

Delves to Imperial Ltd

**Approved 690 Crypt
Mausoleum
at
Old Hill Farm
Orpington
BR6 6BN**

TRAVEL PLAN

29 July 2016

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INTRODUCTION

1. A planning application (ref. DC/15/00981/FULL3) was submitted in March 2015 for a proposed new mausoleum at Old Hill Farm, Orpington, BR6 6BN. Consent was refused by notice on 5 August 2015. The development proposed was for a change of use of and external alterations to existing buildings to create a mausoleum with associated parking and landscaping. The proposal was to convert and upgrade two existing buildings to create the mausoleum with 690 individual crypts.
2. The applicant appealed against the decision of the Council of the London Borough of Bromley (ref. APP/G5180/W/15/3133230) and the appeal was allowed. Planning permission was granted subject to conditions. Condition 7 requires a Travel Plan to be prepared and reads as follows:-

“No development shall take place until a Travel Plan has been submitted to and approved in writing by the local planning authority. This shall include measures to reduce reliance on use of the private car including the provision of a visitor mini bus service and a programme for implementation. Thereafter the permitted use shall be carried out in accordance with the approved Travel Plan.”

3. This Travel Plan has been written to comply with the planning condition, although the applicant had already proposed measures to create a more sustainably accessible site. There will be a very small number of employees on the mausoleum site, perhaps as few as four. However, employees will be made aware of the Travel Plan and will be encouraged to use sustainable means of travel. Given the nature of the development, visitors are most likely to travel by car, but there are opportunities for visitors to use public transport and the mausoleum minibus. The planning applicant proposed the use of a minibus as part of the planning application submission. The minibus would be permanently stationed on the mausoleum site and would be used to transport some visitors arriving by bus or train. This and other measures to encourage the use of sustainable modes of travel are described in the Travel Plan.
4. The Travel Plan seeks to implement many of the principles highlighted in Travel Planning Guidance, and in various policy documents. The National Planning Policy Framework (NPPF) in the section “Promoting Sustainable Choice” says that a Travel Plan is a, “key tool” in “giving people a real choice about how they travel”. The London Borough of Bromley’s Unitary Development Plan (UDP) in section 5 on “Transport” seeks “to reduce reliance on the private car and create conditions to encourage greater use of public transport”. The Local Implementation Plan (LIP) also seeks to promote public transport.

5. This Travel Plan seeks to increase awareness of travel options, provide a greater transport choice, and provide and maintain good on-site facilities to enable this to happen. It seeks to promote, encourage, and make provision for the use of sustainable modes of travel amongst employees, and visitors to the site. The Travel Plan also seeks to raise awareness of the consequences of transport choices on the environment. It seeks to help reduce greenhouse gas emissions, and to improve air quality by reducing vehicle emissions. This will assist in further enhancing the mausoleum's environmental image.
6. The Travel Plan describes the initiatives and measures to be employed in achieving the objectives. It explains the mechanisms to be employed to implement the measures. Measureable proposals and targets are set. The objectives of the Travel Plan are clearly set out.
7. The Travel Plan also describes the mausoleum site, the surrounding area, and the proposed development.

QUALIFICATIONS AND EXPERIENCE

8. The Travel Plan has been written by Steve Woods, a director of Delves to Imperial Ltd.
9. Steve has a Masters Degree in Transport and is a Bachelor of Science with Honours in Town Planning Studies. He is a Chartered Fellow of the Chartered Institute of Logistics and Transport in the UK, a Member of the Institution of Highways and Transportation, and a Member of the Royal Town Planning Institute.
10. He is a transport planner and has nearly 30 years of experience working in the field of traffic, transportation, and highways, in both the private and the public sectors. He has been involved in many projects which have involved similar issues to those in this case.

THE MAUSOLEUM SITE AND THE SURROUNDING AREA

11. The approved development is for a change of use of and external alterations to existing buildings to create a mausoleum with associated car parking and landscaping. The proposal is to convert and upgrade two existing buildings to create the mausoleum with 690 individual crypts. There will be adequate on-site car parking provision, including spaces for the disabled. Bicycle stands will also be provided on site.

12. The site is located at Old Hill Farm and vehicular access to the site is from Old Hill which is a one-way running highway. Just 200 metres away from the site is the Green Street Green bus terminus. There is a public footpath that runs between Green Street Green and the site. Two railway stations are located within one mile of the site at Orpington and Chelsfield.
13. Several bus services (R1, R5, R10, R11, and 402) operate from Green Street Green to various locations, with links to the rail network and train services to locations around Greater London. Minor changes to bus services are expected, but services are likely to remain similar to the current patterns as described below.
14. The R1 bus service runs between Green Street Green and St Pauls Cray via Chelsfield, Orpington, St Mary Cray, Croyley Green, and Grovelands Road. Rail connections are available at Chelsfield, Orpington, and St Mary Cray. Buses operate every day between 0600 Hours and 2400 Hours. During the day there are 4 buses every hour in both directions, and on Sundays there are 2 buses every hour in both directions.
15. The number R5 service runs from Orpington to Green Street Green and on to Pratts Bottom, Halstead, Knockholt, and Cudham. During the day between 0630 Hours and 2030 Hours there is a bus every 2 hours Monday to Saturday.
16. The R10 bus service runs between Orpington, Knockholt, Halstead, Pratts Bottom, Green Street Green, and Orpington. Buses are every 2 hours between 0800 Hours and 2000 Hours Monday to Saturday.
17. The 402 service runs between Tunbridge Wells, Sevenoaks, and Bromley all with rail connections, via Green Street Green. Buses run approximately every hour between 0700 Hours and 1900 Hours Monday to Friday, and between 0830 Hours and 1730 Hours on Saturdays.
18. The R11 service operates between Sidcup Queen Mary's Hospital, Foots Cray, St Mary Cray with rail connections, Orpington with rail connections, and Green Street Green. Buses operate from 0600 Hours to 2400 Hours every day. During the day there are 4 buses every hour. On Sundays there are 2 buses every hour.
19. Typically it takes 6 minutes by bus to get to Knockholt from Green Street Green, 11 minutes to Halstead, 15 minutes to Orpington, 20 minutes to St Mary Cray, and 35 minutes to Sevenoaks.
20. It is the nature of cemeteries and mausoleums that the majority of visitors tend to travel by car. Although people attending an interment are unlikely to travel by public transport, some post-interment trips to occupied crypts might be made by bus or train.

21. An environmentally friendly minibus will be based at the site. All visitors to the site will be required to make an appointment to visit the mausoleum. Upon making the appointment, visitors will be able to request to be collected by the minibus from one of the two nearby railway stations or from a nearby bus stop. This facility would assist in encouraging people to use means of transport other than the car.

OBJECTIVES OF THE TRAVEL PLAN

22. The approved development has been described. The existing conditions in and around the mausoleum site have been discussed. A number of general objectives for the Travel Plan are now set out.

23. The objectives of the Travel Plan are:-

- To ensure that employees on the mausoleum site are aware of the Travel Plan, its objectives, and the initiatives and measures proposed.
- To raise awareness amongst employees of the consequences of transport choices on the environment, and to reduce the environmental effects of transport by the utilisation of more sustainable modes of travel. To help reduce greenhouse gas emissions, and to improve air quality by reducing vehicle emissions. To further enhance the mausoleum environmental image.
- To raise awareness amongst employees of the health benefits of physical exercise including walking and cycling to work.
- To encourage use of public transport and multiple-occupancy car journeys to the mausoleum site.
- To encourage visitors to also consider travelling to site by public transport, and to increase awareness of the travel options to the mausoleum site.

PROPOSED INITIATIVES AND MEASURES

24. To enable the objectives of the Travel Plan to be achieved, a number of measures are proposed.

25. Travel Plan Coordinator

26. A Travel Plan coordinator will be appointed, and will be responsible for promoting and publicising the Travel Plan. The Travel Plan Coordinator will be an assigned member of staff, but it will not require an additional staff member, and it will not be a full-time position. The Travel Plan Coordinator will ensure the operation, implementation and management of the Travel Plan.

27. The Travel Plan Coordinator will monitor, evaluate, and review the progress of the Travel Plan to ensure its success. The Travel Plan Coordinator will oversee all transportation matters relating to the mausoleum site, and will carry out all necessary functions as outlined in the Travel Plan and particularly in the section below, "Implementation".

28. Discussions with the Local Planning Authority will be held as needed. The name and contact details of the Travel Plan Coordinator, and of any successors, will be made available to the Local Planning Authority.

29. The Travel Plan Coordinator will employ any schemes and initiatives operated in the Bromley area by the Local Authority that can provide assistance in helping to promote sustainable travel, and implement the measures in the Travel Plan.

30. The Travel Plan Coordinator will make information available on travel passes, walking and cycling.

31. Travel Plan Awareness

32. A good two-way communication strategy will be an important part of making the Travel Plan successful. All employees need to be aware of the Travel Plan, in particular, the objectives and measures. A number of measures will be introduced to ensure this as set out below, and the Travel Plan Coordinator will play a crucial role.

33. A copy of the Travel Plan will be posted on the mausoleum website. Hard copies of the Travel Plan will also be made available to employees and visitors upon request.

34. A shortened summary version of the Travel Plan will be provided, and made available to new employees in a welcome pack, and for employees and visitors on mausoleum notice boards and in promotional literature, etc. There will be a reference to the full Travel Plan and where to find it.

35. Environment and Health Awareness

36. The Travel Plan seeks to raise awareness of the consequences of transport choices on the environment, and to reduce adverse environmental effects. It seeks to help reduce greenhouse gas emissions, and to improve air quality by reducing vehicle emissions. It also seeks to further enhance the mausoleum social responsibility and environmental image.

37. By promoting and encouraging the use of more sustainable means of travel, the environment will be improved. The mausoleum will in addition, include literature regarding this issue in new employee welcome packs, on notice boards, and on the website.

38. Information about the health benefits of physical exercise will be provided for all employees in the welcome pack and on the mausoleum website. Regular reminders will also be provided to explain how cycling to work for example, can be beneficial.

39. Reduce Employee Car Dependency

40. The Travel Plan seeks to minimise the number car journeys made by employees and reduce car dependence by promoting, encouraging, and establishing a shift to other more sustainable modes of travel by raising awareness of opportunities.

41. The Travel Plan encourages employees living within walking and cycling distance of the mausoleum site to walk or cycle whenever possible. Bicycle parking facilities will be provided. Changing and shower facilities will also be available on site, as well as lockers for staff to store a change of clothing and other belongings. The Travel Plan Coordinator will ensure that existing and new employees are reminded often of these facilities. This will be done through welcome packs, notice boards, staff updates, and on the website.

42. The Travel Plan Coordinator will ensure that the Local Highway Authority is made aware of any maintenance issues relating to footways, footpaths, and cycle routes near the site. Personal security issues could be dealt with through dialogue and communication with employees and the Local Authority.

43. Improvements to health and fitness can be encouraged through walking and cycling. There are also financial benefits. Information relating to health, and financial savings, and other benefits will all be promoted by the Travel Plan Coordinator.

44. Similarly, employees will be informed about the benefits of powered two-wheelers. Provision will be made available on the mausoleum site to park powered two-wheelers. Powered two-wheelers are convenient and require less space for parking than a car. They are cheaper to buy and to run and in most cases produce less air pollution.

45. An information pack with details of bus and train services will be provided to each employee on the mausoleum site. New employees will also be provided with this information prior to their commencing employment. Information will be updated whenever necessary. Clear and up-to-date timetabling will be provided on notice boards and on the mausoleum website.

46. Visitors

47. The Travel Plan seeks to increase travel awareness amongst visitors to the mausoleum site. Visitors to the mausoleum site will also be able to see the mausoleum website and the shorter version of the Travel Plan. Information will be provided on introductory and promotional literature. Visitors will be made aware of the sustainability credentials of the mausoleum.

48. For those using the mausoleum facility, detailed “how to find us” leaflets will be produced. The leaflets will include details of the availability of local public transport connections, bus stop locations, timetabling, fares, and the site minibus facility. This information will also be available on the website, and will be updated when necessary.

49. Bus stops and the Green Street Green bus terminus are located within 200 metres of the mausoleum site. There are two railway stations within one mile of the mausoleum site. The mausoleum will retain an environmentally friendly minibus on the site to transport visitors from bus stops and railway stations to the mausoleum site. Most visitors to the site attending interments are likely to travel by car, but post-interment visitors will be made aware of the minibus facility when they make an appointment to visit the site. Visitors will be required to book an appointment to visit the mausoleum, and a request for a minibus pickup will be possible.

IMPLEMENTATION

50. Upon formal approval of the Travel Plan, it will be formally adopted.

51. A Travel Plan coordinator will be appointed prior to the opening of the new mausoleum facility. The Travel Plan Coordinator will implement the measures contained in the Travel Plan.

52. Specifically the Travel Plan Coordinator will undertake to:-

- Enhance the image of the mausoleum by pushing forward the Travel Plan and by acknowledging its responsibility to the environment.
- Oversee all mausoleum site transportation matters.
- Ensure the operation, implementation, and management of the Travel Plan, and remain enthusiastic about its future and the measures contained in it, and develop a sustainable culture.
- Ensure the success of the Travel Plan which can be partly achieved by creating the opportunity for two-way dialogue. It is important for employees and others to have opportunities to input to the Travel Plan. A communications strategy will be developed and maintained within the organisation.
- Implement ways to promote, publicize, and market the Travel Plan, and explain its purpose at every opportunity. This will be assisted by the production of a shortened summary version of the Travel Plan.
- Increase awareness of opportunities to travel sustainably.
- Encourage the use of sustainable means of travel by reminding employees of the health and fitness, financial, and environmental benefits.
- Develop incentives to travel sustainably.
- Ensure the production of information packs for all employees. The pack will contain a summary of the Travel Plan and other information, as well as detailed travel information.
- Prepare and maintain on-site publicity on a travel information notice board and on the mausoleum website, and provide details of cycle routes, public transport timetables, available discounts and concessions, and maps. Promote national travel campaigns and cycle promotion schemes, etc.
- Liaise with public transport operators and maintain an up-to-date file on all public transport services and regularly produce and provide comprehensive timetables for services relating to the areas where employees live. Seek opportunities for travel discounts. Seek ways to improve public transport. Maintain a list of employee home postcodes to assist with this.

- Provide details of pedestrian and cycle routes, and ensure that the Local Highway Authority is aware of any maintenance, security, or other issues along these routes. Maintain a dialogue with employees on the issue of personal security.
 - Promote the on-site facilities for cyclists.
 - Promote the benefits of powered two-wheelers.
 - Liaise and discuss the Travel Plan with the Local Planning Authority, and pass on completion dates when measures have been successfully implemented.
 - Ensure that visitors to the mausoleum site are aware of opportunities to travel sustainably, and ensure that public transport information and minibus details are available to them. Information will be provided in “how to find us” leaflets.
53. The Travel Plan Coordinator will work only part time with the Travel Plan. The Travel Plan Coordinator will monitor the progress of the Travel Plan.

MONITORING, REVIEW AND CHANGE

54. The Travel Plan will be altered and updated as needed. It will evolve as new ideas develop, and it is important for it to adapt to changing circumstances. It will be reviewed in consultation with the Local Planning Authority. The Travel Plan Coordinator will report on the successes of the Travel Plan.
55. A log of the use made of the mausoleum minibus will be kept on a daily basis to assist with any future improvements that might be made. The log will be made available to the Local Authority. Visitors to the mausoleum site will be required to make an appointment in advance of their visit. There will therefore be a log of all visits made to the site, and of the travel mode used, and this will also be helpful when reviewing the objectives and initiatives of the Travel Plan. The log will act as a continuous travel survey which will inform updates made to the Travel Plan.
56. The objectives of the Travel Plan will be reviewed as needed. Measures might need to be reconsidered, and new initiatives added. A financial budget to enable initiatives and measures to be carried out will be maintained. The Travel Plan Coordinator will ensure that action is taken to update the Travel Plan as needed.

SUMMARY AND CONCLUSIONS

57. Planning approval has been granted for a 690 crypt mausoleum at Old Hill Farm, Old Hill, Orpington. The applicant had volunteered to write a Travel Plan, and the preparation of a Travel Plan was required by Planning Condition.
58. This Travel Plan formally sets out a number of objectives, measures and initiatives. The mausoleum wishes to formally adopt the Travel Plan, and requests the Local Planning Authority to approve it.

Delves to Imperial Ltd

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