

# London Gateway Logistics Park Local Development Order 1.5

## Appendix 5 Travel Plan



February 2024

## **Table of Contents**

<b>1. Introduction</b>	<b>2</b>
<b>2. Policy Context</b>	<b>5</b>
<b>3. Existing Site Accessibility</b>	<b>10</b>
<b>4. Management</b>	<b>13</b>
<b>5. Measures and initiatives</b>	<b>16</b>
<b>6. Targets and Monitoring</b>	<b>20</b>
<b>7. Summary</b>	<b>23</b>

## **Appendices**

**Appendix A – Site Management Company remit**

**Appendix B – London Gateway Travel Plan Committee Constitution**

## 1. Introduction

- 1.1 The London Gateway Logistics Park Travel Plan forms part of the London Gateway Logistics Park Local Development Order (LDO) and must be read in conjunction with it.
- 1.2 This Travel Plan sets out measures and initiatives to be implemented in relation to meeting the plan's sustainable travel and freight management objectives by the Development Promoters, the site Management Company and by the Occupiers of the individual commercial building plots.
- 1.3 The roles and relationships of the respective parties are also set out along with responsibilities for the management of the related measures and initiatives. Monitoring measures and targets for the take up of sustainable transport and reducing the impact of freight traffic on the road network and local communities are also established.
- 1.4 Development must accord with this Travel Plan in order to benefit from the permitted development rights conferred by the LDO.
- 1.5 The implemented Travel Plan has been updated for LDO1.5 which would permit 85,000sqm of additional B8 development on the Logistics Park. Further details are provided within the Transport Statement.

## Background

- 1.6 The London Gateway development comprises two elements; a new deep-sea container port ("the Port") and a commercial logistics park development ("the Logistics Park") located on the north bank of the River Thames close to the town of Stanford-le-Hope in Thurrock, Essex.
- 1.7 London Gateway Port Limited, LG Park Freehold Limited and LG Park Leasehold Limited (collectively hereinafter referred to as DPWLG) are the owners and operators of DP World London Gateway Port (the Port) and DP World London Gateway Logistics Park (the Logistics Park) on the north bank of the Thames Estuary in Stanford-le-Hope, Essex.
- 1.8 Redevelopment of the former Shell Haven site to provide the London Gateway project consisting of a combined facility of a New Container Port and Roll on Roll Off (Ro-Ro) terminal with an adjacent road and rail served logistics and commercial park is already permitted through a Harbour Empowerment Order (Statutory Instrument 2008 No. 1261 – relating to the Port) and an Outline Planning Consent in May 2007 respectively (planning ref: Ref: 02/00084/OUT).
- 1.9 A Local Development Order (LDO1) for the site was previously adopted by Thurrock Council (TC) in October 2013 for a maximum floor space of 829,000sqm of commercial buildings (not exceeding 630,600sqm of Use Class B8 or 199,100sqm Use Classes B1(b), B1(c) and B2).
- 1.10 LDO1 covered a period of 10 years and consequently has now expired. To date 293,136sqm of the total floor space has been completed on the Logistics Park and a further 44,089sqm has been committed. Of this, 326,429sqm is Use Class B8 with a further 4,017sqm being Use Class B2 and 3,569sqm being Use Class B1(c) – now E(g)(iii). Consequently, the level of completed development falls well below that permitted under LDO1.

1.11 Work to support a new LDO (LDO2) is currently underway and follows detailed discussions with TC, Essex County Council (ECC) and National Highways (NH).

1.12 A detailed review of the Travel Plan is to be undertaken for LDO2 in due course. In the interim, the existing Travel Plan has been updated to support the extension to the existing LDO (referred to as LDO1.5). LDO1.5 would be temporary in nature (it would expire after one year or at the point LDO2 is adopted, whichever is sooner) and would be replaced by LDO2 once adopted.

## Travel Planning Approach

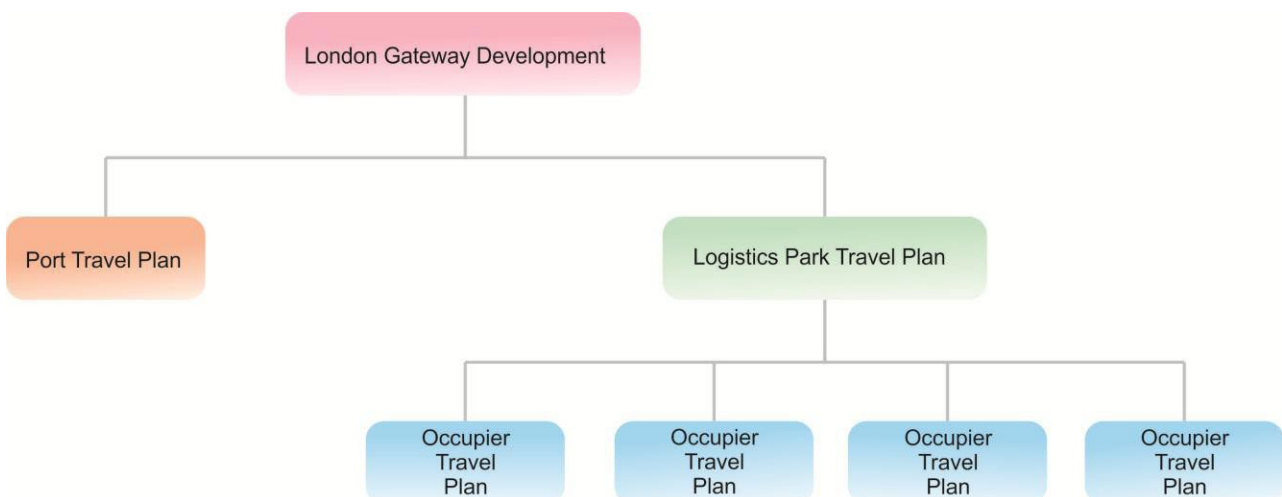
1.13 As the largest new employment site and generator of road freight traffic in the Borough, the promoter of the Logistics Park recognises the responsibility to minimise the impact of the proposed development on local communities and the transport network through the provision of a robust Travel Plan.

1.14 The Department for Transport (DfT) guidance 'Using the Planning Process to Secure Travel Plans' recognises that it is difficult to achieve the 'ideal' Travel Plan. This is particularly the case for a multi-occupier Logistics Park that is developed in phases over a long time frame.

1.15 This Travel Plan applies to the whole of the Logistics Park and sets out measures to be implemented at relevant stages of development. Responsibility for the implementation of measures will fall to the Development Promoters, the site wide Management Company (who will be appointed by the development promoters), or the Occupiers/tenants of individual commercial building plots. The latter shall be required to develop their own Occupier Travel Plan which shall comply with this Travel Plan and shall be submitted to the London Gateway Travel Plan Committee (see Section 4) for verification.

1.16 The overall travel planning approach for the Logistics Park at London Gateway is provided in a diagrammatic form in **Figure 1-1**.

Figure 1-1: Travel Planning Structure at London Gateway



## Objectives

1.17 The overall objective of this Travel Plan is to maximise sustainable travel, minimising development-related car trips (associated with employee and visitor travel) and reducing the impact of employee and freight trips on the local community and the local and strategic highway network. To achieve this, a range of general objectives and specific targets have been defined. This plan represents the key tool in meeting these objectives and targets.

1.18 In seeking to reduce the impact of the proposed Logistics Park, the following sub-objectives have been developed to address the overall objective outlined above. These are to:

- Facilitate and encourage sustainable travel to and around the Logistics Park for employees and visitors;
- Enable travel to the Logistics Park for both employees and visitors by public transport;
- Facilitate and encourage significant proportions of freight transport by sustainable modes (such as sea or rail);
- Reduce the number of road freight movements during traditional highway peak periods;
- Minimise the impact of the Logistics Park on local communities by encouraging freight traffic to avoid the use of local roads for journeys or parking;
- Reduce the number of single occupancy vehicles accessing the site, thus actively encouraging car sharing; and
- Encourage healthy lifestyles by facilitating and supporting walking and cycling.

## Structure

1.19 The structure of this document is as follows:

- Section 2 describes the policy context for this Travel Plan;
- Section 3 considers the accessibility of the Logistics Park;
- Section 4 provides detail on the proposed management structure and each of the parties' respective roles and responsibilities;
- Section 5 details the travel planning measures and initiatives;
- Section 6 explains the Travel Plan targets and monitoring procedures; and
- Section 7 summarises the measures as they will affect the road network and local communities.

## 2. Policy Context

2.1 This section provides an overview of current national and local government policies, relating to both car (associated with employee and visitor travel) and freight trips, which have and will continue to inform the development of this Travel Plan. Reviewing these policies enables the Travel Plan to be developed and implemented in accordance with established policy aims and objectives.

### National Planning Policy

#### *Revised National Planning Policy Framework*

2.2 In September 2023, the Government published a revised National Planning Policy Framework (NPPF). Paragraph 111 of the NPPF is clear that: "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe".

2.3 Within this context, the NPPF identifies in Paragraph 112 that applications for development should:

*"a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*

*b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*

*c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*

*d) allow for the efficient delivery of goods, and access by service and emergency vehicles;*

*e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations."*

#### *Planning Practice Guidance*

2.4 The Department for Communities and Local Government (CLG) first published the Planning Practice Guidance (PPG) in 2014, which reinforces the guidance contained in the NPPF. It is now an online resource which is regularly updated.

2.5 The PPG in Paragraph: 002 Reference ID: 42-002-20140306 states that Travel Plans and Transport Assessments are ways of assessing and mitigating the negative transport impacts of development in order to promote sustainable development. They are required for all developments which generate significant amounts of movements.

2.6 The Guidance goes on to explain what these documents are, why they are important, what information they should contain and how they should relate to one another.

2.7 The Guidance focuses on an 'outcomes' approach to TPs, requiring that specific outcomes or targets be established by agreement on what should be achieved through the TP over time.

## *Circular 01/2022*

- 2.8 Circular 01/2022 was published by the Department for Transport on 23rd December 2022 and replaces the policies in Circular 02/2013.
- 2.9 Paragraph 47 of the Circular discusses engaging with NH at the pre-application stage on the scope of the Transport Assessment/ Statements and Travel Plans.
- 2.10 Paragraph 48 states that where a Transport Assessment is required, this should “...start with a vision of what the development is seeking to achieve and then test a set of scenarios to determine the optimum design and transport infrastructure to realise this vision”.
- 2.11 In terms of assessing development proposals, paragraph 49 identifies that a Transport Assessment must consider existing and forecast levels of traffic on the Strategic Road Network, alongside any additional trips from committed developments that would impact the same sections. It goes on to say that:

*"Assumptions underpinning projected levels of traffic should be clearly stated to avoid the default factoring up of baseline traffic. The scenario(s) to be assessed, which depending on the development and local circumstances may include sensitivity testing, should be agreed with the company; where a scenario with particularly high or low growth is proposed, this should be supported by appropriate evidence. Planned improvements to the SRN or local road network should also be considered in any assessment where there is a high degree of certainty that this will be delivered".*

- 2.12 Paragraph 50 of Circular 01/2022 states that an opening year assessment to include trips generated by the proposed development, forecasted growth and committed development shall be carried out to establish the residual transport impacts of the proposed development. For multi-purpose developments, it is discussed that additional assessments shall be provided based on the opening of each phase.
- 2.13 Paragraph 51 goes on to discuss that where a Transport Assessment indicates that a development would have an unacceptable impact or the residual cumulative impacts on the SRN would be severe, the need for improvements and when they need to be implemented should be identified.

## *National Policy Statement for Ports*

- 2.14 The National Policy Statement for Ports was designated as a National Policy Statement in January 2012. This document confirms the Governments recognition of the essential role of ports to the economy and their support for providing future growth.
- 2.15 Of particular relevance to this assessment is Section 5.4 which refers to the applicants assessment and confirms that:
- "In the case of container terminal development, account should be taken of the projected proportion of transshipment of containers and its variation over time as, for example, the proportion of direct-call may grow with overall demand." [Para 5.4.7]*
- 2.16 Paragraph 5.4.6 notes that “if additional transport infrastructure is proposed, applicants should discuss with network providers the possibility of co-funding by Government for any third party benefits”. This is further supported by 5.4.11 – 12 which confirms that:

5.4.10 *Provided that the applicant is willing to enter into planning or transport obligations, or conditions can be imposed to mitigate transport impacts identified in the WebTAG/WeITAG transport assessment, with attribution of costs calculated in accordance with the Department for Transport's guidance, then development consent should not be withheld and appropriately limited weight should be applied to residual effects on the surrounding transport infrastructure.*

5.4.11 *Where mitigation is needed, possible demand management measures must be considered and, if feasible and operationally reasonable, required before considering conditions for the provision of new inland transport infrastructure to deal with remaining transport impacts is determined.*

5.4.12 *Demand management measures may in particular include lorry-booking arrangements aimed at spreading peak traffic within the working day. When the reasonableness of such measures is being determined, inflexibility of timing for arrival or departure at the other end of the journey (for example, at a distribution depot), should not be accorded great weight. This is because it is the Government's policy to encourage flexibility at both ends of the journey wherever possible.*

5.4.22 *Where a development, including any container or ro-ro development, is likely to generate or attract substantial HGV traffic, the decision-maker may attach requirements to a consent that:*

- *control numbers of HGV movements to and from the site in a specified period during its construction and possible on the routing of such movements;*
- *make sufficient provision of HGV parking, either on the port estate or at dedicated facilities elsewhere, to avoid 'overspill' parking on public roads during normal operating conditions. Developments should be designed with sufficient road capacity and parking provision (whether on- or off-site) to avoid the need for prolonged queuing on approach roads, and particularly for uncontrolled on-street HGV parking on nearby public roads in normal traffic operating conditions, and allowing reasonable estimates for peak traffic patterns and fluctuations during normal operations;*
- *ensure satisfactory arrangements, taking account of the views of road network providers and of the responsible police force(s), for dealing with reasonably foreseeable abnormal disruption. Where such effects are likely to cause queuing on the strategic road network or significant queuing on local roads, the applicant should include the outcome of consultation with the relevant police force(s) as to traffic management measures that will be brought into effect, what the procedures will be for triggering them, and attribution of costs.*

## **Local Planning Policy**

### *Thurrock Core Strategy and Policies for the Management of Development*

2.17 The Thurrock Core Strategy and Policies for the Management of Development was adopted in December 2011. The London Gateway Site (formerly Shell Haven) is identified within Core Strategy Policy CSSP2 as a Key Strategic Employment Hub that will generate 11,000 to 13,000 jobs.

2.18 The following transport policies relate to London Gateway specifically:

#### **CSTP15 – Transport in Greater Thurrock**

*In Greater Thurrock, accessibility, especially to work, education and healthcare, will be improved. To achieve this, the Council and partners will:*



*(v) support more sustainable and healthy patterns through school and workplace travel plans, particularly in South Ockendon and in accessing London Gateway. The latter should include improved public transport interchange at Stanford-le-Hope railway station and with SERT, to connect with local bus services to London Gateway....*

*(vii) Ensure new development especially London Gateway, promotes high levels of accessibility by sustainable transport modes and local services are conveniently located to reduce the need to travel by car.*

### **CSTP16 – National and Regional Transport Networks**

*1. The Council will work with partners to deliver improvements to national and regional transport networks to ensure growth does not result in routes being above capacity. Public transport improvements will be prioritised in order to achieve a modal shift. To achieve this the Council and partners will:*

*(i) Develop a high quality network of inter-urban transport routes offering a minimum of a half hour frequency during the day, linking the Thurrock Urban centre with other regional Transport Nodes and London;*

*(ii) Improve capacity by lengthening platforms at key stations;*

*(iii) Provide a route linking Thurrock Urban Area to Basildon through SERT by 2016 followed by additional routes to other Regional Transport Nodes;*

*(iv) Improve passenger connections that make use of the River Thames such as linking Tilbury and Gravesend;*

*(v) Improve capacity and connections between modes of transport at key transport interchanges such as rail stations. Priority will be given to:*

*i. Improvements of inter-urban public transport routes and connections, and especially access to Strategic Employment Sites.*

*ii. Improvements at Grays, Stanford-le-Hope, Chafford Hundred/Lakeside, Tilbury, and Purfleet, and a new rail station at West Thurrock*

*(vi) Target key economically important routes for accident reduction interventions*

*(vii) Support delivery of additional highway capacity, including through the use of technology and information, but only where modal shift will be insufficient to address congestion. Opportunities will be taken to improve public transport as part of any enhancements. Priority will be given to routes that provide access, especially freight, to Strategic Employment Sites, the ports at London Gateway, Tilbury and Purfleet, and regeneration areas. This will include:*

*i. M25 between junctions 27 and 30*

*ii. M25 Junction 30*

*iii. A13 from A128 to A1014*

*iv. A13 and A1089 junction improvement*

*v. A1014 from A13 to London Gateway*

*2. Thurrock Council will, with the Highways Agency and relevant stakeholders where appropriate, identify cost effective interim measures to deliver sustainable and efficient national and regional transportation infrastructure within Thurrock.*

### **CTSP17 – Strategic Freight Movement and Access to Ports**

*The Council will support the logistics and port sectors, and the positive impacts on freight activity in Thurrock and beyond, by:*

1. *Facilitating a shift to rail freight and freight carried on the River Thames. This will be through:*
  - i. *Protecting inter-modal, rail and water-borne freight facilities from other development at locations where demand exists or is expected to exist.*
  - ii. *Promoting the use of rail and water borne freight facilities by supporting the development of appropriate infrastructure.*
  - iii. *Supporting improvements to facilitate sustainable freight movements including the rail hub at London Gateway, the South West Thurrock Railhead and improving access to ports*
2. *Facilitating the provision of 24 hour lorry parks at Tilbury port, London Gateway and West Thurrock. Subject to compliance with other policies in this plan, other lorry parks will be considered in locations where demand can be shown to exist, which are located away from residential areas and have good access to the Strategic Road Network*
3. *Working as part of the Freight Quality Partnership and with other relevant partners, in order to:*
  - i. *Maximise modal shift opportunities;*
  - ii. *Ensure freight traffic keeps to the most suitable routes as defined in Thurrock Council's Road Network Hierarchy;*
  - iii. *Promote the use of less polluting freight vehicles; and*
  - iv. *Reduce the adverse impact of congestion caused by road freight on the A13, A1089 and the A1306.*

*With reference to point 2 above, Policy PMD 11 of the Core Strategy requires that all developments for B1, B2 and B8 development over 30,000 sqm will:*

*"only be permitted where adequate facilities are provided for drivers of commercial vehicles. Where 24-hour operation is permitted for such developments, provision must be made for overnight parking for goods vehicles in accordance with the Layout and Standards SPD."*

*The London Gateway park development, promoted through the LDO, conforms to the relevant national and local policies by:*

- *proposing industrial and commercial development as per the strategic employment designation within the Thurrock Core Strategy;*
- *facilitating sustainable patterns of freight transport in synergy with the committed port development;*
- *the delivery of rail facilities is secured through the consented Transport and Works Act Order (TWAO) and Harbour Empowerment Order (HEO), thereby allowing the provision of rail served freight distribution units through the permitted TWAO/HEO at Shell Haven;*
- *providing a site wide Travel Plan which seeks to promote sustainable modes of transport, which includes funding for site serving bus routes;*
- *promoting and pursuing opportunities to make provision for appropriate levels of HGV/Lorry Parking;*
- *providing new cycle and pedestrian infrastructure which integrates fully with the wider area; and by providing appropriate mitigation.*

### 3. Existing Site Accessibility

#### Site Location

3.1 The Logistics Park is located within the Unitary Authority of Thurrock, which lies north of the River Thames and to the immediate east of London. The site is situated to the east of the Borough, bounded to the north by the A1014 and by the south by the River Thames. The nearest towns are Stanford-le-Hope and Corringham approximately 3-4km to the west and Canvey Island approximately 7km to the east of the site.

#### Pedestrian and Cycle Facilities

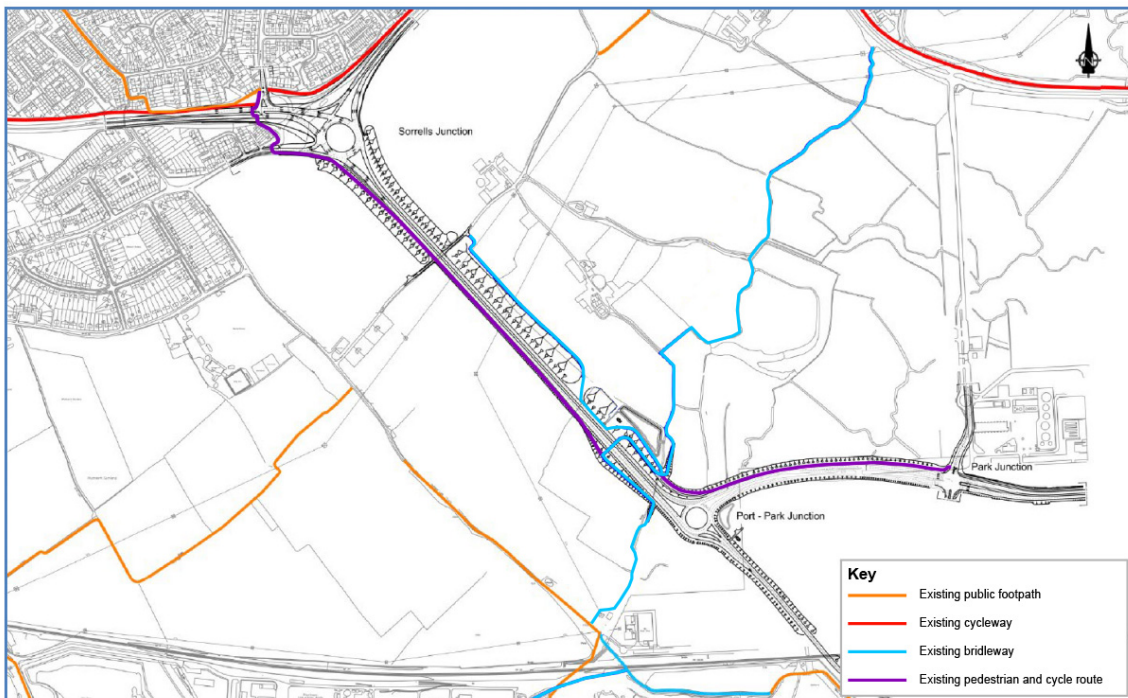
3.2 The access road serving London Gateway Logistics Park and Port includes a 3.5m wide shared foot/ cycleway along the south-western side of the carriageway. At the A1014/ Corringham Road roundabout, there is a signalised toucan crossing facility over Corringham Road and also over the A1014 to the west of the roundabout. This provides connection onto National Cycle Network (NCN) Route 13 which runs along the northern side of the A1014 to the east and west as an off-road facility.

3.3 To the south, there is a bridge foot/ cycle bridge over the access road to the Logistics Park and the Port. This provides connection onto a 3.5m wide shared foot/ cycleway running along the northern side of Ocean Boulevard, which continues into the Park where there is a network of facilities and dedicated crossing facilities providing access to the various plots.

3.4 To the south of the bridge, before crossing the access road, there is a segregated foot/ cycle which can be used to access Rainbow Lane to the south which is a bridleway (PRoW No 39). There is also a new bridleway running along the eastern side of the access road, behind the acoustic bunding, which links the bridge to High Road.

3.5 A plan showing cycle and pedestrian routes is provided below in **Figure 3-1**.

Figure 3-1: Cycle and Pedestrian Routes



## Rail Facilities

- 3.6 The nearest rail station is Stanford-le-Hope, which is approximately 4km west of the Site. The station provides services to the east and west of the Borough, with frequent services to London Fenchurch Street, with approximately four trains in the morning and evening peak hours. Overall, the C2C line provides good services to and from London. **Table 3-1** shows the stations within the vicinity of the Site, relevant distances from the site and the frequency of services they provide.
- 3.7 A freight line, the Thames Haven Branch Line, runs along the southern boundary of the LDO site. There is a terminal at the Port providing access to this freight line.

Table 3-1: Rail Service Summary

Destination	Frequency	Average Journey Time
London Fenchurch Street	30mins	49mins
Southend Central	30mins	24mins

## Bus Facilities

- 3.8 There are a number of frequent bus services currently routing through Stanford le Hope, Corringham and Fobbing. The closest existing bus stops are located on Corringham Road approximately 3km from the centre of the site. A summary of the services calling at these bus stops is provided in **Table 3-2**.

Table 3-2: Bus Service Summary

Service	Route	Weekday Frequency			First Bus	Last Bus
		AM Peak	PM Peak	Off-Peak		
100	Basildon – Lakeside	Every 20mins	Every 20mins	Every 20mins	05:50	22:50
Z4	Amazon, Tilbury	4 services per day			05:16	19:14

- 3.9 A planning application for the construction of a Transport Interchange at Stanford-le-Hope Railway Station was submitted in October 2023. The Transport Assessment prepared for the application identifies that the proposals will facilitate the provision of a new shuttle bus terminal for buses for the Logistics Park, the Port and Thames Enterprise Park. It is proposed that measures to support this will be secured as part of LDO2.

## Committed Sustainable Transport Initiatives

- 3.10 There are a number of further measures, initiatives and funding sources which are committed in the local area which will have a considerable influence on the local sustainable transport network. These are discussed in more detail below.
- 3.11 Thurrock Council has been successful in securing funding from the Local Sustainable Transport Fund (LSTF). This committed funding, will offer the opportunity to increase the sustainable travel within Thurrock (which includes Stanford-le-Hope and Corringham areas). The following initiatives will be supported:

- Workplace travel planning;
- Personal journey planning;
- Sustainable travel to schools;
- Lift-sharing;
- Marketing and promotion;

- Walking and cycling infrastructure;
- Public transport improvements; and
- Sustainable Freight movements.

3.12 It is to be noted that the London Gateway Port development is committed to provide funding to the London Gateway Travel Plan Committee (LGTPC - see Section 4) at a rate of £25,000 per berth (payable prior to first operational use of the berth). Such funding shall be utilised in accordance with the LGTPC constitution.

3.13 The Port Travel Plan includes commitments towards the provision of a private minibus service. This will be introduced and is designed to be flexible to meet the demands of the shift system and the requirements of employees. The Development Promoter will give reasonable consideration to the views of the LGTPC (discussed further in Section 4) on the timing and frequency of the minibus service

## 4. Management

### Responsible Parties

4.1 Overall there shall be four parties with responsibility for the management of this Travel Plan and the implementation of the measures and initiatives set out in Section 5. These are described below.

### The Development Promoter

4.2 This effectively constitutes the Landowner, who shall promote the development permitted by the LDO to potential Occupiers either on a freehold or leasehold basis. The Development Promoter shall be responsible for the provision of areas of common infrastructure in accordance with the design parameters set out in the London Gateway Logistics Park LDO Design Code. The Development Promoter shall also be responsible for the provision of certain overarching site wide measures and initiatives (which may be implemented and operated on behalf of the development by the site Management Company (see below)).

### Site Management Company

4.3 A site Management Company has been appointed by the Development Promoters for the purpose of the on-going maintenance of the common infrastructure in perpetuity and the on-going provision of the overarching site wide measures for the term that that are required (see Section 5). The Management Company, whose Terms of reference are set out in **Appendix A**, shall be funded via a service charge payable by individual plot Occupiers.

### The Plot Occupiers

4.4 Plot Occupiers may either acquire plots within the site on a freehold or leasehold basis for the purpose of developing B1, B2 or B8 commercial buildings. Where the acquisition is leasehold, Occupiers may lease the land and develop the building themselves or alternatively they may lease floor-space within a building which has been developed by the Development Promoter. Occupiers shall be responsible for the provision of sustainable transport infrastructure as required within the plot boundary (as set out within the London Gateway Logistics Park LDO Design Code) along with the implementation of certain measures and initiatives as set out in Section 5.

### The London Gateway Travel Plan Committee

4.5 The London Gateway Travel Plan Committee (LGTPC) was established in 2008 to satisfy obligations set out within the OPC and HEO (noting that the role of the LGTPC relates to management of both Port and Park developments). The LDO Travel Plan effectively supplants the OPC Travel Plan as the mechanism by which sustainable transport modes are promoted and facilitated in relation to the Logistics Park development.

4.6 In order to recognise the introduction of the LDO, the Development Promoter will continue to participate as an active member of the LGTPC in accordance with the constitution, which is proposed to be revised to accommodate changes in membership and the terms of the LDO. The revised Constitution is provided at **Appendix B**.

4.7 The LGTPC comprises the following key stakeholders:

- Thurrock Borough Council;
- Essex County Council;
- The Highways Agency;
- The Development Promoter; and
- London Gateway Port Limited (LGPL, the Harbour Authority).

4.8 The LGTPC will take a pro-active role in confirming that the Occupier Travel Plans provided in relation to each individual commercial plot satisfy the requirements of this Travel Plan. It is a requirement that such Occupier Travel Plans be submitted to the LGTPC.

4.9 The LGTPC will decide how best to utilise funding provided via the 'Travel Plan Levy' (in addition to funding provided in relation to the Port development) to support sustainable transport modes and deliver the objectives and targets of this Travel Plan. In making such decisions the LGTPC shall have regard to monitoring data received (See Section 6) and shall utilise funding in an anticipatory manner with a view to remedying deficiencies ahead of the identified targets.

4.10 The LGTPC shall have discretion to determine how funding provided to the TPC via the Travel Plan Levy (in addition to that provided in relation to the Port development) is utilised. In general terms however the provision of the following facilities is anticipated:

- Bus shelters at 11 locations within Essex (incorporating bus boarders and real time information);
- Real time information on 10 buses;
- Subsidisation of bus services links to Stanford-le-Hope and Basildon stations;
- Subsidisation of bus ticket prices;
- Funding for additional monitoring as deemed to be required by the LGTPC; and
- Funding for other innovative initiatives (such as secure cycle hire facilities at Stanford-le-Hope station).

4.11 LGTPC meets on a six monthly basis, although more regular meetings may be required during the initial stages, for example in relation to the implementation of the initiatives associated with the provision of public transport.

## **Parties' Agents**

4.12 As part of their responsibility for the management of this Travel Plan and the implementation of the measures and initiatives, the site Management Company and each Occupier is required to procure the services of an agent who shall act on their behalf. These are discussed as follows:

## **Travel Plan Coordinator**

4.13 The Travel Plan Coordinator (TPCo) has been appointed for the Logistics Park and is funded by the site Management Company. The TPCo is based on site and, in addition to overseeing the implementation of measures and initiatives on behalf of the site Management Company (see Section 5), acts as a conduit for communication and liaison between the Development Promoter, the site Management Company, Occupiers and their agents, and the LGTPC.

4.14 Potential exists that the role of the TPCo may be extended to provide a Travel Planning service to Occupiers, effectively providing an agency service to the Occupiers in place of the Transport Liaison Officers. In such circumstances it is anticipated that a Team of TPCo's would be provided, funded in part by the site service charge with overall responsibility to the site Management Company.

4.15 It is to be noted that the Port development is also subject to the requirement for a TPCo to be provided. Where both developments are operational concurrently it is envisaged that both roles shall be fulfilled by a single representative, such as to promote synergy between the respective Travel Plan measures and initiatives.

### Transport Liaison Officers

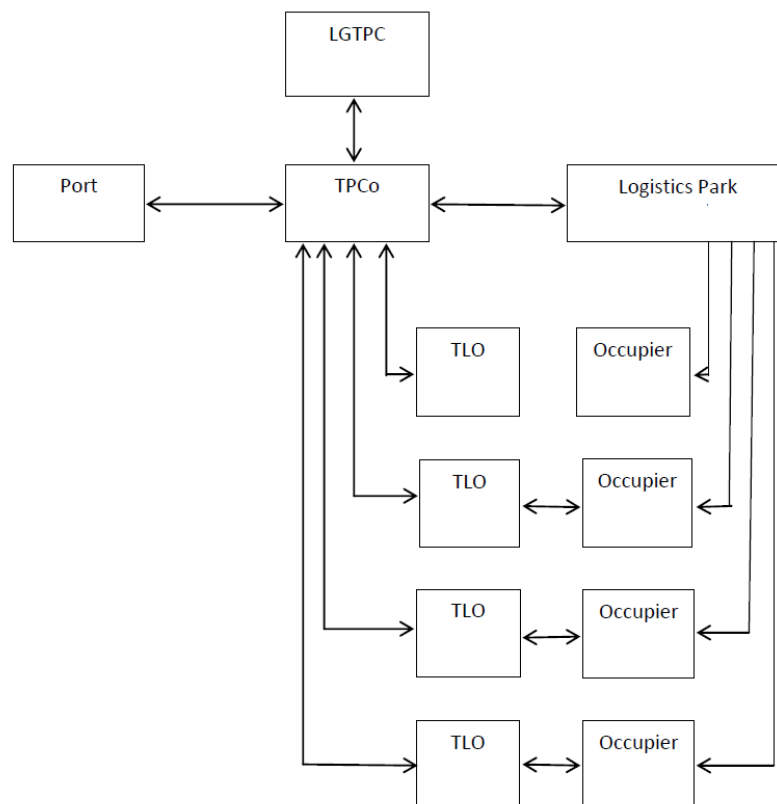
4.16 Separate Transport Liaison Officers (TLO's) shall be appointed by each of the Occupiers no later than 3 months prior to the first occupation of each respective building in order to ensure that sufficient time is available to finalise arrangements for key measures.

4.17 TLO's shall be based on plot and shall be responsible for overseeing the implementation of measures and initiatives on behalf of the Occupier (see Section 5) in respect of the building and plot in question. The TLO shall also be responsible for reporting to and liaison with the TPCo and for acting as a conduit for communication between the TPCo and the Occupier/staff employed on plot.

4.18 As discussed above, potential exists for the role of the TLO to be provided by the TPCo as part of a site-wide travel planning service.

4.19 Figure 4.1 below provides a diagrammatic representation of the relationships between the various parties involved in the management and implementation of this Travel Plan and the measures and initiatives set out in Section 5 herein.

Figure 4.1 – Travel Plan Management and Implementation





## 5. Measures and Initiatives

### Funding

- 5.1 Upon implementation of each building, the Development Promoter shall pay the Travel Plan Levy to the Travel Plan Committee at a rate of £1.45 per square metre of GIA floorspace proposed within each building. The funding provided via the Levy shall be held by Thurrock Council on behalf of the Travel Plan Committee in accordance with the terms set out in the Committee Constitution. Payment of the levy is a provision of this Travel Plan, compliance with which is secured via the Section 106.
- 5.2 The above funding shall be index linked from the date of the LDO in accordance with the formulae which is provided within the Section 106.

### Infrastructure

- 5.3 The Section 106 sets out the obligations in relations to highways and transportation. Details of this are set out within the Transport Statement prepared for LDO1.5.

### Site Management Company

- 5.4 The following measures and initiatives shall be implemented and maintained by the site Management Company, who shall also maintain the on-site infrastructure.

### Measures and Initiatives

- 5.5 The Logistics Park has an appointed Travel Plan Coordinator (TPCo) (see Section 4).
- 5.6 The site Management Company shall maintain on-going and active involvement within the LGTPC for the duration that it is in existence in accordance with the Constitution.
- 5.7 From the time of appointment the TPCo, acting on behalf of the site Management Company, shall use reasonable endeavours to liaise with public transport service providers and local authorities to secure season ticket discounts, subsidies and cross ticketing initiatives.
- 5.8 From first operational use of any building within the Logistics Park development the site Management Company shall participate in any National Travel Awareness Days.
- 5.9 From first operational use of any building within the Logistics Park development and for the duration that any building within the Logistics Park is in operational use the TPCo, acting on behalf of the site Management Company, shall provide a Personalised Journey Planning service to all persons employed within the Logistics Park. The service shall identify the most efficient and viable route to site via sustainable transport modes.
- 5.10 Prior to operational use of any commercial building within the Logistics Park, the site Management Company ensured that a Travel Planning Website was brought into operation. The Travel Planning Website is accessed via a link on the main London Gateway website (<https://www.dpworld.com/london-gateway/port/travel-plan>).
- 5.11 The Travel Planning Website will be maintained by the TPCo for the duration that any of the buildings within the Logistics Park are in operational use. The TPCo shall be responsible for ensuring that all information provided via the website is up to date (subject to the provision of information by service providers where applicable).

- 5.12 Upon appointment of each Transport Liaison Officer, the TPCo shall arrange to meet the TLO to discuss the management of the Travel Planning regime and inform the TLO of the Travel Planning Website and the information which is available.
- 5.13 From first operational use of any building within the Logistics Park development, the TPCo shall arrange and facilitate monthly 'Travel Plan Liaison Meetings' with all TLO's appointed at that time. The site Management Company shall provide adequate meeting facilities for this purpose.
- 5.14 In accordance with the LDO Design Code, for a period of at least 5 years from the date of the LDO no development shall take place in an area of the LDO site comprising not less than 50ha of land situated within a zone 300m from (a) the Thames Haven Branch Line or from (b) the common user siding without provision having been made for rail access to the national rail network.
- 5.15 The TPCo, acting on behalf of the site Management Company, shall be responsible for the collation of and submission to the LGTPC of monitoring information in accordance with the requirements set out in Section 6.

## **Occupiers**

- 5.16 The following physical infrastructure provisions and measures/initiatives shall be provided and maintained by the Occupier in relation to each commercial building plot.

## **Infrastructure**

- 5.17 All commercial buildings and associated plots shall provide the following facilities prior to first occupation of each respective building:
- Footway/Cycleway facilities in accordance with of the LDO Design Code;
  - Secure and covered cycle parking in accordance with the LDO Design Code;
  - Showers and lockers in accordance with the Design Code;
  - Display panels capable of receiving and displaying real time passenger transport information. The Occupier shall use reasonable endeavours to procure the supply of real time passenger transport information to the panels which shall be located in a prominent position within each building; and
  - Dedicated and conveniently located parking spaces for electric vehicles, along with adjacent charging points and facilities, in accordance with the Design Code.
- 5.18 The above facilities shall be maintained for the duration that the related building is in operational use for use by staff employed within the building plot.

## **Measures and Initiatives**

- 5.19 At least 2 months prior to first operational use of each commercial building the Occupier shall submit their Occupier Travel Plan, which demonstrate how the related building and plot shall satisfy the requirements of this Travel Plan, to the member parties of the LGTPC. The Occupier Travel Plan shall include details of the Car Park Management Plan (discussed further in Paragraph 5.24). In accordance with the proposed revised constitution, the Chair party of the LGTPC, within one month of receipt of the Occupier Travel Plan, shall arrange an extraordinary meeting of the Committee to discuss the Occupier Travel Plan and confirm it accords with the terms of the LDO or alternatively to make recommendations for amendment to the Occupier Travel Plan. The Occupier Travel Plan shall subsequently be amended to address such reasonable recommendations and re-submitted prior to operational use of the building.

5.20 The TLO in respect of each commercial building within the Logistics Park shall be appointed at least one month prior to first operational use of the building (or alternatively the Occupier shall make arrangements to procure the travel plan coordination services of the site management company who thereafter shall satisfy the requirements placed upon the Occupier by this Travel Plan and the Occupier Travel Plan). The TLO (or travel plan coordination service) shall be provided for the duration that the related commercial building is in operational use.

5.21 From first operational use of each commercial building within the Logistics Park and thereafter whilst the building is within operational use the Occupier shall provide a guaranteed ride home to any employee who is involved in car sharing but becomes unwell or otherwise is required to leave site as a result of an emergency, or should their lift become unexpectedly unavailable for similar reasons

5.22 From first operational use of each commercial building within the Logistics Park and thereafter whilst the building is within operational use the Occupier shall undertake the following:

- To use reasonable endeavours, including funding where reasonable and viable, to procure monthly cycle maintenance events, involving a visit to site by a suitable expert to provide advice and training regarding bicycle maintenance to site employees;
- Participation in National Travel Awareness Days and events;
- To provide low interest loans to employees for the purchase of passenger transport season tickets and bicycles;
- Promote and support a ride to work tax exemption schemes such as the Governments ride to work initiative; and
- To provide a pool of equipment to encourage/facilitate walking and cycling during inclement weather conditions such as umbrellas and waterproof clothing at a range of sizes. One set of such facilities shall be provided per 50 site employees.

5.23 It is to be noted that funding secured by Thurrock Council as part of the successful bid to the Local Sustainable Transport Fund was available to provide cycle proficiency training to persons employed at the Logistics Park. As the LSTF funding is no longer available, the Occupier is committed to funding the provision of such training to staff whilst each commercial building is in operational use (on the basis that staff members shall receive training no more than once each).

5.24 Upon first operational use of each commercial building within the Logistics Park and for the duration that the building remains in operation the TLO, acting on behalf of the Occupier, shall implement the Car Park Management Plan (which is first submitted to the Travel Plan Committee for comment in accordance with Paragraph 5.19). The Car Park Management Plan shall include the following details:

- Number of car parking spaces available on plot;
- Number of available disabled spaces;
- Number of spaces designated for car sharers and a plan indicating their location within the plot;
- Details of the methods to be employed to identify car sharers and allocate designated spaces; and
- Details of methods to be employed to ensure staff are made aware of the Car Park Management Plan (including opportunities to benefit from the use of designated spaces).

- 5.25 For the duration that the building remains in operation car parking usage shall be surveyed by the TLO on a 6 monthly basis on a Tuesday, Wednesday or Thursday during the months of April and October and reported to the TPCo.
- 5.26 As part of any recruitment campaign relating to staffing of a commercial building within the Logistics Park the Occupier shall use reasonable endeavours to target areas local to the site or areas along public transport corridors with easy access to the site.
- 5.27 No less than one month prior to first operational use of each commercial building within the Logistics Park the Occupier shall become a member of the Thurrock Freight Quality Partnership and shall retain membership for the duration that the building is within operational use. The TLO or an appropriate substitute shall attend all meetings of the FQP. The TLO's shall also use reasonable endeavours to make any hauliers operating in relation to the respective commercial building aware of the Thurrock FQP and the Freight Information Portal accessible via the Travel Planning Website, provide them with promotional information regarding the FQP and encourage them to become FQP members.
- 5.28 The TLO's shall use reasonable endeavours to make hauliers aware of and encourage hauliers to join best practice schemes such as 'Ecostars'.
- 5.29 The TLO's shall use reasonable endeavours to encourage hauliers to fit vehicles with suitable cycle safety equipment.
- 5.30 The TLO shall use reasonable endeavours to direct the routing of freight and operational movements associated with their respective plot to utilise preferred routes and avoid use of restricted routes.
- 5.31 From first operational use of each commercial building within the Logistics Park the TLO, acting on behalf of the Occupier, shall take the following steps to make employees aware of the Development Promoters Travel Planning Website, the information contained therein and any other available information relating to sustainable transport facilities or opportunities:
- The preparation of a leaflet which promotes the Travel Planning Website to be handed to and discussed with employees during employee inductions. Within one week of commencement of their employment the TLO shall e-mail each employee requesting their feedback on the Travel Planning Website and any feedback received shall be discussed with the TPCo;
  - Posting of appropriate notices on notice boards which shall be updated as appropriate; and
  - Monthly e-mails to all staff employed within the related building and plot promoting the promoting the Travel Planning Website.
- 5.32 These measures shall be maintained for the duration that the commercial building is in operational use with information updated periodically as appropriate.
- 5.33 Upon first appointment the TLO shall agree to attend the meeting with the TPCo as discussed in Paragraph 5.12 The TLO shall also attend all 'Travel Plan Liaison Meetings' referred to in Paragraph 5.13. Where a TLO is unavailable due to illness or holiday leave they shall nominate a suitable proxy to attend in their place.
- 5.34 The TLO, acting on behalf of the Occupier, shall be responsible for the surveying, collation of and submission to the TPCo of monitoring information in accordance with the requirements set out in Section 6.

## 6. Targets and Monitoring

6.1 The objective of this Travel Plan and the detailed provisions herein is to ensure targets for the proportion of transport by sustainable modes and total road traffic are met or, if possible, improved upon (improvement constituting an increase in sustainable transport mode share and a corresponding reduction in road traffic). It shall be the responsibility of the parties identified in Section 4 to endeavour to ensure this objective is achieved.

### Targets

6.2 Sustainable transport mode share targets for employees/visitors and freight transport for LDO1, as set out within the LDO Transport Assessment, are summarised in Tables 6.1 and 6.2 below. These targets have been retained for the purposes of LDO1.5 and will be revised and updated for LDO2 in due course.

Table 6.1 - Employee/Visitor mode share targets

Development Year	% Development	Car Occupancy	% Non-Car	% Car Driver	% Car Passenger
Year 1	14	1.2	5	79	16
Year 6	50	1.25	7.5	75	17.5
Year 12	100	1.3	10	70	20

Table 6.2 – Freight mode share targets

Development Year	% use of rail (Park)	Port centric <sup>1</sup>
Year 1	2%	0%
Year 6	5%	55%
Full Development	10%	76%

<sup>1</sup> Portcentrics relates to the proportion of goods imported/exported to/from the commercial building via the London Gateway Port. The landside transportation of such imports/exports is absorbed entirely within the boundary of the port/park site and therefore does not impact upon the local or strategic road or rail network.

6.3 In addition to the above mode share targets, the LDO1.5 Section 106 sets out the obligations in relation to highways. Details of this are set out within the Transport Statement prepared for LDO1.5.

### Toolkit Measures

6.4 Further measures that could be implemented on a voluntary basis, beyond those committed as part of this Travel Plan or implemented by the LGTPC using funding generated by the Travel Plan levy, include:

- Further incentives to staff employed at the Logistics Park to travel by sustainable modes. Such incentives may take the form of competition prizes, discounted travel or direct financial incentives;
- Implementation of a parking charging scheme. This could include a charging regime determined by the employees ability to travel by sustainable modes with higher charges for those benefiting from good sustainable transport links;
- Financial incentives towards increased transport of Freight via rail or sea modes; and
- Incentives for lorry drivers/haulage companies to avoid travelling during the peak periods (i.e. a free breakfast or dinner in the café during the traditional AM and PM peak periods).

## Monitoring and Reporting

6.5 The primary responsibility for monitoring and reporting shall lie with the TPCo. The TPCo shall obtain data from the TLOs on behalf of the Occupiers and from the Development Promoters [or Management Company] in relation to site-wide movements. The results shall be reported to the LGTPC who shall advise the party with responsibility of the appropriate action to be taken and consider the monitoring results in the allocation of LGTPC spending.

## Occupiers' Responsibilities

6.6 From first operational use of each commercial building within the Logistics Park during the months of April and October, and therefore on a 6 monthly basis, the TLO, acting on behalf of the Occupier, shall carry out Travel Plan monitoring comprising the following elements:

- A staff travel survey comprising a proforma which is sent out to all staff seeking details of frequency of use of various modes for travel to work, reasons for travel choices, comments and feedback on public transport services and walking and cycling facilities, feedback regarding the Travel Planning Website and the information it provides and feedback on the site wide car share database. To encourage staff to take part in the travel survey all employees who complete and return a proforma shall be entered into a prize draw which shall offer a prize of a value of not less than £200. The survey and prize draw shall be advertised to staff on notice boards;
- A parking survey comprising a series of 5 spot checks (on 5 different weekdays) and noting total car and HGV parking on site and total use of spaces designated for car sharing, disabled parking and electric cars;
- Information relating to the proportion of freight imported/exported via the London Gateway Port for the 6 months leading up to the survey date; and
- Information relating to the proportion of freight imported/exported by rail for the 6 months leading up to the survey date.

6.7 Upon receipt of the monitoring information the TLO shall compile this into a report. The report shall be submitted to the TPCo within one month of the completion of the survey (i.e. by the 31st May and 30th November respectively). Copies of the report shall also be provided to the senior management team of the Occupier.

## Site Management Companies Responsibility

6.8 During the months of June and December, the TPCo, acting on behalf of the site Management Company, shall collate all survey reports from the various TLO's into a single site wide monitoring report. The report shall present the information in the following form:

- Total employment on site and the proportion of such travelling to site by the various available modes;
- Total site freight import/export and the proportion of such transported via the London Gateway Port or via rail (in providing this information the TPCo, acting in liaison with the TLO's shall agree upon a common unit of measurement for quantity of total freight); and
- A summary of total of highway traffic generated by the Logistics Park and Port developments in the AM and PM peaks for the 6 months up to the monitoring period, measured at the new site access road immediately prior to the egress onto the public highway. This information shall be accompanied by a narrative which explains any trends, peaks and troughs in traffic flows (i.e. an unexpected peak).

6.9 The site wide monitoring report shall be provided by the TPCo to all members of the TPC by the 30th June and 31st December respectively. It is to be noted that the TPCo, in meeting his responsibilities in respect of the Port development, may provide this as a combined report. Copies of the report shall also be provided to the senior management team of the Development Promoters, site Management Company and all Occupiers.

## 7. Summary

7.1 The primary objectives of the Travel Plan are to promote sustainable travel patterns and to reduce the impact of employee and freight related transport, minimising impacts on (a) the local and strategic road networks and (b) on local communities. Provisions to achieve these objectives are summarised below.

### The Local and Strategic Road Network

7.2 In terms of influencing increased take up of sustainable transport modes the fundamental components of a successful Travel Plan are considered to be:

- The provision of suitable facilities which provide safe and convenient transport links;
- Incentives to direct choices towards take up of sustainable transport modes in place of reliance on the private motorcar; and
- Awareness of available facilities and the benefits of (i.e. incentives for) their use.

7.3 In terms of facilities, the Logistics Park development, via this Travel Plan and other obligations, has commitments a range of measures and the majority of these have now been implemented.

7.4 The transport choices of employees, Occupiers and freight hauliers shall be predominantly influenced by economic/cost considerations, and in this regard the Travel Plan seeks to balance choices in favour of sustainable transport by the provision of public transport subsidisation, cross ticketing initiatives and low interest loans, in addition to direct access to cost effective freight transport modes such as rail and transshipment. Further incentive shall be provided by the greater reliability provided by sustainable transport modes, when compared against road transport.

7.5 Awareness by employees, Occupiers and hauliers of the facilities and incentives discussed above shall be secured through the provision and interaction of the TLO's, TPCo and TPC who shall ensure that suitable information is advertised and readily available via services such as the Travel Plan website, notice boards, e-mail alerts and leaflets. The TLO's and dedicated TPCo shall be in direct contact with the Development Promoter, site Management Company, Occupiers, employees and hauliers to ensure that constant dialogue regarding sustainable travel opportunities takes place.

### Local Communities

7.6 Impacts upon local communities shall be mitigated by the steps to be taken to reduce overall highway use by employees and freight transport. However, even in the situation where Travel Plan targets are improved upon, the development will still generate significant levels of highway traffic. Therefore, the mitigation for local communities shall include measures to avoid (a) rat running by development-related highway traffic and (b) overnight HGV parking.

7.7 Information will be provided to employees, Occupiers and freight hauliers regarding preferred and prohibited routes and encouragement to adhere to the Logistics Parks policy for the preferred routes (the A1014 and A13) to be utilised where possible. In acknowledgement that there may be some use of local routes which is beyond the control of the Development Promoter or individual Occupiers, the Development Promoter shall provide funding through the Section 106 to enforce, existing restrictions, establish new restrictions or provide measures which discourage the use of such routes, through local communities.



- 7.8 To ensure that HGV's associated with the Logistics Park development do not park on local roads, suitable on site facilities for both HGV parking and HGV drivers are provided at a rate sufficient to meet demand, in accordance with the parking standards set out in the LDO Design Code.
- 7.9 Additionally, overnight facilities for HGV parking and HGV drivers shall be provided within commercial plots or alternatively within common infrastructure areas. In each case driver facilities shall be provided in close proximity to the parking areas and shall include kitchen facilities, showers facilities and rest areas. The rate of provision of the overnight parking and driver facilities shall be 1:3500 square metres of Gross Internal Area of the commercial buildings which is suitable to meet the level of provision identified to be required by the Thurrock Lorry Parking Study (March 2012).
- 7.10 The effectiveness of the provisions discussed above shall be subject to regular monitoring and reporting to allow decisions regarding the allocation of funding (by the council or the LGTPC) and the provision of additional voluntary measures to be informed by the situation 'on the ground'.

## **Appendix A - Site Management Company Remit**

**London Gateway Park Services Limited, the site management company.**

### **Management Principles**

The principle management aims of the London Gateway Park Services Limited are to:

- achieve and consistently deliver a level of service and environment to occupiers that reflects a high quality value driven ethos
- embrace the values of sustainable practices, relating to the environment, commercial objectives, social responsibilities, and the essential well-being of all personnel
- maintain all elements for the long term benefit of the occupiers and their customers
- seek continual improvement in the provision of services and management disciplines, bringing benefits to occupiers through the Park's adjacency to London Gateway port.
- achieve a secure, safe and world class logistics facility that enjoys long term success

### **Management Details**

The Logistics Park estate will be managed in two principal zones, recognising the development programme and the sharing of certain services and infrastructure facilities. In addition, a third zone will be formed by the private Main Access Road owned by the London Gateway Port Limited.

The Logistics Park Management Company will employ managers, facility personnel and administration staff directly, with all services and supplies procured through a strict contract regime that mirrors the corporate disciplines of DP World.

Principle areas of management activity will encompass:

- Logistics Park wide occupier engagement, promoting appropriate park community activities, key stakeholder engagement, and providing an estate management forum
- Company administration, asset management, financial accounting and budgets, and sinking fund management
- Utility supplies and distribution
- Water management and drainage
- Waste and recycling
- Community networked building and services management system integration and monitoring
- Landscape and physical environment management
- Security; hard, observation and preventative regimes
- Regulatory and statutory compliance, including health and safety

- Communications and IT, infrastructure and park community network
- General fabric maintenance and repairs and planned lifecycle maintenance regimes
- Traffic management, wayfinding and intelligent mapping, travel plan support and co-ordination
- Specialist services as required

The management team recognises the value and quality ambitions of the London Gateway Logistics Park. The team will embrace best practice approach, with the objective to achieve a world class ethos through its provision and co-ordination of management routines and practices.

**Appendix B - London Gateway Travel Plan Committee  
Proposed Constitution**

## **LONDON GATEWAY LOGISTICS PARK**

### **TRAVEL PLAN COMMITTEE – PROPOSED CONSTITUTION**

#### **1. CONTEXT**

- 1.1 The Travel Plan Committee was originally required to be constituted under the terms of the Section 106 agreement dated 18th May 2007 which was associated with the Outline Planning Consent (OPC) relating to the Shell Haven Oil Refinery site (the OPC Agreement) and The London Gateway Port Travel Plan (Ref: APP/0/103) and Supplemental Travel Plan.
- 1.2 This document sets out the revised terms of reference for the Travel Plan Committee, including its composition, powers, role, meetings, funding and participation in the management of the monitoring process, in the light of changes and the making of the London Gateway Logistics Park Local Development Order 2013 (LDO).
- 1.3 The parameters for this document were originally set out in the OPC Agreement, the OPC Travel Plan annexed thereto, the HEO Travel Plan and the Supplementary Travel Plan, and from directions made by the Secretary of State in the two “minded to grant” letters of 20th July 2005 and 8th August 2006. In relation to the OPC, it is to be noted that upon implementation of development pursuant to the LDO the Agreement and OPC Travel Plan shall be superseded by the LDO S106 Agreement and LDO Travel Plan.
- 1.4 Any proposed changes to this constitution which may be promoted to the members of the committee from time to time may only be adopted in so far as they are consistent with the terms of the LDO including the LDO S106 Agreement.

#### **2. LEGAL STATUS**

- 2.1 The Travel Plan Committee is not a legal entity and as such has no legal or statutory powers other than those given under this constitution.
- 2.2 It is acknowledged that membership of the Travel Plan committee does not limit the statutory roles of the Highway Agency, Thurrock Council, Essex County Council, or London Gateway Port Authority.
- 2.3 The Travel Plan Committee has developed a Memorandum of Understanding concerning how each respective committee member manages Freedom of Information Requests for Commercially sensitive information.

#### **3. DEFINITIONS AND INTERPRETATION**

- 3.1 LDO means the London Gateway Logistics Park Local Development Order 2013.
- 3.2 “OPC” means the Outline Planning Consent (Ref: THU/02/00084/OUT) relating to the London Gateway Logistics Park.
- 3.3 “HEO” means the Harbour Empowerment Order, which was made on the 2<sup>nd</sup> May 2008.

- 3.4 “Harbour Authority” (who shall be responsible for the Port/HEO development) means London Gateway Port Limited;
- 3.5 “The Development Promoter” means the landowner and includes the appointed LDO site management company
- 3.6 “London Gateway Site Offices” means the site offices at London Gateway
- 3.7 “Port site” means the site of the London Gateway Port as comprised in the HEO.
- 3.8 “Logistics Park site” means the site of the Logistics Park as defined in the LDO
- 3.9 “The Whole Site” means the combined Port site and Logistics Park site
- 3.10 “The LDO S106 Agreement” means the agreement between LG Park Freehold Limited, LG Park Leasehold Limited and Thurrock Borough Council dated (date to be inserted)
- 3.11 “Occupier” means a party who acquire a Freehold or Leasehold interest in a building or development plot for the purpose of carrying out commercial operations
- 3.12 “The Travel Plans” means the LDO Travel Plan, the HEO Travel Plan (Ref: APP/0/103) and the Supplemental Travel Plan
- 3.13 “Whole Site” means the whole of the site comprising both the site of the London Gateway Logistics Park and the London Gateway Port.
- 3.14 References to any party shall include their successors in title as developers of any part of the Whole Site or as planning or highway authority as the context requires.

#### **4. POWERS AND DUTIES**

##### **4.1 Terms of Reference**

- 4.1.1 To promote sustainable travel, investment in infrastructure, passenger transport services, freight management facilities and services and other measures which will encourage the employees of occupiers of the Whole Site, and visitors to the Whole Site to use non-car modes of transport to and from the Whole Site and to reduce the impact of freight traffic on the highway network and on local communities and to achieve the mode share targets.
- 4.1.2 To monitor and advise on actions related to the build-up of demand for trip-making at the Whole site and the share of transport by individual modes as development proceeds.
- 4.1.3 To make plans for the provision of passenger transport and non-car transport facilities as necessary to support the achievement of the target mode shares, including specifying passenger transport services which will be required prior to completion of the LDO development and during the roll out of development of the Logistics Park, including the provision of bus services from “day one”.
- 4.1.4 To determine the timing of investment in passenger transport facilities at the Whole Site (or facilities “off-site” required primarily to support the services required by the site) bearing in

mind that services are unlikely to be commercially viable initially and that resources need to be allocated when there are realistic prospects of seed funding activity resulting in the establishment of sustainable services.

- 4.1.5 To ensure that value for money is obtained and that the funding available for seed funding is used in the most appropriate way, by supporting services which can reasonably be expected to become self-sustaining.
- 4.1.6 To negotiate and let contracts through Thurrock Council for the operation of public transport services as the Whole Site develops, and continue to support such services once services become self-sustaining, to ensure that the mode share targets are met.
- 4.1.7 To work with Thurrock Council, the local bus operators and the rail operators to facilitate integrated measures, including cross ticketing, real time information displays and timetable scheduling. The Committee would also seek to work with all parties to promote the adoption of standards in a similar manner to Bus Quality Partnerships.
- 4.1.8 To approve Occupier Travel Plans, as submitted to the members of the Travel Plan Committee by the Occupiers in association with each commercial building, within one month of receipt by Committee members

#### **4.2 Holding and Allocation of Funds**

- 4.2.1 All funds provided to the Committee will be held in a specially designated interest bearing account by Thurrock Council in the name of the Travel Plan Committee.
- 4.2.2 The Committee shall apply funds in accordance with the LDO S106 Agreement and the Travel Plans where relevant and any subsequent variations thereto
- 4.2.3 Expenditure of the funds allocated to the Committee is limited to expenditure necessarily incurred in meeting the Terms of Reference of the Committee. Such expenditure may include, but is not limited to:
  - a) Capital costs of provision of bus stops, shelters, real-time information systems and other infrastructure;
  - b) Underwriting the net operating costs of bus services during the period immediately following introduction, whilst patronage on the service builds up in line with the development;
  - c) Making contributions towards the costs of maintaining operations centres, organising scheduled or demand responsive passenger transport, and providing information on services;
  - d) Cost of surveys, reports and monitoring over and above that undertaken directly by the Travel Plan Co-ordinator (on behalf of the Development Promoter) or each respective Transport Liaison Officer (on behalf of the Occupiers)



### **4.3 Monitoring**

The Committee will:

- 4.3.1 Liaise with and accept and consider reports from the Travel Plan Co-ordinator or Transport Liaison Officers, which shall be provided in accordance with the terms of the Travel Plans.
- 4.3.2 Provide feedback to the Travel Plan Co-ordinator relating to the impact of traffic, the operation of the Vehicle Booking System, on-site lorry parking facilities, and the private minibus service and upon Travel Plan initiatives, local and strategic traffic conditions, public safety and local amenity considerations.
- 4.3.3 Provide feedback to the Travel Plan Co-ordinator on the measures and initiatives outlined in the Travel Plans.
- 4.3.4 Carry out such additional regular (at least annual) monitoring as it considers appropriate.

### **4.4 Remedial Action and Compliance Measures**

- 4.4.1 The Committee shall where necessary give consideration to the taking of such remedial action or compliance measures required to meet the objectives of the Travel Plans

### **4.5 Committee to have power to seek alternative funding sources**

- 4.5.1 The Committee will be empowered to seek alternative sources of funding which may become available from outside agencies and take a pro-active role in attracting additional funding where opportunities exist to complement and enhance existing strategies.

## **5 MEMBERSHIP**

### **5.1 Members**

- 5.1.1 The Travel Plan Committee shall be constituted of up to 2 nominated representatives from each of:

- a) Highways Agency
- b) Thurrock Council
- c) Essex County Council

and one Representative from each of:

- d) The Harbour Authority
- e) The Development Promoter

- 5.2.1 Each party shall notify all other parties in writing upon the change of any nominated representative

## **5.2 Proxies**

5.2.1 Any nominated representative of any party may send a delegate or proxy to any meeting in his place giving no less than 3 days-notice to all other parties.

## **5.3 Quorum**

5.3.1 Any meeting of the Travel Plan committee shall not be quorate unless:

- a) At least 1 nominated representative of each party is in attendance; or
- b) A nominated proxy attends for each party who does not have a nominated representative in attendance

5.3.2 No business shall be transacted at any meeting unless a quorum is present although the committee may meet to consider information without a quorum being present.

5.3.3 In the event that the responses to the notice of meeting suggest a meeting will not be quorate all parties shall beforehand agree a mutually acceptable date for an additional or alternative meeting to take place to ensure that the committee meets the frequency requirement of clause 6.2 below.

## **5.4 Chairman**

5.4.1 All meetings to be chaired by one of the nominated representatives from Thurrock Council.

## **5.5 Secretary**

5.5.1 The Development Promoter shall appoint a secretary responsible for circulating draft minutes of each meeting unless otherwise agreed by the Committee

## **6. MEETINGS**

### **6.1 Overall Purposes**

6.1.1 Agreeing the apportionment of funds

6.1.2 Monitoring

6.1.3 Receiving and commenting upon reports

6.1.4 Providing feedback on the effects of Port and Logistics Park operations upon Travel Plan initiatives, local and strategic traffic conditions, public safety and local amenity conditions.

6.1.5 Making decisions on the allocation of funding and the nature of feedback to the Travel Plan Co-ordinator or Transport Liaison Officers.

### **6.2 Frequency**

6.2.1 The Committee shall meet at least once every 6 months during the months of July and February and more frequently by agreement.

- 6.2.2 At the request of any party, the Chairman shall convene an extraordinary meeting of the Committee
- 6.2.3 Upon receipt of a Occupier Travel Plan by the Committee members (and within one month of receipt) the Chair party shall call an extraordinary meeting to discuss and agree any feedback considered necessary
- 6.2.4 Any meeting of the Committee which is not quorate shall not count as a meeting for the purposes of clause 6.2.1 and 6.2.3 above.

### **6.3 Notification of meetings**

- 6.3.1 The chairman shall notify all parties of the next meeting, giving at least 20 working day's notice in writing.
- 6.3.2 Members shall respond not later than 10 working days before the meeting date indicating whether they will be attending or not.

### **6.4 Circulation of Agenda and Reports**

- 6.4.1 The chairman shall circulate the proposed agenda to all parties with the notice of the meeting.
- 6.4.2 The agenda shall always include a provision for 'other business' to be addressed.
- 6.4.3 Reports and papers shall be circulated with the proposed agenda save where documents are marked confidential by the proposing member.

### **6.5 Location of Meetings**

- 6.5.1 Either:
  - a) At a mutually convenient location, nominated by one party on a rotating basis; or
  - b) At the London Gateway offices

### **6.6 Invitations**

- 6.6.1 For the purposes of any meeting of the Committee any member may propose that a guest attends from an appropriate expert body to address the Committee. The proposed guest may only attend on the agreement of all parties.

### **6.7 Cancellation of Meetings**

- 6.7.1 Any proposed meeting may be cancelled:
  - a) Forthwith by the Chairman with the agreement of the parties and by notice to all parties in writing
- 6.7.2 In the event of any such cancellation the parties shall agree a mutually acceptable alternative which satisfies the requirements of paragraph 6.2.1 and 6.2.3.

6.7.3 The Chairman shall not be entitled to cancel a meeting if it would mean non-compliance with 6.2.1.

## **6.8 Minutes**

6.8.1 The Minutes of each meeting shall be circulated by the nominated secretary for that meeting within 10 working days of the meeting.

6.8.2 Minutes shall be treated as being agreed unless any party disputes the accuracy of such minutes within 20 working days (or as agreed by all parties) of receipt. Any dispute which cannot be resolved by discussion between the parties shall be resolved at the next scheduled meeting.

## **6.9 Procedure at meetings**

6.9.1 Apologies

6.9.2 Order of business: To be determined by the Chairman from the agenda circulated with the notice of the meeting.

6.9.3 Provisional date of next meeting.

## **6.10 Decisions**

6.10.1 Each resolution to be decided on a show of hands.

6.10.2 No party shall have a casting vote.

6.10.3 Each party shall have 1 vote, whether they have 1 or 2 nominated representatives.

6.10.4 No motion shall be passed unless all parties vote in favour.

## **6.11 Deadlock**

6.11.1 In the event of a deadlock, parties may by written notice to the other parties refer an issue to designated senior officers.

6.11.2 The designated senior officers for each party shall be notified to all other parties in writing and any change shall be notified in writing.

6.11.3 Such nominated senior officers shall in good faith negotiate to resolve the issue.

6.11.4 Should such nominated officers fail to reach agreement within 30 calendar days or such other period as the Committee may agree, committee may refer the dispute to binding arbitration in accordance with Section 9.2 of this constitution.

## **7. Expenses**

7.1 The administrative expenses of the Committee (including secretarial expenses) shall be borne by the Development Promoter.

7.2 The ordinary expenses of each individual delegate or representative in attending committee meetings shall be borne in each case by the party nominating them as being a part of the exercise of their respective statutory duties.

7.3 Costs associated with the venue for any meeting shall be borne by the party nominating it, unless the venue is the London Gateway Site office in which case the cost of the venue shall be borne by the Development Promoters

## **8. Data Protection / Confidentiality**

8.1 Any information gathered by the Committee:

8.1.1 May only be retained to the extent that to do so would be lawful, and

8.1.2 May not be used otherwise than in connection with the work of the Committee; and

8.1.3 Shall (to the extent consistent with 8.1.2 above) be kept confidential

8.2 Subject always to the requirements upon the Committee as a Data Controller under the Data Protection Act 1998, the Committee may by unanimous consent agree to release information gathered to specified persons for certain specified uses upon request.

8.3 The Committee recognises that notwithstanding the provisions of this Section 8, the individual bodies which are members of the Committee may be required, under the provisions of the Environmental Information regulations and / or the Freedom of Information Act, to release information gathered in their role as members of the Committee.

## **9 Miscellaneous**

9.1 Withdrawal of Membership

9.1.1 Any party, save Thurrock Council the Development Promoters and / or the Harbour Authority, may for any reason withdraw from membership of the committee giving 3 month's notice in writing to the committee of their intention to do so.

### **9.2 Arbitration**

9.2.1 Any dispute or difference arising out of or in connection with this constitution (including without limitation any question regarding its existence, validity, interpretation performance or determination) shall be referred to and finally resolved by arbitration under the Rules of the London court of International Arbitration ("the Rules"), which Rules are deemed to be incorporated by reference into this paragraph.

9.2.2 The number of arbitrators shall be one.

9.2.3 The appointing authority for the purposes of the Rules shall be the London Court of International Arbitration.

9.2.4 The seat, or legal place, of arbitration shall be London.

9.2.5 The language to be used in the arbitration shall be English.

9.2.6 The governing law of the arbitration shall be the law of England and Wales.

### **9.3 Notices**

9.3.1 Any notices required to be served on the parties shall be sent to the following addresses:

- a. For Essex County Council to the Director of Development, Highways and Transportation at County Hall, Chelmsford, Essex CM1 1QH;
- b. For Thurrock Council to the Director of Planning and Transportation at Civic Offices, New Road, Grays, Essex RM17 6SL
- c. For the Logistics Park site to Graeme Clarke, Implementation Director, London Gateway, Gate 2, The Manorway, Stanford-le-Hope, Essex SS17 9PD
- d. For the Port, to Graeme Clarke, Implementation Director, at London Gateway, Gate 2, The Manorway, Stanford-le-Hope, Essex SS17 9PD;
- e. For the Highways Agency to the Divisional Director, Network Strategy South, Woodlands, Manton Lane, Manton Lane Industrial Estate, Bedford, MK41 7LW.

9.3.2 Any party may be written notice to all other parties provide an alternative address or name for service.

9.3.3 Notices shall be by post or facsimile.

9.3.4 Without prejudice to 9.3.3 notices may also be sent by electronic mail to the notified representatives.

### **10. Effective Date**

10.1 This revision of the constitution shall become effective on the date that the last party being a member of the Committee shall have signed a copy of the constitution.

10.2 As soon as is reasonably practicable after that date the Chairman shall notify all parties that the constitution has been amended as set out herein and the previous version of the constitution is revoked.