

Date: 11 February 2025
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Five Estuaries Case Team
Planning Inspectorate
Via Portal

Dear Case Team,

FIVE ESTUARIES OFFSHORE WIND FARM (EN010115)
SUFFOLK COUNTY COUNCIL (IP reference: 20049304)
SCC DEADLINE 6 SUBMISSIONS

Please find attached Suffolk County Council's Deadline 6 submissions. These consist of the following:

- 1) SCC D6 Comments on D5 Submissions
- 2) SCC D6 Issue Specific Hearing 6 Post-Hearing Written Submission
- 3) SCC D6 Issue Specific Hearing 7 Post-Hearing Written Submission
- 4) SCC D6 Representation on the duty in s.85(A1) of the Countryside and Rights of Way Act 2000

If I can be of any further assistance, please do not hesitate to contact me.

Yours faithfully,



Clara Peirson
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Suffolk County Council (20049304)

Comments on submissions received at
Deadline 5

Five Estuaries (EN010115)

Deadline 6

11 February 2025

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Glossary of Acronyms

<i>AIL</i>	<i>Abnormal Indivisible Load</i>
<i>D5</i>	<i>Deadline 5</i>
<i>EA1</i>	<i>East Anglia ONE</i>
<i>EA1N</i>	<i>Easy Anglia ONE North</i>
<i>EA2</i>	<i>East Anglia TWO</i>
<i>EA3</i>	<i>East Anglia THREE</i>
<i>EIA</i>	<i>Environmental Impact Assessment</i>
<i>ExA</i>	<i>Examining Authority</i>
<i>HGV</i>	<i>Heavy goods vehicle</i>
<i>ISH</i>	<i>Issue Specific Hearing</i>
<i>LHA</i>	<i>Local Highway Authority</i>
<i>NPS</i>	<i>National Policy Statement</i>
<i>NSIP</i>	<i>Nationally Significant Infrastructure Project</i>
<i>OCTMP</i>	<i>Outline Construction Traffic Management Plan</i>
<i>PATP</i>	<i>Port Access and Transport Plan</i>
<i>PTP</i>	<i>Port Travel Plan</i>
<i>STGO</i>	<i>Special Type General Order</i>

“SCC” refers to Suffolk County Council

Purpose of this Submission

The purpose of this submission is to provide responses to the Applicant's Deadline 5 (“D5”) submissions and representations made by other interested parties at D5, as appropriate. Examination Library references are used throughout to assist readers.

1 Comments on submissions received at Deadline 5

9.24 Outline Construction Traffic Management Plan – Revision D (Tracked) [\[REP5-036\]](#)

Table 1: SCC Table of Comments on 9.24 Outline Construction Traffic Management Plan – Revision D (Tracked) [REP5-036]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
1	Traffic Management Co-ordinator	2.1.2 & 2.1.3	SCC welcomes the inclusion of a commitment to appoint a Traffic Management Co-ordinator, amongst whose responsibilities would be engaging with highway authorities and emergency services on routing and dates of planned abnormal indivisible load ("AIL") movements. SCC has no specific drafting points to make on this paragraph.	N/a
2	Notification period for AIL deliveries through ESDAL	2.3.8, 2.3.9, 7.2.10	<p>The Applicant should ensure that the Outline Construction Traffic Management Plan ("OCTMP") meets (or, preferably, exceeds) the notification requirements of The Road Vehicles (Authorisation of Special Types) (General) Order 2003 statutory instrument. The notification requirements found in schedules 5 and 9 of these regulations are reflected in the Special Types Enforcement Guide appended by the Applicant to its technical note on AILs [REP2-029]. These requirements include 2 days' notice to roads and bridges authorities for vehicles weighing up to 80 tonnes and 5 days' notice to roads and bridges authorities for vehicles weighing more than 80 tonnes. Moreover, paragraph 3 of article 3 of part 1 states that:</p> <p>"For the purposes of any provision of this Order requiring a person to do something within a specified number of days, no account is to be taken of any day which is a Saturday, a Sunday or a public holiday in any part of Great Britain"</p>	N/a

Table 1: SCC Table of Comments on 9.24 Outline Construction Traffic Management Plan – Revision D (Tracked) [REP5-036]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>Currently, paragraph 2.3.9 fails to reflect these regulations on two accounts. First, the 72 hours advance notice fails to meet the threshold of 5 days' notice for vehicles weighing more than 80 tonnes. Secondly, the paragraph fails to specify that no account should be taken of non-working days in relation to the notification period. The paragraph should be amended to ensure that it satisfies The Road Vehicles (Authorisation of Special Types) (General) Order 2003.</p> <p>SCC also notes that paragraph 2.3.9 refers to the provision of AIL deliveries outside of core working hours. Regarding AILs which require escorts, Suffolk Constabulary do not escort AILs on Suffolk's local road network outside of daylight hours.</p> <p>SCC recognises that the Applicant is committed to use the ESDAL system to process notifications of AIL deliveries. Typically, ESDAL notifications are made shortly before a planned move which has resulted in delays when weak structures are identified on the highway network. In SCC's opinion, the LHA should be engaged well in advance of any AIL movement to review data for structures it maintains, undertake any additional investigations required to provide up-to-date data or fill in gaps prior to an assessment of the structure for the specific load. None of this forms part of the ESDAL process, the response to which is a binary yes/no for suitability of the route. This all takes time particularly with the demands on the Local Highways Authority ("LHA") to work across numerous nationally significant infrastructure projects ("NSIPs") in the region and other commitments. Typically, SCC, due to its limited resources, has to commission its term maintenance partner to assist</p>	

Table 1: SCC Table of Comments on 9.24 Outline Construction Traffic Management Plan – Revision D (Tracked) [REP5-036]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			with this process. If some form of temporary works are identified as necessary, it would be strongly preferential for this to be identified as early as possible so that impacts on road users can be minimised and awareness spread. If the need for works is only identified at the notification stage, then it is more likely for there to be unnecessary disruptions for Suffolk's road users, and so the Applicant would not be fulfilling the provision of paragraph 2.3.5 of the OCTMP.	
3	Assessment of routes for reactor deliveries	7.2.2	<p>SCC welcomes the commitment to assess and discuss with highway authorities the suitability of a route for the delivery of reactors in advance of notification being issued.</p> <p>SCC recommends carrying out engagement and route assessments as early as possible to avoid disruption to the project's timeline as much as possible. With the increasing demand on SCC's limited resources for AIL movements, SCC recommends leaving at least 6 months for engagement and assessment due to the fact that these activities are planned for post-consent unlike applicants for other energy NSIPs in Suffolk. Early engagement and assessment are essential to avoid delays in AIL deliveries to identify and address structural assessment results well before the planned delivery. If the route is structurally unsuitable or in need of further assessment at the point of notification, SCC would have to recommend refusal of the AIL movement through the ESDAL system to fulfil its statutory roads and bridges duties. This recommendation should not be treated as a guarantee as circumstances are liable to change and several factors such as how quickly things progress once the process is started and results of assessments can</p>	N/a

Table 1: SCC Table of Comments on 9.24 Outline Construction Traffic Management Plan – Revision D (Tracked) [REP5-036]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>delay the process. For instance, Sizewell C has taken a similar approach to the Applicant and is currently facing delays in AIL deliveries due to a new Special Type General Order (“STGO”) restriction for the A12 Darsham culvert.</p> <p>The concerns raised by SCC on the importance of early engagement and assessment regarding AIL delivery routes also apply to STGO routes since they must also be structurally sound. Therefore, SCC would like to see the Applicant's commitment extended to deliveries of cable drums and construction equipment, such as in section 7.1 of the OCTMP. The provisions of section 2.3 do include stakeholder engagement but omit any commitment to a specific timeframe. SCC would appreciate some clarification on what sort of timeframe the Applicant expects this engagement to occur in relation to the planned timeframe of AIL deliveries. SCC also notes that early engagement with the Suffolk Constabulary would greatly assist with their process of resourcing for escorting AILs and would reduce the likelihood for the Applicant to encounter delays in this respect.</p>	

10.20.9 Technical Note Use of Ports for Construction [[REP5-072](#)]

Table 2: SCC Table of Comments on 10.20.9 Technical Note Use of Ports for Construction [REP5-072]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
3	General	N/a	<p>SCC appreciates the production of this technical note and agrees with the Applicant that it is likely to be burdensome and ineffective to impose port traffic management controls in projects which utilise a wide array of ports. However, where appreciable numbers of workers use a specific port SCC still considers use of a travel plan would be of benefit to maximise use of sustainable transport, particularly if an existing travel plan for a port has lapsed. The suggested requirement that SCC has already put forward in its submissions at Deadline 4 [REP4-048] already includes the flexibility for the relevant highway authority to dispense with the need for either a port construction traffic management plan or a port travel plan if it concludes, after consultation with the relevant planning authority, that no such plan is required. There is, therefore, already a mechanism to allow the need for such plans to be targeted to those cases where they are required.</p> <p>SCC notes that the Applicant has not yet identified which ports it intends to use for construction and operational activities, nor how many it intends to use. The Applicant has previously implied that it would use a base port for construction and operational activities in its oral summary of Issue Specific Hearing 1 ("ISH1") [REP1-059] : "the preferred base port for the offshore construction and operation and maintenance activities of the project is not known" and has also indicated that a variety of ports could be used for the project for different purposes in its response to Local Impact Reports [REP3-025, SCC.15]. Additionally, the Applicant stated in its comments on deadline 1 submissions [REP2-026] that it did not assess traffic impacts associated with ports and has not provided clarity on how much traffic it expects to be</p>	

Table 2: SCC Table of Comments on 10.20.9 Technical Note Use of Ports for Construction [REP5-072]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>generated by its offshore activities. In the face of this uncertainty, SCC requested a requirement for a port traffic management to plan to ensure that unmitigated and uncontrolled impacts did not arise from this project in order to properly fulfil its duties as the highways authority for Suffolk. Whilst SCC still holds the position that there is no guarantee that each port used by the Applicant will have up-to-date traffic management controls in its planning permission, SCC is satisfied that the local planning authorities of the relevant ports will be able to determine whether further permissions are needed depending on the interaction of the Applicant's activity with existing planning permissions of the relevant ports.</p> <p>SCC agrees that the Applicant's technical note shows that a port traffic management plan would be impractical for projects using a variety of ports spread out geographically. SCC does not believe that Port Travel Plans ("PTPs") necessarily suffer from this same hindrance in these circumstances and that there are environmental benefits to be gained by implementing a PTP which would be of a similar vein to the Applicant's Workforce Travel Plan [REP5-039] for the Applicant's offshore activities. This type of plan would be distinct from a traffic management plan as it would not seek to restrict the routing and movement of heavy goods vehicles ("HGVs") and workforce vehicles. Instead, a PTP would encourage workers to take more sustainable forms of transport such as by incentivising car sharing, controlling car parking and informing workers of public transport routes. If the Applicant's approach is similar to Sofia's in terms of port usage, then a generic PTP would suffice, and monitoring would be unnecessary. If the number of employees expected to travel to a certain port passed a certain threshold where contextual monitoring and strategies would be effective,</p>	

Table 2: SCC Table of Comments on 10.20.9 Technical Note Use of Ports for Construction [REP5-072]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>then a more detailed PTP with context-specific sustainable transport and monitoring strategies for that port would best accord with the sustainability objectives included in EN-1 (see section 7 of table 3). Therefore, SCC believes that some form of PTP would be beneficial for promoting the sustainable travel of workers associated with this project.</p> <p>The production of a PTP aligns with SCC's previous representations which recommended the introduction of measures aimed to improve the sustainability of the Applicant's transportation methods in relation to its port activities. SCC has stated this point in several documents, including in SCC's comments on Deadline 3 submissions [REP4-048, SCC.15] and Paragraph 8.23 of SCC's Local Impact Report [REP2-046].</p> <p>SCC notes that the type of plan referred to in requirement 34 of Sofia OWF's DCO (the Dogger Bank Teeside A and B Offshore Wind Farm Order 2015) is a "Port Access and Transport Plan" ("PATP"). The purpose of this type of plan is distinct from that of a travel plan, merely specifying the routes to be taken by traffic associated with the development to ports, mainly relating to HGV traffic, for mitigative purposes. This point is demonstrated by the PATP submitted by Sofia OWF to East Suffolk Council (included as Appendix A of this document) which is wholly comprised of a map of a route for HGVs to the port of Lowestoft. This example is in stark contrast with the final Port Travel Plans produced by East Anglia ONE ("EA1") and East Anglia THREE ("EA3"), which can be found in Appendices B and C, respectively, which set out detailed strategies for promoting and monitoring sustainable travel.</p>	

Table 2: SCC Table of Comments on 10.20.9 Technical Note Use of Ports for Construction [REP5-072]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>EA1 began offshore construction in 2018 and has been operational since 2020. A PTP for EA1 in relation to the port at Lowestoft was submitted to Waveney District Council (which has since been succeeded as the lower tier local authority by East Suffolk Council) in 2016, well in advance of offshore construction. The text of the PTP explains that it was informed by early consultation with SCC. As far as SCC is aware, there were no particular difficulties associated with this engagement and the consultation records for the discharge of requirement application¹ show that it was not a particularly controversial decision.</p> <p>Onshore construction for EA3 began in 2022 and a PTP for that project was submitted to East Suffolk Council in 2024². In a similar vein, this document was informed by consultation with SCC and as a result the discharge process has been smooth and uncontroversial.</p> <p>SCC (see Item 5 of Table 3) considers paragraph 5.14.7 of EN-1 to show that the rationale for travel plans is not only mitigative but also for the positive environmental effects which can be gained by promoting sustainable transport options. Whilst the example of the PATP submitted to East Suffolk Council may not be wholly representative of PATPs generally, it remains true that PATPs are not travel plans and so are distinct from PTPs. Therefore, the type of plan requested by SCC reflects the ones produced by EA1, EA3 (final), East Anglia ONE North ("EA1N") and East Anglia TWO ("EA2")</p>	

¹ East Suffolk Council's reference number for this discharge of requirement application is DC/16/4576/DRR.

² East Suffolk Council's reference number for this discharge of requirement application is DC/24/2336/DRR.

Table 2: SCC Table of Comments on 10.20.9 Technical Note Use of Ports for Construction [REP5-072]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>(outline) which aim to promote sustainable transport options and not the PATP submitted by Sofia OWF to East Suffolk Council shown in Appendix A. The requirement for a Port Travel Plan to ensure compliance with EN-1 in relation to the offshore activities of offshore wind farms is well-precedented and has been successfully implemented to promote sustainable development. SCC appends two such examples to this document from the EA1 and EA3 offshore wind farms which promote strategies such as car sharing, public transport and providing a genuine modal choice to its workers. These examples supplement the Outline Port Travel Plans of EA1N and EA2 already submitted by SCC to this examination as appendices N and O of SCC's Local Impact Report [REP2-046]. Each of these plans refer to national and local policy which promote sustainable travel and pose this objective as a key reason behind the production and implementation of these plans. They also refer to the benefits of reduced highways and environmental impacts through lower trip generation, but do not position this type of mitigation as necessary to ensure impacts do not pass the threshold of significance. Rather, the primary purpose of these plans is to comply with the government's sustainability goals. These can be found in EN-1 (see item 7 of table 3).</p>	

10.34 Applicant's Comments on Deadline 4 Submissions – Revision A [REP5-073]

Table 3: SCC Table of Comments on 10.34 Applicant's Comments on Deadline 4 Submissions – Revision A [REP5-073]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
4	Duty to further the purposes of the AONB	SCC.01; SCC.04; and SCC.05	SCC has provided detailed comments on this topic as a standalone submission at Deadline 6 pursuant to action point 9 of ISH6 entitled: <i>Representation on the duty in s.85(A1) of the Countryside and Rights of Way Act 2000.</i>	
5	Bramford to Twinstead inclusion in cumulative assessment for Traffic and Transport	SCC.07 to SCC.08	SCC notes the Applicant's response. SCC will not be making further representations on this issue as it is not the relevant highway authority for the junction in question and will instead defer to Essex County Council.	
6	AIL movements	SCC.09 to SCC.14	SCC has provided comments on this topic in Table 1 of this document.	
7	Port Travel Plan	SCC.15	<p>Whilst SCC appreciates that the Applicant's port activities are unlikely to have significant impacts in Environmental Impact Assessment ("EIA") terms, SCC does not view this point as relevant in relation to its request for a requirement for Port Travel Plans. SCC considers a requirement to secure Port Travel Plans necessary to ensure full compliance with EN-1, such as paragraph 5.14.7..</p> <p>Section 2.6 of EN-1 sets out how energy infrastructure should contribute to the government wider sustainability objectives, "including contributing to sustainable development" as defined by the World Commission on</p>	

Table 3: SCC Table of Comments on 10.34 Applicant's Comments on Deadline 4 Submissions – Revision A [REP5-073]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>Environment and Development report Our Common Future which is referenced in footnote 35 in paragraph 2.6.1:</p> <p><i>2.6.1 The government's wider objectives for energy infrastructure include contributing to sustainable development³⁵ and ensuring that our energy infrastructure is safe.</i></p> <p>The report titled "Our Common Future" defines sustainable development and sets out strategies and objectives governments should undertake to ensure development is sustainable, which includes reducing transportation greenhouse gas emissions resulting from development. Paragraph 2.6.1 of EN-1 requires energy infrastructure projects to contribute to sustainability objectives which, according to the referenced report, includes reducing greenhouse gas emissions from development.</p> <p>Paragraph 5.14.7 of EN-1 requires the following:</p> <p><i>5.14.7 The applicant should prepare a travel plan including demand management and monitoring measures to mitigate transport impacts. The applicant should also provide details of proposed measures to improve access by active, public and shared transport to:</i></p> <ul style="list-style-type: none"> <i>• reduce the need for parking associated with the proposal</i> <i>• contribute to decarbonisation of the transport network</i> <i>• improve user travel options by offering genuine modal choice</i> 	

Table 3: SCC Table of Comments on 10.34 Applicant's Comments on Deadline 4 Submissions – Revision A [REP5-073]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>SCC considers this paragraph to impose two distinct requirements on the Applicant to be addressed with travel plans. The first is to mitigate and measure transport impacts, the second is to “improve access by active, public and shared transport”. The Applicant is therefore mistaken to claim that the legislative basis of travel plans is purely mitigative. In its Policy Compliance document [APP-232, page 165], the Applicant claims to comply with this paragraph of EN-1 due to demand management measures to be adopted according to the Outline Code of Construction Practice and the Outline Workforce Travel Plan. SCC does not dispute the claim that these particular documents contribute to compliance with this paragraph of EN-1 but notes that these documents and their measures solely relate to the proposed onshore activities of the Applicant. The Applicant does not “provide details of proposed measures to improve access by active, public and shared transport” in relation to its offshore activities, hence justifying the need for a Port Travel Plan to ensure full, rather than partial, compliance with the policy.</p> <p>SCC notes that the existing traffic management provisions of ports are unlikely to be of relevance in relation to travel plans insofar as the latter promotes sustainable transport for a specific set of workers and the former does not. Moreover, EN-1 does not provide any exception of contributions towards sustainability objectives to projects which have workers travelling to facilities with existing planning permissions. Nor will the planning requirements of ports regarding traffic ensure that the Applicant complies with the sustainability requirements of EN-1 as they do not contain contextualised measures to promote sustainable travel for the Applicant's</p>	

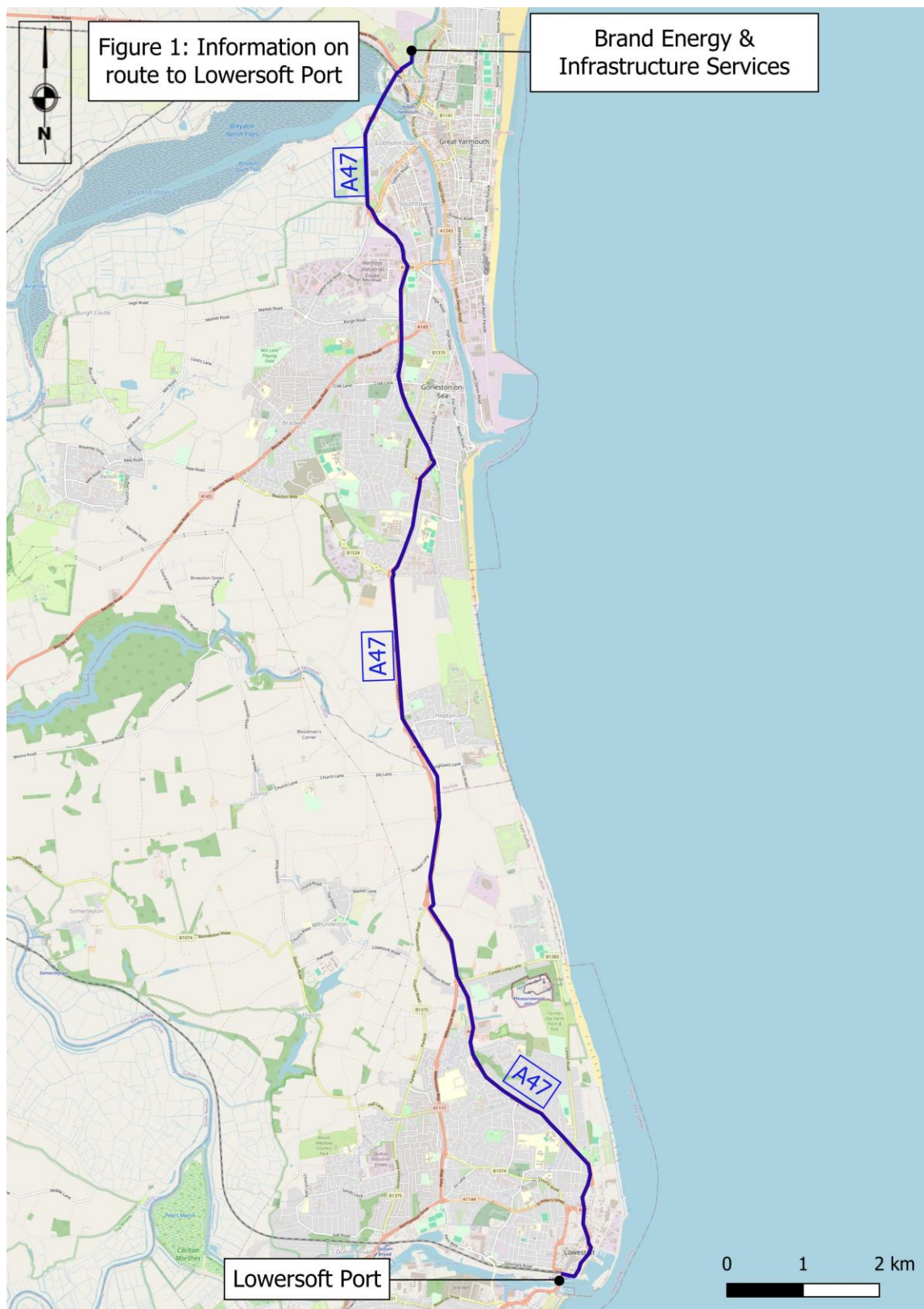
Table 3: SCC Table of Comments on 10.34 Applicant's Comments on Deadline 4 Submissions – Revision A [REP5-073]				
Ref.	Topic	Paragraph Number	SCC's Comments	References
			<p>port activities to which the Applicant is accountable. Consequently, EN-1 cannot be interpreted in this way to rule out a requirement of Port Travel Plans for offshore wind farms.</p> <p>The Applicant also claims that other types of projects are not required to include further controls on port traffic [REP5-072, REP5-073]. In response, SCC notes that the port activity of other projects not consented under the Planning Act are not beholden to National Policy Statements ("NPSs") on Energy Infrastructure. As a result, such considerations are irrelevant to this examination insofar as NPSs on Energy Infrastructure place unique requirements on the Applicant which are not applicable to the other types of development. SCC points out in section 3 of this table that Port Travel Plans are well-precedented and have been successfully implemented to promote sustainable transport by other offshore wind farms.</p> <p>The Applicant references its Traffic and Transport assessment [AS-043] as failing to identify any impacts associated with ports. SCC notes that the transport study area does not extend into Suffolk meaning that impacts on Suffolk ports have not been considered for assessment and expected workforce vehicle movements are not given. It is also not clear whether the Applicant intends to achieve 1.5 workers per vehicles for its offshore works as it does for the onshore works. A PTP would provide clarification on this issue and would demonstrate how the Applicant will achieve this target.</p>	



Five Estuaries

Comments on D5 Submissions

Appendix A: Sofia OWF Port Access and
Transport Plan





Five Estuaries
Comments on D5 Submissions
Appendix B: East Anglia ONE Port Travel
Plan

East Anglia ONE
Offshore Windfarm

East Anglia ONE Offshore Windfarm

Lowestoft Port Travel Plan
DCO Requirement 26
Final for Discharge

ID: EA1-CON-F-GBE-010254

REVISION CONTROL

Revision and Approvals					
Rev	Date	Reason for Issue	Originated by	Checked by	Approved by
1	10.05.16	Internal review	AT	AH	AS
2	21.07.16	Interim for Consultation	SLR	JR	RM
3	13.10.16	Final for Approval	SLR	JR	RM
4	11.11.16	Final for Discharge	SLR	AS	RM

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Figure 1
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Staff Forecast Profile Graph
Photograph of the A12 Waveney Road/Battery Green Road

Appendices

Appendix 1
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Appendix 4

Site Location Plan
Pedestrian Isochrone Plan
Pedestrian Amenity Plan
Cycle Access Plan

Abbreviations

EA ONE - East Anglia ONE Offshore Wind Farm
SPR – ScottishPower Renewables
DCO – Development Consent Order
PTP – Port Travel Plan
TPC – Travel Plan Coordinator
CMMP – Construction Monitoring and Management Port
CP – Construction Port
WTG – Wind Turbine Generators
FTIC – Foundations Transport and Installation Contractor
MW – Megawatts
LPA – Local Planning Authority
SCC – Suffolk County Council
DC – Direct Current
AC – Alternating Current

1 Introduction

1.1 Project Overview

1. East Anglia ONE Limited (EAOL) was awarded a Development Consent Order (DCO) by the Secretary of State, Department of Energy and Climate Change (DECC) on June 17th 2014 for East Anglia ONE Offshore Wind Farm (EA ONE). The DCO granted consent for the development of a 1200MW offshore windfarm and associated infrastructure.
2. In February 2015 EAOL secured a Contract for Difference (CfD) award to build a 714MW project and Scottish Power Renewables announced its role in leading EA ONE towards construction. In April 2015 EAOL submitted a non-material change application to DECC to amend the consent from direct current (DC) technology to alternating current (AC). In March 2016 DECC authorised the proposed change application and issued an Amendments Order.

1.2 Purpose and Scope

3. This Interim Port Travel Plan (PTP) sets out strategies and initiatives to mitigate any potential detrimental impacts on the surrounding environment posed by trip generation (vehicular or otherwise) from the off shore construction phase of the EA ONE. This PTP has been produced to fulfil DCO Requirement 26 which states:

'(1) *No stage of the connection works shall be commenced until a travel plan for the onshore port-related traffic to and from the selected base port or ports and relating to the authorised project, has been submitted to and approved in writing by the relevant planning authority in consultation with the relevant highway authority. The travel plan must be implemented as approved at all times specified within the travel plan during the construction and/or operation of the authorised development*.'

'(2) For the purposes of this Requirement –
 - “base port” means the port used by management personnel for construction of the authorised development and for the ongoing operational management of the authorised development;
 - “relevant planning authority” and “relevant highway authority” mean the planning or highway authority or authorities in whose area the relevant port is located; and
 - “selected base port” or “ports” means a port or ports situated in England and/or Wales’.
4. This Port Travel Plan (PTP) provides details of the identified potential detrimental impacts arising from the construction of the EA ONE and mitigation measures proposed to address those impacts.

1.3 Consultation with Local Highway Authority

5. This PTP has been produced with full consultation with Suffolk County Council (SCC). A meeting was undertaken on the 2nd September 2016 at SCC’s Endeavour House, Ipswich, where the scope of the PTP and potential measures and initiatives were discussed with SCC’s Highway Engineers and Travel Plan Officers.
6. This PTP reflects the discussions held and additional information provided subsequent to the meeting.

1.4 Background

7. Two support bases and a Wind Turbine Generator Base Port (WTGBP) and will be set up.
8. The two support bases will be a Construction Monitoring and Management Port (CMMP) and a Construction Port (CP). The CMMP is located Lowestoft at and the CP location has yet to be confirmed.
9. It has been confirmed that Great Yarmouth will be the location of the WTGBP, the facility will be operated by Siemens. A PTP for Great Yarmouth has also been prepared in the context of Requirement 29 of the DCO.

10. The construction phase of the offshore works associated with the EA ONE Offshore Windfarm has been subdivided into nine stages. The installation of the Wind Turbine Generators (WTGs) represents the final stage of the construction phase of the project and this is to be completed by 1st May 2020. The duration of works by stage is outlined within the Table 1.1:

Table 1.1 Anticipated Programme

Phase	Estimated Date of Commencement	Estimated Date of Completion
Temporary onshore facilities at Lowestoft (by EAOL)	1 st January 2018	1 st February 2019
Construction of permanent onshore Operation and Maintenance (O&M) facilities at Lowestoft (by EAOL)	1 st January 2018	1 st February 2019
Foundations Installation	1 st February 2018	31 st August 2019
Offshore substation Installation	1 st July 2018	1 st October 2018
Offshore export cable Installation	1 st June 2018	1 st January 2019
IA - Cable Installation	1 st May 2019	1 st April 2020
Offshore export cable Installation	1 st May 2019	1 st November 2019
Wind Turbine Generator Installation	1 st June 2019	1 st May 2020

1.5 The Port of Lowestoft

11. The Port of Lowestoft is located at the heart of the town near to the Commercial Town Centre and public transport hubs. Access to the port is gained directly from the A12; a principal road which routes through Lowestoft linking with the strategic road network via the A14 and M11 Motorway.
12. The harbour is made up of two sections divided by a bascule bridge. The inner harbour is formed by Lake Lothing whilst the outer harbour is constructed from breakwaters. A site Location Plan is included at Appendix 1.

1.6 Limits of the Port Travel Plan (PTP)

13. This PTP has been produced in respect of the Port of Lowestoft based on the latest information available and some assumptions in terms of staffing levels and likely transport patterns.
14. The Lowestoft PTP will be developed following the appointment of the successful contractors. Suffolk County Council, as the relevant highway authority and Waveney District Council as the relevant planning authority will be consulted on the revised document.

2 Policy and Guidance

2.1 National Policy

2.1.1 National Planning Policy Framework

15. The National Planning Policy Framework (NPPF) was published in March 2012, setting out the Government's planning policies for England and how these are expected to be applied.

16. Paragraph 1 states that the NPPF:

'...sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities'.

17. NPPF promotes the use of sustainable transport under Section 4 of the document 'Delivering Sustainable Development'. Paragraph 29 recognises that:

'Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas'.

18. The NPPF identifies the provision of a Travel Plan as being fundamental to achieving the policy objectives indicated above; Paragraph 36 states that:

'a key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan'.

2.2 County Level Policy

2.2.1 Suffolk County Council LTP3

19. The Suffolk Local Transport Plan 2011-2031 sets out Suffolk County Councils long-term goals for the development of transportation infrastructure and practice throughout the county up to the year 2031.

20. The plan demonstrates how transport:

'...will play its part in supporting and facilitating future sustainable economic growth by:

- *maintaining (and in the future improving) our transport networks;*
- *tackling congestion;*
- *improving access to jobs and markets; and*
- *encouraging a shift to more sustainable travel patterns.'*

21. LPT3 is presented in two parts:

- 'Part 1 - Transport Strategy'; and
- 'Part 2 - Implementation Plan'.

Part 1 provides a comprehensive overview of the core themes and strategies of the plan as a whole, part 2 identifies specific strategic transport improvements necessary in key areas throughout the county, and offers clarification on the various schemes in terms of the relevant promoting agency, likely funding sources and timescales for completion.

22. While the second part of the LTP comprised a short term plan for the period 2011/2012 to 2014/2015, it was acknowledged within the plan that “..timescales and delivery mechanisms for these projects will vary and it may not be possible to achieve all of them within this plan period...”. As such, the plan is still considered relevant.

The key urban areas are:

- Ipswich;
- Lowestoft;
- Bury St Edmunds;
- Felixstowe;
- Haverhill;
- Stowmarket;
- Newmarket;
- Sudbury and Great Cornard;
- Beccles;
- Brandon; and
- Bungay.

The Lowestoft Plan is outlined within section 4 of the Suffolk LTP 2011-31 Part 2. Each plan has been devised to appropriately reflect the intrinsic differences between locations, however it is noted that the following three principles are relevant in all locations, and as such form the core of each individual urban plan.

The three principles are as follows:

- reducing the need for travel;
- making efficient use of transport networks; and
- improving infrastructure.

23. The individual plan for Lowestoft recognises that ‘...economic recovery for Lowestoft is expected to focus on the energy sector and development of port related industries.’

It continues:

‘There are ambitious plans for further regeneration of Lowestoft that could lead to significant growth in housing and employment over the next 20 years. This will add to current levels of congestion if current travel trends continue.’

It further notes:

‘A key characteristic of Lowestoft is that approximately 80% of people who work in the town also live there. Thus the majority of journeys to work are relatively short, with one third of journeys being less than about a mile and two thirds less than about three miles. This means that many regular journeys could be taken without the car.’

24. The individual plan for Lowestoft recognises that ‘...economic recovery for Lowestoft is expected to focus on the energy sector and development of port related industries.’

2.3 County Regional Policy (Waveney)

25. The Approach to Future Development in Waveney to 2021 Core Strategy Development Plan Document, adopted in January 2009, constitutes one of the principal documents prepared as part of The Waveney Local Development Framework which will replace the adopted Waveney Local Plan (Nov 1996). The Approach to Future Development in Waveney to 2021 Core Strategy Development Plan Document sets out Waveney District Councils approach to future development within the region in strategic terms, identifying specific locations earmarked for development, and key factors to be taken into account when reviewing relevant proposals.

2.3.1 Sustainable Transport Policy

26. A key policy of the Approach to Future Development in Waveney to 2021 Core Strategy Development Plan Document is Policy CS15 - Sustainable Transport that identifies the necessary actions to be taken to achieve the overarching vision of the Waveney Local Development Framework. The strategy seeks to improve public accessibility throughout the region while simultaneously reducing the rate of increase in traffic volumes on the highways infrastructure.

'Policy CS15 - Sustainable Transport

The District Council will work with partners including Suffolk County Council, 1st East Urban Regeneration Company, Great Yarmouth Borough Council, public transport infrastructure providers and operators and developers to secure the necessary transport infrastructure and sustainable transport measures to facilitate the regeneration of Lowestoft and the market towns, support the local economy, improve access to services and facilities particularly in rural areas and minimise the impact of traffic on the environment.

Key infrastructure required includes:

- a) Beccles southern relief road*
- b) Measures to reduce traffic impact in Bungay town centre*

Schemes that will assist in achieving the strategy for the sub-region:

- c) Lowestoft Access project that includes completion of the northern spine road, improvement to Denmark Road and a new road giving access to development sites south of Lake Lothing*
- d) A146 Barnby to Carlton Colville Bypass*
- e) East Suffolk Line - Beccles Rail Loop*
- f) Transport interchange at Lowestoft Station*
- g) Quality bus corridor from Lowestoft to Great Yarmouth*
- h) New cycle/pedestrian crossings of Lake Lothing to increase accessibility between development sites in Lowestoft and the town's employment sites, services and facilities'.*

The District Council will continue to promote the creation of a third road crossing of Lake Lothing, as an integral part of dealing with transport problems and issues in Lowestoft and the sub-region. This proposal will be pursued through the Area Action Plan.

In addition, measures to make local improvements on the A12 Lowestoft to Ipswich will be pursued through lobbying to assist in securing economic benefits to Waveney. Other localised road, cycle and pedestrian improvements will also be progressed, including opportunities to deliver the proposed additions to the National Cycle Network.

Development proposals:

Development that could generate significant traffic, including goods vehicles, will only be acceptable in the most accessible locations where there are opportunities to reduce the need to travel.

Proposals for development will need to provide for travel by a choice of means of transport

other than the private car, in accordance with the following hierarchy:

- ▼ walking
- ▼ cycling

- ▼ public transport
- ▼ taxis and car pooling

Development proposals that will have significant transport implications will need to be accompanied by a transport assessment and travel plan showing how car based travel to the site can be minimised."

2.4 Travel Plan Guidance

2.4.1 The Essential Guide to Travel Planning (March 2008)

27. National guidance relating to the implementation of Travel Plans for businesses and organisations was published in the Department for Transport's 'The Essential Guide to Travel Planning (March 2008)'.
28. The Essential Guide to Travel Planning provides valuable information for employers on the design of workplace Travel Plans, how they can be applied to encourage employees to foster sustainable travel habits and reduce single occupancy car journeys by staff.
29. The guidance details realistic measures that can be put into practice as part of a Travel Plan and provides a number of case studies that demonstrate how good practice has been introduced at companies across the UK to tackle single occupancy private car use.

2.4.2 Suffolk – Creating the Greenest County

30. SCC works in partnership with 'Suffolk - Creating the Greenest County' (SCGC), an organisation with a committed aspiration to involve the whole County in an effort to enhance the natural and historic environment with a focus on climate change mitigation.
31. SCGC operates as an umbrella organisation for partnerships between many other organisations with various existing projects in Suffolk. While membership of the Partnership is diverse, all parties strive toward the common goal.
32. SCGC operates in line with three key themes:
 - Climate Mitigation;
 - Climate Adaptation; and
 - Protecting and enhancing the natural environment.
33. The organisation seek to achieve the aims of these three themes via the following actions:
 - Tackling climate change and its effects;
 - Engaging with communities and businesses in Suffolk;
 - Enhancing Suffolk's landscape, biodiversity and historic environment; and
 - Promoting and supporting local food and drink production.
34. Four 'delivery partnerships' currently work together to deliver the above listed aims, each comprising a broad cross-section of national organisations. They are:
 - Suffolk Biodiversity Partnership;
 - Suffolk Climate Change Partnership;
 - Suffolk Flood Risk Management Partnership / The Suffolk Coast Forum;
 - Suffolk Waste Partnership
35. The SCGC Board provides the above listed partnerships with strategic support for their operations. Further information regarding SCGC's partners, affiliates, and operations within Suffolk can be found on their official website, via the following link: <http://www.greensuffolk.org/>. Available via the website are links to several documents published by Suffolk County Council (SCC) which provide guidance regarding what is required by SCC to be included within travel plans.

- 36. Separate guidance is available for Residential Developments, School Developments, and Commercial/Workplace Developments along with a Section 106 Developer Guidance document.
- 37. The document 'Suffolk Workplace Travel Plan Components' obtained from the website, has been used in the preparation of this Interim Travel Plan. It comprises a comprehensive list of travel plan components for commercial/workplace developments as required by SCC.

2.5 Policy Summary & Conclusion

- 38. National and local transport planning policy supports the increased use of sustainable transport as a means to achieving a reduction in vehicular traffic congestion and environmental impact.
- 39. The location of the Lowestoft Port was a key factor in the choice of location for the facilities. The site is well placed within an established area which will be fully integrated in terms of sustainable transport infrastructure comprising pedestrian, cycle and public transport facilities, and there are many hotels and other rental accommodation available to non-local staff.
- 40. This Lowestoft PTP has been produced in accordance with all of the identified policy and with reference to the identified guidance.

3 Proposed Construction Infrastructure

3.1 Support Bases

41. In order to optimise the logistics and offshore installation for the construction of the EA ONE wind farm, EAOL will secure and set-up (partially) the following bases:

- Construction Monitoring and Management Port (CMMP);
- Construction Port (CP); and a
- Wind Turbine Generator (WTG) Base Port.

42. It has been confirmed that Lowestoft will be the location of the CMMP, Great Yarmouth will be the location of the WTG base port.

3.2 Construction Monitoring and Management Port (CMMP)

43. Port facilities and associated infrastructure for activities such as transfer of personnel and minor tools and supplies to the construction site will be located at the CMMP.

44. The CMMP will be used by the Employer for project management, marine coordination, weather monitoring and forecasting, etc. and will be made available to the Main Contractors/Suppliers to set-up a commissioning base and office for the construction management teams.

45. The final location of the CMMP has been confirmed as the Outer Harbour of Lowestoft Port at Hamilton Docks. The CMMP will comprise the following facilities at Table 2.1:

Table 3.1 CMMP Facilities

Facility	Size
Offices	50 desks
Change house	Dimensioned for 70 uses per day.
Parking	Up to 80 parking spaces
Warehouse	1,200sqm
Land areas (for laydown and temporary facilities)	1,500sqm
Berths	6 berths for Crew Transfer Vessels (typical 12 pax CTV's, LOA ~ 24 m), or other vessels of similar dimensions. The berths will be located in the proximity of the land areas assigned to EA One
Quay side	Quay side adjacent to the berths

46. A draft concept layout of the site provides 8-10 'priority' car parking spaces immediately beside the O&M building. These will be for visitors and disabled staff/visitor use.

47. Within the draft Lease for the port facilities, it states that the CMMP will have rights to 80 parking spaces off the premises within the Port Estate which must be within 400m of the main (Hamilton Road) entrance to the premises. Essentially this means the car park right inside the main entrance to the Port Estate, or somewhere closer to the premises.

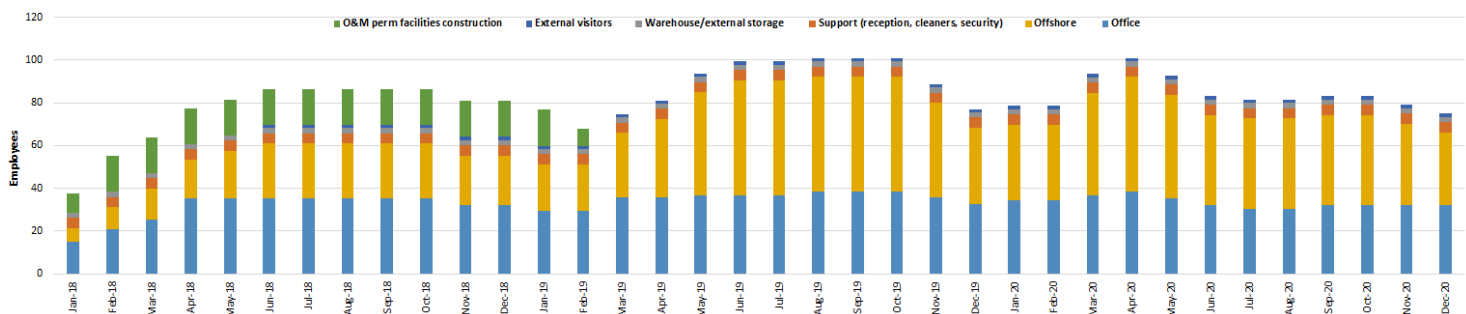
48. A secure cycle store is also included within the draft concept plans.

4 Staff Forecast

4.1 Staff Forecast

49. It should be noted that as the PTP is being produced prior to much of the construction methodology being finalised and it is anticipated that the programme may well be altered. How the works progress in combination with one another will determine the peaks in travel demand to the port. It is anticipated that as the programme and associated shift patterns become finalised the PTP will be developed and provided to Suffolk County Council, as Highways, and Waveney District Council as the Local Planning Authority.
50. January 2018 is likely to be when office personnel, support staff (reception/cleaners, security), warehouse/external storage staff and offshore personnel will commence work at Lowestoft, along with visitors. Figure 1 provides a graph which demonstrates the currently anticipated staff attendance profile during construction and through to the Operation and Maintenance (O&M) Phase. This covers the peak of staff activity.

Figure 1 Staff Forecast Profile



51. The above profile shows that the site works would peak during the summer of 2019.
52. Whilst daily numbers will vary dependant on the stage of the project, Table 4.1 provides a staff forecast for a typical day's activity when the site is in full operation.

Table 4.1 Staff Forecast – Typical Day

Personnel Class	Typical Day/Average Estimate
O&M Facility Construction	8
Offshore personnel: 3 CTVs depart @ 75% capacity = 3 X 9 people =	27
Offshore personnel already offshore (same again)	27
Offices: 50 desks, 50% occupied	25
Warehouse	2
Ancillary personnel	4
Visitors	2
Total staff	95

53. The above summary indicates that the site would on an average accommodate 95 staff between January 2018 and December 2020.
54. The following Table 4.2 provides a staff forecast for a busy day at the peak of activities.

Table 4.2 Staff Forecast – Busy Day

Personnel Class	Typical Day/Average Estimate
O&M facility construction	15
Offshore personnel: 6 CTVs depart @ 75% capacity = 3 X 9 people =	54
Offshore personnel already offshore (from a typical day)	27
Offices: 50 desks, 50% occupied	38
Warehouse	2
Ancillary personnel	4
Visitors	2
Total staff	142

55. The above summary indicates that the site could generate up to 142 staff during a busy day, which is likely to be during the summer of 2019.
56. The above staff forecasts are best possible predictions at the time of the PTP production. These figures will be revised as further information becomes available on the anticipated staff numbers.

4.2 Likely Staff Transport Patterns

57. Staffing patterns for the CMMP are unknown at this time; this will be confirmed closer to the start date and incorporated into a update of the Lowestoft PTP. However, typical staff scenarios have been assumed at this stage in order to identify areas that the PTP can target.

4.2.1 Office Personnel

58. Many office staff working on the project will be based away from Lowestoft (e.g. in London, Glasgow) and will be hot-desking in Lowestoft for a day to a week at a time. Similar to offshore personnel, some office employees will likely travel by plane or train and will then be within walking distance of the port or use a taxi rather than hire a car.

4.2.2 Offshore Personnel

59. Offshore workers are likely to be largely specialist in nature and employed on a contract basis.
60. It is anticipated that staff will stay offshore for an average of 2 days. This is because there are likely to be a large number of day shifts which will balance out a minority of longer offshore shifts.
61. Personnel will work 10-12 hour shifts typically, so their arrival and departures hours will not coincide with rush hour peaks. The shifts will be governed in part by the tides and weather conditions.

4.2.3 Operation and Maintenance (O&M) Facilities Construction Workers

62. The onshore O&M facilities construction workers are unlikely to work weekends or nights. Equally very few staff will be in the O&M building at night.
63. It is anticipated that onshore O&M facilities construction workers will travel in pairs (at least).

4.2.4 Staff Origin Assumptions

64. The following provides assumptions on where staff members are likely to be based/staying during their employment at Lowestoft Port. These assumptions are based on previous experience with offshore windfarm sites.

Table 4.3 Staff Assumptions

Personnel Class	Assumption
Office	50% based locally/50% non-local staying in hotels/other accommodation. Visiting office personnel are likely to visit for short time periods and so stay in hotels in Lowestoft.
Support (reception/cleaners, security)	100% based locally.
Warehouse/external storage	100% based locally.
Offshore	25% based locally/75% non-local staying in hotels/other accommodation.
O&M permanent facilities construction	50% based locally/50% non-local staying in hotels/other accommodation.

65. On the basis of the above assumptions Table 4.4 quantifies the potential number of local staff and other staff staying in hotels or other accommodation, based on a typical day (Table 4.1)

Table 4.4 Staff Origin Forecast

Personnel Class	Local	Not Local, staying in hotels/other accommodation
Office	12	13
Support (reception/cleaners, security)	6	0
Warehouse/external storage	2	0
Offshore	13	41
O&M permanent facilities construction	4	4
Total	37 (39%)	58 (61%)

66. The above forecast indicates that the PTP will be required to target a combination of locally sourced staff (39%) and staff staying in local accommodation (61%).

5 Site Location and Highway Conditions

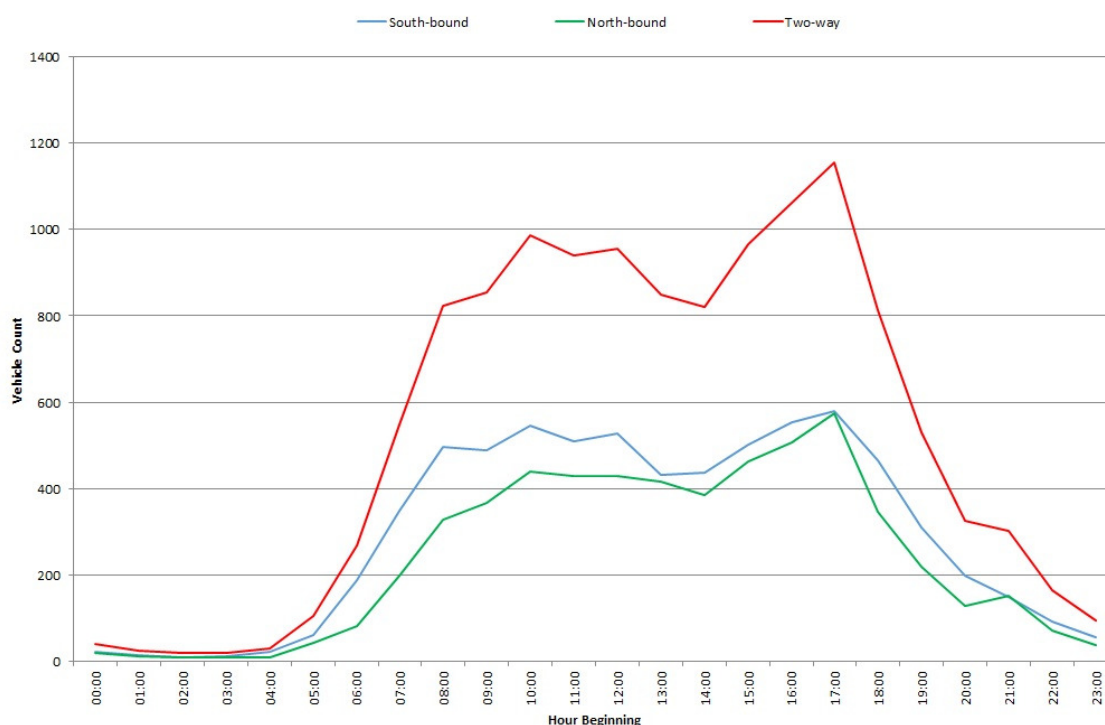
5.1 Site Location

67. Access to the port is gained directly from the A12; a principal road which routes through Lowestoft linking with the strategic road network via the A14 and M11 Motorway.
68. The harbour is made up of two sections divided by a bascule bridge. The inner harbour is formed by Lake Lothing whilst the outer harbour is constructed from breakwaters. A Site Location Plan is included at Appendix 1. The location of the facility is within the outer harbour.

5.2 Existing Traffic Conditions

69. The existing traffic conditions have been reviewed in order to determine the weekday peak periods on the local highway network. Traffic data were provided to SLR by the Highway Management Team at SCC comprising data collected by a permanent traffic count point situated on the A12 in the vicinity of the application site. Count Point 97 is positioned along the carriageway of Artillery Way, approximately 80 metres south of the roundabout junction between the A12 Artillery Way and Jubilee Way and therefore provides an accurate indication of traffic levels in the proximity of the site.
70. A summary is provided at Figure 2 in the form of a graph that provides northbound, southbound and a two-way traffic flow.

Figure 2 Local Network Traffic Profile



71. The average weekday traffic profile shows two defined peak periods occurring during the hour beginning at 10:00 and 17:00hrs.
72. After the 10:00hrs peak at 987 movements, volumes drop by approximately 20% to 821 movements over the course of four hours. Post 14:00hrs volumes increase steadily to the PM peak of 1154 movements at 17:00hrs, after which they decline steadily until 23:00hrs.

5.2.1 Other

73. It was highlighted during discussions with SCC that there are currently a number of cars that park on-street in and around the port area which the Travel Plan should be aware of and seek to avoid exacerbating.

6 Sustainable Transport Audit

74. This section considers the existing travel opportunities for those construction workers commuting to the port by means other than the private car. Each mode of transport has been assessed in terms of the facility location and its surrounding transport conditions, with an appraisal of the suitability of each mode.

6.1 Pedestrian Infrastructure

75. The pedestrian assessment has considered the accessibility of the port to local amenities and facilities by foot and the quality of the surrounding pedestrian environment.
76. Pedestrian access will be gained via the existing port access off Hamilton Road.
77. Pedestrian amenity in the immediate vicinity of the port access is of a high standard. Footways are present on both sides of the carriageway and street lighting is installed along the northern footway.
78. Pedestrian crossing facilities exist at several points along Waveney Road/Battery Green Road, and provision of street lighting is abundant, affording pedestrians a high degree of safety when travelling within the area at any time of day. Figure 3 provides a northbound view of A12 Waveney Road/Battery Green Road at the signalised port access junction to the south of Hamilton Road which would be on route to the train station.

Figure 3 Photograph of the A12 Waveney Road/Battery Green Road



79. The 'Manual for Streets'¹ notes at Section 4.4.1 that:

"walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to 800m) walking distance of residential areas".

This is not an upper limit and:

"walking offers the greatest potential to replace short car trips, particularly those under 2km".

¹ Produced for the Department for Transport and Communities & Local Government, 2007

80. Walk time isochrones which detail the areas covered within 400 metres, 800 metres, 1,200 metres, 1,600 metres and 2km (25 minutes) of the site are shown in Appendix 2 of this PTP.
81. The Pedestrian Isochrone Plan shows that a large area of Lowestoft can be reached on foot within a 25 minute walk from the port. Onshore port based staff and/or those daily commuting who live or stay within Lowestoft have the opportunity to walk to work should they not have to bring any tools or materials on a daily basis.
82. Pedestrian infrastructure linkage exists between the port access and both the bus and train stations, which are reachable from the port access on foot in less than ten and five minutes' walk respectively. A Pedestrian Amenity Plan is included at Appendix 3 which shows the pedestrian connectivity between the Port and the bus and train stations. Levels of service for both bus and rail are considered in detail in subsequent sections of this PTP.
83. There are various useful amenities which are located within walking distance of the port access, including food outlets, convenience stores and cash points, which all could reduce the need for employees to use their car during breaks.

6.1 Cycle Infrastructure

84. Lowestoft benefits from a good level of cycle infrastructure, incorporating National Cycle Network (NCN) Route 517. The route begins at a junction with Regional Routes 30 & 31 in the south of Beccles, a small town approximately 13km due west of Lowestoft.
85. NCN 517 travels east through southern Beccles and Worlingham before joining with the A146. The route separates from the A146 in the vicinity of North Cove, although continuing in the same general orientation, re-joining for a short distance, then departing completely, following New Road to Mutfordwood Lane which takes the route into the south of Lowestoft.
86. Routing through the entirety of Lowestoft from south to north, NCN 517 passes within immediate proximity of both Lowestoft Port and Rail Station. Continuing through Lowestoft to the northern, the NCN 517 departs the town at Corton, a suburb of Lowestoft, and continues north for approximately 10km to its terminus towards the north of Great Yarmouth.
87. NCN Route 1 is reachable from Lowestoft via NCN 517 & Regional Route 30. NCN Route 1 comprises a long distance cycle way routing both on and off-road between Dover and the Shetland Islands via the east coast. Numerous unclassified cycle ways cross Lowestoft, inter connecting with NCN 517, and provide substantial coverage of the area in terms of bespoke and shared cycle amenity.
88. Additionally, there is a cycle hire scheme based at Lowestoft Train Station operated by 'Bike and Go' (www.bikeandgo.co.uk). The scheme costs £4 per day. The Travel Plan Coordinator (TPC) may seek to arrange a discount should it be expected that the demand would be there.
89. For the purposes of local cycle accessibility, a cycle time of 20 minutes which equates to 5km at an average speed of 15km/h can be assumed. A Cycle Access Plan is provided within Appendix 4 of this PTP depicting the local cycle catchment within a 5km radius of the port access, and the location of the cycle route network.
90. The Cycle Access Plan indicates that within a 5km cycle of the port, the majority of Lowestoft can be reached. Furthermore, keen cyclists in employment at the port may be considered more likely to travel greater distances as part of their daily commute.
91. To encourage cycling, the project would seek to promote cycle use by providing secure, covered storage units/cycle sheds for employees.
92. On the basis of the above audit, it is considered that cycle amenity in the vicinity of the port is of a high standard and more than sufficient to support any usage potentially generated by the construction phase of the EA ONE project.

6.2 Public Transport Connectivity

93. Public transport accessibility is measured with reference to the number and frequency of public services available within easy walking distance of the port.

6.2.1 Bus

94. Lowestoft is served by numerous bus services, all of which operate within the vicinity of the port being within close proximity of the town centre.
95. The bus stops within closest proximity of the port access are those at the Lowestoft Bus Station.
96. The nearest standalone bus stop is that designated as “Opposite Railway Station” and identified by its Stop ID *sufjtatp*. It serves some bus routes which are in addition to those available from the bus station. It is located approximately 500 metres west of the port access, which equates to a walk time of just over 5 minutes.
97. The following table summarises the services in terms of their coverage and availability from the two locations:

Table 3.1 Local Bus Services

Service Number	Route	Available From	
		Opp. Rail Station	Lowestoft Bus Station
1/1A	Martham - Lowestoft	X	O
61	Southwold - Norwich	O	X
99	Lowestoft - Kessingland	O	O
101	Gunton - Hollow Grove	O	X
103	Lowestoft - Carlton Colville	O	O
106	Lowestoft - Burnt Hill	X	O
X1	Great Yarmouth - Lowestoft	X	O
X2/X22	Norwich - Lowestoft	O	O

98. The bus services detailed within table 3.1 commence in the first instance at 06:10hrs, and operate throughout the day Monday to Friday, with an approximate frequency of 4-5 journeys per hour, with services ceasing at 24:00hrs.
99. A similar level of service is available across the weekend, commencing at 07:53hrs with an approximate frequency of 3-4 journeys per hour, with services ceasing at 24:00hrs.
100. Particularly useful among the above listed services are the X-prefixed services, providing comprehensive links to both Norwich and Great Yarmouth from the early hours of the morning until the late evening seven days per week.
101. The X1 operates between Great Yarmouth and Lowestoft with a weekday frequency of 30 minutes from 07:26 until 09:10hrs, with a 15-20 minute frequency thereafter until 18:40hrs. The return journey departs from Lowestoft in the first instance at 05:45hrs. Departures then occur at 06:47, 07:05, 07:40, and 08:20hrs. From 09:00hrs, departures occur every 30 minutes until 18:00hrs.
102. The X1 operates on Saturdays between Great Yarmouth and Lowestoft with a frequency of 30 minutes from 07:30 until 10:00hrs, with a 15-20 minute frequency thereafter until 18:50hrs. The return journey departs from Lowestoft in the first instance at 05:50hrs. Departures then occur at 06:45, 07:05, and 07:40 hrs. From 08:00hrs, departures occur every 30 minutes until 18:00hrs.
103. The X1 operates on Sundays between Great Yarmouth and Lowestoft with a frequency of 60 minutes from 08:50 until 17:50hrs. The return journey departs from Lowestoft in the first instance at 08:46hrs. Departures then occur every 60 minutes until 17:46hrs.
104. The X2/22 operates between Norwich and Lowestoft departing weekdays in the first instance at 07:55hrs. Departures then occur at 08:20 and 08:30hrs with a 15 minute frequency thereafter until 15:00hrs. Thereafter, departures occur at 15 minute

intervals between 15:20 and 18:05hrs. The remaining departures leave at 18:30, 19:00, 19:30, 20:30, and 22:50hrs. The return journey departs from Lowestoft in the first instance at 06:00hrs. Departures then occur at 06:20, 06:40, 07:00, 07:30 and 08:10hrs. From 09:00hrs, departures occur every 30 minutes until 16:00hrs. The remaining departures leave at 16:35, 17:25, 18:00, 19:00, 21:25, and 23:15hrs.

105. The X2/22 operates on Saturdays between Norwich and Lowestoft with a frequency of 30 minutes from 08:00 until 10:00hrs, and with a 15-20 minute frequency thereafter until 18:05hrs. The remaining departures leave at 18:30, 19:00, 19:30, 20:30, 21:55, and 22:50hrs. The return journey departs from Lowestoft in the first instance at 06:30hrs. Departures then occur at 07:30, and 08:20. From 09:00hrs, departures occur every 30 minutes until 16:00hrs.
106. The X2/22 operates on Sundays between Norwich and Lowestoft with a frequency of 60 minutes from 09:50 until 17:50hrs. The return journey departs from Lowestoft in the first instance at 08:20hrs. Departures then occur every 60 minutes until 17:20hrs.
107. The bus services as detailed above provide a comprehensive and flexible daily transport option between Norwich and Great Yarmouth which constitute the two largest settlements in proximity of Lowestoft.

6.2.2 Rail

108. Lowestoft Rail Station is in close proximity of the port access, with a walk time under five minutes. The station, managed by Abellio Greater Anglia, offers two main services:
- Lowestoft and Felixstowe to Ipswich; and
 - Norwich to Great Yarmouth and Lowestoft.
109. The station provides frequent services on the above routes seven days per week. It would be reasonable to expect commuters from beyond the extents of Lowestoft to take advantage of the convenience of rail travel over other forms for transport to and from the vicinity of the port given the close proximity of the station.

6.3 Identified Sustainable Transport Issues

110. No major barriers/issues have been identified within relevant proximity of the port which may adversely affect construction workers access to sustainable transport modes.

6.4 Transport Infrastructure Improvements

111. No imminent transport infrastructure improvements have been identified which will affect the baseline transport conditions.

6.1 Sustainable Transport Audit Summary

112. It is considered that the port is ideally located to utilise the rail infrastructure in the vicinity of Lowestoft. With the construction workforce likely to be of a specialist nature on a contract basis, and as such originating from outside the area, the convenient location of Lowestoft Rail Station relative to the site access promotes itself as the most versatile sustainable transport option.
113. As previously stated, it is unlikely that construction workers will be sourced from local employment hubs, owing to the specialist nature of the construction. However, there does exist the potential for construction workers to secure temporary accommodation within Lowestoft for the duration of the construction phase, and as such cycle links in the vicinity of the port have been thoroughly assessed. It is considered that cycle links within Lowestoft are of a high standard with NCN Route 517 and various tributary cycle routes providing largely traffic free cycling across the region.
114. Pedestrian amenity has also been assessed, mainly in terms of accessing other sustainable transport options, however there does exist the potential for construction workers to secure temporary accommodation within Lowestoft for the duration of the construction phase. Owing to the nature of the area as a tourist destination, temporary accommodation is prolific in the vicinity and walk times to the site access are favourable with a high level of pedestrian amenity in the area.

7 Objectives

7.1 Purpose of the Lowestoft Port Travel Plan

115. The purpose of the Lowestoft PTP is to set out a strategy for reducing construction workers' dependence on travel by private car, thereby reflecting current Government policy in respect of transport which aims to reduce private car usage in favour of more sustainable modes of travel.

7.2 Lowestoft Port Travel Plan Aims

116. In addition to reducing the environmental impact of the construction phase, the Lowestoft PTP will seek to minimise any traffic impact and congestion in the proximity of the port and ensure that the port car park does not exceed its capacity and impact any local on-street parking facilities.

117. The primary aims are:

- to reduce the number of single occupancy cars, associated with the project, arriving at the port;
- to increase project staff awareness of the advantages and potential for travel by more environmentally-friendly modes; and
- to introduce a package of physical and management measures that will assist travel by modes other than the private car.

8 Management Strategy

8.1 Administration of the Travel Plan

118. Ultimately EAOL would be responsible for the project and implementation of the Lowestoft PTP, providing an appropriate budget to operate effectively.

8.2 Site Manager

119. The Site Manager would be responsible for appointing a suitable member of staff as a TPC and ensuring that the PTP is implemented. The role of the TPC is detailed within Section 8.3 below.

120. The Site Manager would be responsible for the following:

- providing the management support required to make strategic decisions;
- liaising with the TPC and review and revise the PTP on a regular basis;
- securing any necessary funding required to operate and evolve the PTP; and
- keeping key decision makers informed of progress with the PTP.

8.3 Travel Plan Coordinator

121. A TPC will be appointed to implement and administer the Travel Plan 2 months prior to the commencement of construction, in line with SCC requests.

122. The position would be assumed by a senior member of staff with the ability to influence site management practices, and equally, they must have the time to dedicate to the role.

123. The TPC will be responsible for:

- organising the production and distribution of the survey, and collection and compilation of the results;
- updating of the baseline information within the PTP with a view to producing the Full Travel Plan in a timely fashion;
- day-to-day administration of the scheme;
- consultation and promotion of the scheme;
- implementation of the schemes measures;
- setting targets;
- on-going monitoring of the scheme including annual travel surveys; and
- an annual review.

124. The TPC will be responsible for setting up and maintaining the staff travel database and conducting the annual review. Any staff new to the site will be added into the database on commencement of employment and staff leaving employment will be removed.

125. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information. Information contained within the database will be released to the Suffolk County Council on request but in the interests of security, only postcode details may be supplied.

8.4 Suffolk County Council

126. The contact details for the SCC Travel Plan Officer in position at the time of writing this PTP are as follows:

██████████ Telephone: ██████████
Email: ██████████@suffolk.gov.uk

127. Chris Ward attended the scoping meeting and has been consulted during the PTP process.

8.5 Information and Awareness

128. The success of the Lowestoft PTP will be dependent on the forthright contribution of relevant information from employees with regards to their travel habits and preferences.
129. The TPC will be the primary point of contact for those who require information regarding the PTP. Each member of staff can liaise directly with the TPC on a one-to-one basis in order discuss their specific travel requirements and understand how they can travel to/from work in a sustainable manner. However, it should be also clearly communicated that it is the responsibility of the TPC to provide regular and relevant feedback regarding the PTP, and to ensure that the PTP is flexible enough to accommodate such feedback.
130. To ensure lines of communication are maintained during the lifetime of the PTP, an information board will be provided within the offices, including up to date contact details for the site TPC. Throughout the life of the PTP its measures and actions will form part of a marketing strategy based around the display of posters, leaflets and timetables.
131. Details concerning the frequency, venue, and date of PTP meetings, both before and after commencement of construction, shall be included within the PTP and/or otherwise made available to all concerned at the first appropriate juncture.
132. The TPC will have responsibility for all liaison with outside bodies including the planning and highway authorities and those local authority officers with responsibility for cycling and public transport.

8.6 Promotion and Marketing

133. All port based staff will be made aware of the PTP on the commencement of their employment. Details of the scheme, its objectives in enhancing the environment and the role of individuals in achieving its objectives will be explained.
134. Information and promotional material will be available in a range of formats and will be issued to each employee and displayed prominently in staff rest areas. Employees who wish to raise specific transport-related matters will be invited to discuss them with the appropriate nominated person. Promotional material will also be made available to visitors.
135. A Welcome Pack will be produced containing details of the measures and initiatives including any staff shuttle bus arrangements and up-to-date public transport information. It is the TPC's responsibility to keep the welcome pack up to date, and even evolve the content incorporating any new elements that may benefit the overall objectives of the PTP reacting to changes to the transport conditions. Welcome Packs will be provided to each employee prior to their start date on site, it is envisaged that the pack would be given alongside typical introductory materials.

8.7 Updating

The PTP will evolve over time. Although fundamental objectives will not change, over time it may be possible to define and alter specific targets. The on-going monitoring programme, and in particular the annual review, will provide updated information that will allow the scheme to be revised, refined and improved.

9 Measures

9.1 General

136. Scheme Measures comprise a series of initiatives designed with reference to the baseline data and are intended to encourage modal shift within the commuting habits of the constructing workforce, primarily away from single occupancy car use, and car use in general.

9.2 Project Specific Measures

137. The staff forecast indicates at Table 4.4 that based on a typical day's operation and staff origin assumptions, the Travel Plan would typically be targeting approximately 37 locally based staff and 58 staff who live elsewhere but are staying in hotels or other accommodation.
138. Additionally, the review of traffic survey data has demonstrated that the average weekday traffic profile on the local highway network has two defined peak periods occurring during the hour beginning at 10:00 and 17:00hrs, which could be taken into consideration whilst formulating site specific measures and initiatives.
139. Based on the nature of the scheme the measures described in 9.2.1 - 9.2.4 will be considered.

9.2.1 Private Staff Transport Service

140. All of the necessary on-shore specialist staff are unlikely to live within the local area. These construction phase staff will stay during the week within rented or hotel accommodation in and around Lowestoft.
141. A minibus service will be considered, if there is sufficient demand, which provides a pickup round 'on request' from local hotels and other accommodation where staff are staying. The minibus would also be used pick up staff from agreed car parking arrangements outside of Lowestoft.

9.2.2 Car Parking Control

142. Car parking demand would be between generated by the following different user groups, which roughly split as:
- onshore personnel full time in Lowestoft;
 - visiting onshore personnel not based in Lowestoft full time;
 - offshore personnel;
 - contractors building the permanent onshore O&M facilities; and
 - external visitors/guests.
143. A draft concept layout of the site provides 8-10 'priority' car parking spaces; these will be for visitors and disabled staff/visitor use. Within the draft Lease for the port facilities, it states that the CMMP will have rights to 80 parking spaces off the premises within the Port Estate which must be within 400m of the main (Hamilton Road) entrance to the premises.
144. The CMMP car parking spaces will be controlled in order to manage and promote sustainable transport use.
145. Car parking could be allocated to the staff that need them most, such as construction staff who have no choice but to travel by car as they are travelling from a long distance and/or have materials/tools that need bringing to the site.
146. Parking control will require consideration during each phase. The number of spaces provided as part of the lease is clearly well in excess of the likely demand that could be generated during many stages of the construction process.
147. It is expected that car parking would be limited for offshore personnel, as they are likely to be at sea for days at a time, and non-local staff as they will be staying in local accommodation within walking/cycling distance or could be picked up by a staff minibus.

9.2.3 Welcome Packs

148. A Welcome Pack will be produced and provided to each member of construction workforce. The pack would accompany typical introductory materials prior to the commencement of an employment period.
149. The pack will introduce the PTP and include information relating to the implemented measures and initiatives. Information will include details of sustainable transport provision and promotional material highlighting the benefits to the environment and personal health and wellbeing. The pack will also detail all site specific transport arrangements and include a survey form which should be completed in order to create a confidential PTP database.
150. It is the TPC's responsibility to keep the welcome pack up to date and evolve the content to keep it relevant incorporating any new elements that may benefit the overall objectives of the PTP, reacting to changes to the transport conditions.
151. SCC has advised that they would want to review the Welcome Pack a minimum of 6 months in advance of distribution in order to ensure that the latest information is included and it meets their requirements.

9.2.4 PTP Noticeboard

152. A PTP noticeboard will be provided within the communal area of the CMMP office. This may be within the foyer/reception or within the break out area. It will provide a concise summary of the information contained within the PTP Welcome Pack providing sustainable transport infrastructure.
153. The noticeboards will provide contact details for the TPC and any upcoming promotional events. They will be kept up to date and relevant by the TPC.

9.3 Pedestrian Measures

154. The measures identified in 9.3.1 - 9.3.3 will be considered in order to encourage staff to travel on foot:

9.3.1 Pedestrian Route Plans

155. Clear, up to date route maps will be provided to each employee. The maps will show pedestrian friendly routes to residential areas, hotels and public transport hubs. The maps will be included within the staff welcome packs and displayed on the PTP noticeboard.

9.3.2 The Environment, Personal Health and Wellbeing

156. Promotional material highlighting the benefits of walking to work will be provided to all staff. The promotional material will be included within the staff welcome packs and displayed on the PTP noticeboard.

9.3.3 Other Pedestrian Measures

157. The following measures will be considered in order to encourage staff to walk to work where possible:
- provision of free personal alarms and umbrella (on request) for walkers; and
 - promotional events to encourage behaviour change such as Walk to Work Week.

9.4 Cycle Measures

158. The measures identified in 9.4.1 - 9.4.4 will be considered in order to encourage staff to travel by cycle:

9.4.1 Cycle Route Plans

159. Clear, up to date route maps will be provided to each employee. The maps will show cycle friendly routes to residential areas, hotels and public transport hubs. The maps will be included within the staff welcome packs and displayed on the PTP noticeboard.

9.4.2 Cycle Parking

160. Easily located, secure and covered cycle parking will be provided. All staff will be made aware of this provision.

9.4.3 The Environment, Personal Health and Wellbeing

161. Promotional material highlighting the benefits of cycling to work will be provided to all staff. The promotional material will be included within the staff welcome packs and displayed on the PTP noticeboard.

9.4.4 Other Cycle Measures

162. The following measures will be considered in order to encourage cycle use:
- Provision of a pool of bikes which would be available for workers to use travelling to and from the port;
 - showers, lockers and clothes drying facilities for walkers and cyclists;
 - provision of free cycle safety equipment for employees, such as high-vis vests and cycle lights;
 - interest-free loans (Cycle to Work Scheme) or vouchers to purchase bikes, or other cycle equipment;
 - negotiated discounts with cycle retailers for employees;
 - Bicycle Users Group (BUG), or cycle training schemes for non-confident cyclists; and
 - promotional Events to encourage behaviour change, such as Bike Week.

9.5 Public Transport Measures

163. The CMMP has excellent links with a good range of public transport services. The measures identified in 9.5.1 - 9.5.2 will be considered in order to further encourage staff to travel by public transport:

9.5.1 Bus Route Information

164. The PTP will provide up to date public transport information, including route maps, travel costs and journey times. Maps and timetable information will be included within the staff welcome packs and displayed on the PTP noticeboard.

9.5.2 Other Public Transport Measures

165. The following measures will be considered in order to encourage public transport use:
- negotiated discounts for employees from bus or rail companies;
 - interest-free loans to help employees purchase public transport season tickets; and
 - vouchers to purchase public transport season tickets, or taster tickets;

9.6 Car Share

166. Car sharing has the potential to significantly reduce the number of single occupancy car trips to the site. 62% of the specialist construction workforce are forecast to be staying in hotels and it is expected that this will be in gangs and sharing a lift to the port is an obvious benefit.
167. A travel survey will find compatible employees and identify car sharing opportunities and the PTP will consider providing dedicated car parking bays for car sharers, which would not be available to singular occupied vehicles.
168. In order to reassure staff, the TPC will provide a guaranteed ride home in emergency situations or when a car share arrangement falls through. Staff will be made aware of the Suffolk Car Share scheme (www.suffolkcarshare.com).
169. Information on the car sharing scheme will be included within the staff welcome packs and displayed on the PTP noticeboard.
170. Where possible, consideration of shift start and finish times will take into account traffic peak times, these may be made flexible in order to allow employees using all modes of transport to avoid busy periods on the road.

10Targets

10.1 General

171. To meet the objectives of the PTP, set out in Section 7, it is essential that a series of targets are set. The targets must relate directly to the objectives and be set with reference to the baseline data collected pertaining to sustainable transport. The adoption of a target-based approach to Travel Planning facilitates effective monitoring and review as the PTP progresses, and serves to focus the efforts of those individuals responsible for its implementation.

10.2 SMART Targets

172. Targets should be Site-specific, Measurable, Achievable, Realistic and Time-related (SMART). They may be phased year on year, and fall into two categories: 'Action Targets' e.g. appoint a travel co-ordinator by (date); and/or 'Aim Targets', e.g. achieve (percentage) reduction of single car use by (date).

10.2.1.1 Action Targets

173. Action Targets considered within the PTP at Section 12 of this PTP.

10.2.1.2 Aim Targets

174. Examples of SMART Aim Targets relative to the EA ONE project include:
- Modal Shift Targets, measured annually, such as increase the level of public transport users by 20%; and
 - Reduction of Single Occupancy Car Journeys by 15%, this figure is taken from the DfT document "The Essential Guide to Travel Planning".

10.3 PTP Target

175. SCC has advised that they would expect the PTP to achieve a 15% reduction in single occupancy vehicles over a 5 year period.
176. Other PTP targets aimed at achieving the overall 15% reduction in single occupancy vehicles will be discussed and agreed with Suffolk County Council following the appointment of the successful construction contractors and confirmation of the construction methodology details.
177. Periodic revision of objectives/targets will be undertaken throughout the life of the PTP in order to keep them relevant, realistic and to further promote modal shift toward sustainable transportation.

11 Monitoring

11.1 General

178. A programme of monitoring and review will be undertaken to generate information by which the success of the PTP can be evaluated. Monitoring and review will be the responsibility of the TPC.

11.2 Bi-annual Review

179. Every 6 months, the TPC will undertake a comprehensive review of the performance of the PTP. The objective will be to measure the success of the scheme against its targets, and to identify the potential for refinements. It will also allow for the update of staffing numbers and the likely shift patterns, tides and location of staff.
180. The TPC will compile a report outlining the results, together with the results of ongoing monitoring throughout the preceding period. The report will comment on the overall success of the Travel Plan and will set out initiatives for the following 6 months.
181. The overall aim of the report will be to ensure that all employees are informed of progress and remain engaged with the PTP and its intent. This report will be filed for record and a copy made available to Suffolk County Council within 3 months of survey completion.

11.2.1.1 Staff Surveys

182. The major element of the review will involve the issuing of a staff travel survey. The initial PTP Welcome Packs will contain a Travel Survey which will require to be filled in and returned to the TPC.
183. Thereafter a survey will be undertaken in advance of each review every 6 months. The review should take place at the same times during each year during a neutral month in order to avoid any seasonal variations. The surveys should remain consistent to facilitate accurate comparisons and clear conclusions.
184. The results of the surveys will provide up-to-date modal-split information for comparison with the original data set compiled at the introduction of the PTP.
185. In line with SCC's preferred methods, the travel surveys would be undertaken using the online software 'Smart Survey' (www.smartsurvey.co.uk) which enables easy collation, analysis and summary.

11.3 Other Monitoring Methods

186. In addition to the conducting of regular surveys several other methods may be employed to assess the efficacy of the PTP. Examples may include physically monitoring the usage of cycle stands or observing the capacity of the car park.

11.4 Finance Plan

187. The PTP costs will be covered by EAOL throughout the construction phase.

11.5 Enforcement

188. National Travel Plan Guidance, '*Good Practice Guidelines: Delivering Travel Plans through the Planning Process*' highlights that the implementation of sanctions and penalties are encouraged and the onus is placed heavily on the developer/landowner to ensure that the needs of the Travel Plan are met and that it is implemented effectively throughout its lifetime.
189. SCC will agree details of a mechanism to monitor non-compliance with the Travel Plan and to take enforcement action in accordance with the corrective process outlined below.

190. A three stage correction process is proposed:

- Stage one – a potential breach is highlighted, SCC request that the TPC reviews the data and concerns. The TPC and SCC will then agree the extent of the breach and, if it is material, agree action. This is likely to be a contractor/employee warning at this stage;
- Stage two – If a further material breach is identified the contractor/employee will be given a further warning and required to produce an action plan to outline how the issue will be rectified and any additional mitigation measures proposed; and
- Stage three – Should further breaches still occur the contractor will be required to remove the offender from site.

12 Action Plan

12.1 General

191. An Action Plan has been devised in order to provide an indication of the likely direction of the PTP. Table 10.1 provides a Preliminary Action Plan.

Table 10.1 Preliminary Action Plan

Action	Comment	Estimated Date
Submit and obtain approval for Final PTP (this report) to fulfil DCO Requirement	Based on best information available prior to appointment of successful contractors and other details	October 2016
Produce Staff Welcome Packs	Review Welcome Packs with SCC (6 months in advance of distribution as advised).	April 2017
Develop PTP with updated staffing information	Develop the content of the PTP based on details provided by the appointed successful contractors	October/November 2017
Receive initial staff travel surveys	Undertake within 1 month of site occupation	January 2018
Produce first PTP Review	Based on survey results and any scheme changes	February 2018
Create staff car sharing database	Identify potential matches for opportunity to car share	February 2018
Regular review and update of the PTP	Regularly review the transport conditions and staff travel patterns for opportunities to improve the PTP	Ongoing every 6 months from June 2017
Undertake further staff travel surveys	Undertake following 6 months of site occupation	July 2018
Produce Bi-annual Review during construction	Based on survey results and any scheme changes	August 2018
Produce Annual Review during O and M	Based on survey results and any scheme changes	February 2019

192. The above key actions will be developed throughout the evolution of the PTP and construction phase.

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NOTES

LEGEND



APPROXIMATE SITE LOCATION



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www.slrconsulting.com

EA ONE LOWESTOFT
OFFSHORE WINDFARM
SITE LOCATION PLAN

001

Scale
NTS @ A3

Date
MAY 2016



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NOTES

LEGEND

- APPROXIMATE SITE LOCATION
- AREA WITHIN 400M OF SITE ACCESS
- AREA WITHIN 800M OF SITE ACCESS
- AREA WITHIN 1200M OF SITE ACCESS
- AREA WITHIN 1600M OF SITE ACCESS



global environmental solutions

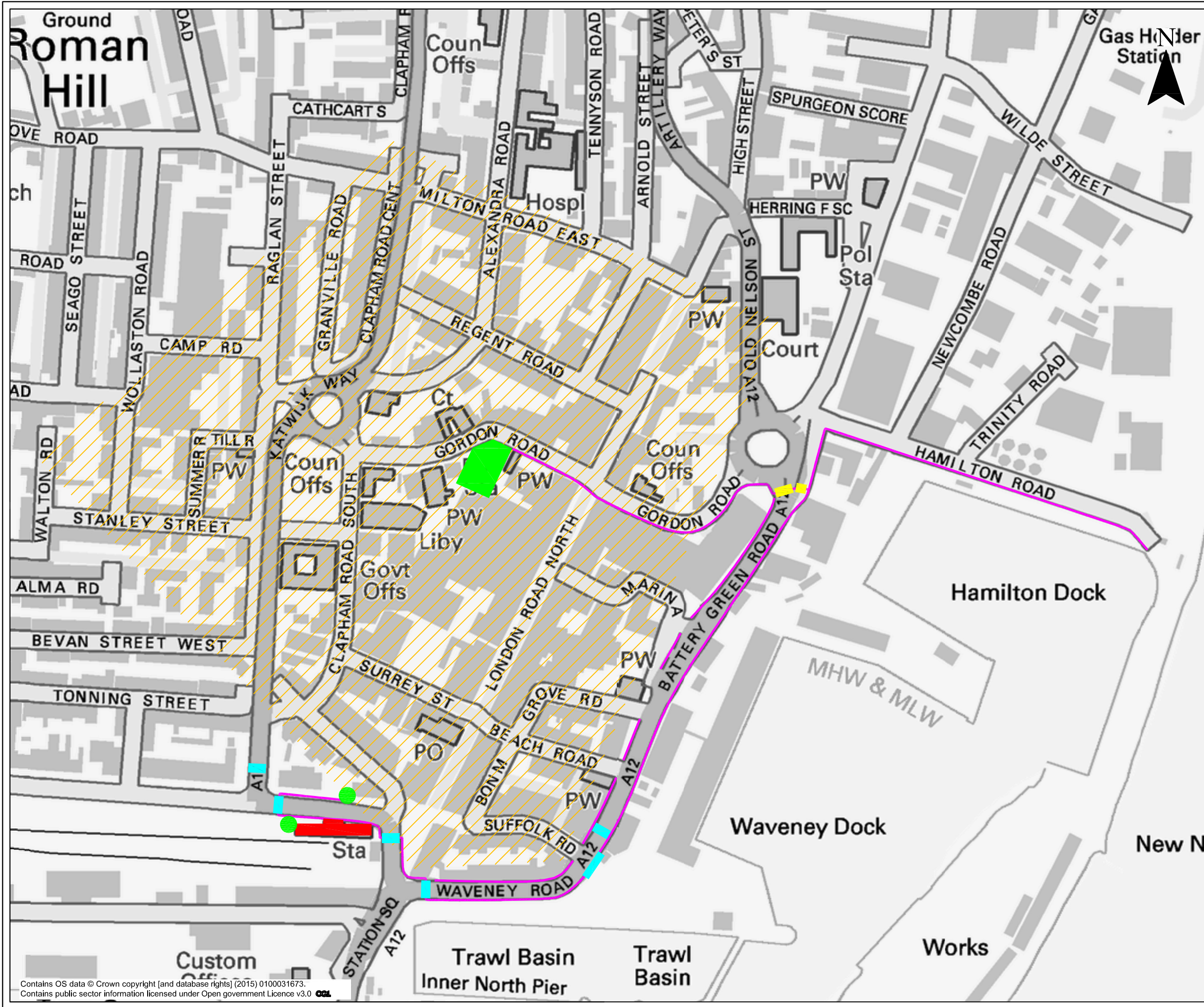
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EA ONE LOWESTOFT
OFFSHORE WINDFARM
PEDESTRIAN ISOCHRONE PLAN

002

Scale NTS @ A3	Date MAY 2016
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NOTES

LEGEND

- FOOTWAY LINKING SITE TO PUBLIC TRANSPORT HUBS
- BUS STATION
- BUS STOP
- RAIL STATION
- SIGNALISED PEDESTRIAN CROSSING
- UNCONTROLLED PEDESTRIAN CROSSING
- COMMERCIAL ZONE



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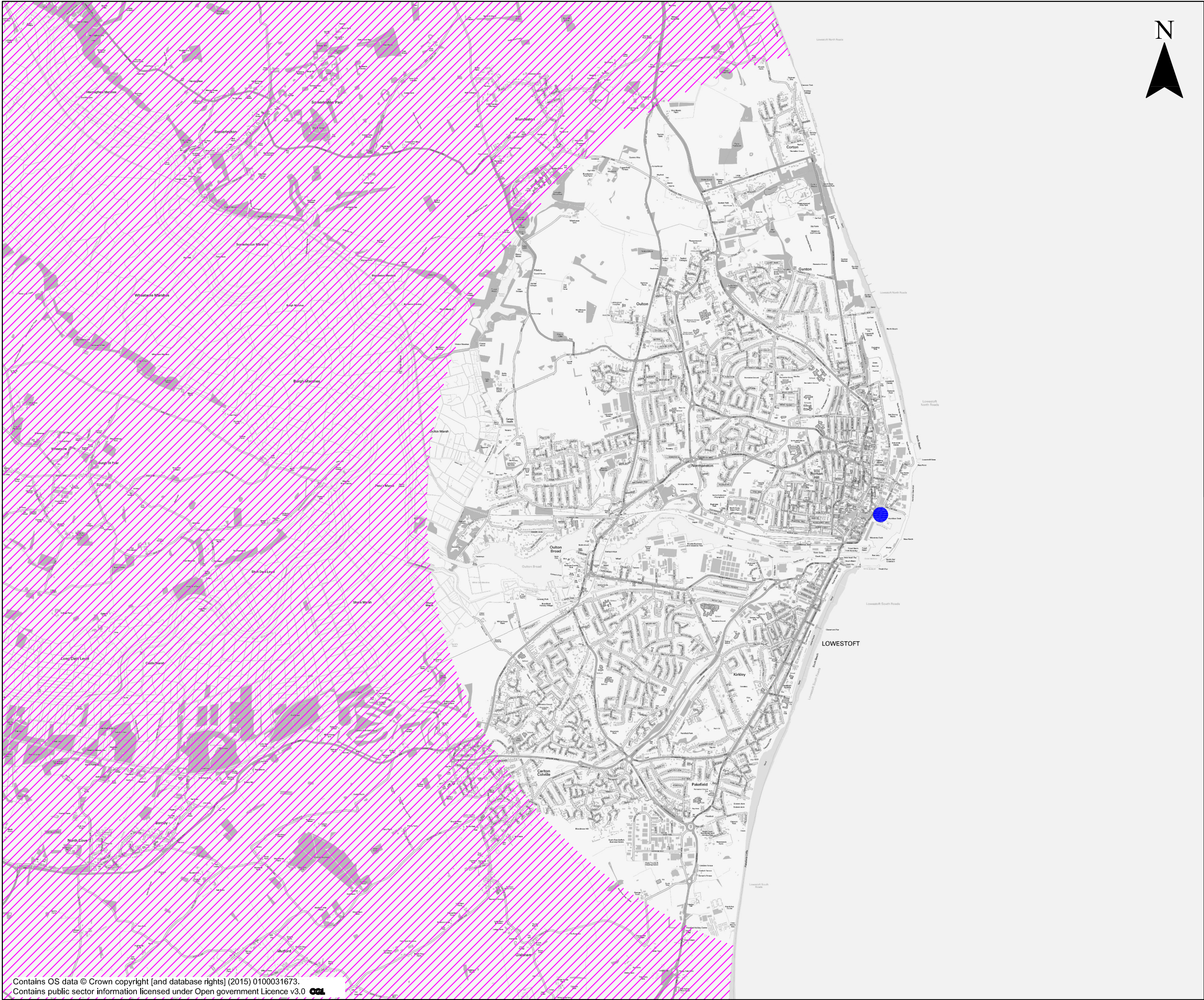
EA ONE LOWESTOFT
OFFSHORE WINDFARM
PEDESTRIAN AMENITY PLAN

004

Scale
NTS @ A3

Date
MAY 2016

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NOTES

LEGEND



APPROXIMATE SITE LOCATION



AREA >5000 METRES FROM SITE



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EA ONE LOWESTOFT
OFFSHORE WINDFARM
CYCLE ACCESSIBILITY PLAN

003

Scale
NTS @ A3

Date
MAY 2016



Five Estuaries
Comments on D5 Submissions
Appendix C: East Anglia THREE Port
Travel Plan

Lowestoft

Port Travel Plan

DCO Requirement 28

Applicable to Works No.s 1, 2, 3, 4 and 5A

Prepared by:	Checked by:	Approved by:

Revision Summary				
Rev	Date	Prepared by	Checked by	Approved by
1	22/01/24	Kay Griffin	John Dunlop	Marta Menchi
2	25/06/24	Kay Griffin	John Dunlop	Marta Menchi

Description of Revisions			
Rev	Page	Section	Description
1	All	All	New Document
2	All	All	Updated in accordance with availability of information and consultee comments.

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Figure 2 Pedestrian Isochrone Plan

Figure 3 Pedestrian Amenity Plan

Figure 4 Cycle Accessibility Plan

FOR DISCHARGE

1. INTRODUCTION AND SCOPE

1.1. Project Overview

1. East Anglia Three Limited (EATL) was awarded a Development Consent Order (DCO) by the Secretary of State, Department of Business, Energy & Industrial Strategy (DBEIS) on 7 August 2017 for the East Anglia THREE Offshore Windfarm (EA THREE). The DCO granted consent for the development of a 1,200MW offshore windfarm and associated infrastructure.
2. The DCO has now been subject to four non-material variations:
 - In March 2019 EATL submitted a non-material change application to DBEIS to amend the consent to increase the maximum generating capacity from 1,200MW to 1,400MW and to limit the maximum number of gravity base foundations to 100. In June 2019 DBEIS authorised the proposed change application and issued an Amendments Order.
 - In July 2020 EATL submitted a second non-material change application to DBEIS to amend the parameters of its offshore substations (reducing the number of these to one) and wind turbines (a decrease in the number of turbines and an increase in their hub height and rotor radius). On 15 April 2021 DBEIS authorised this proposed change application and issued an Amendments Order.
 - In August 2021 EATL submitted a third non-material change application to DBEIS to amend the consent to remove the maximum generating capacity of 1,400MW and to amend the parameters of its wind turbines (a decrease in the number of turbines and an increase in their hub height and rotor radius). In September 2022 DBEIS authorised the proposed change application and issued an Amendments Order.
 - The DCO was then further amended on 16 November 2022 to insert a requirement dealing with guidance and mitigation on the erection of primary surveillance radar at Cromer and deleting article 4(d) of the order which appeared in error and purported to amend a reference which had already been removed as the result of a previous variation.
3. The offshore construction works associated with EA THREE will comprise:
 - A total site area of 305km², located 69km offshore from Lowestoft, Suffolk, UK;
 - Water depths (below Lowest Astronomical Tide (LAT)) between 24.4m to 50.4m;
 - Installation of 95 wind turbine generators using monopile foundations;
 - One offshore substation (1 x 320kV HVDC convertor station) (water depth:36.5m);
 - Total offshore export cable length of 139km; and
 - Inter-array cables: 18 strings total length up to 244.2km x 66kV 3 phase HVAC cables.
4. The EA THREE onshore works commenced development in July 2022, with works at the Converter Station, Paper Mill Lane, Playford Corner and Clappits.

1.2. Purpose and Scope

5. This Port Travel Plan (PTP) sets out strategies and initiatives to mitigate any potential detrimental impacts on the surrounding environment posed by trip generation (vehicular or otherwise) from the offshore construction phase of EA THREE at Lowestoft Port.
6. This PTP has been produced to fulfil DCO Requirement 28 which states:

28 (1) *Work Nos. 1, 2, 3, 4 or 5A must not be commenced until a travel plan for the onshore port-related traffic to and from the selected base port or ports and relating to the authorised project, has been submitted to and approved by the relevant planning authority in consultation with the relevant highway authority. The travel plan must be implemented as approved at all times specified within the travel plan during the construction and/or operation of the authorised project.*

(2) For the purposes of this requirement—

“relevant planning authority” and “relevant highway authority” mean the planning or highway authority or authorities in whose area the relevant port is located;

“selected base port” or “ports” means a port or ports situated in England and/or Wales; and

“base port” means the port used by management personnel for construction of the authorised project and for the ongoing operational management of the authorised project.

7. This document is intended to set out a plan to meet key objectives which will maximise the sustainability of travel methods used to get to and from the base port at Lowestoft, to reduce the associated volume of vehicular traffic and therefore minimise the carbon footprint generated and the impact on the environment and surrounding communities. This will involve ensuring that methods of travel used are more sustainable – e.g. active transport instead of cars – and that the need for travel to and from site is absolutely required. This PTP seeks to establish clear outcomes to be achieved in relation to access and sets out all the measures to be implemented, with timescales, targets and responsibilities for implementation, monitoring and review.
8. Though not directly relevant to this PTP, an Outline Travel Plan (Document 8.8 of the Environmental Statement (ES)) was produced to support the EA THREE DCO application. This PTP has been produced in accordance with the principles and guidance provided within the Outline Travel Plan which provides the necessary guidance to formulate a plan for managing the potential increase in vehicular traffic as a result of EA THREE offshore construction works.
9. While this PTP is a full Travel Plan (rather than an Interim Travel Plan in the terminology used by Suffolk County Council (SCC) guidance (SCC, undated) (see Section 3.4.2)), this PTP is a dynamic, living document that will be updated as required following review of monitoring outputs, to ensure that the aims and objectives represent the up-to-date situation in respect of travel and access. This PTP will be in use for the duration of the construction phase associated with the offshore works. Regular monitoring and review will be essential to ensuring that the document remains relevant.
10. This PTP has been developed with consideration for the scale of the development and the likely impact on travel behaviour for construction staff and vehicles as a result of any potential measures. The plan has been based on the latest information available and some assumptions in terms of staffing levels and likely transport patterns. These measures will only be revised with the agreement of East Suffolk Council (ESC) and Suffolk County Council (SCC). Any revisions to the PTP will be issued with the quarterly monitoring report (see Section 11). EATL will work with the SCC Highways Authority to ensure appropriate resourcing is in place to monitor compliance with the provisions of this PTP.
11. The information contained herein shall be adhered to by the appointed Principal Contractor and implementation and compliance will be monitored by the Offshore Construction Management Team.

1.3. Consultation with Local Highway Authority

12. This PTP has been produced in full consultation with SCC. A meeting was undertaken on 27 March 2024 where the scope of the PTP, potential measures and initiatives were discussed with SCC's Highway Engineers.
13. This PTP reflects the discussions held and additional information provided subsequent to the meeting.

1.4. Background

14. During construction of the authorised project, a Construction Monitoring and Management Port (CMMP), a Wind Turbine Generator Base Port, and a Marshalling Port will be set up. The CMMP will be located in the UK and it has been confirmed that this will be at Lowestoft. The facility will be operated by EATL and will be the port used by management personnel for construction of the authorised project.
15. The only port in England and Wales currently confirmed to be used during construction is the CMMP, which will be located at Lowestoft. The facility will be operated by EATL and will be the port used by management personnel for construction of the authorised project. The Marshalling Port will be based at Vlissingen, Netherlands and will be used for the shipping of foundations, piles and transition pieces. The Wind Turbine Generator Base Port has yet to be confirmed, but the port currently proposed is situated outside of the UK in Esbjerg, Denmark. In addition, the port to be used for the operational and maintenance (O&M) phase of the offshore windfarm has yet to be confirmed.
16. To enable the construction of Work No.s 1 to 4 and 5A to commence, this LPTP, therefore, seeks to discharge Requirement 28 in full. However, should the decision be made to base any additional activities (e.g. the O&M facility) in England or Wales, then further PTPs for these additional activities will be submitted to the relevant local authority and approval obtained prior to these additional activities commencing.

17. The construction phase of the offshore works associated with the EA THREE Offshore Windfarm has been subdivided into stages, with the offshore works commencing in September 2024. The installation of the Wind Turbine Generators represents the final stage of the construction phase of the project and this is to be completed by August 2026. The duration of works, by stage, is outlined within the Table 1-1:

Table 1-1 Anticipated Programme

Phase	Estimated Commencement	Date of	Estimated Date of Completion
Temporary onshore facilities at Lowestoft (by EATL)	August 2024		June 2027
Installation of Wind Turbine Generator scour and array seabed preparation	September 2024		March 2025
Wind Turbine Generator Foundations installation	April 2025		January 2026
Offshore substation installation	July 2025		August 2025
Offshore export cable installation	Pre-lay Survey October 2024 Construction activities March 2025		September 2025
Inter-Array cable installation	October 2025		February 2026
Wind Turbine Generator Installation	March 2026		August 2026

1.5. The Port of Lowestoft

19. The Port of Lowestoft is located at the heart of the town, near to the Commercial Town Centre and public transport hubs. Access to the port is gained directly from the A12; which routes through Lowestoft linking with the strategic road network via the A14 and M11 Motorway.
20. The harbour is currently made up of two sections divided by a bascule bridge. The inner harbour is formed by Lake Lothing whilst the outer harbour is constructed from breakwaters. A site Location Plan is included as Figure 1. The location of the facility is within the outer harbour. A third crossing of Lake Lothing, the Gull Wing Bridge, is due to open in 2024 and will reduce traffic congestion in the town.

1.6. Lowestoft Port Travel Plan Objectives

21. In addition to reducing the environmental impact of the construction phase, the Lowestoft PTP will seek to minimise any traffic impact and congestion in the proximity of the port and ensure that the port car park does not exceed its capacity and impact any local on-street parking facilities.
22. The primary objectives are:
- to reduce the number of single occupancy cars, associated with the construction of the project, arriving at the port;
 - to increase project staff awareness of the advantages and potential for travel by more environmentally-friendly modes; and
 - to introduce a package of physical and management measures that will assist travel by modes other than the private car.
23. In contrast to a more typical workplace Travel Plan, construction employees would be in a contractually controlled environment, ensuring that monitoring and enforcement regimes are more readily accepted.

2. ABBREVIATIONS

ABP	Associated British Ports
BEIS	Department of Business, Energy and Industrial Strategy (now the Department for Energy Security and Net Zero)
CCS	Consolidated Construction Site
CIHT	Chartered Institution of Highways and Transportation
CLO	Community Liaison Officer
CMMP	Construction Monitoring and Management Port
CTV	Crew Transfer Vessels
DC	Direct Current
DCO	Development Consent Order
DESNZ	Department for Energy Security and Net Zero
EA ONE	East Anglia ONE Offshore Windfarm
EA THREE	East Anglia THREE Offshore Windfarm
EATL	East Anglia THREE Limited
ES	Environmental Statement
ESC	East Suffolk Council
HVDC	High Voltage Direct Current
LTP3	Suffolk County Council's 3 rd Local Transport Plan
MP	Marshalling Port
MW	Megawatt
NCR	National Cycle Route
NG	National Grid
NPPF	National Planning Policy Framework
PRoW	Public Rights of Way
PTP	Port Travel Plan
SCC	Suffolk County Council
SOV	Service Operation Vessel
TPT	Travel Plan Co-ordinator
WTGBP	Wind Turbine Generator Base Port

3. POLICY AND GUIDANCE

3.1. National Policy

24. Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.
25. The National Planning Policy Framework (NPPF)¹ includes a general objective of supporting and promoting sustainable transport and at paragraph 117, requires all developments that will generate significant amounts of movement to provide a travel plan.
26. The Department for Transport Circular 02/2013² entitled 'The Strategic Road Network and the Delivery of Sustainable Development' was published in September 2013 and sets out the ways in which the highways authority will engage with communities and developers to deliver sustainable development and, thus, economic growth, whilst safeguarding the primary function and purpose of the strategic road network. The overarching aim of Circular 02/2013 is to manage the impact of development through initiatives that manage down traffic impact and support the promotion of sustainable transport and the development of accessible sites. One of the key tools in achieving this would be the Travel Plan. Circular 02/2013 notes that:

"The preparation and implementation of a robust travel plan that promotes use of sustainable transport modes... is an effective means of managing the impact of development on the road network and reducing the need for major transport infrastructure."

¹ National Planning Policy Framework, September 2023, Department of Levelling Up, Housing and Communities

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1182995/NPPF_Sept_23.pdf

² DfT Circular 02/2013, 10 September 2013, The Strategic Road Network and the Delivery of Sustainable Development, <https://www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development>

3.2. County Level Policy

27. County level transport policy is represented by the 3rd Local Transport Plan (LTP3) for Suffolk 'Suffolk Local Transport Plan 2011-2031', which is freely available via a link from the SCC website www.suffolk.gov.uk. *SCC is currently updating this document to produce Local Transport Plan 4 to cover 2024-2040.*
28. The LTP3 sets out SCC's long-term goals for the development of transportation infrastructure and practice throughout the county up to the year 2031. The plan demonstrates how transport:
- '...will play its part in supporting and facilitating future sustainable economic growth by:*
- *maintaining (and in the future improving) our transport networks;*
 - *tackling congestion;*
 - *improving access to jobs and markets; and*
 - *encouraging a shift to more sustainable travel patterns.'*
29. LTP3 is presented in two parts:
- 'Part 1 – Transport Strategy'; and
 - 'Part 2 – Implementation Plan'.
30. Part 1 provides a comprehensive overview of the core themes and strategies of the plan as a whole, part 2 identifies specific strategic transport improvements necessary in key areas throughout the county and offers clarification on the various schemes in terms of the relevant promoting agency, likely funding sources and timescales for completion.
31. While the second part of the LTP3 comprised a short term plan for the period 2011/2012 to 2014/2015, it was acknowledged within the plan that *"...timescales and delivery mechanisms for these projects will vary and it may not be possible to achieve all of them within this plan period..."*. As such, the plan is still considered relevant.
32. Lowestoft is a key urban area within the LTP3 and as such, the Lowestoft Plan is outlined within Section 4 of the Suffolk LTP 2011-31 Part 2. Each key urban area plan has been devised to appropriately reflect the intrinsic differences between locations, however it is noted that the following three principles are relevant in all locations, and as such form the core of each individual urban plan. The three principles are as follows:
- reducing the need for travel;
 - making efficient use of transport networks; and
 - improving infrastructure.
33. The individual plan for Lowestoft recognises that *'...economic recovery for Lowestoft is expected to focus on the energy sector and development of port related industries.'*
34. It continues: *'There are ambitious plans for further regeneration of Lowestoft that could lead to significant growth in housing and employment over the next 20 years. This will add to current levels of congestion if current travel trends continue.'*
35. It further notes: *'A key characteristic of Lowestoft is that approximately 80% of people who work in the town also live there. Thus the majority of journeys to work are relatively short, with one third of journeys being less than about a mile and two thirds less than about three miles. This means that many regular journeys could be taken without the car.'*

3.3. Local Level Policy (Waveney Local Plan)

36. The 'Waveney Local Plan'³, adopted in March 2019, represents the local level policy regarding new development within the Waveney area of East Suffolk Council. The vision statement of the strategy states:

'By 2036 the quality of life for everyone growing up in, living in, working in, and visiting Waveney will have been sustainably improved. Waveney will have a healthy economy, a healthy population and a healthy environment. The District will have experienced significant levels of growth, but this growth will not have breached environmental limits and will have been supported by adequate infrastructure.'

37. With regards to the vision for the Lowestoft Area, the Waveney Local Plan states:

'Lowestoft, along with nearby Great Yarmouth will be important centres in the construction, operation and maintenance of offshore renewable projects. The Port of Lowestoft will be an offshore renewables centre of excellence supporting the employment of a significant number of people'.

3.3.1. Sustainable Transport Policy

38. A key policy of the Waveney Local Plan is Policy WLP8.-1 - Sustainable Transport. This policy identifies the necessary actions to be taken to achieve the overarching vision of the Waveney Local Plan and sets out requirements which should help improve the use of sustainable transport options and reduce the risk of congestion. The policy also sets out basic principles for encouraging sustainable modes of transport.

'Policy WLP8.21 – Sustainable Transport

Development proposals should be designed from the outset to incorporate measures that will encourage people to travel using non-car modes to access home, school, employment, services and facilities.

Development will be supported where:

- *It is proportionate in scale to the existing transport network;*
- *It is located close to, and provides safe pedestrian and cycle access to services, facilities and public transport;*
- *It is well integrated into and enhances the existing cycle network including the safe design and layout of new routes and provision of covered, secure cycle parking;*
- *It is well integrated into, protects and enhances the existing pedestrian routes and the public rights of way network;*
- *It reduces conflict between users of the transport network including pedestrians, cyclists, users of mobility vehicles and drivers and does not reduce road safety;*
- *It will improve public transport in the rural areas of the District;*
- *It includes facilities for charging plug-in and other ultra-low emission vehicles; and*
- *The cumulative impact of new development will not create severe impacts on the transport network.*

Developments should connect into the existing pedestrian and cycle network. Where possible, proposals are to include measures set out in the Waveney Cycle Strategy (2016 and subsequent updates) and demonstrate they have considered how the scheme will encourage people to walk and cycle to access services and facilities where practical.

Subject to design considerations under Policies WLP8.29, WLP8.30 and WLP8.31, new developments will be required to provide parking that meets the requirements set out in the Suffolk Guidance for Parking issued by Suffolk County Council (2014 and subsequent updates).

In consultation with the Highway Authority, the scale, location and nature of development will be considered in determining how the transport impacts of development should be assessed. As indicative thresholds, Transport Statements will be required for residential developments between 50-80 dwellings. Transport Assessments and Travel Plans will be required for residential developments larger than 80 dwellings. Non-residential development will be considered on a case by case basis.'

3.4. Travel Plan Guidance

39. There is no current national or local guidance that relates to the specific situation of preparing a Travel Plan for a temporary construction site. Therefore, this PTP has adopted good practice and guidelines published for more typical workplace Travel Plans. The following text sets out the salient guidance.

³ <https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf>

3.4.1. National Travel Plan Guidance

40. The Department for Communities and Local Government published “*Travel plans, transport assessments and statements*”⁴ in March 2014. The guidance supports the NPPF by setting out the general principals to be followed when preparing a Travel Plan, stating that they should be:

- Proportionate to the size and scope of the proposed development to which they relate, and build on existing information wherever possible;
- Established at the earliest practicable stage of a development proposal;
- Be tailored to particular local circumstances (other locally determined factors and information beyond those which are set out in the guidance may need to be considered, provided there is robust evidence for doing so locally);
- Be brought forward through collaborative ongoing working between the Local Planning Authority/ Transport Authority, transport operators, Rail Network Operators, Highways England where there may be implications for the strategic road network and other relevant bodies. Engaging communities and local businesses in Travel Plans, Transport Assessments and Statements can be beneficial in positively supporting higher levels of walking and cycling (which in turn can encourage greater social inclusion, community cohesion and healthier communities).

3.4.2. Local Travel Plan Guidance

41. SCC published “*Suffolk Travel Plan Guidance*” on their website in September 2022⁵. The document sets out the specific requirements for preparing a Travel Plan in Suffolk with respect to operational workplaces rather than construction sites but does specify that a Travel Plan is required for any development that is going to create “significant” amounts of movement on the highway network according to paragraph 117 of the NPPF.

42. Thresholds for when a Travel Plan is required are set out in the Guidance and for operational or administrative functions a full Travel Plan will be required for a site over 2,500 sq metres and selected Travel Plan measures will be required for a site between 1,500 and 2,500 sq metres. In this instance a full Travel Plan is required in accordance with DCO Requirement 28 and this will fulfil the requirements of the Suffolk Travel Plan Guidance.

3.5. Policy Summary & Conclusion

43. National and local transport planning policy supports the increased use of sustainable transport as a means to achieving a reduction in vehicular traffic congestion and environmental impact.

44. It is considered that the site is well placed within an established area which will be fully integrated in terms of sustainable transport infrastructure comprising pedestrian, cycle and public transport facilities.

45. This Lowestoft PTP has been produced in accordance with all of the identified policy and with reference to the identified guidance.

4. THE CONSTRUCTION MONITORING AND MANAGEMENT PORT (CMMP)

46. Port facilities and associated infrastructure for activities such as the transfer of personnel and minor tools and supplies to the offshore construction site will be located at the CMMP. The CMMP will be used by EATL for project management, marine coordination, weather monitoring and forecasting, etc. and will be made available to the Main Contractors/Suppliers to set-up a commissioning base and office for the construction management teams.

47. The CMMP will be located within ABP’s Port of Lowestoft, adjacent to SPR’s EA ONE Operations and Maintenance building at Hamilton Dock on the Outer Harbour of Lowestoft Port. The CMMP will comprise the following facilities at Table 2.1:

⁴ <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

⁵ [2022-09-13-suffolk-travel-plan-guidance-third-edition-lo-res](https://www.gov.uk/guidance/2022-09-13-suffolk-travel-plan-guidance-third-edition-lo-res)

Table 4.1 CMMP Facilities

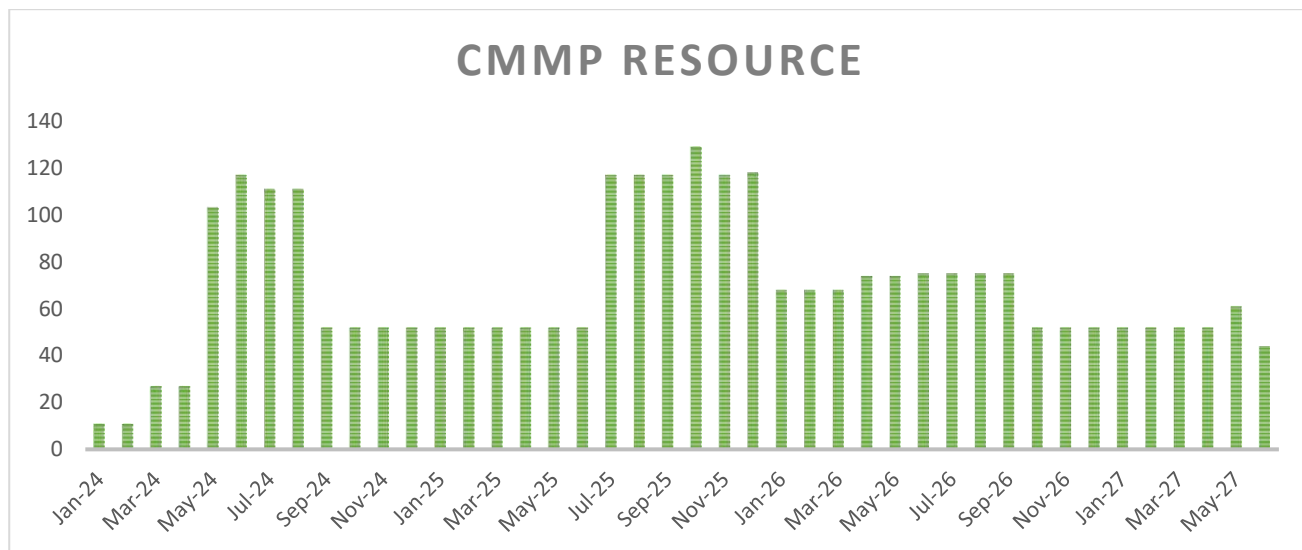
Facility	Size
Offices	Approx 60 desks
Welfare Facilities	Dimensioned for approx. 60 users per day.
Warehouse	1,200sqm
Land areas (for laydown and temporary facilities)	1,500sqm
Berths	<p>3 berths for Crew Transfer Vessels (CTVs) (typical 12 persons, max length ~24 m). The berths will be located in the proximity of the land areas assigned to EA ONE.</p> <p>Potential for a small Construction Service Operation Vessel (SOV) depending on final logistics strategy.</p>

48. The CMMP will have rights to 80 parking spaces within the port of Lowestoft adjacent to the office location. Essentially this means the car park right inside the main entrance to the Port Estate, or somewhere closer to the premises.

5. CONSTRUCTION STAFF FORECAST

5.1. CMMP Construction Staff Forecast

49. EATL will be utilising local resources, as well as some travelling resources from a global pool of specialist staff, dependent on the role. Additional to this will be the visiting project management team which will comprise:
- Site management;
 - Site administration;
 - Site supervisors;
 - Foremen;
 - Technicians;
 - Crane operators;
 - Commissioning engineering; and
 - High Voltage personnel.
50. It should be noted that as this PTP is being produced prior to much of the construction methodology being finalised, it is anticipated that the programme may well be altered. How the works progress in combination with one another will determine the peaks in travel demand to the port. It is anticipated that as the programme and associated shift patterns become finalised, the PTP will be developed and provided to SCC, as Highways Authority, and ESC as the Local Planning Authority.
51. Office personnel, support staff (reception/cleaners, security), warehouse/external storage staff and offshore personnel are anticipated to commence work at Lowestoft in Q1 2024. Offshore construction works, which are to be addressed via this PTP, are currently programmed to commence in September 2024.
52. Figure 1 provides a graph which demonstrates the currently anticipated staff attendance profile during construction. This covers the peak of staff activity.

Figure 1 Staff Forecast Profile

53. The above profile shows that the site works would peak during the summer of 2024 and autumn/winter of 2025.
54. Whilst daily numbers will vary dependent on the stage of the project, Table 5-1 provides a staff forecast for a typical day's activity when the site is in full operation.

Table 5-1 Staff Forecast – Typical Day

Personnel Class	Typical Day/Average Estimate
Offshore personnel: 3 CTVs depart @ 75% capacity = 3 X 9 people	27
Offices: 50 desks, 50% occupied	25
Warehouse	2
Ancillary personnel	4
Visitors	5
Total staff	63

55. The above summary indicates that the site would on an average accommodate 63 staff between September 2024 and June 2027. This does not consider offshore personnel on vessels or moving from other operational ports.
56. The following Table 5-2 provides a staff forecast for a busy day at the peak of activities.

Table 5-2 Staff Forecast- Busy Day

Personnel Class	Busy Day
Offshore personnel: 3 CTVs depart @ 100% capacity = 3 X 12 people	36
Offices: 50 desks, 80% occupied	40
Warehouse	2
Ancillary personnel	4

Personnel Class	Busy Day
Visitors	8
Total staff	90

57. The above summary indicates that the site could generate up to 90 staff during a busy day, which is likely to be during the summer of 2024 and the autumn/winter of 2025.

58. The above staff forecasts are best possible predictions at the time of the PTP production. These figures will be revised as further information becomes available on the anticipated staff numbers.

5.2. Likely Staff Transport Patterns

59. Staffing patterns for the CMMP are unknown at this time; this will be confirmed closer to the start date and incorporated into a update of the Lowestoft PTP. However, typical staff scenarios have been assumed at this stage in order to identify areas that the PTP can target.

5.2.1. Office Personnel

60. Many office staff working on the project will be based away from Lowestoft (e.g. in London, Glasgow) and will be hot-desking at the CMMP for a day to a week at a time. Similar to offshore personnel, some office employees will likely travel by plane or train and will then be within walking distance of the port or use a taxi rather than hire a car.

5.2.2. Offshore Personnel

61. Offshore workers are likely to be largely specialist in nature and employed on a contract basis. It is anticipated that staff will stay offshore for an average of 2 days. This is because there are likely to be a large number of day shifts which will balance out a minority of longer offshore shifts.

62. Personnel will work 10-12 hour shifts typically, so their arrival and departures hours will not coincide with rush hour peaks.

63. The shifts will be governed in part by the tides and weather conditions.

5.2.3. Staff Origin Assumptions

64. The following provides assumptions on where staff members are likely to be based/staying during their employment at Lowestoft Port. These assumptions are based on previous experience with offshore windfarm sites.

Table 5-3 Staff Assumptions

Personnel Class	Assumption
Office	70% based locally/30% non-local staying in hotels/other accommodation. Visiting office personnel are likely to visit for short time periods and so stay in hotels in Lowestoft.
Support (reception/cleaners, security)	100% based locally.
Warehouse/external storage	100% based locally.
Offshore	75% based locally/25% non-local staying in hotels/other accommodation.

65. On the basis of the above assumptions, Table 5-4 quantifies the potential number of local staff and other staff staying in hotels or other accommodation, based on a typical day (Table 5-1)

Table 5-4 Staff Origin Forecast

Personnel Class	Local	Not Local, staying in hotels/other accommodation
Office	12	13
Support (reception/cleaners, security)	6	0
Warehouse/external storage	2	0
Offshore	13	22
Total	33 (49%)	35 (51%)

66. The above forecast indicates that the PTP will be required to target a combination of locally sourced staff (49%) and staff staying in local accommodation (51%).

5.3. Accommodation

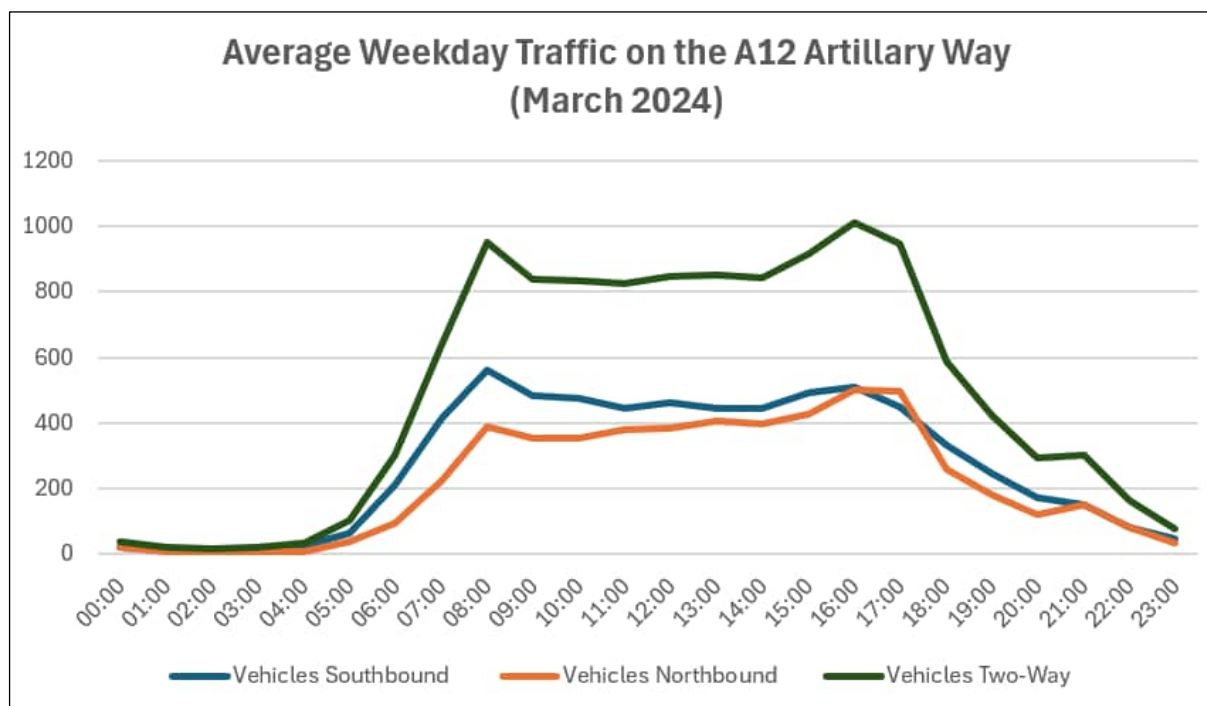
67. Exact accommodation details will be determined 6 months prior to mobilization and will consist of temporary house rentals for office roles and hotels for visitors and non-office roles. The strategy will be to minimise commute times and limit these to a maximum 30 minutes dependent on accommodation availability.
68. The majority of technicians arriving from overseas and more distant parts of the UK will arrive and depart via London Stansted. All transportation from airports will be coordinated from Site from where appropriate coaches will be organized.
69. EATL will establish primary and secondary routes to and from site from local accommodation, airports and EATL offices.

6. HIGHWAY CONDITIONS

6.1. Existing Traffic Conditions

70. The existing traffic conditions have been reviewed in order to determine the weekday peak periods on the local highway network. Traffic data were provided to SLR by the Highway Management Team at SCC comprising data collected by a permanent traffic count point situated on the A12 in the vicinity of the application site. Count Point 97 is positioned along the carriageway of Artillery Way, approximately 80m south of the roundabout junction between the A12 Artillery Way and Jubilee Way and therefore provides an accurate indication of traffic levels in the proximity of the site.
71. A summary is provided at Figure 5 in the form of a graph that provides northbound, southbound and a two-way traffic flow.

Figure 5 Local Network Traffic Profile



72. The morning and evening peak periods are between 08:00 and 09:00 and 16:00 and 17:00; however, the traffic flows are of a similar magnitude (between 10% and 15% lower) between the morning and evening peak hours and between 17:00 and 18:00.

6.2. Other

73. It was highlighted during discussions with SCC that there are currently a number of cars that park on-street in and around the port area which the PTP should be aware of and seek to avoid exacerbating. As set out in Section 10.8, a car parking permit system will be adopted. All employees will be required to park in designated areas and display their parking permit to prevent unauthorised parking. Employees not parking their vehicle in designated areas or not displaying their permit will be subject to an enforcement action (see Section 11.3).

7. SUSTAINABLE TRANSPORT AUDIT

74. This section considers the existing travel opportunities for those workers commuting to the port by means other than the private car. Each mode of transport has been assessed in terms of the facility location and its surrounding transport conditions, with an appraisal of the suitability of each mode.

7.1. Pedestrian Infrastructure

75. This pedestrian assessment has considered the accessibility of the port to local amenities and facilities by foot and the quality of the surrounding pedestrian environment. Pedestrian access will be gained via the existing port access off Hamilton Road. Pedestrian amenity in the immediate vicinity of the port access is of a high standard. Footways are present on both sides of the carriageway and street lighting is installed along the northern footway.
76. Pedestrian crossing facilities exist at several points along Waveney Road/Battery Green Road, and provision of street lighting is abundant, affording pedestrians a high degree of safety when travelling within the area at any time of day. Figure 3 provides a northbound view of A47 Waveney Road/Battery Green Road at the signalised port access junction to the south of Hamilton Road which would be on route to the train station.

Figure 3 Photograph of the A47 Waveney Road/Battery Green Road



77. The Chartered Institution of Highways and Transportation (CIHT) document entitled 'Guidelines for Providing for Journeys on Foot' considers 2km as a 'preferred maximum' distance for commuting on foot. Walk time isochrones which detail the areas covered within 400m, 800m, 1,200m, 1,600m and 2km (25 minutes) of the site are shown in Figure 2.
78. The Pedestrian Isochrone Plan shows that a large area of Lowestoft can be reached on foot within a 2km walk from the port. Onshore port-based staff and/or those daily commuting who live or stay within Lowestoft have the opportunity to walk to work should they not have to bring any tools or materials on a daily basis.
79. Pedestrian infrastructure linkage exists between the port access and both the bus and train stations, which are reachable from the port access on foot in less than ten and five minutes' walk respectively. A Pedestrian Amenity Plan is included as Figure 3 which shows the pedestrian connectivity between the Port and the bus and train stations. Levels of service for both bus and rail are considered in detail in Section 7.3 of this PTP.
80. There are various useful amenities which are located within walking distance of the port access, including food outlets, convenience stores and cash points, which all could reduce the need for employees to use their car during breaks.

7.2. Cycle Infrastructure

81. Cycling is generally an acceptable mode of travel for journeys up to 5km. Figure 4 illustrates a Cycle Access Plan, depicting the local cycle catchment within a 5km radius of the port access, and the location of the cycle route network.
82. Lowestoft benefits from a good level of cycle infrastructure, incorporating National Cycle Network (NCN) Route 517. The route begins at a junction with Regional Routes 30 & 31 in the south of Beccles, a small town approximately 13km due west of Lowestoft.
83. NCN 517 travels east through southern Beccles and Worlingham before joining with the A146. The route separates from the A146 in the vicinity of North Cove, although continuing in the same general orientation, re-joining for a short distance, then departing completely, following New Road to Mutfordwood Lane which takes the route into the south of Lowestoft.
84. Routing through the entirety of Lowestoft from south to north, NCN 517 passes within immediate proximity of both Lowestoft Port and Rail Station. Continuing through Lowestoft to the north, the NCN 517 departs the town at Corton, a suburb of Lowestoft, and continues north for approximately 10km to its terminus towards the north of Great Yarmouth.
85. NCN Route 1 is reachable from Lowestoft via NCN 517 and Regional Route 30. (which links Carlton Colville to Lowestoft Inner and Outer Harbours). NCN Route 1 comprises a long-distance cycle way routing both on and off-road between Dover and the Shetland Islands via the east coast. Numerous unclassified cycle ways cross Lowestoft, inter connecting with NCN 517, and provide substantial coverage of the area in terms of bespoke and shared cycle amenity.

86. The Cycle Access Plan indicates that within a 5km cycle of the port, the majority of Lowestoft can be reached. Furthermore, keen cyclists in employment at the port may be considered more likely to travel greater distances as part of their daily commute.
87. On the basis of the above audit, it is considered that cycle amenity in the vicinity of the port is of a high standard and more than sufficient to support any usage potentially generated by the offshore construction phase of the EA THREE project.

7.3. Public Transport Connectivity

88. Public transport accessibility is measured with reference to the number and frequency of public services available within easy walking distance of the port.

7.3.1. Bus

89. Lowestoft is served by numerous bus services, all of which operate within the vicinity of the port, being within close proximity of the town centre. The bus stops within closest proximity of the port access are those at the Lowestoft Bus Station. The nearest standalone bus stop is that designated as "Opposite Railway Station" and identified by its Stop ID sufjtatp. This serves some bus routes which are in addition to those available from the bus station. It is located approximately 500m west of the port access, which equates to a walk time of just over 5 minutes.
90. Table 6-1 summarises the services in terms of their coverage and availability from the two locations.

Table 6-1 Local Bus Services

Service Number	Route	Available From			
		Railway Station (Stop ID sufjtatp)	Next to Rail Station (Stop ID: sufjagdm)	Flensburgh Street (Stop ID: sufjtmjd)	Lowestoft Bus Station
BH2	Lowestoft & Worlingham to Bungay High	X			
SJL2	Lowestoft/Carlton Colville to SJL	X			
99 Coastal Clipper	Lowestoft - Southwold		X (towards Lowestoft Bus Station)		X (towards Southwold)
109 Coastal Reds	Hollow Grove – Lowestoft Town Centre		X		X (towards Hollow Grove)
1/1A	Martham - Lowestoft				X (towards Great Yarmouth & Martham)
61	Southwold - Norwich				
99	Lowestoft - Kessingland				X (towards Southwold and Kessingland)
101	Gunton - Hollow Grove				X (towards Gunton Estate)
102	Town Centre – Woods Meadow				X (towards Oulton Village)
105	Town Centre – Oulton Rock Estate				X (towards Oulton Rock Estate)
106 Coastal Reds	Town Centre – Burnt Hill			X	X (towards Oulton Broad & Burnt Hill)
122	Town Centre – Oulton Rock Estate				X (towards Oulton)
X1	Great Yarmouth - Lowestoft				X (towards Norwich via Great Yarmouth)
X2/X21	Lowestoft – Norwich		X		X (towards Norwich via Beccles & Loddon)
X22	Lowestoft – Norwich		X		X (towards Norwich via Beccles & Loddon)

91. Particularly useful among the above listed services are the X-prefixed services, providing comprehensive links to both Norwich and Great Yarmouth from the early hours of the morning until the late evening seven days per week.
92. The X2, X21 and X22 operate between Norwich and Lowestoft with a weekday frequency of 30 minutes from 07:20 until 09:50, with a 15-20 minute frequency thereafter until 18:30. Three more services run from Norwich until 23:00. The return journey departs from Lowestoft in the first instance at 05:55hrs. Departures then occur every 10 to 35 minutes until 16:50. Three more services run at 17:40 and 19:00 with the last bus departing at 21:30.
93. The X2, X21 and X22 operate on Saturdays with a frequency of 30 minutes from 07:50 until 10:20hrs, with a 15-20 minute frequency thereafter until 18:30. Services continue at a lower frequency until 23:00. The return journey departs from Lowestoft in the first instance at 06:20. Departures then occur every 30 minutes until 07:50, after which departures are between 10-20 minutes until 16:50. Four more services run at 17:40, 19:00, 20:15 and 21:30.
94. Between Monday to Friday, the X1 service commences at 06:50 from Norwich bus station, arriving at Great Yarmouth at 07:26 and Lowestoft bus station at 08:17. Further departures from Norwich bus station are at 07:25 then every 15 to 20 minutes until 23:20. Journeys from Lowestoft bus station towards Norwich commence at 05:40 and run every 30 to 45 minutes until 18:40, after which there are services at 19:40, 20:40 and 21:40.
95. On Saturdays, the X1 service from Great Yarmouth commences at 07:30 and from Norwich bus station at 07:15. Departures continue at a frequency of 10 to 30 minutes until 23:20. Return journeys from Lowestoft bus station start at 05:40 departing every 30 to 60 minutes until 21:40.
96. The bus services as detailed above provide a comprehensive and flexible daily transport option between Norwich and Great Yarmouth which constitute the two largest settlements in proximity of Lowestoft.

7.3.2. Rail

97. Lowestoft Rail Station is located close to the port access, with a walk time of under five minutes. The station, managed by Greater Anglia, offers two main services:
- Lowestoft and Felixstowe to Ipswich; and
 - Norwich to Great Yarmouth and Lowestoft.
98. The station provides frequent services on the above routes seven days per week. It would be reasonable to expect commuters from beyond the extents of Lowestoft to take advantage of the convenience of rail travel over other forms for transport to and from the vicinity of the port given the close proximity of the station.
99. The Greater Anglia website provides travel information and journey planning tools. A network route map can be found on their website⁶ showing the routes for the above services.
100. The stops highlighted on the network route map are as follows:
- Lowestoft and Felixstowe to Ipswich:
 - Lowestoft – Oulton Broad South – Beccles – Brampton- Halesworth – Darsham – Saxmundham – Wickham Market – Melton – Woodbridge – Westerfield – Ipswich.
 - Felixstowe – Trimley – Derby Road – Westerfield – Ipswich.
101. Timetables for these routes are available on the Greater Anglia website⁷.

⁶ <https://www.greateranglia.co.uk/travel-information/journey-planning/network-map>

⁷ <https://www.greateranglia.co.uk/media/12651/download?inline>

102. On weekdays, trains currently run from Ipswich to Lowestoft at 07:34, 09:17, 10:16 then every hour until 15:54. After this time trains depart at 17:17, 18:13, 19:17, 20:17 and 21:17 with the final departure at 22:16. Heading in the opposite direction from Lowestoft to Ipswich, trains depart at 05:24, 06:14, 06:40, 07:28, 09:07, 10:07, 11:06 then every hour until 17:02. After this time trains depart every hour from 18:07 until 21:07.

103. On Saturdays trains run between Lowestoft and Ipswich every hour from 06:06 to 21:06. Trains from Ipswich to Lowestoft also depart once every hour between 07:16 and 22:15.

104. On weekdays, trains currently run from Felixstowe to Lowestoft at 08:54 then every hour from 09:28 to 21:28 with the last departure at 23:01. Heading in the opposite direction from Lowestoft to Felixstowe, trains depart at 05:04, 06:04, 07:14, 08:25, 08:57 then every hour from 09:58 to 11:58. After which departures are every 16 minutes past the hour and 58 minutes past the hour from 12:16 to 15:58. Trains then run every hour from 15:58 to 20:58 with the last departure at 22:28.

Norwich to Great Yarmouth and Lowestoft:

- Norwich – Brundall Gardens – Brundall – Lingwood – Acle – Great Yarmouth
- Norwich – Brundall Gardens – Brundall – Buckenham – Cantley – Reedham – Haddiscoe – Somerleyton – Oulton Broad North – Lowestoft.

105. Timetables for this route are available on the Greater Anglia website⁸

106. On weekdays, trains currently run from Norwich to Lowestoft at 05:36, 06:23, 06:45, 07:55, 08:55, then every 5 minutes past the hour and 58 minutes past the hour until 14:58. After this the next trains depart from Norwich at 15:50, 16:58, 17:50, 19:02, 20:05, 21:05, 22:05, with the last train at 22:40. Heading in the opposite direction from Lowestoft to Norwich, trains depart at a frequency of once every hour.

107. On Saturdays, trains currently depart from Lowestoft towards Norwich at a frequency of once every hour between 06:39 and 23:30. Services from Norwich to Lowestoft begin at 05:40 departing every 44 to 70 minutes until 12:05. Trains then run twice every hours until 15:55 with the following departure at 15:55. After this time trains depart at a 16:56, 17:50, then every hour from 20:05 with the last departure at 22:41.

7.4. Identified Sustainable Transport Issues

108. No major barriers/issues have been identified within relevant proximity of the port which may adversely affect construction workers' access to sustainable transport modes.

7.5. Transport Infrastructure Improvements

109. The Gull Wing Bridge is due to open in 2024 and will reduce traffic congestion within Lowestoft. No other imminent transport infrastructure improvements have been identified which will affect the baseline transport conditions.

7.6. Sustainable Transport Audit Summary

110. It is considered that the port is ideally located to utilize the rail infrastructure in the vicinity of Lowestoft. With the construction workforce likely to be of a specialist nature on a contract basis, and as such originating from outside the area, the convenient location of Lowestoft Rail Station relative to the site access promotes itself as the most versatile sustainable transport option.

111. As previously stated, it is unlikely that construction workers will be sourced from local employment hubs, owing to the specialist nature of the construction. However, there does exist the potential for construction workers to secure temporary accommodation within Lowestoft for the duration of the construction phase, and as such cycle links in the vicinity of the port have been thoroughly assessed. It is considered that cycle links within Lowestoft are of a high standard with NCN Route 517 and various tributary cycle routes providing largely traffic free cycling across the region.

⁸ <https://www.greateranglia.co.uk/media/12656/download?inline>

112. Pedestrian amenity has also been assessed, mainly in terms of accessing other sustainable transport options. Owing to the nature of the area as a tourist destination, temporary accommodation is prolific in the vicinity and walk times to the site access are favourable with a high level of pedestrian amenity in the area.

8. ADMINISTRATION

8.1. Introduction

113. EATL are responsible for the EA THREE project and implementation of the Lowestoft PTP. An appropriate budget will be provided to enable effective compliance with the PTP. This PTP forms a framework for further detailed initiatives to be drawn up between EATL and their contractors. This framework sets out the objectives and principles for achieving sustainable travel and provides details of the targets, responsibilities for implementation and monitoring and review requirements. This framework will be incorporated into agreements drawn up between EATL and their contractors, where relevant.

8.2. Site Manager

114. The Site Manager would be responsible for appointing a suitable member of staff as a Travel Plan Co-ordinator (TPC) and ensuring that the PTP is implemented. The role of the TPC is detailed within Section 8.3.

115. The Site Manager would be responsible for the following:

- providing the management support required to make strategic decisions;
- liaising with the TPC to review and revise the PTP on a regular basis;
- securing any necessary funding required to operate and evolve the PTP; and
- keeping key decision makers informed of progress with the PTP.

8.3. Travel Plan Co-ordinator

116. A TPC will be appointed to implement and administer the PTP, two months prior to the commencement of the offshore construction works. The TPC will be responsible for the development of the PTP measures and the day to day operation of the Plan. Once appointed, the TPC will act as the main contact for the PTP for both construction staff and SCC Highways Authority and will be responsible for implementing measures and monitoring the effects of implementation. The TPC will regularly attend on site progress meetings in order to influence and engage with construction staff to ensure successful implementation of the PTP.

117. The TPC position will be a senior member of staff with the ability to influence site management practices, and equally, the time to dedicate to the role.

118. The TPC will be responsible for:

- Setting up and maintaining a filing system for all correspondence relating to the PTP;
- Overseeing the day-to-day implementation of the PTP including the monitoring programme, reporting and any corrective measures required to meet the targets, which will be identified through discussion with relevant local authorities;
- Organizing the production and distribution of a staff travel survey, collection and compilation of the results and reporting to the relevant authorities;
- Updating of the baseline information within the PTP with a view to revising the PTP in a timely fashion;
- Consultation and promotion of the scheme;
- Setting targets; and
- Quarterly reporting and review during construction phase.

119. The TPC will be responsible for setting up and maintaining the staff travel database and conducting the PTP review. Any staff new to the site will be added into the database on commencement of employment and staff leaving employment will be removed. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information. Information contained within the database will be released to SCC on request but in the interests of security, only postcode details may be supplied.

120. The name, contact details and working hours of the appointed TPC will be provided to ESC and SCC Highways Authority prior to commencement of the works. Any changes in TPC will be notified to ESC and SCC. The TPC, on behalf of EATL, will have ultimate responsibility for compliance with this PTP, with EATL's Offshore Construction Management Team maintaining a compliance oversight.

121. The TPC will be responsible for setting up and launching the PTP in accordance with the schedule set out in Table 7-1.

Table 7-1 PTP Administration Schedule:

Timescale	Action
Two months before construction starts	<p>Appoint TPC</p> <p>Exchange contact details with relevant officers (ESC and SCC)</p> <p>Collect details of local accommodation</p> <p>Arrange private staff transport provision</p> <p>Research travel information</p>
One month before construction starts	<p>Obtain up-to-date public transport timetables and literature</p> <p>Review walking and cycling facilities</p> <p>Prepare and issue Welcome Packs for all construction staff</p> <p>Set-up a car sharing register and establish car share syndicates</p> <p>Ensure sufficient cycle parking and associated facilities are available at site.</p> <p>Produce a PTP notice board specific to the site with useful information regarding travel choice and including information such as details of car share schemes, cycle routes, bus and train times, etc.</p> <p>Implement mechanisms for providing guaranteed lift home.</p>
Four weeks after construction starts	<p>Begin spot checks to monitor number of staff using the private staff transport service (if in place) and average car occupancy</p>
Every month after construction starts	<p>Monitor travel patterns through data acquired from private staff transport bus drivers, car occupancy and car park utilisation.</p> <p>Undertake PTP audit and modify where appropriate</p> <p>Liaise with relevant officers (ESC and SCC) and other groups where appropriate</p> <p>Issue a Welcome Pack and undertake site induction for new starters</p> <p>Maintain and update the information stored in the car sharing register</p> <p>Monitor cycling provision</p>
Every three months after construction starts	<p>Produce monitoring and review report (see Section 11)</p>

8.4. Monitoring by the Highways Authority

122. The TPC will liaise with SCC Highways Authority regarding monitoring and enforcement of the PTP measures by them.

123. The contact details for the SCC with respect to Travel Plans at the time of writing this PTP are the general team email (Highways.DevelopmentControl@suffolk.gov.uk).

8.5. Funding

124. Appropriate funding will be allocated by EATL at the start of the PTP process to cover the costs involved in administering the PTP. The funding will cover all costs relating to the TPC, implementation of measures and initiatives, marketing of the PTP and monitoring. Funding will also cover the costs of the SCC reviewing officer, via the Planning Performance Agreement.

125. An initial figure of £2000 will be budgeted which excludes the construction of the bike hub, lockers and showers which form part of a wider scope of works. The details of this will be updated in the revised PTP provided prior to the commencement of works at Lowestoft.

8.6. Updating

126. The PTP will evolve over time. Although fundamental objectives will not change, over time it may be possible to define and alter specific targets. The on-going monitoring programme, and in particular the quarterly reviews, will provide updated information that will allow the scheme to be revised, refined and improved.

9. TARGETS

9.1. General

127. The PTP measures comprise a series of initiatives designed with reference to the baseline data and are intended to encourage modal shift within the commuting habits of the construction workforce, primarily away from single occupancy car use, and car use in general.
128. To meet the objectives of the PTP, as set out in Section 1.5, it is essential that a series of targets are set. The targets must relate directly to the objectives and be set with reference to the baseline data collected pertaining to sustainable transport. The adoption of a target-based approach to Travel Planning facilitates effective monitoring and review as the PTP progresses and serves to focus the efforts of those individuals responsible for its implementation.

9.2. SMART Targets

129. Targets should be Site-specific, Measurable, Achievable, Realistic and Time-related (SMART). They may be phased year on year, and will fall into two categories: 'Action Targets' e.g. appoint a travel co-ordinator by (date); and 'Aim Targets', e.g. achieve (percentage) reduction of single car use by (date).
130. Targets will be measurable through the use of indicators, which represent the results of monitoring. Indicators may also be used to highlight the progress of the PTP without necessarily having a linked target.

9.2.1. Action Targets

131. Action Targets considered within the PTP are set out at Section 10 of this PTP. The TPC will be responsible for implementing measures throughout the offshore construction works, which will be reviewed monthly, by the TPC, following the results of monitoring to identify if any changes are required, for example to the private staff transport service in order to maximise its use by workers.
132. The initial Action Target would be to ensure that all new staff receive a Welcome Pack. Details of what is to be included in these packs are provided in Section 10.1.1 of this PTP. Further action targets may include providing additional cycle parking, subject to demand.

9.2.2. Aim Targets

133. Examples of SMART Aim Targets relative to the EA THREE project include:
- Modal Shift Targets, measured annually, such as increase the level of public transport users by 20%; and
 - Reduction of Single Occupancy Car Journeys by 15%, this figure is taken from the DfT document "The Essential Guide to Travel Planning".
134. Other PTP targets aimed at achieving the overall 15% reduction in single occupancy vehicles will be discussed and agreed with SCC, following the appointment of the successful construction contractors and confirmation of the construction methodology details.
135. The TPC will be responsible for collating and reporting the data associated with these. Details of the data to be collected, the monitoring plan and reporting schedule are provided in Section 11 of this PTP.
136. Periodic revision of objectives/targets will be undertaken throughout the life of the PTP in order to keep them relevant, realistic and to further promote modal shift toward sustainable transportation.

10. TRAVEL MEASURES

137. Scheme measures comprise a series of initiatives designed with reference to the baseline data and are intended to encourage a modal shift within the commuting habits of the constructing workforce, primarily away from single occupancy car use, and car use in general.
138. Implementation of this PTP will require consultation with the offshore construction workers as the project progresses to establish which measures are the most effective, prove difficult to implement or are unpopular. This will be the responsibility of the TPC.
139. The staff forecast indicates at Table 5-1 that based on a typical day's operation and staff origin assumptions, the PTP would typically be targeting approximately 33 locally based staff and 35 staff who live elsewhere but are staying in hotels or other accommodation. Review of traffic survey data has demonstrated that the average weekday traffic profile on the local highway network has two defined peak periods occurring during the hours beginning at 08:00 and 16:00hrs, which could be taken into consideration whilst formulating site specific measures and initiatives.
140. The following sections in this PTP outline the measures to be promoted by the TPC. They are set out under the following general headings:
- Travel awareness;
 - Travel database;
 - Public transport;
 - Private Staff Transport service;
 - Walking;
 - Cycling;
 - Car sharing scheme;
 - Car parking management;
 - Welfare and catering facilities; and
 - Guaranteed lift home.

10.1. Travel Awareness

141. Good accurate information on the range of services and travel initiatives available is a critical element of a successful Travel Plan. The success of the Lowestoft PTP will also be dependent on the forthright contribution of relevant information from employees with regards to their travel habits and preferences.
142. The TPC will make new employees and sub-contractors aware of the existence of the PTP by providing them with an information leaflet summarising the PTP as part of a Welcome Pack, which will be issued to all employees on appointment of their position. Any parking management policies will be explained to members of staff during the recruitment process.
143. The TPC will be the primary point of contact for those who require information regarding the PTP. Each member of staff can liaise directly with the TPC on a one-to-one basis in order discuss their specific travel requirements and understand how they can travel to/from work in a sustainable manner. However, it should be also clearly communicated that it is the responsibility of the TPC to provide regular and relevant feedback regarding the PTP, and to ensure that the PTP is flexible enough to accommodate such feedback.
144. To ensure lines of communication are maintained during the lifetime of the PTP, an information board will be provided within the offices, including up to date contact details for the site TPC. Throughout the life of the PTP, its measures and actions will form part of a marketing strategy based around the display of posters, leaflets and timetables.
145. Details concerning the frequency, venue, and date of PTP meetings, both before and after commencement of construction, shall be included within the PTP and/or otherwise made available to all concerned at the first appropriate juncture.
146. The TPC will have responsibility for all liaison with outside bodies including the planning and highway authorities and those local authority officers with responsibility for cycling and public transport.
147. The TPC will ensure that any amendments to the PTP or any relevant information are passed on to members of staff in the form of leaflets.

148. All port-based staff will be made aware of the PTP on the commencement of their employment. Details of the scheme, its objectives in enhancing the environment and the role of individuals in achieving its objectives will be explained. Information and promotional material will be available in a range of formats and will be issued to each employee and displayed prominently in staff rest areas. Employees who wish to raise specific transport-related matters will be invited to discuss them with the TPC. Promotional material will also be made available to visitors.

10.1.1. Welcome Pack

149. A Welcome Pack will be produced and provided to each member of construction workforce. The pack would accompany typical introductory materials prior to commencement of an employment period. The pack will introduce the PTP and include information relating to the implemented measures and initiatives. Information will include details of sustainable transport provision (including bus and rail timetables) and promotional material highlighting the benefits to the environment and personal health and wellbeing. The pack will also detail all site specific transport arrangements and include a survey form which should be completed in order to create a confidential PTP database.

150. It is the TPC's responsibility to keep the welcome pack up to date and develop the content to keep it relevant, incorporating any new elements that may benefit the overall objectives of the PTP, reacting to changes to the transport conditions.

151. The Welcome Pack will include, though not exclusively, the following:

- A map showing the location of the CMMP office and permitted accesses in relation to the local area, highlighting the nearby bus stops and associated times of bus services using these stops.
- Details of services that stop at the railway station and bus station, highlighting the private staff transport service, including relevant timetable information;
- Information relating to traffic-related environmental concerns, congestion problems and car sharing to raise awareness;
- Details of local accommodation available;
- Details of car sharing scheme;
- Details of private staff transport service collection points and frequencies;
- Details and maps of local cycle and walking routes
- Details of provisions made for cyclists;
- Rules for car parking; and
- Details of the "guaranteed ride home scheme".

10.1.2. PTP Notice Board

152. A PTP noticeboard will be provided within the communal area of the CMMP office. This may be within the foyer/reception or within the break-out area. It will provide a concise summary of the information contained within the PTP Welcome Pack. The noticeboard will provide contact details for the TPC and any upcoming promotional events. The information will be kept up to date and relevant by the TPC.

10.2. Travel Database

153. The TPC will collate data on a monthly basis, having been recorded by drivers of private staff transport service and through spot checks of vehicle occupancy, to calculate the proportions of staff travelling by private staff transport service and average car occupancy. The information recorded will be put into a database to monitor the monthly figures and identify any trends that may lead to targets being missed.

154. Information contained within the database will inform the review process which will be carried out in conjunction with ESC and SCC Highways Authority.

10.3. Public Transport

155. The TPC will encourage the use of public transport as a mode of travel to work by implementing the following initiatives:

- Provide up-to-date public transport information, including route maps and timetables and journey times, with the Staff Welcome Pack and on staff notice-boards;
- Provide details of local taxi companies;
- Provide regular private staff transport collection and drop-off at Lowestoft rail station;
- Provide secure lockers to allow tools and equipment to remain on-site;

- Liaise regularly with local public transport operators to ensure that information remains valid;
- Liaise with local public transport operators to attempt to negotiate a discount for site workers; and
- Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Transport Direct journey planner and Traveline (Tel 0871 200 2233).

156. The following measures may also be considered in order to encourage public transport use:

- Negotiated discounts for employees from bus or rail companies;
- Interest-free loans to help employees purchase public transport season tickets; and
- Vouchers to purchase public transport season tickets, or taster tickets.

10.4. Private Staff Transport Service

157. All of the necessary off-shore specialist staff are unlikely to live within the local area. These construction phase staff will stay during the week within rented or hotel accommodation in and around Lowestoft. A minibus service will be considered, if there is sufficient demand, to provide a pickup round 'on request' from local hotels and other accommodation where staff are staying. The minibus would also be used pick up staff from agreed car parking arrangements outside of Lowestoft. The minibus pick-up locations will be further developed when details of locations of accommodation of workers are available.

158. Details of these collection points will be provided within the Welcome Packs for all staff. The locations will be reviewed, based on demand, and could result in wider coverage in order to meet demand.

159. This will reduce the number of vehicle movements travelling on the local road network.

10.5. Walking

160. Clear, up to date route maps will be provided to each employee as part of the Welcome Pack and displayed on the PTP noticeboard. The maps will show pedestrian friendly routes to residential areas, hotels and public transport hubs. Promotional material highlighting the benefits of walking to work will be provided to all staff. The promotional material will be included within the staff welcome packs and displayed on the PTP noticeboard.

161. The following measures will be considered in order to encourage staff to walk to work where possible:

- provision of free personal alarms and umbrellas (on request) for walkers; and
- promotional events to encourage behaviour change such as Walk to Work Week.

10.6. Cycling

162. The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Provide easily located, secure and covered cycle parking. All staff will be made aware of this provision;
- Provide changing facilities (including showers), secure lockers to allow tools and equipment to remain on-site; and clothes drying facilities for walkers and cyclists;
- Provide a communal toolbox, to include puncture repair kit, cycle tools, oil, etc;
- Promote the availability of cycling information, including clear up-to-date route maps and useful tips and guidance, from, for example, the Sustrans website (<https://www.sustrans.org.uk/>). The maps will show cycle friendly routes to residential areas, hotels and public transport hubs. The maps will be included within the staff Welcome Packs and displayed on the PTP noticeboard;
- Provide promotional material highlighting the benefits of cycling to work. The promotional material will be included within the staff Welcome Packs and displayed on the PTP noticeboard.
- Provision of free cycle safety equipment for employees, such as high-vis vests and cycle lights;
- Interest-free loans (Cycle to Work Scheme) or vouchers to purchase bikes, or other cycle equipment;
- Promotional events to encourage behaviour change, such as Bike to Work Week.
- Promote the implementation of a Bicycle Users Group or cycle training schemes to help encourage less confident or new cyclists;
- Investigate the potential for staff to hire bikes on a short-term basis for those staying locally; and
- Establish contact with the senior cycling officer at ESC to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site.

163. The following measures will be considered in order to encourage cycle use:

- Negotiate discounts with cycle retailers for employees; and
- Provision of a pool of bikes which would be available for workers to use travelling to and from the port; with appropriate equipment (including locks, helmets and lights):

10.7. Car Sharing Scheme

164. Car sharing is likely to have the potential to significantly reduce the number of single occupancy trips to the site. The majority of construction workers will work in teams and therefore, if they require temporary accommodation in the area, are likely to reside in the same location. This will naturally lead to car sharing as frequently occurs on any construction project. However, for those who do not benefit from the above circumstances, the TPC will set up a car sharing scheme / register. Staff will be consulted by the TPC to allow potential car sharers to register an interest and provide details of their journey to and from work. The TPC will then identify suitable matches for staff that may be able to share their journeys to and from work.

165. A travel survey will find compatible employees and identify car sharing opportunities and the PTP will consider providing dedicated car parking bays for car sharers, which would not be available to singular occupied vehicles.

166. In order to reassure staff, the TPC will provide a guaranteed ride home in emergency situations or when a car share arrangement falls through. Staff will also be made aware of the Lift Share scheme (www.liftshare.com).

167. Information on the car sharing scheme will be included within the staff Welcome Packs and displayed on the PTP noticeboard.

168. Where possible, consideration of shift start and finish times will take into account traffic peak times, these may be made flexible in order to allow employees using all modes of transport to avoid busy periods on the road.

10.8. Car Parking Management

169. Car parking demand would be generated by the following different user groups, which roughly split as:

- onshore personnel full time in Lowestoft;
- visiting onshore personnel not based in Lowestoft full time;
- offshore personnel; and
- external visitors/guests.

170. A key mechanism to ensure compliance with the PTP will be to restrict parking spaces in order to manage and promote sustainable transport use. Total parking provision for employees would be in line with the employee vehicle trips (i.e. one space per arrival). The TPC will assess their workforce and would optimise the number of single occupancy, car share and minibus spaces to accord with the benchmark targets. A permit system will be adopted to allocate these spaces and the car parking spaces. All employees will be required to park in designated areas and display their parking permit to prevent unauthorised parking. Employees not parking their vehicle in designated areas or not displaying their permit will be subject to an enforcement action (see Section 11.3).

171. Car parking could be allocated to the staff that need them most, such as construction staff who have no choice but to travel by car as they are travelling from a long distance and/or have materials/tools that need bringing to the site. It is expected that car parking would be limited for offshore personnel, as they are likely to be at sea for days at a time, and non-local staff as they will be staying in local accommodation within walking/cycling distance or could be picked up by staff minibus.

172. Electric charging points for electric vehicles will be provided on site in accordance with the Suffolk Guidance for Parking, Technical Guidance, 2019.

173. Single occupancy parking would only be permitted if authorised by pre-booking.

174. The demand and supply of the car parking area will also be monitored on a monthly basis. Any additional parking requirements would be identified in advance by prior notification and provision made where possible.

10.9. Welfare and Catering Facilities

175. To avoid the need for employees to drive off site during the working day for lunch, welfare facilities will be provided at the port during periods of use, this will include an area for employees to prepare and eat lunch.

10.10. Guaranteed Lift Home

176. The TPC will set up and manage a system to ensure that anyone who did not travel in their own car has a guaranteed lift home in the event of an unforeseen problem e.g. picking up a sick child from school. This aims to encourage the use of car sharing, minibuses, cycling, walking, and public transport by giving users the security of knowing they can return home quickly in an emergency.

11. MONITORING AND ENFORCEMENT

11.1. Monitoring

177. Every 3 months during the construction phase, the TPC will undertake a comprehensive review of the performance of the PTP. The objective will be to measure the success of the scheme against its targets, and to identify the potential for refinements. It will also allow for the update of staffing numbers and the likely shift patterns, tides and location of staff.
178. The TPC will compile a report outlining the results, together with the results of ongoing monitoring throughout the preceding period, as detailed in Section 11.2. The report will comment on the overall success of the PTP and will set out initiatives for the following 6 months.
179. The TPC will monitor travel on a monthly basis throughout the construction period and will report to ESC and SCC every three months (within 4 weeks of the end of that reporting period, as overseen by EATL's Onsite Consents Compliance Manager).
180. The monitoring of the PTP is important for the following reasons:
- It will demonstrate to ESC and SCC that the aims and objectives of the PTP are being achieved;
 - It justifies the commitment of the TPC and of other resources;
 - It maintains support for the PTP by reporting successes; and
 - It identifies any measures that are not working or problems with the approach of the PTP.

11.1.1. Staff Surveys

181. The major element of the review will involve the issuing of a staff travel survey. The initial PTP Welcome Packs will contain links to an online Travel Survey (for example, 'Smart Survey' (www.smartsurvey.co.uk) which enables easy collation, analysis and summary).
182. Thereafter a survey will be undertaken in advance of each 6-monthly review. The reviews should take place at the same times during each year during a neutral month in order to avoid any seasonal variations. The surveys should remain consistent to facilitate accurate comparisons and clear conclusions. The surveys will be incentivised with a suitable transport related voucher to encourage participation.
183. The results of the surveys and on-site records will provide up-to-date modal-split information for comparison with the original data set compiled at the introduction of the PTP. The surveys will be used to monitor the number of staff using the minibus, car share syndicates, car park utilisation and the average car occupancy, while spot checks will identify any deficiencies in cycle parking provision. Cycling trips would be monitored simultaneously with car park occupancy and those entering the site would be cross referenced to their journey origin in order to discourage parking locally and then cycling into site. The results will then be compared with the modal share targets identified in Section 9 of this PTP. In addition, feedback would be sought from the workforce during site briefings to gain an understanding of travel habits and to seek suggestions for improving the PTP.
184. On arrival to site each day, workers will be required to sign in. Provision will be made on the sign in sheet for workers to record their mode of transport taken that day. This will provide a large amount of important data for the TPC to review and evaluate which measures of the PTP are successful and where amendments may need to be made.
185. The local highway network will regularly be observed by the TPC to check for evidence of overspill parking. Minibus pick up points will also be checked to ensure personnel are using the designated parking areas.

186. The TPC will develop the monitoring programme in conjunction with SCC Highways Authority to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key PTP targets based on the results of the monitoring travel surveys.

187. This PTP is a dynamic, living document that will be updated as required following review of monitoring and survey outputs, to ensure that the aims and objectives represent the up-to-date situation in respect of travel and access. Through monitoring, should it become apparent that the aims of the PTP are not being achieved through the measures identified in this document, then additional measures will be identified, discussed with SCC Highways Authority and implemented where possible.

11.2. Reporting

188. The TPC will produce a Quarterly Monitoring Report. A typical structure for the Quarterly Monitoring Report would be as follows:

- Introduction and Background – this will provide detail with regards to the types of works being undertaken and number of construction workers and will include the TPC Contact Details;
- Results of Surveys and Monitoring – the TPC will collate the results of surveys, staff briefings and monitoring that have been undertaken. Where appropriate, the results of the surveys undertaken will be compared to the targets defined in the PTP;
- Breaches, Complaints and Corrective Actions– setting out details of any identified PTP breaches and complaints received (if any) and corrective or follow up actions (complaints and corrective actions to be reported by email within 48 hours, summarised in the Quarterly Monitoring Report and discussed as necessary at the Implementation Meetings (generally bi-monthly, increasing to monthly at times of peak activity). Information on near misses will also be included in this section;
- Achievements – this will include the work undertaken over the previous period with evidence and examples;
- Specific Measures – this will detail how all measures from the PTP have been implemented;
- Summary – this will detail whether the PTP is on track to meet its targets and if not, why not; and
- Future Plan – this will detail any amendments to the PTP for the next period. This will include any specific outcomes or desired results and the details of any additional measures that are to be included in the PTP to ensure compliance with the targets set out in Section 9. Where needed, such measures will be discussed and agreed with SCC and ESC.
- Appendices.

189. The Quarterly Monitoring Reports will provide an evidence base to identify the need to undertake corrective action. The Quarterly Monitoring Reports shall be issued by the TPC to ESC and SCC within 4 weeks of the end of that reporting period. The system for their review and discussion will be agreed with ESC and SCC during the development of the PTP by the TPC, prior to commencement on site. ESC and SCC would, in any case, be informed of any complaints within 48 hours.

11.3. Enforcement

11.3.1. Introduction

190. The consequences of not meeting the PTP targets would be an increase in employee traffic on the highway network, potentially leading to increases in driver delay and other environmental effects. It is therefore essential that the TPC can quickly react to any breaches and implement corrective processes. This section therefore provides a summary of the mechanisms that would ensure that the PTP is effectively enforced.

11.3.2. Potential Breaches

191. To ensure that the aims of the PTP can be effectively enforced it is important to define what would constitute a breach. The PTP therefore considers that the following would constitute a breach of the PTP whereby corrective measures would be required:

1. Construction workers overspill parking on the public highway; and
2. Construction workers parking without a parking permit.

11.3.3. Corrective Process

192. On receipt of a report of a potential breach, the TPC would investigate the circumstances and compile a report for ESC and SCC within seven working days. The report would outline the outcome of the investigation and what corrective action (if necessary) had been implemented. If the breach is found to be material, the following three stage correction process will be followed:

- Stage one – SCC confirms a breach and requests the TPC to review the data and concerns. SCC and the TPC would then agree the extent of the breach of controls and agree action. This is likely to be a contractor warning at this stage;

- Stage two – If a further material breach is identified the contractor would be given a further warning and required to involve individuals / subcontractors / suppliers to produce an action plan to outline how the issue would be rectified and any additional mitigation measures proposed. The action plan would identify a strategy with a duration of not more than seven working days to correct the breach.
- Stage three – Should further breaches still occur, the contractor would be required to remove the offender from site and the contractor/supplier would receive a formal warning. Any continued breaches by individuals of the supplier/contractor may be dealt with by the formal dispute procedures of the contract.

193. Failure to follow the performance standards (including the correction process) or continued breaches would be addressed by contractual measures between EATL and the contractor.

194. Individual employee breaches will be addressed through UK employment law whereby the three-stage process outlined above will form the basis for disciplinary proceedings.

195. Further corrective actions would be discussed and agreed with ESC and SCC as necessary and appropriate. For example, if it is agreed that notwithstanding implementation of the corrective process above targets cannot be met for the existing works programme, alternative options will be investigated, for example the re-programming of the works.

12. ACTION PLAN

196. An Action Plan has been devised in order to provide an indication of the likely direction of the PTP. Table 12-1 provides a Preliminary Action Plan.

Table 12-1 Preliminary Action Plan

Action	Comment
Produce Staff Welcome Packs	Review Welcome Packs with SCC at least one month before construction starts. To contain information about public transport, on-site facilities and accommodation options.
Develop PTP with updated staffing information	Develop the content of the PTP based on details provided by the appointed successful contractors. Targets to be included for numbers of staff travelling using different transport modes.
Receive initial staff travel surveys	Undertake within 1 month of site occupation.
Produce first PTP Review	As required, based on survey results and any scheme changes.
Create staff car sharing database	Identify potential matches for opportunity to car share. Within 1 month of commencement of offshore works.
Regular review and update of the PTP	Regularly review the transport conditions and staff travel patterns for opportunities to improve the PTP.
Undertake further staff travel surveys	Undertake on a 6 monthly basis
Produce Quarterly Review during construction	Based on survey results and any scheme changes.

202. The above key actions will be developed throughout the evolution of the PTP and the construction phase.

13. REFERENCES

Suffolk County Council, (September 2022) *Suffolk Travel Plan Guidance*, <https://thewaytosuffolk.org.uk/wp-content/uploads/2022/09/2022-09-13-Suffolk-Travel-Plan-Guidance-Third-Edition.pdf>

Suffolk County Council, *Suffolk Guidance for Parking*, [Suffolk Guidance for Parking - 31 October 2023](#)

Department for Levelling Up, Housing and Communities, *Travel Plans, Transport Assessments and Statements (2014)*: [Travel Plans, Transport Assessments and Statements - GOV.UK \(www.gov.uk\)](#)

Department for Levelling Up, Housing and Communities, *National Planning Policy Framework (2023)*: [National Planning Policy Framework \(publishing.service.gov.uk\)](#)

FOR DISCHARGE

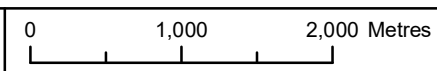


● Lowestoft CMMP Location



A	14/12/2023	QF	First Issue
Rev	Date	By	Comment

Original A3
Plot Scale
1:50,000

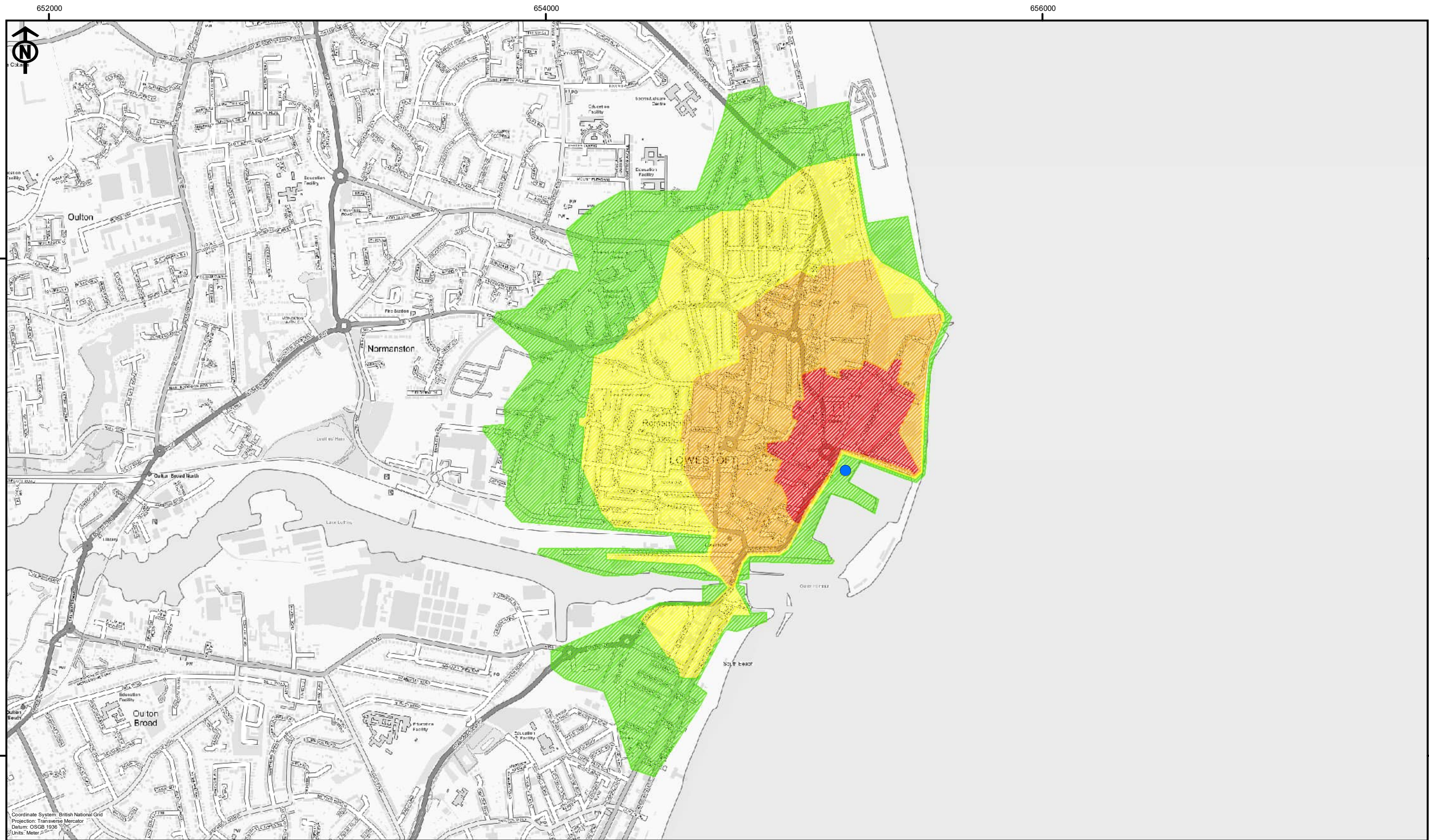


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EA THREE Lowestoft Port Travel Plan

FIGURE 1 Lowestoft CMMP Location Plan

Drg No	404.5356.00006.00115.0
Rev	0
Date	14/12/2023
Layout	N/A



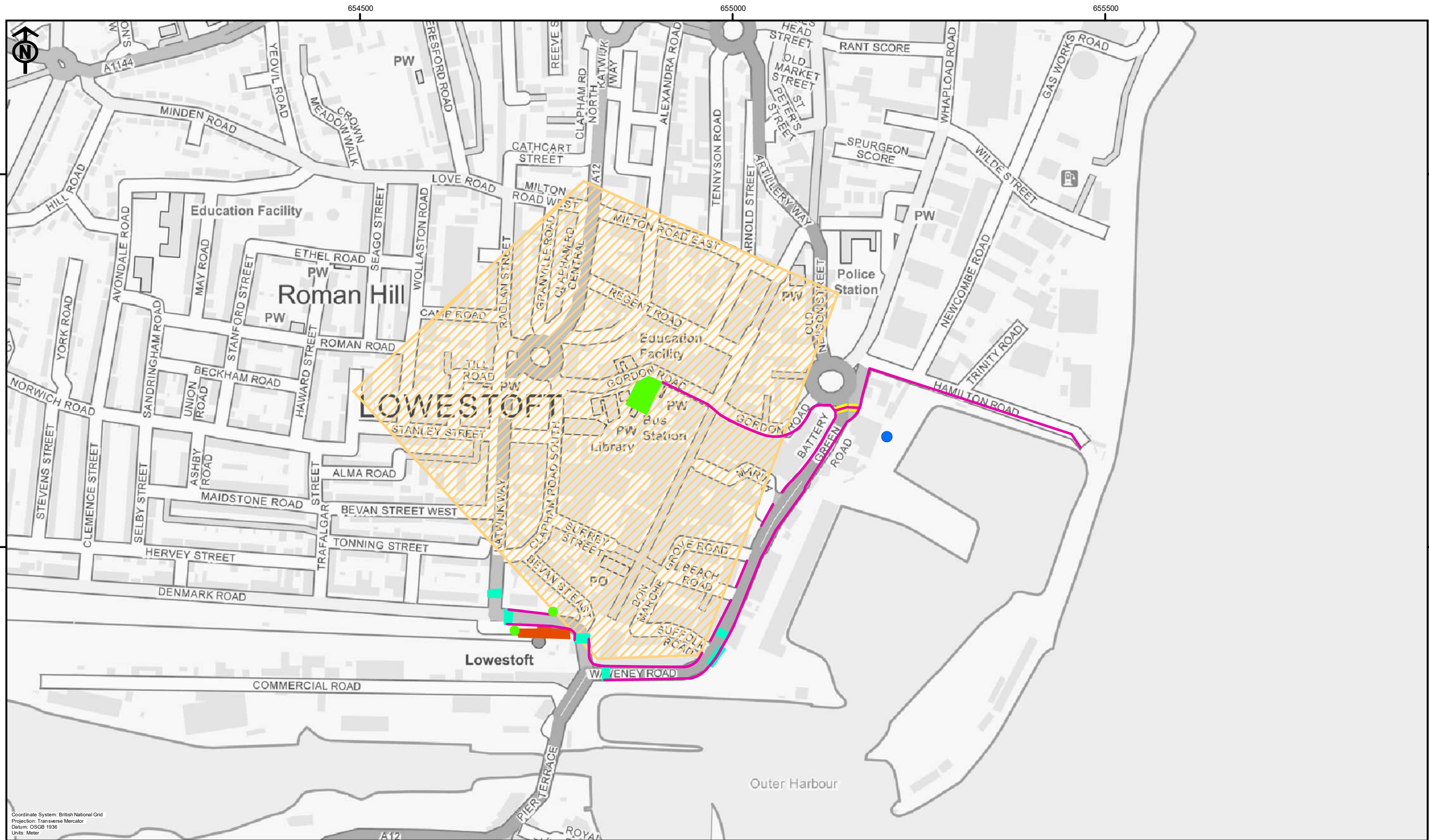
- Lowestoft CMMP Location
- Area Within 800 m of Site Access
- Area Within 1600 m of Site Access
- Area Within 400 m of Site Access
- Area Within 1200 m of Site Access




				Original A3 Plot Scale 1:15,000	0300600Metres
A	14/12/2023	QF	First Issue	© Crown copyright. All rights reserved. (2023) Licence number 0100031673.	
Rev	Date	By	Comment		

EA THREE Lowestoft Port Travel Plan
FIGURE 2 Pedestrian Isochrone Plan

Drg No	404.5356.00006.00116.0
Rev	0
Date	14/12/2023
Layout	N/A



- Lowestoft CMMP Location
- Footway Linking Site To Public Transport Links
- Bus Stop
- Bus Station
- Railway Station
- Signalled Pedestrian Crossing
- Uncontrolled Pedestrian Crossing
- Commercial Zone



Rev	Date	By	Comment
A	14/12/2023	QF	First Issue

Original A3 Plot Scale 1:5,000

0 100 200 Metres

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EA THREE Lowestoft Port Travel Plan

FIGURE 3 Pedestrian Amenity Plan

Drg No	404.5356.00006.00117.0
Rev	0
Date	14/12/2023
Layout	N/A

