plan is provided as **Figure 1**.

3.3 Public Transport

Bus

3.3.1 The closest bus stop to the site is located on Mumbery Hill, circa 300 west of the main site access. This bus stop is served by service 127 that routes between Reading, Twyford and Maidenhead. This service has a frequency of five services per day for the number 127 service. The bus service operating from these stops are summarised in **Table 3.1**.

Table 3.1: Bus Services

Service	Operator	Routing	Frequency
127	Thames Valley Buses	Maidenhead – Upper Wargrave – Twyford – Sonning – Woodley – Reading	Five services per day Monday to Saturday (09:09-18:16)

Source: Thames Valley Buses

3.3.2 **Table 3.1** demonstrates that there is a bus service available during the morning and evening peak periods to accommodate trips to/from work.

Rail

3.3.3 The site is well located to both Wargrave (2.6km) and Twyford (2.7km) railway stations. Wargrave station is situated on the branch line to Henley-on-Thames whilst Twyford station is situated on the Reading to London Paddington main line.

- 3.3.4 A summary of the destinations available and journey times for Twyford and Wargrave railway stations is presented in **Table 3.2**.

Table 3.2: Twyford and Wargrave Rail Services

Destination	Typical Frequency		Average Journey Duration
	Peak	Off-Peak	
Twyford Station			
London Paddington	10 per hour	6 per hour	44 minutes
Reading	6 per hour	4 per hour	8 minutes
Oxford	3 per hour	3 per hour	45 minutes
Wargrave Station			
Henley-on-Thames	2 per hour	2 per hour	8 minutes

Source: National Rail Enquiries

- 3.3.5 **Table 3.2** demonstrates that Twyford and Wargrave Rail stations provide frequent rail services to London, Reading Oxford and Henley-on-Thames.

3.4 Walking and Cycling

- 3.4.1 The site is well located to the existing walking network. There is footway present on the northern side of Mumbery Hill/ Bath Road which ends just short of the site frontage. There is continuous footway to the east of the site on the A4 Bath Road to the eastbound bus stop south of the Wyevale garden centre and the garden centre itself. There is an uncontrolled pedestrian crossing with pedestrian refuge island and tactile paving immediately east of the eastern site access on the A4 Bath Road. This provides access to the facilities and services on the southern side of the A4 Bath Road including the Horse and Groom Pub.
- 3.4.2 There is continuous footway on the southern side of Mumbery Hill between the site and Wargrave Village to the northwest where day to day services including a pharmacy and convenience store are located.
- 3.4.3 There are no dedicated cycle facilities adjacent to the site however National Cycle Network (NCN) Route 4 runs north on the A321 from Twyford and through Wargrave to the west of the site.
- 3.4.4 It is recognised in Manual for Streets (para 6.4.1) that:

“Cyclists should generally be accommodated on the carriageway in areas with low traffic volumes and speeds, there should not be any need for dedicated cycle lanes on the street.”

- 3.4.5 The local highway network to the northwest of the site on Mumbery Hill provides a potential cycle link to Wargrave with relatively low traffic volumes.
- 3.4.6 More experienced users may use the A4 or the A3032 which provide east/ west and north south links for the site.

SECTION 4 Infrastructure Provision

4.1 Access and Infrastructure

4.1.1 Primary vehicular access to the site will be via the existing access point from Mumbery Hill located circa 30m west of the junction with the A4. This will be used by all staff, deliveries and servicing vehicles. The internal access road would remain unchanged until circa 90m into the site, where a new car park will be provided.

4.1.2 The access point will operate as a shared surface providing access for pedestrians and cyclists. As part of the application it is not proposed to utilise the eastern access, and this can be seen within the proposed site layout contained in **Appendix A**.

4.1.3 A secondary access will be via the existing access point directly off the A4. This will be used solely for the limited number of customers GTO receives.

4.1.4 As part of the proposals, it is proposed to extend the existing footway linking the site access to the existing footway on Mumbery Hill. This can be seen on **Drawing ITB12354-GA-302** and will provide a continuous footway connection into the site

4.2 Layout and Parking

4.2.1 The number of car parking spaces proposed on site is 56 spaces. The total required as set out in Wokingham Borough Council Standards is 87 spaces. Whilst the proposed number of spaces is less than the WBC standards, this has been based on the following criteria/information.

- The site is not a typical B2/B8 use and there is a large storage area; and
- It has been demonstrated that the site would not generate 87 vehicle movements by staff and visitors. With a worst-case number of one space per each member of staff that drive, which equates to 56 spaces. The level of parking already accommodates the likely demand. To provide parking in line with WBC standards would lead to areas of unused hardstanding.

4.2.2 Providing parking to the standard would provide more spaces than that is required by GTO.

- 4.2.3 In the event that GTO vacate the premises or parking demand is higher, there are areas of the site identified on **Drawing ITB12312-GA-206** which can accommodate the additional 29 spaces should this be required at a later date. This can be monitored during the course of the Travel Plan statement and conditioned as necessary.

Cycle Parking

- 4.2.4 It is proposed to provide a total of 14 cycle parking spaces on site. Currently one member of staff cycles to work and with the increase in staff this is likely to rise to up to three members of staff cycling. Therefore, there will be sufficient space for future growth.
- 4.2.5 This will be monitored by the annual travel surveys and if required there is space on site to provide additional spaces.

Powered Two Wheelers

- 4.2.6 It is proposed to provide four motorcycle parking spaces, which is in line with Wokingham Borough Councils current cycle parking requirements of one space per 20 car parking spaces.

Shower / Changing and Locker Facilities

- 4.2.7 The development proposal includes provision of shower, changing and locker facilities for staff use to encourage walking and cycling to the site.

SECTION 5 Measures

5.1 Introduction

5.1.1 A number of measures and initiatives will be utilised to encourage sustainable travel awareness and usage amongst staff, and visitors. These will aim to reduce unnecessary travel and reduce reliance on the private car by influencing travel behaviour in the favour of walking, cycling and public transport both for future staff and those who already work at the site.

5.2 Measures for Staff

5.2.1 The following paragraphs set out the measures that will be adopted by GTO House to encourage staff to use modes other than the single occupancy car for travel to work.

Walking and Cycling

5.2.2 The site is located within a 2km walking distance of the residential areas of Hare Hatch, Twyford and Wargrave. Staff will be provided with information on local public rights of way to encourage those who live in the neighbouring residential areas to walk to the site.

5.2.3 Cycling is a viable means of travel to work for staff particularly if used alongside the rail links that the site benefits from. The following measures are to be implemented.

- As mentioned in Section 4, cycle parking, showers, changing and locker facilities will be provided on site to give the facilities necessary for staff to cycle to work;
- Local cycle routes including the NTN Route 4 will be shown on noticeboards and copies made available to all staff. The information will be reviewed on an annual basis;
- Encourage use of the Government's Cycle to Work scheme. This will be made available to staff and allows staff to sacrifice salary in order to purchase cycles and cycle accessories. An example of a scheme is provided at www.cyclescheme.co.uk/get-a-bike/how-it-works. Where possible this will be co-ordinated with local cycle stores and the TPC will attempt to negotiate discounts or promotions for staff; and
- To investigate demand for a Bicycle User Group to enable cyclists to share information on routes, cycle maintenance etc. It will also enable less experienced cyclists to contact established cyclists and therefore obtain information and guidance and potentially a 'cycling buddy' to accompany them on journeys.

Public Transport

- 5.2.4 Consideration will be given to offering interest free season ticket loans to staff for purchase of bus or rail tickets. If developed, loans would be repaid through salary reductions.
- 5.2.5 Staff will be provided with bus route and bus timetable information and details of journey planning websites.

Car Sharing

- 5.2.6 The site already benefits from an established car sharing scheme. The TPC will promote car sharing further amongst staff and volunteers who normally travel to work by car. To facilitate car sharing, the TPC will collect information on staff home postcodes and normal working hours and provide information to staff with a match.
- 5.2.7 In addition, staff will be provided with information about Wokingham Borough Council's Car share scheme (<https://wokingham.liftshare.com/>) to enable car sharing with people working nearby for different companies. Up to date information will be provided to staff on an annual basis.
- 5.2.8 One of the barriers to car sharing is that staff can be stranded at work, for example when they unexpectedly have to work for longer hours. With this in mind, GTO House will develop a 'guaranteed ride home' scheme (in the event that an employee's car share falls through or they are required at short notice to work longer hours) for staff who sign up to and regularly use the car sharing scheme.

Information Provision

- 5.2.9 GTO House will include information about the Travel Plan in their induction process for new staff.
- 5.2.10 GTO house will provide information in the communal areas for staff. This includes information on the following:
- Public transport routes and timetable information;
 - Safe walking and cycling routes;
 - Cycling details including information on the Bicycle User Group and local bike shops and cycle organisations;

- News of events such as 'Bike Week';
- Details of both the car share scheme, use of the car share spaces and the guaranteed ride home scheme; and
- Promotion of the 'My Journey' website www.myjourneywokingham.com.

5.2.11 The TPC will ensure that this information is kept up to date.

SECTION 6 Management and Implementation

6.1 Introduction

6.1.1 This section of the report describes the framework through which the measures contained herein will be implemented and managed.

6.2 Travel Plan Coordinator Role

6.2.1 The TPC will be instrumental in coordinating and promoting the TP in order to ensure the measures and initiatives are implemented, targets met, and objectives satisfied.

6.2.2 The TPC will be in place and active prior to opening of the development in order to gather and prepare necessary information for staff and visitors. This will ensure that the measures and objectives outlined in the TP are implemented from the outset and that future and current staff have equal exposure.

6.2.3 The responsibilities of the TPC will be as follows:

- To manage the day-to-day delivery of the measures contained in Section 5 of the Travel Plan;
- Raise awareness of the Travel Plan amongst staff and visitors;
- Organise annual staff and visitor travel surveys for five years from opening of the development and monitor progress against the Travel Plan targets; and
- Provide monitoring feedback to management and staff and liaise with the local authority as necessary;
- To maintain a good level of knowledge of sustainable travel opportunities in the vicinity of the site, so as to provide a basic personal journey planning service for staff, by non-car modes;
- To liaise with both public transport operators and the local authorities to agree appropriate measures such as negotiating possible discounted bus tickets or obtaining information on any local travel plan measures and networks; and
- To negotiate discounts for staff with local cycle shops, to promote the bicycle user group.

6.3 Implementation

6.3.1 GTO House will adopt the measures outlined in Section 5 and 7 of this Travel Plan in line with the timescale set out in the following summary table.

Table 6.1: Potential Operational Travel Plan Measures – For Staff

Measure	Summary of Task/Measure	Responsibility	Timescale
Off Site Pedestrian Improvements	Improvements to the pedestrian facilities at the access	GTO House	Prior to redevelopment of Site
Travel Plan Coordinator	Nominate Travel Plan Coordinator	GTO House	Prior to opening of development
Travel Plan Promotion	Information sheet about the Travel Plan and local and national transport events and options available	Travel Plan Coordinator	First information sheet/leaflet distributed within three months of occupation and
Access to Bus Services	Bus timetable created and published and timetables available on site. Interest free season ticket loan scheme investigated	Travel Plan Coordinator	Within three months of occupation, review regularly. Season ticket loan scheme within six months
Promoting Cycling	Develop discounts at local cycle shops, BUG and distribution of information leaflets	Travel Plan Coordinator	Introduced within three months of occupation, review regularly
Cycle Facilities	Provision of secured and covered cycle parking on site. Provision of showers and changing facilities in each entrance lobby	GTO House	Prior to occupation
Promotion of Car Sharing	Information about the benefits of car sharing, Guaranteed Ride Home	Travel Plan Coordinator	Within three months of occupation and reviewed regularly

Measure	Summary of Task/Measure	Responsibility	Timescale
Promotion of National and Local Events	Information to be made available about upcoming national and local events, such as 'Bike Week' and 'Walk to Work' week	Travel Plan Coordinator	Introduced within three months of occupation, review regularly
Travel Plan Monitoring and Review	Monitor staff and visitor modal split and initiative take-up. Review of travel plan measures and targets in line with the Travel Plan	Travel Plan Coordinator	Within one year of redevelopment with subsequent surveys undertaken annually for 5 years

Source: i-Transport

SECTION 7 Targets and Monitoring

7.1 Overview

7.1.1 The key aim of the TP is to reduce single occupancy car use for travel to the site. The use of targets will enable the TPC to monitor progress against the key objectives of the TP to reduce the number of single occupancy car journeys to the site, and to improve accessibility of the site by non-car modes of transport.

7.2 Targets

7.2.1 It is important to set positive, but achievable targets to assess whether or not the objectives of the TP are being realised. The targets for this TP relate to the staff travel to work.

7.2.2 The overarching target will be to achieve a year-on-year reduction in single occupancy car trips from the site by 10% from the baseline position, to ensure there is no 'material impact' on the surrounding highway network.

7.2.3 The objective is to achieve these targets within 5 years from the implementation of the TP. Interim modal split targets will be identified and be subject to on-going review.

7.2.4 Targets should follow the SMART principle (specific, measurable, adjustable, realistic and time-bound) and focus on reducing the trip generation of the site as a whole, along with single car occupancy travel to the site.

Baseline Position and Interim Targets (Staff)

7.2.5 The Method of travel by current employees of GTO has been obtained from discussions with GTO and is summarised in **Table 7.1**.

Table 7.1: Staff Travel Modal Share

Mode of Transport	Number of Staff	Percentage of Staff
Driving a Car or Van	35	94%
Passenger in Car or Van	1	3%
Cycle	1	3%
Walk	0	0%
Train	0	0%
Public Transport (Bus)	0	0%
Other	0	0%
Total	37	100%

Source: GTO Engineering UK Ltd / Note: Number rounded to nearest whole number

7.2.6 The baseline modal split of car drivers is currently 94% and interim targets have been set as identified below:

- Baseline 94%
- Year 1 – 92%
- Year 2 – 90%
- Year 3 – 88%
- Year 4 – 86%
- Year 5 and beyond – 84%

7.2.7 Once the first monitoring surveys at the site have been undertaken after a year the modal shift targets will be reviewed by trip purpose.

7.2.8 In addition to mode share targets, it is important to identify a number of targets which will ensure that the commitments made by the applicant, through this plan are delivered.

7.2.9 The first phase of targets is therefore action related. They are as follows:

- Appoint TPC prior to development commencing;
- TPC to become familiarised with the monitoring process and begin contact with local bike shops and public transport providers;
- Undertake staff travel surveys;
- Review Travel Plan measures to ensure that they remain appropriate; and

- Once agreed with WBC update TP with any necessary revisions to measures.

Monitoring

- 7.2.10 The TPC will co-ordinate monitoring of progress against these targets. Monitoring will be undertaken on an annual basis for five years after the date of completion of the redevelopment of the site and will take the form of an annual travel survey undertaken by the TPC. At the end of the five-year period, a full review of the Travel Plan will be carried out and an action plan for delivering ongoing travel plan measures will be developed for implementation thereafter.
- 7.2.11 The results of the monitoring will be made available upon request in a report format to WBC. Staff will also be informed of the survey results via the staff travel noticeboard.
- 7.2.12 Following each round of annual monitoring the TP will be subject to review by GTO House. The TPC will assess the effectiveness of the Travel Plan measures and will review the need for introduction of further measures if necessary.

Reporting

- 7.2.13 Following each travel survey a monitoring report will be prepared and submitted to WBC. The monitoring report will set out the results of the travel survey against the targets and objectives identified within the Travel Plan. GTO staff will also be informed of the survey results via notice boards. The following information is likely to be provided:
- Recap of the site travel plan's objective and agreed targets;
 - Monitoring methodology;
 - Summary of monitoring results, presented in relation to agreed targets;
 - Progress against agreed measures;
 - Corrective measures to get the plan back on track if targets are not met; and
 - Proposals to further develop the Travel Plan for the future.
- 7.2.14 The TPC will make all users aware of the progress made and the effectiveness of the sustainable travel solutions. The use of newsletters distributed to all users will assist in informing users of any new measures and provide an understanding of how the Travel Plan is operating.

Remedial Measures

- 7.2.15 Should the Travel Plan targets not be met by the end of the monitoring period, the TPC will use reasonable endeavours to work with WBC to identify a strategy and to agree further reasonable actions to get the Travel Plan back on track. This will include a review of the opportunities and funding to provide further infrastructure and non-infrastructure measures to encourage non-car mode travel to the site.
- 7.2.16 The traffic assessments carried out in the supporting transport statement are based upon a 'without Travel Plan' situation and demonstrate that the impact of the development on the local highway network is acceptable in highway and safety terms. On this basis, the development is not dependent upon the success of the Travel Plan in making the development acceptable in terms of traffic impact on the local highway network.
- 7.2.17 The proposed sustainable transport strategy and all of the associated measures will provide a genuine opportunity for the 10% reduction in single occupancy trips associated with the site to be achieved. This will provide further benefit to the operation of the local highway network, as well as offering health, cost and lifestyle benefits to local people.

FIGURES



KEY
 SITE LOCATION BOUNDARY

i-Transport
 The Square, Basing View, Basingstoke
 RG21 4EB
 Tel: 01256 898366
 www.i-transport.co.uk

TITLE:
**GTO HOUSE, NEW BATH ROAD
 SITE LOCATION PLAN**

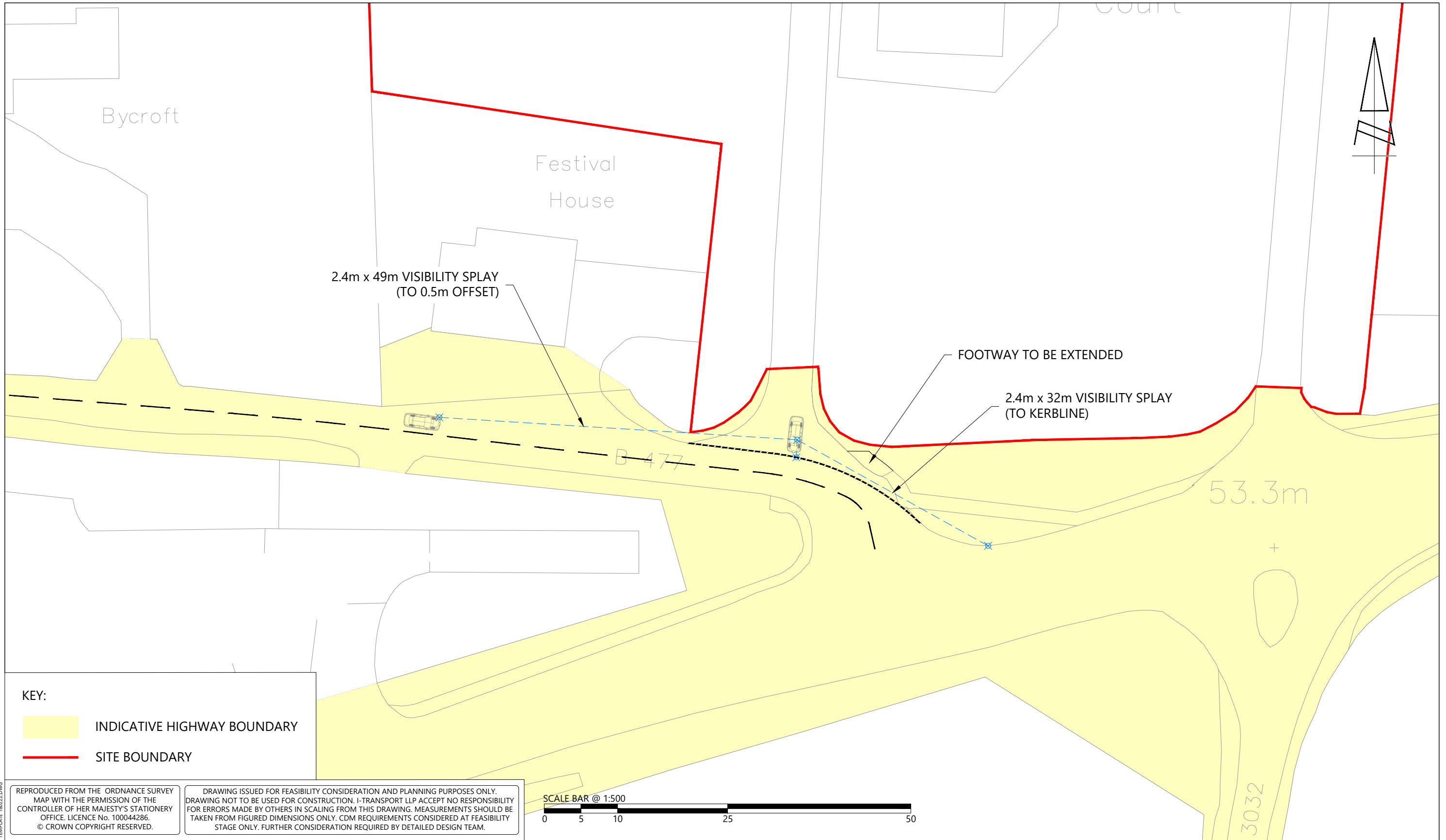
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FIGURE 1



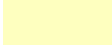

FILE REF:
ITB12312

REV:
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DRAWINGS



KEY:

	INDICATIVE HIGHWAY BOUNDARY
	SITE BOUNDARY

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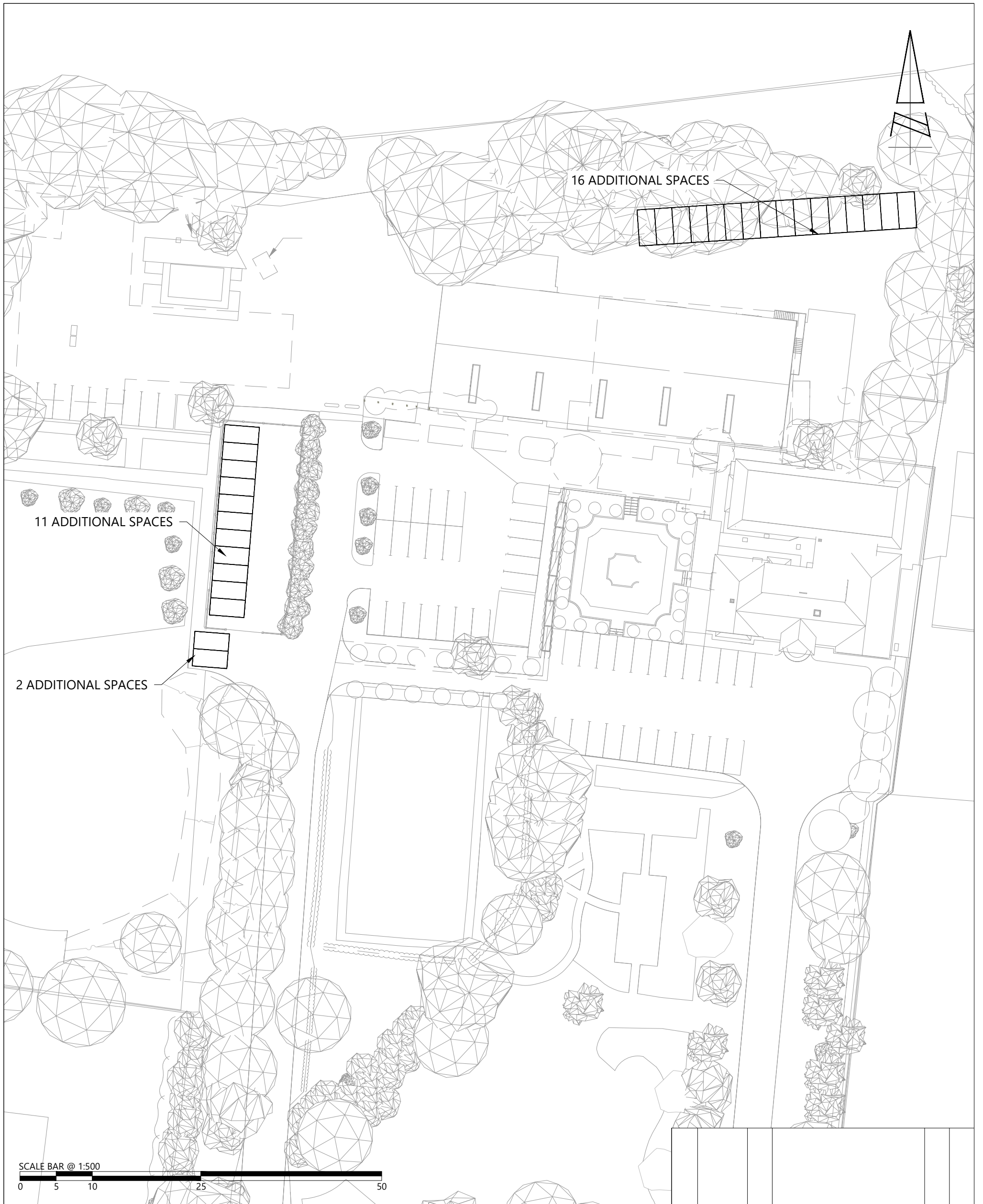
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REV	DATE	BY	DESCRIPTION	CHK	APD
STATUS: FOR PLANNING					

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CLIENT: GTO ENGINEERING UK LTD

DRAWN: MC	CHECKED: MC	APPROVED: MC
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PROJECT No: ITB12312		
DRAWING No: ITB12312-GA-302		REV: -

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TITLE:

ADDITIONAL PARKING AREA

PROJECT:

GTO HOUSES, NEW BATH ROAD, TWYFORD



The Square, Basing View,
 Basingstoke, Hampshire, RG21 4EB

Tel: 01256 898366

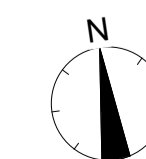
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APPENDIX A. Site Layout



- LEGEND
- OWNERSHIP BOUNDARY
 - PLANNING BOUNDARY
 - BUILDINGS
 - ASPHALT ROAD
 - CONCRETE SURFACE
 - GRASS / NATURAL LAND
 - SURROUNDING AGRICULTURAL LAND
 - EXISTING TREE
 - FENCE LINE EXISTING
 - - - PROPOSED DEMOLISHED
 - PROPOSED GREEN AREAS
 - PROPOSED TREES INDICATIVE
 - PROPOSED AREA OF PLANTING INDICATIVE



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NOTE:
THIS DRAWING INFORMATION PRESENTED IS BASED UPON OS SURVEY DATA AND TOPO SURVEY 14951CV-01-06.

P01 ISSUED FOR PLANNING	17/12/2024	EH	AM
REV DESCRIPTION	DATE	BY	CHKD



RIDGE PROJECT No: 5024150



IN ASSOCIATION WITH:

PROJECT:
GTO ENGINEERING - FERRARI WORKSHOP

TITLE:
SITE BLOCK PLAN - PLANNING

DRAWN BY: EH CHECKED BY: AM APPROVED BY: AM

SCALE: 1:500 @ A1 DATE: 17/12/2024

STATUS: S2 DESCRIPTION: SUITABLE FOR INFORMATION

DRAWING No: 5024150 - RDG - XX - ST - D - A - 001010
PROJECT: 5024150 ORIGINATOR FUNCTION: RDG SPATIAL FORM DISCIPLINE: XX NUMBER: ST REV: D A 001010 P01

