THE DROVES
SOLAR FARM

The Droves Solar Farm

outline Construction Traffic Management Plan (Clean)

Prepared by: Velocity
Date: October 2026
PINS reference: EN0110013
Document reference: APP/7.7.4 (Revision 4)
APFP Regulation Reg 5(2)(q)
Planning Act 2008
Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009



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Appendix 1 - Outline Travel Plan

1 Introduction

1.1 Overview

1.1.1 This outline Construction Traffic Management Plan (oCTMP) has been prepared on behalf of The Droves Solar Farm Limited (the Applicant) in relation to an application for a Development Consent Order (DCO) for The Droves Solar Farm (hereafter referred to as the Scheme).

1.1.2 The Scheme falls within the jurisdiction of Breckland Council (BC), who are the local planning authority (LPA) and Norfolk County Council (NCC), who form the local highway authority for the roads in the vicinity of the Scheme, excluding the A47, where National Highways (NH) is the highway authority.

1.1.3 This document has been updated at Deadline 5to clarify the spatial extent of the temporary speed limit changes. The document references have not been updated from the original submission. Please refer to the **Guide to the Application [APP/1.3.7]** for the list of current versions of documents.

1.2 The Scheme

1.2.1 The Scheme comprises the construction, operation and maintenance, and decommissioning of a solar photovoltaic (PV) electricity generating station and associated development comprising a Battery Energy Storage System (BESS), a Customer Substation, and Grid Connection Infrastructure, including a new National Grid Substation.

1.2.2 The Scheme would allow for the generation and export of over 50MW Alternating Current (AC) of renewable energy, connecting into the National Electricity Transmission System (NETS) overhead line that passes through the Site.

1.2.3 As the Scheme would have a generating capacity in excess of 50MW, it is considered to be a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008.

1.2.4 The Scheme is described within more detail in **Environmental Statement (ES) Chapter 5: The Scheme [APP/6.1]**.

1.2.5 The Scheme would be located within the Order limits, also referred to as ‘the Site’. The Order limits contain all elements of the Scheme comprising the Solar PV Site, the Customer Substation, the National Grid Substation, the BESS, Grid Connection Infrastructure, Mitigation and Enhancement Areas, and the Highway Works (shown in **ES Figure 3.1: Scheme Location [APP/6.3]** and described further in **ES Chapter 3: Order limits and Context [APP/6.1]**).

1.3 Report Context

1.3.1 This oCTMP provides a framework for the management of vehicle movements to and from the Scheme during the construction phase, to reduce, as far as practicable, the impacts of the Scheme on the local highway network.

1.3.2 The oCTMP is a live document that will be secured by way of a requirement in the DCO, being updated prior to commencement of construction to reflect any amendments or comments made during the DCO process, and to add detail once a contractor is appointed.

1.3.3 A detailed CTMP will be prepared prior to the commencement of construction for approval by BC in consultation with the highway authorities.

1.3.4 An Outline Travel Plan has been prepared as an appendix to this oCTMP, and a detailed version of this document will be provided prior to commencement of construction by the contractor. The Outline Travel Plan sets out the management strategy to help achieve the expected levels of vehicle trips and ensure staff can travel by the most sustainable means of transport possible.

1.4 Objectives

1.4.1 The oCTMP has the following objectives:

- Minimise the number of construction vehicles;
- Ensure the safe movement of equipment, material and construction workers; and
- Minimise the effects of construction traffic on the local community and other road users, including both motorised users and non-motorised users.

1.4.2 It will be the responsibility of the Applicant to ensure that the appointed contractor complies with all statutory regulations and guidelines in relation to construction and movement activities.

1.4.3 This oCTMP has been prepared following various stages of consultation, and should be read in conjunction with the **Environmental Statement (ES) [APP/6.1 - 6.5]** and the **Transport Assessment (TA) [APP/6.4]** submitted as part of the DCO Application.

1.5 Structure

1.5.1 Following this introduction, this oCTMP is structured as follows:

- **Section 2:** summarises the Scheme and the relevant construction activities.
- **Section 3:** sets out the construction phase and its traffic requirements.
- **Section 4:** sets out the proposed vehicle routing for the construction phase.

- **Section 5:** summarises the mitigation measures for vehicles during the construction phase.
- **Section 6:** summarises the mitigation measures for workers during the construction phase.
- **Section 7:** summarises the process towards Abnormal Indivisible Loads (AIL).
- **Section 8:** summarises the approach to the implementation, monitoring and review of the oCTMP.

2 Scheme Overview

2.1 Scheme Overview

2.1.1 The Scheme comprises the construction, operation and maintenance, and decommissioning of a solar PV electricity generating station and associated development comprising a BESS, a Customer Substation, and Grid Connection Infrastructure, including a new National Grid Substation.

2.1.2 The Scheme is described within more detail in **ES Chapter 5: The Scheme [APP/6.2]**.

2.2 Construction Activities

2.2.1 The masterplan for the construction phase, including temporary construction compounds and areas of work are shown within **ES Figure 5.2: Construction Masterplan [APP/6.3].**

2.2.2 The construction activities associated with the Scheme are described within **ES Chapter 5: The Scheme [APP/6.1].**

2.2.3 The construction activities will be confirmed by the contractor in the detailed CTMP for each relevant component of the Scheme.

2.2.4 A summary of the construction works is provided below:

Order Limits Preparation

- Delivery of construction materials, plant and equipment
- The establishment of Order limits fencing and any required fire safety measures
- The establishment of the Temporary Construction Compounds
- The upgrade of existing Access Tracks and construction of new Access Tracks (both temporary and permanent) required and associated civils works
- The upgrade or construction of any crossing points (bridges/culverts) over drainage ditches and below ground utility infrastructure; and
- Marking out location of the infrastructure.

Solar PV and BESS Construction

- Delivery of Scheme components
- Erection of mounting structures and construction of foundations
- Mounting of PV Modules and placement of BESS Units
- Installation of distribution cables
- Installation of Transformer and / or Inverters

- Construction of onsite electrical infrastructure to facilitate the export of generated electricity
- Testing and commissioning; and
- Reinstatement and habitat creation.

Grid Connection Infrastructure

- Delivery of Scheme components
- Construction of foundations
- Decommissioning of existing pylons (if required)
- Erection of pylon and stringing
- Installation of infrastructure and electric cables; and
- Testing and commissioning.

Substations (including Customer Substation)

- Delivery of Scheme components
- Construction of foundations
- Erection of Transformers, Customer Substation and National Grid Substation
- Installation of infrastructure and electric cables; and
- Testing and commissioning.

Temporary Construction Compounds

2.2.5 Temporary Construction Compounds will be provided internally within the Site to help facilitate construction.

2.2.6 The temporary construction compounds will include the following:

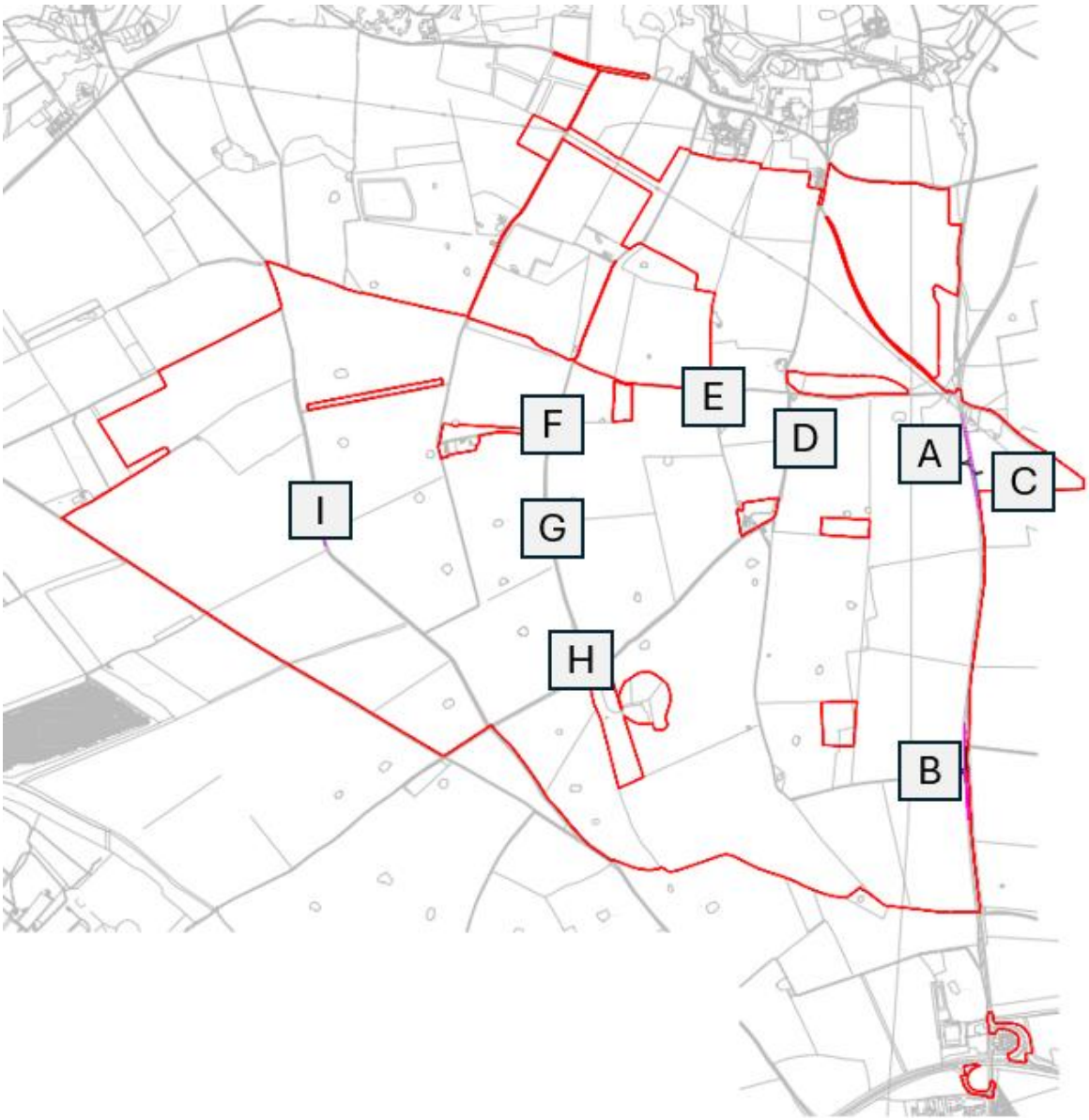
- Material and equipment storage
- Construction vehicle parking and onward transportation by way of internal shuttle
- Site offices; and
- Construction worker welfare facilities.

2.2.7 Detailed layouts of the individual compounds will be secured through the detailed CTMP.

2.3 Access Points

2.3.1 An overview of the proposed access locations for the Scheme is provided in Figure 2-1.

Figure 2-1 Site Access Overview



2.3.2 A summary of the access locations, with a description of the nature of each access points and its proposed use, is provided in Table 2-1.

2.3.3 The Applicant confirms that only access points A, B and C will be used for vehicles to access and egress from the public highway. All other access points will be used as internal access points only, so vehicles will not access or egress from the Scheme via those access points.

Table 2-1 Access Strategy Overview

Access Reference	Location	Description	Use
A	A1065 North	Upgrade of existing access on western side of A1065	Construction Operation OHL Works To access/egress onto public highway via A1065
B	A1065 South	Upgrade of existing access on western side of A1065	Construction Operation To access/egress onto public highway via A1065
C	A1065 North	Provision of new access on eastern side of A1065	Temporary access for OHL Works during construction – not required for operational phase To access/egress onto public highway via A1065
D	Fincham Drove	Upgrade of existing agricultural access points	Construction Operation OHL Works To facilitate internal access only
E	The Droves (east to west arm)	Upgrade of existing agricultural access points	Construction Operation OHL Works To facilitate internal access only
F	Petticoat Drove	Provision of new access point across Petticoat Drove	Construction Operation To facilitate internal access only

G	Petticoat Drove	Provision of new access point across Petticoat Drove	Construction Operation To facilitate internal access only
H	Fincham Drove	Upgrade of existing agricultural access points	Construction Operation To facilitate internal access only
I	River Road	Upgrade of existing agricultural access points	Construction Operation To facilitate internal access only

2.3.4 **ES Appendix 9.2: Traffic Assessment [APP/6.4]** includes a summary of the access junctions, including drawings with swept path analysis, visibility splays and geometric parameters.

2.3.5 A Stage 1 Road Safety Audit (RSA) has also been undertaken of the access proposals that is included within the supporting **ES Appendix 9.2: Traffic Assessment [APP/6.4]**, which identified no residual highway safety concerns.

2.4 Internal Haul Routes

2.4.1 The Scheme will include internal haul routes from each of the access points to limit the interaction with the public highway or surrounding Public Rights of Way (PRoW).

2.4.2 The internal haul route strategy has been developed to utilise the existing agricultural connections between the fields, an approach which utilises the existing infrastructure and minimises the impact to vegetation.

2.4.3 The detailed alignment of the internal haul routes will be secured by way of requirement through the detailed design and confirmed prior to construction.

2.4.4 With reference to the existing agricultural tracks within the Scheme that are not associated with construction, these will remain accessible for agricultural use and associated activities throughout construction.

3 Construction Vehicle Trips

3.1 Trip Generation

3.1.1 A summary of the methodology to generate the construction vehicle trips estimates is provided within the supporting **ES Appendix 9.2: Traffic Assessment (TA) [APP/6.4]** which has then been verified by the Applicant based on other comparable project experience across other DCOs.

3.1.2 For the construction of the Scheme, it is expected that there will be a daily total of 628 two-way vehicle trips, comprising 96 two-way Heavy Goods Vehicles ('HGVs', 48 HGVs arriving and departing) and 532 cars / Light Goods Vehicles ('LGVs', equivalent to 266 cars / LGVs arriving and departing) into the Scheme on any day.

3.1.3 For the purposes of the assessments within the ES and subsequent environmental assessments, it is proposed to assume that the peak in LGV trips and HGV trips overlap.

3.1.4 On that basis, it is assumed that the Scheme would generate the daily total of 628 two-way vehicle trips (comprising 96 two-way HGVs and 532 two-way cars / LGVs) across the entirety of the up to 24-month construction programme.

3.1.5 Whilst, in reality, there will be phasing and it is unlikely this number of vehicles will consistently be required, for the purposes of the ES it has been assumed that there will be no phasing and the number of vehicles generated will be consistent across the construction programme.

3.1.6 The Applicant confirms, for the purposes of capping construction vehicle activity, a daily cap of 96 two-way HGVs and 532 two-way cars / LGVs during the construction phase of the Scheme.

3.1.7 The cap on vehicle trips will form part of the future contractor's contract and be regularly monitored through a delivery log and booking system, with the contractor not able to exceed this requirement on any day without prior agreement with the Local Planning Authority and Local Highway Authorities.

3.1.8 The contractor would keep a record of this log via the booking system and monitoring report, which would be made available upon request by NH or NCC (discussed further within Section 8).

3.1.9 In the event the vehicle cap is exceeded and the contractor does not comply, immediate action will be undertaken by the Applicant (within 10 days) to ensure this does not happen again. In the event this occurs on multiple occasions, then appropriate enforcement action will be undertaken such as termination of the contract or further commercial penalties.

3.1.10 A more detailed programme for expected vehicle trips will be provided by the contractor within the detailed CTMP prior to commencement.

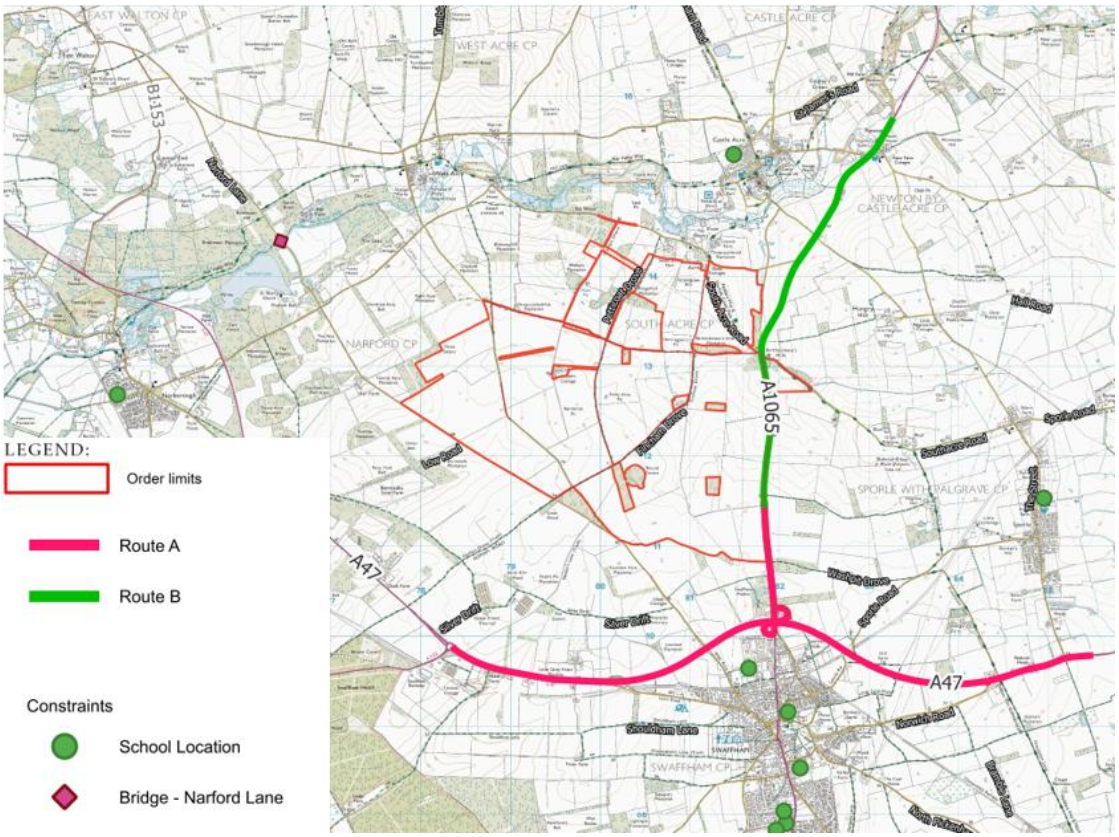
4 Construction Vehicle Routing

4.1 Overview

4.1.1 It is proposed for all construction vehicles and HGVs to access the Scheme from the A47 which is part of the Strategic Road Network (SRN) to the south where possible, then travel along the A1065 before entering via the relevant access point onto the A1065.

4.1.2 The proposed routing for vehicles as discussed with NCC and NH is shown within Figure 4-1.

Figure 4-1 Proposed Construction Routing Overview



4.1.3 It is proposed for construction vehicles to only utilise Route A and Route B via the A1065.

4.1.4 Once the relevant construction delivery is undertaken, it is assumed that vehicles would return to the A1065 and travel southbound towards the A1065.

4.1.5 Subject to the procurement of materials, it may also be that some deliveries arrive / depart to the north via the A1065 which is also included within the routing strategy.

4.1.6 These routes have been chosen to provide routes which are the shortest distance between the various access points associated with the Scheme and the Strategic Road Network (A47), therefore preventing travel on unsuitable roads.

4.2 Internal Routing

4.2.1 From the A1065 access points to the east, the construction vehicles will route internally in an east to west orientation through the internal haul roads and access points which align with the agricultural access points for the existing fields.

4.2.2 The strategy seeks to minimise the creation of new access points and passing along PRoW and local roads. There are points where the construction traffic may need to cross the PRoW or road in a perpendicular direction, though this removes the need for vehicles to drive along these routes. Banksmen will be on-hand at these crossing points with appropriate traffic management in place as required.

5 Mitigation Measures - Construction Vehicles

5.1 Overview

5.1.1 The following measures are suggested to be implemented during the construction phase to mitigate impacts owing to construction traffic.

5.2 Highway Condition Survey

5.2.1 A Highway Condition Survey will be carried out on the relevant roads proposed for construction access prior to commencement of construction.

5.2.2 The extent of the survey will be agreed with the local highway authorities in advance as part of the detailed CTMP. At this stage, it is expected that the condition survey will comprise the length of the A1065 in the vicinity of the Scheme up to and including the A47 junction to the south, including the associated slip roads onto the A47 that are under NH's control. To the north, the condition survey would cover the A1065 up to the South Acre Road junction.

5.2.3 The condition survey would comprise photographic and video evidence of both sides of the highway, comprising the carriageways, footways and any verges within this area. The survey would be undertaken prior to commencement, with NCC and NH invited to attend the survey Site visit and provided the results after completion of the survey.

5.2.4 Once construction is complete, a further Highway Condition Survey will be undertaken in order to identify any additional defects that can reasonably be attributable to construction activities associated with the Scheme.

5.2.5 Any identified highways defects directly attributable to construction activities associated with the Scheme will be corrected to the satisfaction of the local highway authority (or individual owner if a private road).

5.3 Access Points

5.3.1 Existing access points to the Site have been used where practicable; however, any access that is temporarily created or amended for the construction period only and not intended for use during the operational phase will be restored to its original condition post-construction.

5.3.2 Where existing access points are utilised, these will be upgraded and formalised where required to accommodate the expected vehicles. Further details on the individual access junctions are included within the supporting **ES Appendix 9.2: Traffic Assessment (TA) [APP/6.4]**.

5.3.3 Visibility splays will be kept clear throughout the construction activities.

5.3.4 The use of temporary traffic management to manage the use of accesses for construction activities is required where the access points cross the PRoW network or any permissive paths, that will be agreed in advance with NCC.

5.3.5 All construction vehicles will access and egress the Site in a forward gear.

5.3.6 It is noted that during construction of the overhead line works, there may be a need to temporarily close Petticoat Drove, meaning the existing property at Finger Hill Lodge would need to temporarily utilise Washpit Drove for access. However, Washpit Drove is not proposed to be utilised by construction vehicles and will only temporarily be a diversion route for the Finger Hill Lodge residents when the overhead lines works are being undertaken.

5.3.7 Further details on this arrangement will be secured via the detailed CTMP once the extent of the works and programme is fully known.

5.4 Parking

5.4.1 Signs informing contractors and visitors that parking is not permitted on-street in the vicinity of the Site will be erected. Contractors and visitors will be advised that parking facilities will be provided within the Scheme in advance of visiting.

5.5 Delivery Management

5.5.1 Construction vehicles will be restricted to avoid travel during the morning and evening network peak hours, where possible. Therefore, deliveries will be arranged to occur after 09:00 and before 17:00.

5.5.2 In order to minimise instances of HGVs passing each other at the access, all deliveries will be required to use a booking system. Drivers will be instructed to not leave their depot, or to wait in an appropriate stopping place internally within the Scheme, and report if they are likely to miss their slot.

Arrival Procedure

5.5.3 The arrival procedure for deliveries will be as follows:

- Drivers will be allocated a slot arrival time to the Scheme and instructed upon the relevant access point and route to take
- Where required, when the vehicle is due, the banksmen will be notified and will position at the relevant access points
- The driver will then be notified to travel to the area of the Scheme via the agreed route
- All operatives will communicate with each other, as necessary; and

- Where required, banksmen will assist HGVs to manoeuvre from the public highway or PRoW into the Scheme's relevant access points.

Procedure for Leaving the Site

5.5.4 The departure procedure for deliveries will be as follows:

- When vehicles are ready to depart, the on-site manager will be notified. If required, they will then mobilise the banksmen at the relevant Scheme access points
- Drivers will be advised when the banksmen are in place; and
- Banksmen will guide the vehicles safely on to the public highway.

5.6 Wheel Washing

5.6.1 Wheel washing facilities will be provided at each access. This will be located at the egress point of each access. The details of the wheel washing mechanism will be secured within the detailed CTMP.

5.6.2 A visual inspection of vehicles will be undertaken before they depart the Scheme, to ensure that they are not carrying debris onto the highway.

5.6.3 Notwithstanding wheel washing measures, if required, a road sweeper will be provided for the area surrounding access to alleviate any residual debris generated during the construction phase.

5.7 Vehicle Tracking and Identification

5.7.1 It is anticipated that all construction vehicles associated with the Scheme will be clearly identifiable through the use of vehicle marking or a tracking scheme. The purpose of this is to assist with the monitoring process of the construction vehicles over the road network.

5.7.2 The identification could include the use of logos to clearly identify vehicles associated with the Scheme, details of which would be confirmed by the contractor.

5.7.3 The contractor would also explore use of GPS tracking, to ensure that all construction vehicles are utilising the required routes, unless explicitly agreed.

5.7.4 Only the agreed construction routes will be used for all construction vehicle access, as set out within this oCTMP.

5.7.5 Where protocols have not been followed or the construction routes have not been followed, unless in exceptional circumstances, the appropriate action will be taken to prevent this occurring again. In terms of timescales, this action would be undertaken immediately by the contractor to identify the cause of any non-compliance with this oCTMP.

5.8 Accreditation

5.8.1 It is required that all transport / haulage providers of vehicles which are making journeys to the Order limits are committed to best practice, demonstrated by membership to the Freight Operator Recognition Scheme ('FORS', or equivalent), meeting a minimum level to be agreed with the key stakeholders.

5.8.2 The contractor will require a confirmation of accreditation from transport providers in order for approval of delivery slots, to be confirmed at within the detailed CTMP.

5.9 Temporary Speed Limit Changes

5.9.1 The supporting **Streets Plan [APP/2.4]** sets out the supporting temporary measures in the form of speed limit changes that are proposed as part of construction.

5.9.2 Following feedback from NCC, it is proposed to implement a temporary 40mph speed limit restriction along the A1065 during construction between the two access points onto the A1065, extending beyond each of the access points to also capture the full extent of the visibility splays on the A1065 up to the next nearest junction (including the junction of the A1065 with South Acre Road, identified between points 2s and 4f on the supporting **Streets Plan [APP/2.4]**), to promote road safety and limit any adverse impacts from construction.

5.9.3 The detailed temporary traffic management layouts will be confirmed as part of the detailed CTMP.

5.9.4 Any speed limit changes or traffic management measures will be communicated to the emergency services to ensure it is appropriately factored into any emergency responses.

5.10 Traffic Management Measures

Route Signage

5.10.1 Temporary road signage will be installed along the construction traffic routes to inform all road users of the construction works and to direct construction traffic to and from the various construction accesses.

5.10.2 Signage will comply with Chapter 8 of the Traffic Signs Manual. The following will be considered when locating signage:

- The position of the sign in relation to the highway to ensure visibility splays are maintained
- Possible distraction to drivers; and
- The proximity to junctions and roundabouts.

5.10.3 Details of the form and proposed locations of any signs (or signals) to be placed on a public highway will be pursuant to relevant Articles of the DCO and will be submitted to the local planning authority and highway authorities for approval in advance of being placed.

5.10.4 All signage on the designated route will be inspected, to ensure they are kept in a well-maintained condition and located in safe and appropriate locations.

5.10.5 Traffic management for AIL movements will be agreed with the highway authorities and emergency services prior to the abnormal load movements taking place.

5.11 Public Rights of Way and Permissive Paths

5.11.1 An **outline Public Rights of Way and Permissive Path Management Plan (oPRoWPPMP) [APP/7.12]** has been prepared as part of the DCO Application. A detailed PRoWPPMP will be prepared, substantially in accordance with the oPRoWPPMP [APP/7.12], to be implemented during the construction phase of the Scheme.

5.11.2 As part of the **oPRoWPPMP [APP/7.12]**, the following measures will be implemented during the construction activities:

- Appropriate signage will be installed along the PRoW or permissive path to make users aware of the construction activities. This will include information on construction times and contact details for a public liaison officer
- Drivers will stop and give-way to any PRoW or permissive path user (in particular for equestrians) which will be supported by banksmen
- Where relevant, widened internal access tracks to ensure vehicles can pass PRoW or permissive path users safely
- Banksmen to be positioned where relevant along a PRoW or permissive path impacted by construction traffic, to hold vehicles if a PRoW or permissive path user is present and advise PRoW and permissive path users of the potential for construction vehicles
- Speeds to be limited to 10mph near PRoWs and permissive paths
- The PRoW or permissive path will be kept clear of construction vehicles and apparatus outside of permitted hours for construction activities so far as is practicable to do so; and
- Any damage to the surface of the PRoW or permissive path directly attributable to the Scheme will be repaired as soon as practicable.

5.12 Noise Reduction and Air Quality

5.12.1 When within the Site and when not in use, engines will be required to be switched off.

5.12.2 Vehicles carrying material off-site will be sheeted / covered to prevent the spread of dust and debris. In dry conditions, areas near to the access points will be sprayed with water to prevent the spread of dust and debris.

5.13 Site Security

5.13.1 CCTV and fencing installed as part of the Scheme will be in place to ensure the safety of the sites during construction.

5.13.2 If required, additional CCTV or fencing to protect construction activities will be implemented. All access tracks will be secured by gates, which will be set back from the public highway and PRoW.

5.14 Community Engagement and Monitoring

5.14.1 The details of the Site Manager during the construction activities will be provided to the highway authorities in advance of any work being carried out and will also be advertised on an information board.

5.14.2 Residents and businesses in the vicinity of the Scheme will be provided with contact details of the Site Manager to report any identified issues.

5.14.3 Any unforeseen issues that arise in relation to construction vehicle movement will be logged by the Site Manager. If necessary, the issues will be discussed with the highway authorities so that they can be resolved as appropriate.

5.15 Collaboration and Nearby Schemes

5.15.1 It is noted that the Scheme is nearby to the proposed High Grove Solar Farm project which is proposed for DCO submission at a similar time, though it is understood that the construction for the High Grove Solar Farm project is due to finish before commencement of the Scheme.

5.15.2 If the construction periods for the respective schemes overlap, a joint CTMP could be produced. This will set out construction traffic management and control measures relevant to those areas where the construction vehicle routes for the respective schemes overlap, to reduce and manage any potential cumulative effects.

6 Mitigation Measures – Construction Workers

6.1 Working and Delivery Hours

6.1.1 Construction activities will be carried out Monday to Friday 07:00-18:00 and between 08:00 and 13:30 on Saturdays, which constitute the core working hours (excluding any start-up and shut down works). No construction activities will take place on Public Holidays.

6.1.2 However, some activities may be required outside of these times (such as the arrival and departures of workers and the delivery of AILs).

6.1.3 Construction deliveries by HGV will be scheduled to arrive between 09:00-17:00. They will be coordinated to avoid vehicle movements during the traditional AM peak hour (08:00-09:00) and PM peak hour (17:00-18:00). In addition, worker shift patterns will be coordinated to avoid travel during the network peak hours of 08:00-09:00 and 17:00-18:00.

6.1.4 It is anticipated that the majority of workers would arrive at the Order limits before 07:00 and leave after 18:00 Monday to Friday and on Saturdays arriving before 08:00 and leaving after 13:30.

6.2 Vehicle Trip Reduction

6.2.1 Measures are proposed to minimise the number of workers travelling by car or van, including the provision of shuttle buses to transport workers to and from nearby conurbations as well as internally within the Scheme.

6.2.2 Workers who drive to the Scheme will be encouraged to car share where possible and this tends to occur on major construction projects without intervention. A car sharing factor of 1.5 occupants per vehicle is typically assumed on major construction projects so it is assumed this would be the baseline from which future vehicle trip reductions could be targeted.

6.2.3 In addition to reducing worker trips, the Applicant will seek to promote the consolidation of deliveries so that all HGV trips that arrive to the Scheme are full and reverse logistics strategies are applied so that materials are transported away from the Scheme on the same vehicle that is making a delivery, where possible.

6.2.4 Where possible and when the delivery components allow for it, deliveries will be made directly to the primary and secondary construction compounds, stored and then transferred by way of a smaller vehicle to consolidate the amount of internal vehicle trips across the Scheme.

6.2.5 Further details the consolidation and reverse logistics strategy will be confirmed within the detailed CTMP.

6.3 Travel Plan

6.3.1 An Outline Travel Plan has been prepared and appended to this document, with the aim of reducing single occupancy car travel by workers and promoting car sharing and use of the shuttle bus, as well as any other sustainable transport measures deemed to be required by the contractor.

6.3.2 The detailed Travel Plan will be secured through the detailed CTMP, and provided in full by the contractor prior to commencement of construction.

7 Abnormal Indivisible Loads

7.1 Overview

7.1.1 There will be a number of AIL movements associated with the construction of the Scheme.

7.1.2 An AIL vehicle is defined as having one or more of the following characteristics on any part of the vehicle combination:

- a gross vehicle weight of more than 44,000kg
- an axle load of more than 10,000kg for a single non-driving axle and 11,500kg for a single driving axle
- a width of more than 2.9 metres
- a rigid length of more than 18.65 metres
- the vehicle load projects over the front or rear of the vehicle by more than 3.05m or more than 305mm over the side of the vehicle; or
- is a Part 2 vehicle combination (N3 vehicle and trailer) of greater than 25.9m total length.

7.1.3 Road based AILs fall into three principal classifications:

- Special order for the heaviest, widest or longest loads. Any AIL greater than 150 tonnes gross vehicle weight or over 6.1m wide or over 30m long is classified as a Special Order load
- Special type General Order (STGO) for loads not in the Special Order category, but which are over the weight limit for the number of axles, wider than 4.3m or longer than 27.5m
- STGO are sub-divided into three categories (Cat 1, 2 or 3) depending on the gross weight and axle weight. A further STGO category is used for loads over 5m wide, which are referred to as VR1 loads; and
- Construction and Use (C&U) for loads that are not in the STGO category but do not qualify as an HGV movement due to their size (width, length or overhang).

7.2 Forecast Movements

7.2.1 A standalone AIL report has been prepared which is appended to **ES Appendix 9.2: Traffic Assessment [APP/6.4]**.

7.2.2 The AIL contractor identifies that there are likely to be less than 10 AIL deliveries over the construction programme, which will all arrive via the A47 and travel along the A1065 to the Scheme – effectively using the same route as is proposed for construction.

7.2.3 This approach has been discussed and agreed with both NCC and NH.

7.2.4 It is noted that temporary improvement works may be required at the A47 / A1065 junctions to facilitate the required AIL vehicle. In the event these works are needed, which will be confirmed by the appointed AIL contractor, a Road Safety Audit of the proposals will be undertaken and agreed in advance with NH, with NH contacted in advance to discuss the proposals and no works undertaken without their prior consent.

7.2.5 In the event the DCO is granted consent, the Road Safety Audit will be undertaken prior to commencement of construction, with the audit and any improvement works undertaken in accordance with the Design Manual for Roads and Bridges (DMRB) GG119 requirements. Any required traffic management will also be agreed with NH in advance by the appointed AIL contractor.

7.3 Management

7.3.1 Application for notification of AIL deliveries must be made by transport (haulage) operators, preferably through the Electronic Service Delivery for Abnormal Loads (ESDAL2) system. If the ESDAL2 system is not used, application for AIL movement must be submitted in adequate time to allow consultation, planning and further notification.

7.3.2 The details of any future AIL deliveries will be confirmed by the respective contractor prior to the delivery.

7.3.3 Where any AIL deliveries require escorts or assistance from the emergency services, the respective contractor will ensure that the emergency services are notified well in advance both through the ESDAL2 system and separate engagement to ensure there is sufficient resourcing available to assist with the delivery. This will include Norfolk Constabulary and Norfolk Fire and Rescue service to ensure there is sufficient resourcing available to accommodate the delivery.

8 Implementation, Monitoring and Review

8.1 Overview

8.1.1 This section reviews the measures for the implementation, monitoring and review that will be incorporated into the detailed CTMP that is secured by way of a Requirement in the DCO.

8.2 Implementation

8.2.1 Compliance with the detailed CTMP will be the responsibility of the principal contractor. The principal contractor will undertake monitoring as necessary to ensure compliance with the requirements of the detailed CTMP. This will include the maintenance of records and traffic management measures.

8.2.2 Monitoring activities and responsibilities will be agreed with NCC and NH and will be set out within the detailed CTMP, meaning at this stage the dates and reporting schedules may change once the principal contractor is appointed, though any deviations will be confirmed within the detailed CTMP. The detailed CTMP will also contain the details of the relevant contact with responsibility for managing the detailed CTMP, along with a clear schedule of monitoring activities and timescales.

8.2.3 An individual will be appointed who will oversee the detailed CTMP and act as a point of contact for all key stakeholders, acting as the Transport Coordination Officer (TCO).

8.2.4 The Applicant will ensure there are sufficient funds for the TCO to fulfil their role.

8.2.5 The TCO will be responsible for monitoring the detailed CTMP and ensuring that the mitigation measures are sufficient. Where the mitigation is not deemed to be sufficient, the TCO will seek to implement remedial measures to mitigate any issues with immediate effects.

8.2.6 The TCO will report all findings of the aforementioned to the Traffic Management Working Group (TMWG). The TMWG will consist of the Local Planning Authority, Local Highway Authorities (NCC and NH), as well as all other Parish Councils and groups with an interest in construction.

8.2.7 The TMWG will include any relevant committed developments that would have an overlap in construction, such as the nearby High Grove Solar Farm in the event consent is granted for that project.

8.2.8 The full details of all parties within the TMWG will be confirmed as part of the detailed CTMP.

8.2.9 The TMWG will meet regularly to discuss and review the traffic and transportation elements on the construction phase of the Scheme. This would include reporting on daily vehicle trips.

8.2.10 The meetings with the TMWG will be scheduled at an agreed frequency to be set out within the detailed CTMP, allowing for urgent meetings in the event of specific issues being raised and brought to the attention of the TCO.

8.2.11 The role of the TMWG will be to discuss and review the mitigation measures proposed in the detailed CTMP. The TMWG will also be able to suggest remedial changes to the construction transportation strategy if required.

8.2.12 Clear contact arrangements will be put be in place throughout the construction period to ensure that any issues relating to construction traffic or highway safety can be addressed properly, including the following:

- A 24-hour emergency contact number will be provided and displayed at the Scheme entrances
- Contact details for the appointed TCO will be made available to NCC and NH, and local residents (where considered appropriate by the Applicant)
- In the event of an emergency (e.g. significant obstruction of the highway, traffic incident, or safety hazard), immediate action will be taken by the principal contractor to make the area safe and the relevant authorities will also be notified; and
- Emergency services will be given unrestricted access to and throughout the Scheme at all times.

8.2.13 All contact details will be kept up to date and clearly communicated to relevant stakeholders in the event of any changes.

8.3 Monitoring

8.3.1 Through the detailed CTMP, the principal contractor will commit to the following monitoring and reporting regime (unless it is not commercially viable, in which case an appropriate reporting window will be confirmed within the detailed CTMP and agreed with the TMWG):

- Daily vehicle and delivery records through the booking system
- Weekly checks of movement totals, delivery times and route compliance during mobilisation and peak construction
- Monthly construction traffic monitoring report
- Workforce travel surveys every two months
- Quarterly TMWG meetings (plus urgent meetings, if deemed necessary by the Applicant; and
- Immediate investigation of material or repeated breaches.

8.3.2 The monthly construction traffic report will tabulate actual movements against the agreed hourly and daily caps, split by HGVs, LGVs, cars and shuttles. It will also cover routes used,

timings, shuttle use, complaints, breaches and corrective actions. The report will be circulated to any required parties, including both NCC and NH, within 10 days of request.

8.3.3 The monthly report will be shared with NH and NCC throughout the construction phase of the Scheme, along with the results of the travel surveys. NH will be invited to relevant TMWG meetings.

8.3.4 Material breaches or emerging SRN issues will be reported to NH promptly, rather than held to the next routine report.

8.4 Complaints

8.4.1 Any complaints should be made via the TCO, TMWG or directly to the Community Liaison Officer, who will report any complaints to the Construction Site Manager, who in turn will keep a log of any complaints and remedial actions and be made available to the relevant local planning authority on request.

8.4.2 Display boards will be installed onsite at the Site accesses where they are visible to the public, which will include contact details for the Construction Site Manager and/or Community Liaison Officer with whom complaints can be lodged.

8.4.3 Any complaints received will be acknowledged within 24 hours (except on weekends and Bank Holidays), with an expected response time for feedback provided depending on the nature and urgency of the complaint. A logbook of complaints and remedial actions taken will be prepared and managed by the Community Liaison Officer and Construction Site Manager.

8.4.4 Remedial actions in response to complaints will be recorded in the complaints log and communicated to the complainant and the Community Liaison Group following resolution.

8.5 Compliance and Enforcement

8.5.1 The measures set out within the detailed CTMP will be specified within the contractor's contract. Where these measures are not followed, or concerns are raised through the TMWG, the contract of the principal contractor would be reviewed and appropriate action undertaken within a 10-day period.

8.5.2 If there are any complaints or failures to comply with the detailed CTMP, then complaints can be raised to the TCO who will log and take appropriate action to resolve the complaint which could include fines, remedial measures or termination of the contract.

8.5.3 If the principal contractor is made aware of a potential breach of the detailed CTMP (except where otherwise agreed with NCC or NH or in the event of an emergency), the principal contractor will be required to investigate the circumstances and create a report for the TMWG.

8.5.4 To ensure compliance with the measures set out within the detailed CTMP, all haulage contractors and/or suppliers employed by the principal contractor requiring to travel to and from the Scheme will be subject to the following enforcement protocol in the event of a material breach of the detailed CTMP:

- Stage 1 – a written warning will be issued for the first breach by a driver of a haulage contractor
- Stage 2 – for any second breach, a notice suspending the same offending driver of the same contractor as referred to in Stage 1 will be issued, with such suspension to be for a period of not less than seven working days
- Stage 3 – for any third breach, a notice suspending the same offending driver of the same contractor as referred to in Stage 2 will be issued, with such suspension to be for a period of not less than thirty working days; and
- Stage 4 – in the event that the same offending driver of the same contractor referred to in Stage 3 fails to comply with the routing restrictions on a fourth occasion, the termination by the principal contractor of the subcontractor's haulage contract for all of its drivers.

8.5.5 The principal contractor will use reasonable endeavours to enforce such contractual requirements, where any breaches are brought to its attention.

8.5.6 All violations will be recorded in an electronic database, including details of the driver, the haulier, the vehicle registrations, and the date and nature of each violation. The principal contractor will notify the TMWG of all warnings, driver bans and contract terminations.

THE DROVES SOLAR FARM

OUTLINE TRAVEL PLAN_V.2

PROJECT NO. 24-147 DOC NO. D003

DATE:JULY 26

VERSION: 2

CLIENT: DROVES SOLAR FARM LIMITED

Velocity Transport Planning Ltd

www.velocity-tp.com



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DOCUMENT CONTROL SHEET

Document Reference

Project Title	The Droves Solar Farm
Document Title	Outline Travel Plan
Project Number	24-147
Document Number	D003
Revision No.	0.2
Document Date	July 2026

Document Review

	Name	Date completed
Prepared By	GJ	July 2026
Reviewed By	CR	July 2026
Authorised By	HS	July 2026

Notes

The document reference number, revision number and date are given on the footer of each page
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1 INTRODUCTION

1.1 OVERVIEW

1.1.1 This Outline Travel Plan has been prepared by Velocity Transport Planning (VTP) on behalf of The Droves Solar Farm Limited (the Applicant) in relation to an application for a Development Consent Order (DCO) for The Droves Solar Farm (hereafter referred to as the Scheme).

1.1.2 The relevant Local Highway Authority for the Scheme is Norfolk County Council (NCC) who are the highway authority for the local roads in the area. National Highways (NH) are the highway authority for the A47.

1.2 THE SCHEME

1.2.1 The Scheme comprises the construction, operation and maintenance, and decommissioning of a solar photovoltaic (PV) electricity generating station and associated development comprising Battery Energy Storage System (BESS), a Customer Substation, and Grid Connection Infrastructure, including a new National Grid Substation.

1.2.2 The Scheme would allow for the generation and export of over 100MW Alternating Current (AC) of renewable energy, connecting into the National Electricity Transmission System (NETS) overhead line that passes through the Site. The Scheme is described within more detail in **Environmental Statement (ES) Chapter 5: The Scheme [APP/6.1.2]**.

1.2.3 The national grid connection Point of Connection (PoC) will be at the new National Grid Substation located internally within the Scheme.

1.2.4 The Scheme would be located within the Order limits, also referred to as 'the Site'. The Order limits contain all elements of the Scheme comprising the Solar PV Site, the Customer Substation, the National Grid Substation, the BESS Compound, Grid Connection Infrastructure, Mitigation and Enhancement Areas, and the Highway Works shown in **ES Chapter 5: The Scheme [APP/6.1.2]**.

1.2.5 Highway Works are sections of the highway network that will contain localised improvements, such as improvements to road edge where it is deteriorated, or temporary highway and traffic works required to safely accommodate the Abnormal Indivisible Load (AIL) deliveries. These areas will support the movement of construction vehicles on narrower sections of the local highway network within parts of the construction vehicle routes to the Site as detailed within **ES Chapter 9: Transport and Access [APP/6.2.1]**.

1.3 REPORT PURPOSE

1.3.1 This Outline Travel Plan is prepared as an Appendix to the **outline Construction Traffic Management Plan (oCTMP) [APP/7.7.1]** following a request from NH during examination.

1.3.2 This document has been updated at Deadline 3 to include a commitment to investigate the use of electric busses during the construction phase. The document references have not been updated from the original submission. Please refer to the **Guide to the Application [APP/1.3.4]** for the list of current versions of documents.

1.3.3 The Outline Travel Plan will be secured as part of the requirement for the **oCTMP [APP/7.7.1]** and will be provided in detailed prior to commencement of construction.

1.3.4 The Outline Travel Plan primarily relates to construction as this is when the majority of the transport impacts of the Scheme will be.

1.3.5 As this Outline Travel Plan relates to construction only and there are uncertainties on where staff will be situated in relation to the Order limits, the primary aim will be on reducing single occupancy car trips to the Scheme.

1.3.6 A Travel Plan should establish a structured strategy with clear objectives and targets, supported by suitable policies and quality measures for implementation. Whilst the location of a development, its physical design, and proximity to facilities create the conditions to make sustainable travel a preferred choice, communicating these opportunities to staff is critical to the success of the Travel Plan.

1.3.7 The Outline Travel Plan sets out a series of objectives, targets and measures, and is intended to establish the overarching mechanisms to manage the future Travel Plan and monitor its effectiveness for influencing travel choices in accordance with the agreed targets.

1.4 CONSULTATION

1.4.1 The Outline Travel Plan will seek to agree the measures to promote sustainable transport with officers at NH, NCC and other key stakeholders, for incorporation into the detailed Travel Plan that is secured as part of the **oCTMP [APP/7.7.1]** and provided prior to commencement of construction.

1.4.2 Ongoing engagement with key stakeholders will continue throughout the consultation process as necessary to ensure that the detailed Travel Plan seeks to accommodate all stakeholders in the strategy proposed.

1.5 DOCUMENT STRUCTURE

1.5.1 Following this Introduction, the remainder of the Outline Travel Plan is structured as follows:

- Section 2 - Travel Plan Management;
- Section 3 - Aims, Objectives and Targets;
- Section 4 - Sustainable Travel Measures;
- Section 5 - Monitoring; and
- Section 6 - Action Plan.

2 TRAVEL PLAN MANAGEMENT

2.1 TRAVEL PLAN CO-ORDINATOR

2.1.1 A Travel Plan Coordinator (TPC) will be appointed to take responsibility for the management of the detailed Travel Plan by the principal contractor prior to construction. They will act as the principal point of contact and will coordinate the implementation of the Travel Plan measures. The role involves:

- Ensuring the structure of the ongoing management of the Travel Plan is set up and running effectively;
- Working with staff to develop any staff-specific Travel Plan measures;
- Administration of the Travel Plan, which involves the maintenance of necessary systems, data and paperwork, consultation and promotion; and
- Monitoring the Travel Plan targets and liaising with the Local Authorities, where appropriate.

2.1.2 The TPC will be responsible for all staff and will be responsible for regularly liaising with the NCC and staff should there be any issues.

2.2 COMMUNICATION

2.2.1 A communication strategy is key to the success of the Travel Plan. It will raise awareness of the key services and facilities and disseminate travel information.

2.2.2 The communications activities to be undertaken include the provision of links to relevant journey planning information and detailing the nearby active travel, parking and shuttle bus facilities. This will be included within a Travel Leaflet distributed to staff prior to construction by the TPC.

2.2.3 To ensure that the Travel Plan is monitored and that effective communications are maintained with staff, the Applicant will:

- Appoint the TPC to be responsible for coordinating and progressing the individual elements of the Travel Plan and to liaise with the staff; and
- Ensure the TPC determines and maintains such records as are necessary to monitor the Travel Plan and make adjustments as necessary to achieve the objectives.

3 AIMS, OBJECTIVES AND TARGETS

3.1 OVERVIEW

3.1.1 The measures and initiatives within this Outline Travel Plan will result in a number of potential benefits, that will include but not be limited to:

- Decreased use of single occupancy car trips;
- Reduced traffic and congestion, through a reduction in car trips;
- Improved air quality, through a reduction in car trips; and
- Increased health benefit, through the promotion of walking and cycling.

3.2 AIM

3.2.1 The principal aim of the Outline Travel Plan is to reduce the impact of staff travel to the Order limits during the construction phase of the Scheme, minimising single occupancy car trips and encouraging staff to utilise the most sustainable mode of transport available.

3.3 OBJECTIVES

3.3.1 The primary objectives of the Outline Travel Plan are therefore as follows:

- Reduce the number of singular occupancy car trips made to and from the extent of the Order limits;
- Encourage car sharing and use of the shuttle bus service to and from the Order limits; and
- Increase awareness about the health, environmental and safety benefits of active forms of travel such as walking and cycling;
- Reduce traffic congestion in the vicinity of the Order limits and Local Road Network.

3.3.2 Due to the location of the Order limits and intended working patterns of staff, it is unlikely that the local public transport services will be suitable and be able to be used given their low frequency and the lack of services operating in the early morning (pre 07:00) and evening (post 19:00) when staff need to arrive and depart.

3.3.3 This Travel Plan will therefore not seek to rely on public transport use, given it only relates temporarily to construction. However, it will seek to promote alternatives such as the use of a shuttle service and car sharing between staff.

3.4 TARGETS

3.4.1 The achievement of the Travel Plan objectives should be measurable using targets. All targets are to be SMART (Specific; Measurable; Achievable; Realistic and Time-Bound). The following types of targets are proposed:

- ‘Aim’ type targets are those which relate to outcomes achieved through the implementation of measures; and
- ‘Action’ type targets are physical actions that can be achieved by a set date (e.g. appointing the TPC).

AIM TYPE TARGETS

3.4.2 The aim will be to reduce the number of construction staff who travel to the Order limits by car, by as much as is practicably possible.

3.4.3 At present, details on the location of where staff will be situated in relation to the Order limits is not yet confirmed, meaning it is difficult to set specific targets.

3.4.4 This will be reviewed within the detailed Travel Plan once details on staff travel patterns and the accommodation strategy is confirmed, through an initial staff travel survey. From this survey data, initial targets will be set to seek reductions in car journeys which will be reviewed regularly by the TPC.

3.4.5 As an initial target, the contractor will seek to achieve a car sharing ratio of 1.5 people per vehicle. In the event these targets are not met, the contractor will work with NCC and NH to agree suitable mitigation measures such as further support for car sharing, additional shuttle services, or further staggering delivery windows to mitigate against the traffic impact during peak network hours.

ACTION TYPE TARGETS

3.4.6 The following action-type targets are set:

- The individual designated as the TPC will be confirmed following appointment of the principal contractor, prior to construction;
- The TPC will prepare a Travel Leaflet promoting alternative modes of transport to be distributed electronically to all staff;
- Provide a shuttle bus service from the relevant construction compound to the area of the Site under construction;
- Investigate the feasibility of a shuttle service from staff accommodation and local transport hubs or rail stations (subject to employment strategy);
- Undertake a travel survey of all staff at regular intervals throughout the construction programme, with an initial travel survey at the start to identify current travel patterns.

4 SUSTAINABLE TRAVEL MEASURES

4.1 INTRODUCTION

4.1.1 This section outlines the measures which will be implemented in order to achieve the objectives. These measures form the core of the Travel Plan.

4.1.2 The measures have been grouped into two types as follows and considers in turn in the following sections.

- 'Hard' engineering measures incorporated into the design; and
- 'Soft' marketing and management measures which ensure that sustainable travel behaviour is maximised.

4.2 HARD MEASURES

SHUTTLE BUS SERVICE

4.2.1 The Applicant will provide a shuttle bus service from construction compound for staff, which will transport them to the relevant area of works within the Order limits. The exact details of the shuttle service will be confirmed once the construction requirements are confirmed by the principal contractor within the detailed Travel Plan.

4.2.2 The shuttle service(s) will be flexible and will run in accordance with the required working patterns, shifts of staff and requirements of each phase of construction.

4.2.3 In addition to the service from the construction compound and subject to where staff are to be accommodated, the Applicant will commit to investigating the feasibility of providing a direct shuttle bus service from the staff accommodation to the Order limits, consolidating a number of staff trips to/from the Order limits throughout construction.

4.2.4 Staff will be encouraged to utilise the shuttle service by the TPC through measures such as free/discounted use of the shuttle bus and limited car parking facilities.

4.2.5 The Applicant will commit to investigating the feasibility of an electric shuttle service and will undertake reasonable endeavours to deliver this; however, the Applicant acknowledges that this may not be commercially feasible due to supply chain, financial viability or procurement issues that would only be known at the time of investigating.

CAR PARKING

4.2.6 Car parking will be provided within the Order limits; however, the total quantum will be limited to reduce the number of staff trips to the extent of the Order limits. The quantum will be confirmed by the contractor prior to commencement.

4.2.7 Subject to the details of the shuttle bus service, the Applicant will also investigate the feasibility for providing a car sharing scheme for staff, which will be provided on the local intranet or equivalent. The details of this will be subject to the accommodation strategy for staff and will be confirmed within the detailed Travel Plan.

4.2.8 The contractor will encourage staff to car share where possible, which will further be supported by the restricted car parking provision.

4.3 SOFT MEASURES

4.3.1 It is recognised that a communication strategy is a key to the success of the Travel Plan. Details of elements of the communication strategy are set out below.

TRAVEL LEAFLET

4.3.2 Travel Leaflets would be made available electronically to the TPC to distribute to staff.

4.3.3 A key role of the Travel Leaflet would also be to raise awareness of the sustainable travel initiatives being implemented through the Travel Plan, including:

- Promotion of the shuttle bus service;
- Promotion of car sharing scheme; and
- Promotion of other employee initiatives such as Cycle to Work scheme.

NOTICE BOARDS

4.3.4 Notice boards providing travel information to staff would be placed in prominent entrance locations.

4.3.5 The notice boards will include information such as locations of parking, shuttle bus, car sharing and upcoming travel initiatives or events organised by the TPC.

COLLABORATION AND COORDINATION

4.3.6 The Applicant will ensure that the TPC seeks to coordinate with any other nearby committed developments where there is overlap in construction to identify if there are opportunities to share transportation measures, such as shared shuttle services or wider car share schemes, details of which will be confirmed within the detailed version of this document once the contractor is appointed.

5 MONITORING

5.1 OVERVIEW

5.1.1 A programme of monitoring and review will be implemented to evaluate the success of the Travel Plan. This will establish whether the agreed targets are being met. Monitoring and review will be the responsibility of the TPC.

5.2 MONITORING

5.2.1 Monitoring the Travel Plan will be undertaken through travel surveys to understand the changing nature of travel habits and the effectiveness of measures in working towards meeting the Travel Plan objectives.

5.2.2 At present, it is anticipated that the construction programme will run over a 24 month period.

5.2.3 On that basis, it is proposed to undertake travel surveys every three months throughout the programme.

5.2.4 The surveys will comprise the following components:

- Questionnaire surveys of employees to establish mode share and where staff travel from;
- Use of the cycle parking and car parking facilities; and
- Any suggestions or specific staff travel requirements.

5.3 REPORTING

5.3.1 The TPC will compile a monitoring report outlining the results of the monitoring process. The report will include the following information:

- A summary of the objectives and targets;
- How and when information has been gathered;
- Modal split gathered on the travel survey;
- Progress towards meeting targets; and
- Future proposals for further refinement of the aims and objectives if required.

5.3.2 The monitoring report will be submitted to the relevant Local Authority officers. The TPC will be responsible for coordinating the timing of the travel survey questionnaires, collating the results and submitting the monitoring report.

6 ACTION PLAN

6.1 OVERVIEW

6.1.1 The programme for the implementation of the Travel Plan measures is set out in **Table 6-1** and sets out tasks, intended implementation dates and responsibilities.

Table 6-1: Action Plan

ACTION	TARGET (VALUES)	FUNDING	INDICATOR	RESPONSIBILITY
PRIOR TO COMMENCEMENT				
Appointment of TPC	N/A	Applicant	Appointment of TPC	Applicant
Agree Travel Plan Objectives and Targets	N/A	Applicant	Agreement being reached with Local Authorities	TPC
Agree on Travel Plan Measures and Travel Leaflet	N/A	Applicant	Agreement being reached with Local Authorities	TPC
UPON COMMENCEMENT AND THROUGHOUT THE DURATION OF TRAVEL PLAN				
Dissemination of the Travel Leaflet to staff	N/A	Contractor	Travel Leaflet issued by TPC	TPC
Install travel information board	N/A	Contractor	Notice boards installed	Contractor
Implement shuttle service from construction compound	N/A	Contractor	Shuttle service operating	Contractor
Investigate feasibility for direct shuttle service from accommodation	N/A	Contractor	Accommodation shuttle service operating	Contractor
Promote of schemes such as Car Sharing or Cycle to Work scheme	N/A	Contractor	Evidence of promotion activity/ uptake	TPC

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