



Maple House Potters Bar, Hertfordshire

Travel Plan

July 2026

Chase New Homes Limited



**MIXED-USE DEVELOPMENT
MAPLE HOUSE
POTTERS BAR, HERTFORDSHIRE**

Travel Plan

CONTROLLED DOCUMENT

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1. INTRODUCTION

- 1.1 This Travel Plan (TP) has been prepared by Paul Basham Associates on behalf of Chase New Homes Limited to support a planning application for the partial demolition of existing buildings (with retention of existing two-storey car park and substation) and redevelopment of the site to provide a mixed-use development comprising residential apartments (Class C3) and flexible commercial floorspace (Class E) across 4 Blocks and associated internal roads, parking, drainage, landscaping, amenity space and associated works.
- 1.2 The site is location within Potters Bar, as identified in **Figure 1**. Whilst this is indicative of the site's location, it is noted that the Canada Life building does not fall within the planning application boundary of the proposed development. An application for Prior Approval for the change of use of the Canada Life building to 74no Class C3 residential dwellings under Class MA of the GDPO received deemed consent which expires on 9 February 2029 (ref 25/1764/PD56M).

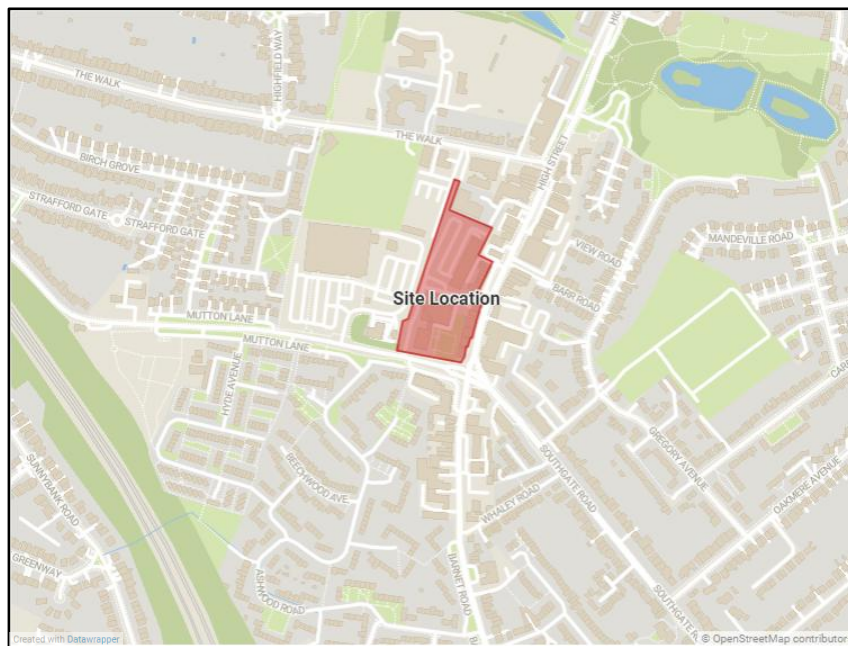


Figure 1: Site Location (Including Canada Life Building)

- 1.3 In addition to this Travel Plan a Transport Assessment has been prepared, outlining the anticipated impacts of the development in relation to transportation and highways. Therefore, this Travel Plan should be read in conjunction with that document.

- 1.4 The scope of the highways input required for this application has been discussed at length with Hertfordshire County Council (HCC) through pre-application consultations, specifically during meetings held virtually in September 2025 and February 2026.

Purpose of the Travel Plan

- 1.5 A TP is a strategy for managing travel demand to a development site by addressing the travel needs of its future users, reducing the impact of car travel by promoting and facilitating the use of sustainable modes of transport, encouraging a reduced need to travel and increasing sustainable travel practices where appropriate. This TP supports access to a full range of local facilities and activities for future site users, whilst encouraging good design principles and working with the local community.
- 1.6 A TP is an evolving process initiated by a front-loading exercise through site visits, the completion of a TP, and frequent meetings and conversations between its authors (Paul Basham Associates), the client (Chase New Homes) and the Local Authorities (Hertfordshire County Council). As such the TP will develop over time following feedback received from monitoring exercises, local developments in sustainable transport and other external factors.

Travel Plan Principles

- 1.7 A successful TP must follow a set of principles to be determined acceptable and create a sustainable development. This TP therefore aims to demonstrate that there are sustainable local travel options available, and measures proposed, along with an implementation and monitoring strategy.

Vision Led Approach

- 1.8 The application site is situated in a highly accessible location within central Potters Bar, benefiting from excellent proximity to a range of public transport services, active travel infrastructure, and key local amenities. This exceptional level of existing accessibility presents an outstanding opportunity to promote sustainable travel as the primary mode of choice for future residents, materially reducing reliance on the private car from the outset.
- 1.9 In accordance with the National Planning Policy Framework (NPPF), the transport strategy underpinning this development has been prepared on a clear vision-led basis. The most recent revision of the NPPF sets out the expectation that local authorities and applicants should adopt a *"vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places."* This principle has been embedded throughout the preparation of this Travel Plan and has fundamentally shaped the design evolution of the proposed development.

- 1.10 The proposals have therefore been developed with careful consideration of the pedestrian and cycling environment, the quality and convenience of public transport access, and the extent to which the design of the development encourages and normalises sustainable travel behaviour among future residents.
- 1.11 Furthermore, the proposed development will be supported by a robust and comprehensive Travel Plan, which, as set out in this report, includes a programme of targeted measures, monitoring, and management over a period of five years following occupation of the scheme. The Travel Plan objective will be to actively promote and facilitate sustainable travel choices among residents throughout the post-completion period. Annual monitoring reports will be submitted to the HCC's Travel Plan Officer, ensuring transparency and accountability in the delivery of the Plan's objectives.
- 1.12 Alongside the physical design measures and public transport accessibility of the site, the Travel Plan will provide a comprehensive and credible framework through which the sustainable travel outcomes envisaged by the vision-led approach can be delivered, in accordance with the NPPF and HCC's LTP4 Policy 1: Transport User Hierarchy.

Travel Plan Structure and Approach

- 1.13 This TP will follow the following structure:
- Chapter 2 – Travel Plan Policy
 - Chapter 3 – Existing Conditions and Local Accessibility
 - Chapter 4 – Proposed Development
 - Chapter 5 – Indicative Baseline and Targets
 - Chapter 6 – Travel Plan Strategy
 - Chapter 7 – Implementation and Monitoring

2. TRAVEL PLAN POLICY

2.1 This TP has been produced in accordance with relevant national, regional and local policy. For reference this includes:

- National Planning Policy Framework (NPPF)
- Active Travel England: Planning Application Assessment Toolkit (2023)
- Hertfordshire County Council Travel Plan Guidance (2020)
- Hertfordshire's Local Transport Plan (LTP4) 2018 – 2031 (2018)
- Hertsmere Local Plan (2012–2027)
- Hertsmere Local Cycling and Walking Infrastructure Plan (LCWIP)
- Hertsmere Waste Storage Provision Requirements for New Residential Development
- Hertsmere Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022)

National Planning Policy Framework (NPPF)

2.2 The NPPF (December 2024) acts as the central guidance for development planning. As defined in NPPF Annex 2: Glossary, a Travel Plan is '*a long-term management strategy for an organisation or site that details how agreed sustainable transport objectives are to be delivered, and which is monitored and regularly reviewed*' and is a requirement for developments which generate a significant amount of movement. The following NPPF paragraphs are relevant to the Travel Plan:

Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:

- a) making transport considerations an important part of early engagement with local communities;*
- b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;*
- c) understanding and addressing the potential impacts of development on transport networks;*
- d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;*
- e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and*
- f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains.*

(NPPF Para.109)

The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

(NPPF Para.110)

All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.

(NPPF Para. 118)

- 2.3 It should be noted that the NPPF had a minor update in February 2025 to resolve a cross-referencing point. This did not constitute a change to the policy and the NPPF continues to be dated December 2024. It is also important to recognise a consultation draft of a revised NPPF was published in December 2025. Therefore, consideration for these changes has been incorporated into the preparation of this TP and with particular regard to TR1: Vision-led approach to planning for transport.

Hertfordshire County Council Travel Plan Guidance (2020)

- 2.4 This Travel Plan guidance report details the requirements for travel plans being published within the county and relating to the goals set out in the Hertfordshire LTP4. Therefore, this TP will incorporate a structure and contents as defined by the HCC Travel Plan Guidance with the aim of supporting sustainable transport practices that minimise the negative impacts of a development on the environment.

Hertfordshire's Local Transport Plan - Part 1: Transport Strategy 2011-2031

- 2.5 HCC has worked with district and neighbouring authorities to produce a Long-Term Transport Strategy. The strategy looks to the long term and outlines the proposals thought to be needed to provide capacity for future growth in the transport network. In order to achieve this the document sets out nine key objectives:

- Improve access to international gateways and regional centres outside of Hertfordshire;
- Enhance connectivity between urban centres in Hertfordshire;
- Improve accessibility between employers and their labour markets;
- Enhance journey reliability and network resilience across Hertfordshire;
- Enhance the quality and vitality of town centres;
- Preserve the character and quality of the Hertfordshire environment;
- Reduce Carbon emissions;
- Make journeys and their impact safer and healthier;
- Improve access and enable participation in everyday life through transport.

Hertsmere Local Plan (2012–2027)

- 2.6 The Hertsmere Local Plan (2012–2027) constitutes the adopted development plan for Hertsmere Borough and comprises the Core Strategy (2013), the Elstree Way Corridor Area Action Plan (2015) and the Site Allocations and Development Management Policies Plan (2016). Relevant policies include those relating to transport, accessibility and sustainable development (notably Policy CS25 on accessibility and parking).

- 2.7 Hertsmere Borough Council is currently preparing a new Local Plan, titled '*A New Sustainable Local Plan for Hertsmere*', which is intended to replace the existing 2012–2027 development plan framework. Regulation 18 Consultation for the new Local Plan was undertaken between April and May 2026. Within the Consultation Document, the site is identified as a 'candidate site' for allocation at Regulation 19 stage (reference: HPBA SA2) which identifies the opportunity for development of the site to provide a residential-led, mixed-use development.
- 2.8 Within the evidence base for the New Local Plan included a 'Key Themes and Priorities Report' specific to Potter Bar. This document highlights the conclusions of local engagement which suggest that an increase in cycle usage cannot be the sole solution to addressing issues with traffic and parking demand, with improvements to walking infrastructure across Potters Bar identified. As a result, it can be stated the local planning authority's emerging vision for Potters Bar prioritises pedestrian movement, active travel improvements, parking rationalisation, and improved infrastructure capacity, and as such any new development should aim to address these ambitions.
- 2.9 Relevant to the site location is the overarching objective for Potters Bar to have '*green town centres where safe, accessible routes prioritise pedestrians and cyclists, knitting together the two town centres and surrounding parks*'. Specific to transport and highways, the following objectives to enhance connectivity and active travel are identified:

- Improve pedestrian connectivity between Darkes Lane and High Street along The Walk which will follow the Healthy Streets indicators.
- Improve connections east-west across the civic quarter west of the High Street.
- Connect to National Cycle Route 12 to the Potters Bar railway station to support active travel.
- Improve 15-minute connections especially around the railway station and the two town centres, to capitalise on the rail connectivity with direct links to London, Cambridge and St Albans.

Hertsmere Local Cycling and Walking Infrastructure Plan (LCWIP)

- 2.10 The Hertsmere Local Cycling and Walking Infrastructure Plan (LCWIP) is a 10-year strategic approach to cycling and walking improvements, forming part of the Government's strategy to increase the number of trips made on foot or by cycle. The plan is being developed jointly by Hertsmere Borough

Council and HCC, with the aim of identifying important local routes for future investment and improvement.

2.11 The current Hertsmere LCWIP underwent a public consultation held between 30th March 2026 and 10th May 2026, with changes now being reviewed to progress towards final adoption. An overview of the current draft proposals for the area surrounding the site are shown in **Figure 2**. The following key infrastructure improvements relative to the site location are:

- Segregated cycleway at the western side of High Street between Whaley Road and Oakmere Lane (approximately 900m);
- Footway Improvements at the eastern side of High Street between Whaley Road and Cotton Road (approximately 1km);
- New/improved pedestrian and cycle crossing at the High Street / Southgate Road / Barnet Road / Mutton Lane signalised junction;
- Limited footway improvements at Mutton Lane adjacent the High Street / Southgate Road / Barnet Road / Mutton Lane signalised junction, including a new/improved pedestrian crossing.
- Shared use route at the northern side of The Walk;
- Footway improvements along the southern side of The Walk, including a new/improve pedestrian crossing; and
- Traffic calming measures at The Walk prior to the junction onto Darkes Lane.

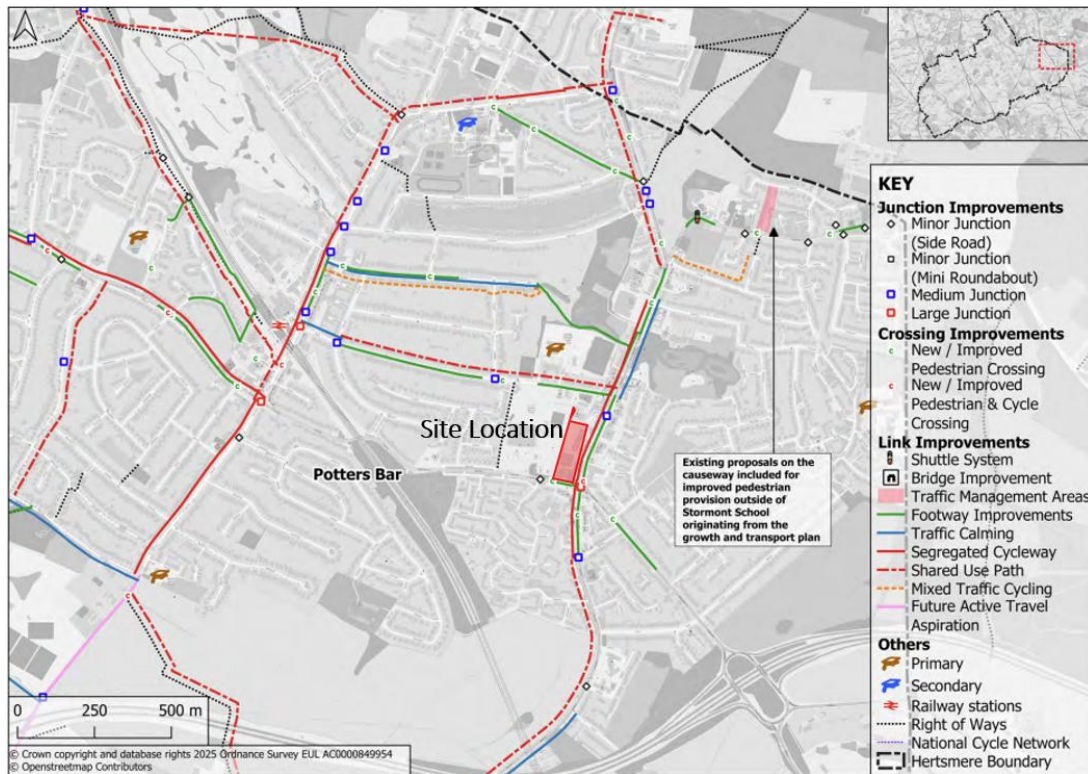


Figure 2: Hertsmere LCWIP Figure H-10 – Potters Bar North Proposed Active Travel Improvements

Hertsmere Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022)

2.12 The Draft Sustainable Transport and Parking Standards SPD (September 2022) provides an updated standard from the adopted 2014 Parking Standards SPD and has been approved for interim use by Hertsmere Borough Council in the determination of planning applications since 15 September 2022. The document sets appropriate off-street car and cycle parking standards and introduces updated Accessibility Zones. An extract from the Hertsmere Draft Standards to confirm expectations for residential parking provision is shown as **Table 1**.

Type of Residential Dwelling	Number of Car Parking Spaces Required		Number of Cycle Parking Spaces Required	EV Provision Requirements
	Curtilage	Communal		
Studio	0.5 per unit		1 per bedroom long term	1 socket/charging point per house with private parking
1-bedroom	0.75 per unit			
2-bedroom	1 per unit	1.5 per unit		Communal parking – 1 active charging point per dwelling unit
3-bedroom (flat)	1.5 per unit			
3-bedroom (house)	2 per unit	1.5 per unit		Remaining spaces passive provision over and above 1 space per unit and above 10 units
4-bedroom	2 per unit			
5-bedroom	To be determined on a case by case basis			
6 + bedroom				

Table 1: Hertsmere Draft Transport & Parking Standards Extract for Residential Dwellings

- 2.13 With consideration for the Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022), the site location falls within a Town and District Centre accessibility zone which is stated to warrant a level of maximum parking provision of between 0% and 40% (discount of 60-100%) against the parking standards.

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

Site Location

- 3.1 The existing site comprises the Maple House office building, two parades of commercial units fronting the High Street with residential flats above, a car wash and associated car parking situated to the north and southwest of the internal area. In total there are 355 car parking spaces currently on-site. As noted, the Canada Life building does not form part of this application and the building, basement ramp, and basement car park are excluded from the red line application boundary.
- 3.2 The site is bounded by Mutton Lane to the south and Potters Bar High Street to the east. Properties along both frontages are predominantly in commercial use, with residential accommodation above. Notable buildings opposite the site on the eastern side of the High Street include Key Point, a former office block currently undergoing conversion to residential use, and the Cask and Stillage public house.
- 3.3 To the west of the site lies a Tesco superstore, which includes a large surface car park and petrol filling station. A prominent phone mast is also located within the Tesco car park. Immediately north of the site is Goodacre Court, a sheltered housing development, and a BP petrol station.

Planning History

Site Location

- 3.4 The site has been put forward as a candidate site (reference: HPBA SA2) as part of the Regulation 18 Local Plan consultation held between April and May 2026 for potential residential and employment development. The Regulation 18 Local Plan consultation document specifies that the site would be suited to development of approximately 369 dwellings. With regard to commercial uses, the Local Plan consultation document states that *“the redevelopment of the site provides an opportunity for a range of compatible and complementary main town centre uses across the ground”*.
- 3.5 A request for an EIA Screening Opinion was submitted to the council under application reference 25/1661/EI1. It was confirmed on 27 February 2026 that the proposed application is not considered to require a supporting Environmental Statement. In addition, a Prior Approval application for the change of use from Class E to Class C3 was submitted for the existing Maple House building under application reference 25/1763/PD56M for 6 residential dwellings.
- 3.6 As noted in Section 1, the Canada Life Place Building, which falls within the applicants ownership but outside of the planning application boundary, has received Prior Approval for the change of use of the Canada Life building to 74no Class C3 residential dwellings associated with planning reference

25/1764/PD56M. The Canada Life Building is also subject to a live planning application for external alterations under application ref 26/0764/FUL.

Land to the West of Barnet Road, and East of Baker Street, Potters Bar

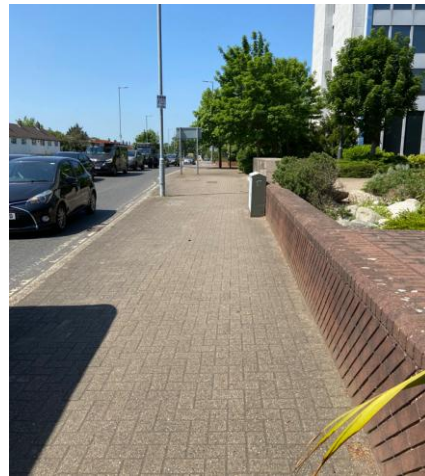
- 3.7 An outline planning application for a major development comprising a new neighbourhood of up to 900 dwellings and associated uses has been noted for its size and proximity to the proposed development at Maple House. The outline application was submitted in August 2024, with a refusal decision issued in December 2025 as a result of conflict with the Green Belt. It is understood that an appeal against this decision has currently been lodged. The scheme is located approximately 500 metres south of the proposed development site (reference: 24/1101/OUTEI).

Existing Conditions

- 3.8 The existing site comprises the Maple House office building, two retail parades fronting the High Street with residential flats above, a car wash, and 355 car parking spaces across the site. The entire site extends to approximately 1.63 hectares (16,300sqm). The conditions of the existing site and the site frontage are shown in **Photograph 1** and **Photograph 2**.



Photograph 1: High Street Site Frontage



Photograph 2: Mutton Lane Site Frontage

- 3.9 An existing vehicle access is located on the southwestern side of the site area which provides entry and exit to an extensive private parking area for use by the Canada Life Place and Maple House office buildings. The conditions of the existing vehicular access are shown in **Photograph 3** and **Photograph 4**.



Photograph 3: Mutton Lane Site Access



Photograph 4: Internal Site Access

Sustainable Accessibility

- 3.10 When considering the site location on the Department for Transport's (DfT) Connectivity Tool, the site receives an overall score of between 78 out of 100. When this is reviewed within the Local Authority banding, the site receives a rating of A, where A is the highest possible score and J is the lowest. A summary of these findings is shown in **Figure 3**. This suggests that the site location is considered highly accessible within the context of Hertsmere District.

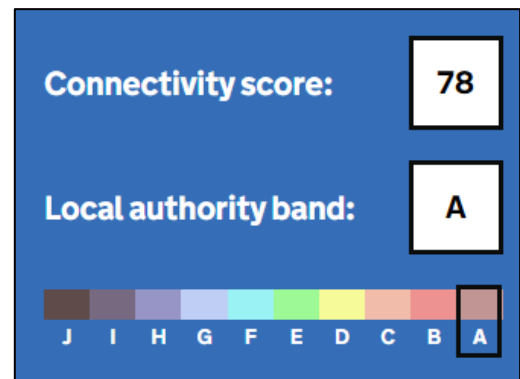
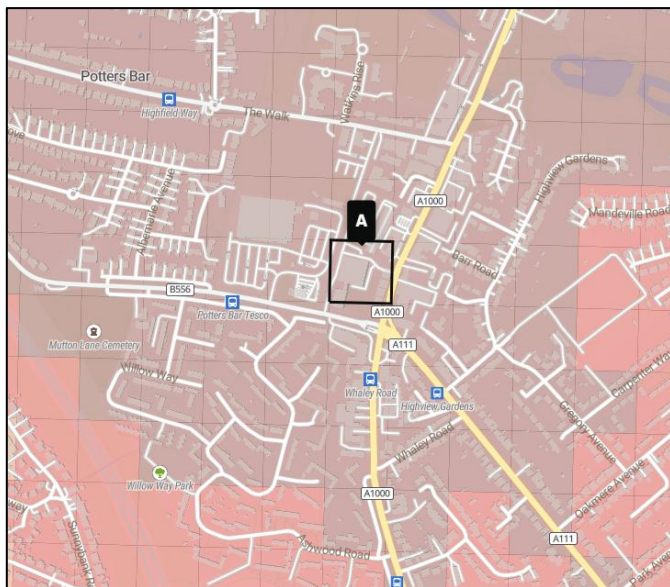


Figure 3: Connectivity Tool Score & Local Authority Banding

Walking

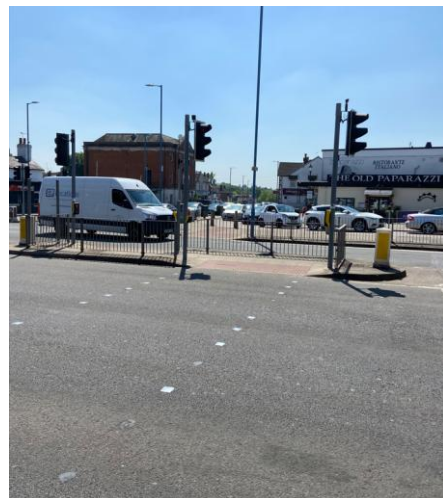
- 3.11 The site location benefits from an extensive existing footway network adjacent the site boundary. Pedestrian footways are present from all approaches to the site and along all arms of the adjacent

High Street/Southgate Road/Barnet Road/Mutton Lane signalised junction. Footways located adjacent with the site boundary, north of Mutton Lane and west of High Street, take the form of open urban spaces which vary in widths, between approximately 2.5m and 6.5m wide in some section. These footways are for the most part segregated from vehicular traffic by kerbside guard rails.

- 3.12 Signalised toucan crossings are in operation at all four arms of the High Street/Southgate Road/Barnet Road/Mutton Lane signalised junction. Pedestrian signalised crossings are also present and connect with the existing site at Mutton Lane, adjacent the Tesco Superstore, and at High Street. Examples of the existing conditions of surrounding pedestrian crossings are shown in **Photographs 5 to 8**.



Photograph 5: High Street Junction Signal Crossing



Photograph 6: Mutton Lane Junction Signal Crossing



Photograph 7: Tesco Access Signal Crossing



Photograph 8: High Street Signal Crossing

3.13 An overview of the accessibility of the site for pedestrians is displayed in **Figure 4**, which shows the achievable travel distance within a 10, 20, and 30 minutes walking distance from the site.

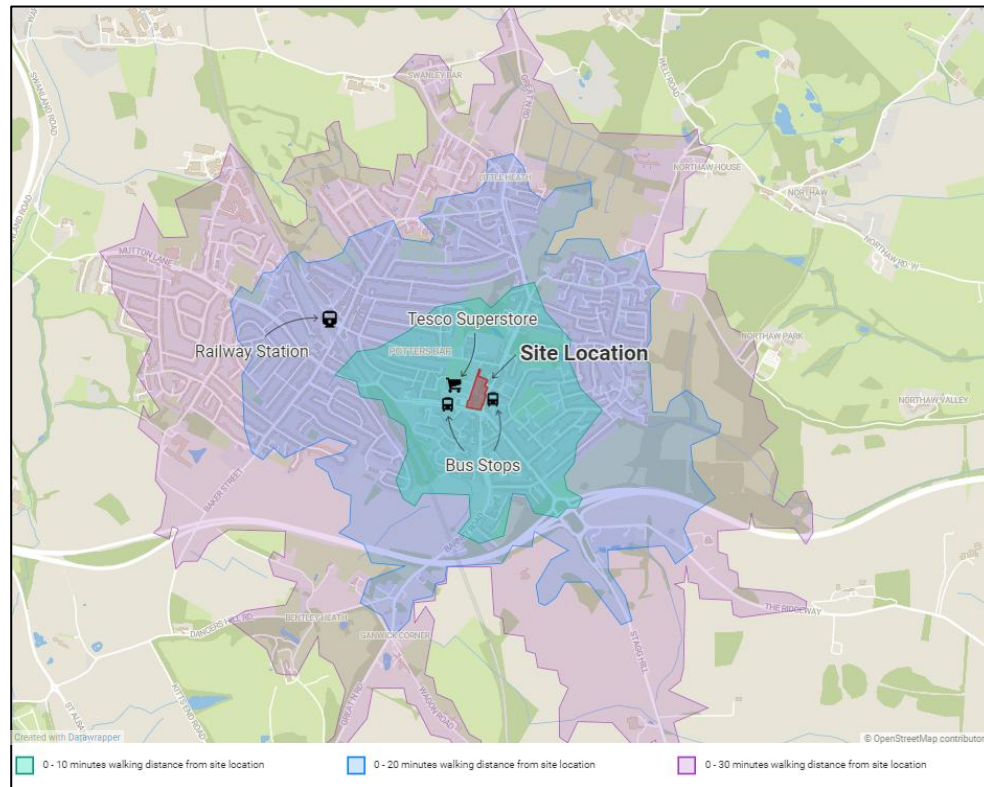
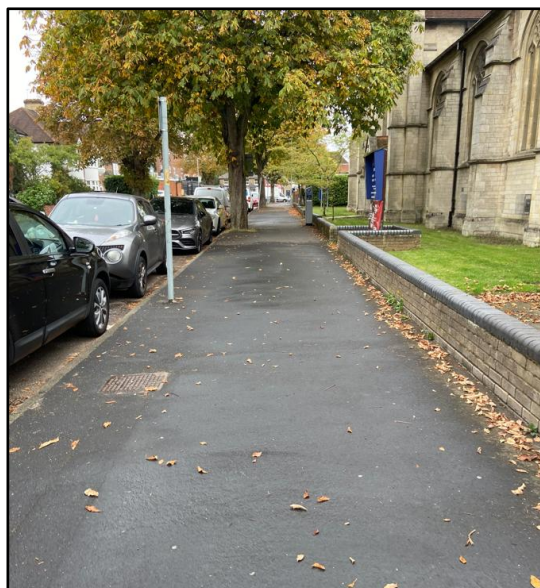


Figure 4: Walking Isochrone at Existing Site

3.14 A key primary desire line for pedestrians is present between the site location at High Street and Darkes Lane where a variety of local amenities and facilities are located, including Potters Bar Railway Station. Access between the site and Darkes Lane can take place via The Walk, a street lit and segregated footway separated from the carriageway by a grass verge over a distance of 900m. Alternative routes are present via Mutton Lane and Strafford Gate, and access between Mutton Lane and The Walk is facilitated with use of Public Right of Way (PRoW) Footpath 35 were pedestrians inclined to use a combination of both routes. The conditions of The Walk are identified within **Photographs 9 and 10**, with Footpath 35 shown in **Photograph 11** and the private connection between the site and The Walk shown in **Photograph 12**.



Photograph 9: Footway at The Walk



Photograph 10: Footway at The Walk Approaching High Street



Photograph 11: PRoW Footpath 35



Photograph 12: Private Road Between the Site and The Walk

Cycling

- 3.15 An overview of the accessibility of the site for cyclists is displayed in **Figure 5**, which shows the achievable travel distance within a 20 and 30 minutes cycling distance from the existing site location. The location of National Cycle Route (NCR) 12 has been shown in **Figure 5**, which is a seven minute cycle from the existing site location, and which operates from Hadley Wood to locations including Hatfield, Welwyn Garden City, Stevenage, Letchworth Garden City, St Neots, and Spalding.

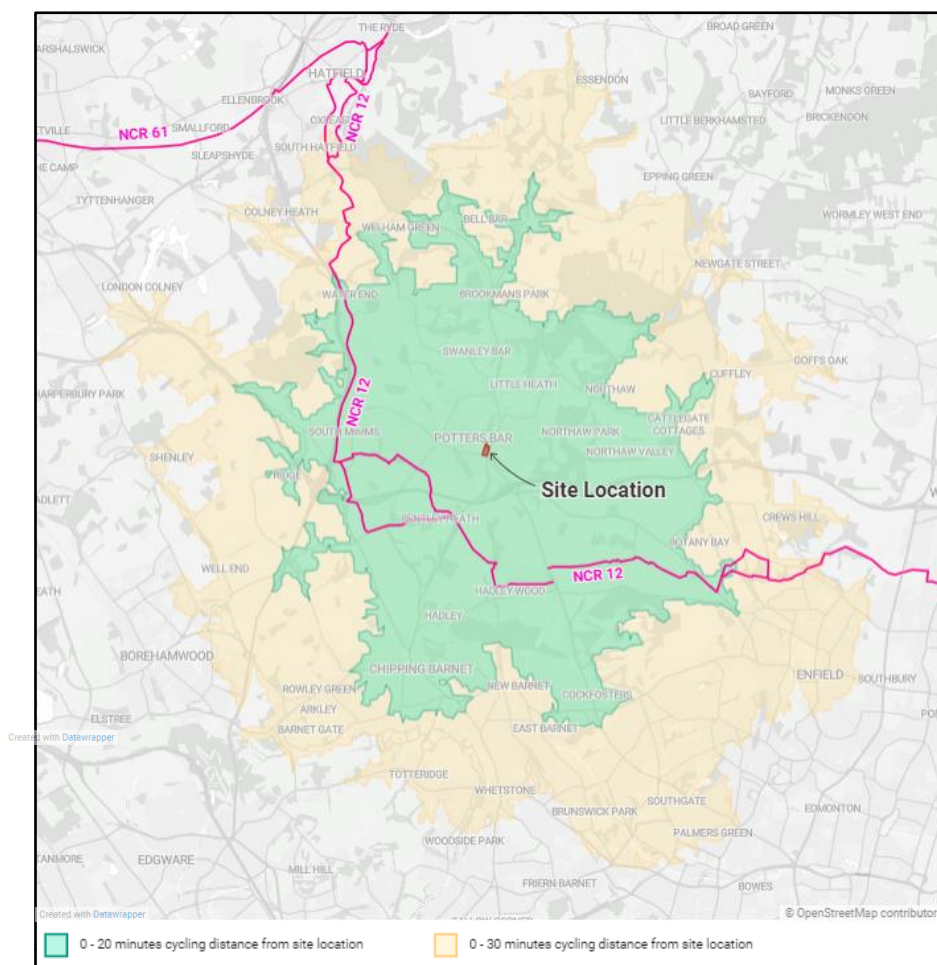


Figure 5: Cycling Isochrone from Existing Site

Public Transport

- 3.16 The existing site location benefits from close proximity, within a 150m distance, to two pairs of bus stops, the Tesco Bus Stops at Mutton Lane, with a summary of the approximate services shown in **Table 2**, and the Cask and Stillage Public House Bus Stops at High Street, summarised in **Table 3**.

Bus Route	Destination(s)	Operator	Approximate Frequency	Approximate Operating Hours
298	Potters Bar Station – Arnos Grove Station	Uno (for TfL)	Every 20–30 minutes	06:00 – 23:50 (Daily)
242	Potters Bar – Waltham Cross	Uno	Hourly	06:39 – 19:13 (Monday – Saturday)
313	Potters Bar – Chingford Station	Arriva London	Every 20–30 minutes	Early morning – late night (Daily)
699	Winchmore Hill - Southgate - Cockfosters - Potters Bar - Dame Alice Owen's School	Uno	Four services per day	Monday to Friday School Service
298	Potters Bar Station – Arnos Grove Station	Uno (for TfL)	Every 20–30 minutes	06:00 – 23:50 (Daily)

Table 2: Summary of Tesco Mutton Lane Bus Stop Services

Bus Route	Destination(s)	Operator	Approximate Frequency	Approximate Operating Hours
84	St Albans – Potters Bar	Sullivan Buses	Every 30 minutes	06:45 – 22:15 (Daily)
242	Welham Green/Potters Bar – Waltham Cross	Uno/Central Connect	Hourly	06:39 – 19:13 (Daily)
243	Hatfield - Barnet	Uno	Hourly	Monday to Friday
355	St Albans - Enfield	Sullivan Buses	Once Daily	Monday to Friday
PB1	Potters Bar Circular (via Rushfield)	Uno	Every 30 minutes	07:44 – 18:05 (Monday – Saturday)

Table 3: Summary of Cask and Stillage Public House High Street Bus Stop Services

3.17 The Cask and Stillage Public House Bus Stops are equipped with signage, timetable information, and sheltered seating. The Tesco Bus Stops are also equipped with signage, timetable information, and sheltered seating, as well as real time information displays. The conditions of the Tesco Bus Stops and the Cask and Stillage Public House Bus Stops are shown in **Photograph 13** and **Photograph 14**.



Photograph 13: Tesco Westbound Bus Stop



Photograph 14: Cask and Stillage Public House Northbound Bus Stop

3.18 The site location is approximately a 15 minute walk or a 4 minute cycles from Potters Bar Railway Station. Access to the station can be completed entirely uninterrupted with continuous footways throughout and signalised crossings at the Tesco Superstore access and Darkes Lane, adjacent the Railway Station. Access to the station on foot is most efficiently achieved with use of the footway operating between Mutton Lane and Darkes Lane which allows part of this journey to be segregated from vehicular traffic. The conditions of the segregated footway route are shown in **Photographs 15** and **Photographs 16**.



Photograph 15: Segregated Footway Between Mutton Lane and Darkes Lane



Photograph 16: Entrance to Segregated Footway at Darkes Lane

3.19 The conditions of the active travel route between the site and Potters Bar Railway Station, shown in **Photographs 15** and **Photographs 16**, may not be considered as an attractive route for some users due to its isolated setting and lack of adequate lighting, particularly during evening or early morning hours. These factors may increase the perceived or actual risk for pedestrians, especially those traveling alone or with limited mobility. As a result, pedestrians are also likely to use the route along The Walk to access Potters Bar Railway Station, which takes approximately 16 minutes on foot or 5 minutes by bicycle. The route is lit and includes a continuous footway approximately 2m wide, separated from the main carriageway by a grass verge, providing a degree of separation from vehicular traffic.

3.20 Potters Bar Railways Station is managed by Great Northern, with additional peak-time services by Thameslink with key destinations including London King's Cross, Welwyn Garden City, Cambridge, and Peterborough. Off-peak services typically include two trains per hour to London King's Cross, two to Welwyn Garden City, one to Cambridge, and one to Peterborough. During peak hours, Thameslink services extend to destinations including Sevenoaks via central London and since 2019, Potters Bar has been integrated into Transport for London's Oyster Card fare system. The station facilities include a staffed ticket office, self-service ticket machines, accessible ramps, waiting rooms, toilets, and a café.

Summary

3.21 Overall, the site benefits from excellent pedestrian, cycling, and public transport accessibility. It is surrounded by a well-developed footway network, with wide, often segregated footways and multiple signalised pedestrian and toucan crossings, particularly around the nearby High Street/Southgate Road/Barnet Road/Mutton Lane junction. Walking and cycling accessibility has been demonstrated by mapped travel distances of up to 30 minutes, with National Cycle Route 12 just a seven-minute cycle

journey from the site. The site is also within 150 metres of two well-equipped pairs of bus stops at Mutton Lane and High Street which both provide regular local services. Potters Bar Railway Station is just a 15-minute walk or a four-minute cycle from the site location via uninterrupted accessible routes and the station offers regular rail services to key destinations including London, Cambridge, and Peterborough. As a result of these factors, the site location represents an excellent opportunity to encourage sustainable travel while maximising a reduction in car ownership and single occupancy car trips.

Car Ownership Data

- 3.22 Based on a review of 2021 Census data, 25.7% of households within the site area location have no cars or vans, 44.2% of households have 1, 24.3% have 2, and 5.8% have 3 or more cars¹.

¹ <https://www.ons.gov.uk/census/maps/choropleth/housing/number-of-cars-or-vans/number-of-cars-3a/no-cars-or-vans-in-household>

4. PROPOSED DEVELOPMENT

- 4.1 The proposed development will include the partial demolition of existing buildings (with retention of existing two-storey car park and substation) and redevelopment of the site to provide a mixed-use development comprising residential apartments (Class C3) and 1,742sqm of flexible commercial floorspace (Class E) across 4 Blocks and associated internal roads, parking, drainage, landscaping, amenity space and associated works. The proposals will result in the creation of four residential blocks (A, B, D & E) located around central courtyards and ranging between 4 and 15 storeys in height.
- 4.2 Access from Mutton Lane will be retained while vehicular access at High Street will be removed. The existing parking structure of the site will be retained to serve part of the residential development. Accounting for both residential and commercial demand, the proposed development will comprise 125 car parking spaces, 583 long stay cycle spaces and 74 short stay cycle spaces. The masterplan of the proposed development is shown in **Appendix A**, with a confirmation of the proposed unit mix detailed within **Table 4**.

Unit Type	Number of Units
Studio	14
1-bedroom	83
2-bedroom	150
3-bedroom	46
Development Total	293

Table 4: Proposed Development
Accommodation Schedule

- 4.3 For the purposes of understanding the total number of dwellings on site and with regard to the number of trips utilising the Mutton Lane site access as well as the surrounding footway network, the Canada Life Building as per application 25/1764/PD56M will comprise 74 residential dwellings including 12 studio, 36 one-bedroom, and 26 two-bedrooms units. Therefore, the total number of units on-site will be 367 dwellings when accounting for both the proposed development and the prior approval scheme.

Access Arrangements

- 4.4 The proposed development would utilise the existing vehicle access to the Maple House site from Mutton Lane. Access from High Steet will be stopped up and as a result all vehicle movements will be routed through Mutton Lane. The Mutton Lane access arrangement is well established for use by the existing office buildings on site, and based on the trip generation assessment demonstrated in Section 5 of the accompanying TA, it is understood that the existing access currently experiences

approximately 757 daily two-way vehicle movements (accounting for both Maple House (344) and Canada Life Place (412)). This extent of existing vehicles movements (approximately 379 arrivals and 379 departures) correlates with the existing provision of 355 parking spaces, when accounting for parking spaces occupied by multiple vehicles over the course of the day, with turnover generated by staff arrivals and departures, visitors, servicing activity and employees making multiple trips.

- 4.5 The proposed development will feature a primary shared surface route throughout the internal highway network, with a carriageway width of 6m and additional adjacent footways of 2m. To discourage car dominance and promote a pedestrian-friendly environment, sections of the internal carriageway narrow to a minimum width of 4.2m, accompanied by an adjacent footway. The shared surface arrangement provides a permeable layout for pedestrians and cyclists, with continuous footways throughout the development and an open, active frontage onto the High Street pedestrian realm. Collectively, these design measures prioritise sustainable and active travel modes and are intended to reduce reliance on the private car in line with HCC's LTP4.
- 4.6 Access for delivery, servicing, and emergency vehicles will also be established from the existing arrangements at Mutton Lane, as well as existing servicing areas at High Street including Princes Parade. Internally, the proposed development has been designed to minimise the number of inactive frontages while avoiding a servicing dominated public realm. Carriageway widths are sufficient to allow temporary parking for unloading and a 14m long layby between Block A and the Canada Life Place building is proposed to provide additional opportunity for temporary stopping and unloading.
- 4.7 An internal servicing road will be provided directly adjacent the Canada Life Place building and which follows the route of the existing servicing area for the building. Access to this route would be restricted for vehicles by removable bollards for servicing and emergency use only. The servicing road is proposed to measure 4.2m wide leading to a turning area which provides access to Blocks B and D. As mentioned, vehicular access to High Street will be stopped up. An additional turning head is proposed north of Block E to facilitate vehicle turning at the end of the internal road layout.
- 4.8 Servicing and delivery activity associated with both the residential and commercial uses will be managed to ensure that vehicle movements are appropriately controlled and do not adversely impact on the surrounding highway network or internal amenity. Residential bin stores are provided at the ground floor of all buildings to provide access for refuse operators directly adjacent the internal carriageway. Commercial servicing access will be achieved utilising both the restricted access service road north of Canada Life Place and at the existing Princes Parade as required. Access for the Hertsmere specification refuse vehicle, as well as medium and large delivery vehicles is achievable.

- 4.9 Direct access for pedestrians and cyclists will be achievable from Mutton Lane and High Street. However, an informal route will also be maintained in its existing form between the northern site boundary and The Walk. While this connection is formed partly across third-party private land, it is understood that the free movement of pedestrians and cyclists will continue to be maintained.

External Highway Network

- 4.10 Improvements to the wider public highway are proposed as part of the development at Maple House. Firstly, and as previously stated, the proposed layout will provide a permeable layout for pedestrians and cyclists, including those navigating within Potters Bar at Mutton Lane and High Street. The proposed development will therefore act as an attractive through route segregated from busier sections of the public highway.
- 4.11 Suitable space will be integrated to allow active travel frontages at both Mutton Lane and High Street. The proposed site frontage at Mutton Lane and High Street will be safeguarded to align with and support the enhancement of pedestrian and cycle infrastructure coming forward as part of the Hertsmere LCWIP. The proposals have been developed in direct consultation with HCC Highway Officers, and the priority given to pedestrians and cyclists at both Mutton Lane and High Street is supportive of the wider ambitions of the Hertsmere LCWIP. Notably, the land available at the High Street frontage will enable the ability for a future segregated cycleway to be brought forward as part of the aspirations of the Hertsmere LCWIP.
- 4.12 Improvements in the form of off-site highway works are proposed to the footway route along The Walk for the route between the site at High Street and Darkes Lane, and which have been advised by an Active Travel England Route Audit review. This Audit is attached to **Appendix B** and confirms an existing route score of 45% at The Walk. When accounting for improvements at High Street, provided as a result of the widened footways, improved street scene, and permeable layout of the proposed development, a score of 63% is established. The proposals will include the provision of dropped kerbs and tactile paving at The Walk where it has been noted that these provisions are currently absent in certain locations, shown in **Figure 6**.



Figure 6: Locations for Provision of New Dropped Kerbs and Tactile Paving Facilities

- 4.13 It is noted that the two pedestrian crossing points on The Walk, located adjacent to the vehicle accesses on either side of St John House, do not incorporate tactile paving. Given the low volume of vehicular traffic using these accesses, the absence of tactile paving is considered appropriate and consistent with DfT Guidance on the Use of Tactile Paving Surfaces section 2.5.4, and as such no improvements are proposed at this location.
- 4.14 A summary of all Active Travel Route Audit is shown in **Table 5**. It should be noted that not all of the improvements identified in **Table 5** form part of the proposed development, with significant enhancements to these routes likely to be delivered as part of wider improvements outlined within the Hertsmere LCWIP. The external highway improvements to be delivered as part of the proposed development have been detailed above.

The High Street – The Walk: Street Check	
Metric	Description
Tactile Information and Signal Equipment	To be provided as part of the proposed development at locations identified within Figure 6
Barriers	The internal proposed development provides a permeable environment with further potential to reduce barriers and increase High Street usability for pedestrians and cyclists as part of future LCWIP improvements.
Interactions at Bus Stops	Greater protection for cyclists along High Street could be achieved through future LCWIP improvements.
Effective Width for Cyclists	Existing off-street cycling is possible and enhanced by the proposed site frontage. Opportunity exists to improve cycle provision through segregation from the carriageway along High Street in line with the proposals outlined in the LCWIP.
Cyclist Delay at Junctions/Links	Opportunity exists for cyclists to segregate from traffic at High Street, avoiding junctions and allowing passage through parts of the development.
Wayfinding	Some cycle and pedestrian specific direction signing, however opportunities to improve this could be explored through future infrastructure works as part of the LCWIP.
Places to Rest	Improved public realm within the site at High Street will create more opportunities to rest.

Cycle Parking	Proposed development will provided extensive provision of cycle parking for residents and visitors.
Impact of Motor Traffic on Pedestrians and Cyclists	The scheme will provide a greater enhancement to public realm benefitting priority to pedestrians. Furthermore, the removal existing vehicle and servicing access dedicated to motor traffic, on High Street will reduce the presence and impact of vehicles.
Transitions for Cyclists	Opportunities to improve cycle infrastructure along this route will be presented as part of the works outlined in the LCWIP.
The High Street – The Walk: Placemaking Check	
Metric	Description
Street Engagement for Children	Open public space within proposed development will create opportunities for children to engage.
Social Space	Dedication of existing servicing vehicle access on High Street to public realm will provide space for social activities.
Diversity of Activities	Multiple activities are available on the street.
Maintenance and Upkeep	Proposals present opportunity to enhance street scene.
Street Network Layout	The proposals will create an increased open space for the public and route guidance features such as signage will be provided.
Place and Movement	Attractiveness of internal site and direct permeable connections to High Street will create a more engaging and appealing space.
Impact of Street Design on Behaviour	Removal of existing service access at High Street will be updated to ensure priority to pedestrians and cyclists. Future works as part of the LCWIP could enhance the street layout further.
Enforcement of Loading and Parking	Formalised parking to be provided for residential and temporary commercial loading/unloading.
Street Features that Support Walking, Wheeling and Cycling	Active travel will be encouraged by the design and the integration of the development at High Street.
Trees	High Street provision to be improved and enhanced by new vegetation and tree allocations
Ancillary Features to Support Fauna	Potential to provide ancillary features to support fauna within site area and green space.
Air Pollution - Proximity	Proposals will increase separation distance between pedestrians/cyclists and High Street carriageway.

Table 5: ATE Assessment Summary – High Street/The Walk

Parking Provision

Cycle Parking

- 4.15 The development will provide a total of 569 long-stay and 59 short-stay cycle spaces to serve the residential component of the proposals. A further 14 long-stay and 15 short stay spaces will be provided to serve the commercial element of the proposals.
- 4.16 The provision of cycle parking is in accordance with the Hertsmere Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022) which requires 1 space per bedroom and 0.2 spaces per unit recommended for visitor provision. Based on the scale of the proposed development this would necessitate at least 535 long-stay cycle spaces and 59 short-stay cycle spaces. Therefore, the proposed development is providing an additional 34 long-stay cycles spaces to encourage the use of sustainable methods of travel. Long stay parking is provided within secure cycle

stores located on the ground floor of each block, while short stay parking will be distributed within communal space throughout the development.

- 4.17 In addition to the cycle provision proposed for the residential element of the development, 14 long-stay and 15 short-stay cycle spaces will be provided to serve the commercial requirements of the development. This is based on an average requirement determined by relevant class E sub-categories as the specific nature of the proposed commercial site use is not confirmed. As a result, 1 space per 125sqm of commercial floorspace has been applied with reference to the Hertsmere standards (2022).

Car Parking

- 4.18 Due to the central location of the site within Potters Bar, as previously identified, the proposed development would prioritise sustainable modes of travel over the use of the private car. It is understood that reference to the prior Parking Standards SPD (2014) would result in an overprovision of car parking at the site location which would encourage use of the private car, in conflict with paragraph 117 of the NPPF and HCC's LTP4 Policy 1: Transport User Hierarchy. Therefore, it has been agreed through pre-application discussions with Hertsmere Brough Council that use of the Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022) is relevant for the proposed development.
- 4.19 Furthermore, the site location falls within a Town and District Centre accessibility zone which is stated to warrant a level of maximum parking provision of between 0% and 40% (discount of 60-100%) against the required parking standards. As a result, it has been agreed with Hertsmere Borough Council that a maximum of 40% of the required parking provision will be sought for the proposed development.
- 4.20 With reference to the factors taken into account by the Council when considering a reduction against the parking standards, the following elements of the proposed development are considered relevant:
- All proposed dwellings occupy apartment buildings, each with extensive dedicated internal cycle parking facilities;
 - Car Parking will be provided communally throughout the site;
 - Proposals include the provision of a dedicated car club parking space;
 - The site location is adjacent to several existing areas with substantial parking, including the Tesco Superstore, commercial parking at High Street and Barnet Road, and street parking at locations such as The Walk and Highview Gardens;

- The proximity of the site to well serviced bus stops and Potters Bar Railway Station;
- 2021 Census data suggests 65.8% of households within the site area have 0 to 1 vehicle;
- The inclusion of a Travel Plan as part of the planning submission tailored to encourage sustainable travel; and
- Potential for CIL contributions towards sustainable travel measures and local development.

- 4.21 Based on this agreed methodology, the proposed development will provide a total of 125 communal car parking spaces, including 8 blue badge spaces, 1 car club space, and 1 UKPN space. Of the 125 proposed car parking spaces, this includes 115 of which are located within the existing two-story car park which will be retained.
- 4.22 The total number of car parking spaces represents a provision of 34% against the required standards (363 spaces) and adheres with the appropriate agreed reduction. Within this provision one active EV charging point will be provided per dwelling. As such, all spaces will be equipped with the appropriate active EV provision.
- 4.23 Although the specific type of commercial use proposed for the development has not yet been confirmed, the site's accessible town centre location justifies the provision of no car parking for this use and this is considered to be consistent with the existing retail element present in the vicinity of the site.

Summary

- 4.24 It is considered that the proposed development will align with the principles of Hertfordshire's LTP4 by prioritising sustainable transport, reducing reliance on private cars, and promoting healthier, low-carbon travel choices. The proposed development is located near key amenities and public transport nodes, which will reduce the reliance of residents on the private car. Access arrangements have been designed to maintain highway safety and promote efficient movement for all road users. The proposed layout will encourage walking and cycling through safe, direct routes, with the development including secure cycle parking, and good access to existing public transport services.
- 4.25 With reference to the Hertsmere New Local Plan and the Key Themes and Priorities Report evidence base, it is considered that the proposed development directly aligns with aspirations for a green town centre as a result of the priority established for active modes of travel.

- 4.26 As a result, the proposed development represents an opportunity to create a sustainable, accessible, and well-integrated development that supports a shift toward lower-carbon transport modes and contributes positively to HCC's long-term transport vision.

5. INDICATIVE BASELINE AND TARGETS

Travel Plan Aim

5.1 The overall aim of the TP is to minimise vehicle trips associated with the development site, by promoting and encouraging the use of more sustainable and active alternatives. While this travel plan is specifically targeted towards the residential portion of the proposed development, it is acknowledged that, the measures outlined will also influence employees and visitors of the commercial element of the site to travel by sustainable means.

Travel Plan Objectives

5.2 Specific to this TP, the objectives are:

- Reduce vehicle trips and their subsequent impact on the local road network
- Maximise the opportunities for travel by alternative means including by active modes and public transport

5.3 Meeting these objectives will help achieve a development that has a high standard of sustainable travel practices and a decreased reliance on the private car, thus reducing the impact of car travel on the local road network.

Baseline Travel Patterns

5.4 In order to establish the modal split of trips generated by the site, indicative modal shares have been calculated using 2011 Census data. Specifically, the 'Method of Travel to Work' dataset has been interrogated using the Hertsmere 001E Lower Super Output Area (LSOA) to represent travel patterns linked to the proposed development site location (**Figure 7**). The baseline modal splits are presented in **Table 6** and full outputs attached as **Appendix C**.



Figure 7: LSOA Hertsmere 001E

Mode of Travel	Indicative Baseline
Car Alone	58%
Walk	9%
Car Share/Taxi	3%
Cycle	1%
Train	24%
Bus	4%
Other	1%
Total	100%

Table 6: Indicative Baseline Splits Based on 2011 Census Data

- 5.5 As shown in **Table 6**, the baseline data identifies that an average of 58% of people currently travel to by single occupancy vehicle, with 38% of people travelling to work via active travel or public transport. The Census travel data identifies a high proportion of travel by train, expected as a result of the proximity to Potters Bar Railway Station. While this is anticipated to be representative of the travel habits likely to expect for the development, a private car mode share of 58% is not considered accurate given the likely impact of the reduced parking provision proposed.
- 5.6 Therefore, to capture accurate patterns associated with the proposed development, a baseline residential travel survey will be undertaken either prior to or upon full occupation of the development. Confirmation of this schedule will be arranged in correspondence between the Travel Plan Coordinator (TPC) and HCC's Travel Plan Officer (TPO) as it is acknowledged that the trigger points for baseline monitoring and Full Travel Plan submission in HCC are to be agreed in relation to anticipated build out schedule and development size. However, should the phasing of the scheme result in significant periods of time between unit completions, an earlier survey may be conducted once a sufficient number of units are occupied. This approach would allow for a meaningful sample size while supporting early implementation of the Residential Travel Plan.
- 5.7 The final timing and methodology for the baseline travel survey will be agreed in consultation with the Travel Plan Coordinator (TPC) and HCC's Travel Plan Officer (TPO). Once the 'actual' baseline modal splits have been established, the TPC and TPO should discuss the acceptability of the indicative modal share targets presented in **Table 6**.

Travel Plan Targets

- 5.8 To enable the progression and assessment of the success of the travel plan, it is key that SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) are implemented.

5.9 This Travel Plan proposes two targets which should be met over the lifetime of the TP. These aims are set out in **Table 7** and represent the overarching goals of this TP.

Target	Timescale
Decrease the proportion of journeys made by single occupancy car by 10%	End of Year 5
Increase the proportion of trips made by sustainable modes (walking/cycling/public transport) by 10%	End of Year 5

Table 7: Travel Plan Targets

5.10 The suitability of the TP targets and the lifetime of the TP have been assessed further in the subsequent sections of this report.

5.11 Once 'actual' baseline modal splits have been established following preliminary surveying of residents the TPC and HCC TPO should discuss the acceptability of the indicative modal share targets presented in **Table 6**.

6. TRAVEL PLAN STRATEGY

- 6.1 A Travel Plan is a useful tool produced to encourage residents to use alternative modes of transport to single occupancy vehicle journeys. The following provides a summary of the measures available to target users of the development site.

Measures Package

- 6.2 In addition to onsite and offsite infrastructure the following section proposes a package of soft measures to be implemented and refined by the TPC over the lifetime of the TP. The measures proposed are strongly influenced by the site location, the TP aim, objectives and targets and the local and national policy.
- 6.3 The measures set out in this section will be determined based on the final levels of occupancy and the potential for achieving a 10% modal shift, which will help reduce greenhouse gas emissions.

Key Stages: Preliminary

- 6.4 In order to meet the objectives of the TP it is essential that a number of tasks are completed prior to the first occupation. These include:
- Appoint a Travel Plan Coordinator
 - Establish the Travel Plan webpage
 - Produce residents Welcome Travel Pack to include:
 - A brief introduction to the Travel Plan
 - Details of the site's Travel Plan Coordinator
 - Local Walking and cycling routes;
 - Bus stop locations, prices, and times;
 - Rail Station information;
 - Electric charging information;
 - Car club and car sharing information and benefits;
 - Links to the TPC and other useful websites; and
 - Details of the TPC works planned

Key Stages: Five Years Following at Least 75% Occupation of the Development

- 6.5 It is proposed that the TP period would become fully active upon occupation of at least 75% of the development and would remain active for 5 years following that date. After the 5 years of official monitoring has ended and HCC have signed off the TP, ownership would pass to the local community.

- 6.6 During these five years, the Action Plan set at the preliminary stage would evolve to reflect the needs of the residents. Such measures would be determined by the TPC in dialogue with occupants of the site, HCC and other key players as necessary. These measures are discussed in further detail in the remainder of this section and are included in the Action Plan which is included in **Chapter 7**.

Modal Measures: Walking and Cycling

- 6.7 This TP has summarised the local walking and cycle networks and the facilities which this TP would promote to residents. These will be detailed to residents in their welcome pack and through the biannual newsletters (as discussed later in the report).
- 6.8 The accessibility review and baseline modal splits indicate that walking is a key travel mode for existing residents in the area due to well-lit, wide footways and a number of facilities and amenities within reasonable proximity to the proposed development.
- 6.9 Whilst the baseline modal splits do not indicate that cycling is a key travel mode for existing residents, it is hoped that the proposed improvements to the infrastructure and the provision of extensive cycle parking facilities will help this become a more favourable travel mode.
- 6.10 Secure covered cycle storage will be provided for residents and visitors to encourage cycling to and from the site and residents will be made aware of this provision when purchasing their home.
- 6.11 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day and local bike doctor events). To incentivise walking and cycling the TPC will investigate the option of discounts at local stores to maximise potential for residents to habituate walking and cycling as part of healthy lifestyle practices, whether for daily commuting or occasional leisure.
- 6.12 The TPC will promote free health apps including (but not limited to) Better Points, NHS Better Health, Map My Walk, Strava and Footpath Route Planner to help encourage active travel.

Modal Measures: Public Transport

- 6.13 The baseline modal splits indicate that 4% of existing residents currently travel to work by bus and therefore it is considered that the development provides an opportunity to promote bus travel as an alternative mode.

- 6.14 The attractiveness of the bus services, particularly those from regularly serviced stops at High Street would be supported and promoted through tailored promotions.
- 6.15 Maximising resident use of public transport would also be supported through highlighting costs and benefits in comparison to single occupancy vehicle use through the use of the Welcome Pack and regular newsletters.
- 6.16 As a result of the site's location and evidenced through the baseline modal splits, travel by rail occupies almost a quarter of travel for existing residents at the site area. Therefore, the TPC will promote rail services from Potters Bar Railway Station as a key method of travel likely to exist for daily commuters. Given the limited car parking provided within the proposed development, it is anticipated that an even higher proportion of resident travel by rail can be achieved and would be likely targeted for the duration of the TP.

Modal Measures: Car Sharing

- 6.17 Car sharing is a simple yet effective way of quickly reducing the number of single occupancy car trips, whilst bringing reductions in transport costs, congestion and pollution as well as social benefits including increasing resident interaction and creating a sense of community.
- 6.18 Liftshare is a well-established scheme and would be promoted to residents via newsletters, welcome pack, and TP webpage, to help them find potential lift sharing partners in the local area. The TPC will also look to promote the savings brought about through car sharing.

Modal Measures: Car Clubs

- 6.19 Car clubs are a great option for those individuals who may require access to a car, on occasion, but don't want the hassle or expense of running their own vehicle or a second vehicle. These are essentially hire vehicles, that you can use from one hour and are located either in private car parks or on-street and available for car club members to hire, when they need them.
- 6.20 As confirmed within Section 4 of this TP, the proposed development will provide one car club space. Therefore, promotion of the associated car club brought on board will be advertised within resident newsletters, welcome packs, and the TP webpage. The TPC will be responsible for maintaining communication with the relevant car club provider to stay up to date on any seasonal discounts, promotions, and use of the car club provision.

Modal Measures: Sustainable Private Vehicle Use

- 6.21 On occasions when single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, opportunities to promote sustainable driving practices would be promoted.
- 6.22 A wider network of electric vehicle charging infrastructure is being promoted across the county to support the increased uptake of electric and hybrid vehicles. In this context, the would actively encourage the provision and use of electric vehicle charging facilities, both on-site and within the surrounding area.
- 6.23 Promotion of both electric and hybrid vehicles is becoming a key aspect of sustainable travel, and with Government grants available, this would be promoted as part of the TPC, where appropriate.

Modal Measures: Home/ Remote Working and Other Modes

- 6.24 The TPC would continue to remind residents of the benefits of this type of work, particularly now that many individuals are spending at least one day a week at home, rather than in the office.
- 6.25 Should monitoring exercises and communication with residents identify a strong interest in other travel modes (such as motorcycle/taxi), measures (and associated targets) will be explored by the TPC through dialogue with the relevant groups/individuals such as operators and the HCC Travel Plan Officer.

Personalised Travel Planning

- 6.26 Upon moving into their new home, residents will be offered free personalised travel planning advice as part of their Welcome Pack. This will be provided by the TPC and will inform residents on how they can travel to destinations, such as Potters Bar Railway Station, more sustainably in support of achieving the longer-term targets for the site. The literature provided will contain up to date information regarding public transport facilities, walking and cycling routes within the local area.

Marketing and Communication - Travel Plan Webpage & Newsletters

- 6.27 To ensure the ongoing promotion of the Travel Plan to residents, over its life a number of marketing and communication elements would be implemented.

6.28 Firstly, a dedicated Travel Plan webpage (e.g. <https://tpc-paulbashamassociates.com>) will be established prior to occupation, which provides residents with up to date information and latest changes to travel services, news and events. This would be reviewed biannually and updated as required, to ensure the latest travel information is suitably reflected.

6.29 The TPC would also produce biannual newsletters for the five years of the Travel Plan, providing residents with updated sustainable travel information, details of any national events and offer personalised travel planning information, to their door.

Local Area and Other Site Users

6.30 The TP will promote the local area's facilities whilst actively engaging with local resident and community groups, the schools' TPC, as well as local events and businesses. Engagement with any other local active residential Travel Plans would provide an opportunity for a 'joined up working' approach to maximise resources and share best practice.

Visitors and Deliveries

6.31 As well as co-ordinating the promotion and practice of sustainable travel with the wider local community, the TP should be encouraging and extending sustainable travel opportunities to any visitors travelling to and from the site. Residents' positive sustainable travel experiences should have a knock-on effect to visitors.

Financial Incentives: Travel Voucher

6.32 The developer would look to offer a £50 travel voucher, available for each residence, from first occupation (one gift per property) in accordance with HCC Travel Plan guidance. Details of what the voucher could be utilised for would be agreed by the TPC, prior to occupation but would be expected to include:

- Contribution towards a bus ticket;
- Contribution towards a rail ticket; or
- Cycle voucher

6.33 The voucher would be valid for a set period of time which would be clearly defined on the voucher. Terms and conditions would also be clearly displayed.

7. ACTION PLAN

- 7.1 The success of this TP will be measured by the proportion of residents making private vehicle trips as well as the level of modal shift from private vehicles to sustainable and active modes of travel. To maximise the chances of success, an action plan has been created which details how the overall aim and objectives of this Travel Plan can be achieved. This can be seen in **Table 8**.

Objective 1: To reduce vehicle trips and their subsequent impact on the local road network			
Objective 2: Maximise the opportunities for travel by alternative means including by active modes and public transport			
Target	Actions	Timescale	Measurement Tool
Reduce single occupancy vehicle trips by 10% and increase sustainable mode share by 10%	Promotion of walking and cycling routes (on and off-site)	5% change within 3 years; 10% within 5 years	Resident Travel Surveys
	Promotion of car sharing initiatives and/or car club provision		
	Provision of personalised travel planning		
	Promotion of sustainable routes to key destinations (e.g. schools, local amenities)		
	Promotion of local and national walking/cycling initiatives		
	Provision and updating of public transport information		

Table 8: Action Plan

8. IMPLEMENTATION AND MONITORING

Implementation

- 8.1 The Travel Plan would be secured through a planning condition, which would confirm the proposed measures as well as any monitoring costs, required by HCC.

Travel Plan Coordinator

- 8.2 This section covers the implementation and monitoring of the development. The TPC position would be part-time over the life of the TP which at this stage is anticipated to be the preliminary period followed by five years of full implementation, beginning on occupation of at least 75% of dwellings.
- 8.3 The TPC role and contact details will be finalised with HCC prior to occupation and following their appointment by the developer. The TPC would be responsible for the day-to-day implementation and monitoring of the TP to ensure targets are met. The early stages of the TP are relatively time intensive, and the budget should be 'front-loaded' to consider the work that is required to establish the TP.
- 8.4 More specifically, the role of the TPC requires:
- Overseeing the development and implementation of the TP and maintaining support:
 - Liaising with public transport operators, local interest groups, HCC:
 - Designing and implementing an effective marketing strategy and raising awareness:
 - Organising travel-based events:
 - Acting as the point of call for all TP enquiries: and
 - Co-ordinating the monitoring and evaluation programme for the TP including organisation of surveys.

Surveys and Feedback

- 8.5 It is important that a consistent approach to data collection and feedback is implemented in order to ensure that the following outcomes are delivered:
- Collect a representative and informative data account in accordance with the development timescales:
 - Develop an accurate understanding of local travel modal shares, perceptions and influencing factors:
 - Adoption of the TP by local residents beyond the TP's active period: and
 - The successful delivery of the TP in co-ordination with other local developments and communities.

Monitoring

- 8.6 This TP's approach to monitoring acknowledges the above requirements and is based on our experience of being TPC's on a number of sites within Hertfordshire.
- 8.7 The resultant monitoring structure for the TP is therefore set out within **Table 9** and summarised in the subsequent paragraphs.

Preliminary Period	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Resident Questionnaire (occupation of at least 75% of dwelling)	Resident Surveys	Resident Surveys	Resident Surveys	Resident Surveys	Resident Surveys

Table 9: Monitoring Strategy

- 8.8 A resident questionnaire is proposed to be undertaken within 3 months of the determined occupation level, and at the end of each year in accordance with HCC Travel Plan guidance. It is proposed that the survey will be completed electronically, although postal surveys may also be used. An example resident survey is included in **Appendix D**.
- 8.9 The results of the survey will be available for residents to view on the development's dedicated Travel Plan webpage and also included within newsletters, when appropriate.
- 8.10 A monitoring/progress report will be produced and submitted to HCC within 3 months of the surveys taking place each year. The monitoring report will outline how the TP has been implemented for the year, along with a presentation of any survey results, analysis of the responses and information of measures implemented. The report will then conclude with an outline of the future monitoring strategy and a confirmation of targets and revisions where necessary/applicable.

Overcoming Barriers to Success

- 8.11 Mismanagement can become a potential barrier to the successful implementation of TP's. Whilst the TPC is responsible for the overarching management of the TP, ongoing co-ordination with HCC TPO will ensure that mismanagement does not occur.
- 8.12 Whilst specific remedial measures have not been identified within the Travel Plan, such remedial measures would be identified through discussions with HCC Travel Plan Officers. The 5-year budget for implementing the Travel Plan would be sufficient to ensure that remedial measures could be

implemented. Such as if one measure is not working in year 1, there would be budget in year 2 to rectify this and change to new measures if needed.

- 8.13 If the five-year target is not achieved, the requirement for remedial measures would be explored with HCC and would reflect the level of work already undertaken on the site.

Community Embedding and Handover

- 8.14 Following the successful completion of the TP's 5-year strategy, the site should be operating more sustainably than if a TP were not implemented. Through liaison with residents over the course of the TP it is hoped that champions would stand out and be able to continue promoting the ideals of the TPC.
- 8.15 Local engagement and a gradual handover is embedded within the proposed TP strategy and should form a key subject in annual liaison with HCC TPO as the TP draws to an end.

Appendix A

Maple House, Potters Bar, Hertfordshire
Travel Plan

Paul Basham Associates Ltd
Report No: 1033.0005/TP/6



Room Key

- 1 Bed
- 2 Bed
- 3 Bed
- Plant Room
- Bikes
- Class E (Commercial)
- Lobby
- Refuse
- Commercial Refuse

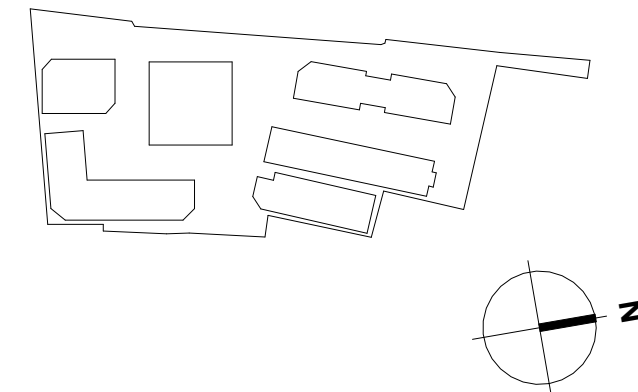
This drawing is COPYRIGHT and shall remain the property of: ARNEY FENDER KATSALIDIS.
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NOTES

Check and verify all dimensions prior to commencement of work.
This drawing shall be read in conjunction with all other contract documents including those by other consultants, and including specifications. Seek clarification of inconsistencies / conflicts.
Figured dimensions shall take precedence to scaled dimensions.

P08	29.06.2025	Planning Issue	JW	AK
P07	26.06.2025	Planning Issue	JW	AK
P06	24.04.2025	Planning Issue Draft	FM	AK
P05	07.04.2025	Stage 3 Coordination	JW	AK
P04	19.03.2025	Stage 3 Coordination Update	JW	AK
P03	13.03.2025	Stage 3 Coordination Update	JW	AK
P02	06.03.2025	Stage 3 Coordination Update	JW	AK
P01	16.02.2025	Stage 3 Coordination Update	JW	AK
P00	13.02.2025	Stage 3 Initial Issue	JW	AK
REV	00/00/00	DESCRIPTION	ISSUED BY	CHECK BY

LOCATION PLAN



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PLANNING CONSULTANT

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LANDSCAPE

MRG Studio
70 St John Street
London / EC1M 4DT

CLIENT:



PROJECT

Potters Bar High Street
Canada Life Place, High Street
Potters Bar, EN6 5BA

DRAWING TITLE

General Arrangement
Ground Floor Plan

PROJECT No.

44261

STATUS

For Planning

DRAWN

JW

CHECKED

AK

SCALE

1 : 500 @ A1

DRAWING No.

PB-AFK-XX-00-DR-A-20000

REVISION

P08



Appendix B

Route Check

Results Summary

4. Street Check Results

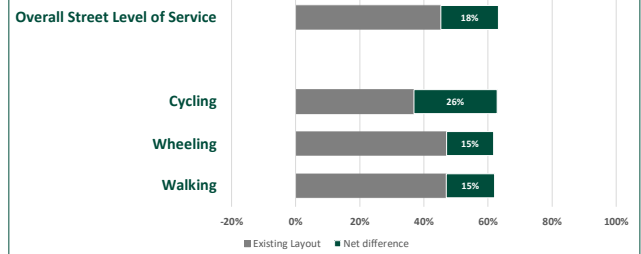
Street Level of Service

Categories	Existing Layout	Proposed Layout	Net difference
Safety	42%	58%	15%
Accessibility	33%	67%	33%
Comfort	50%	67%	17%
Directness	75%	83%	8%
Attractiveness	33%	58%	25%
Cohesion	63%	88%	25%
Overall Street Level of Service	45%	63%	18%



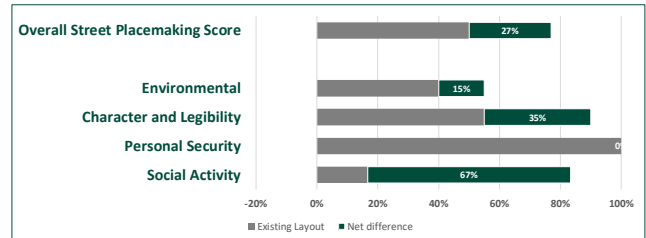
Street Level of Service by Transport Mode

Mode	Existing Layout	Proposed Layout	Net difference
Walking	47%	62%	15%
Wheeling	47%	62%	15%
Cycling	37%	63%	26%
Overall Street Level of Service	45%	63%	18%



Street Placemaking

Categories	Existing Layout	Proposed Layout	Net difference
Social Activity	17%	83%	67%
Personal Security	100%	100%	0%
Character and Legibility	55%	90%	35%
Environmental	40%	55%	15%
Overall Street Placemaking Score	50%	77%	27%



Appendix C

QS701EW - Method of travel to work

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population	All usual residents aged 16 to 74
units	Persons
area type	2011 super output areas - lower layer
area name	E01023580 : Hertsmere 001E
rural urban	Total

Method of Travel to Work	2011	%
All categories: Method of travel to work	727	
Work mainly at or from home	75	
Underground, metro, light rail, tram	35	5%
Train	143	20%
Bus, minibus or coach	27	4%
Taxi	9	1%
Motorcycle, scooter or moped	1	0%
Driving a car or van	419	58%
Passenger in a car or van	16	2%
Bicycle	8	1%
On foot	64	9%
Other method of travel to work	5	1%
Not in employment	365	

Appendix D

– Resident Travel Survey

Thank you for taking the time to complete our residents travel survey. This will help us (your Travel Plan Coordinators) understand your travel needs and should only take a few minutes.

If you have any questions regarding our work, the survey or relating to the travel voucher, please do not hesitate to get in touch! And, don't forget to fill out your details at the end to receive your travel voucher!

You can send your completed survey to us via:

☐ Post using the pre-paid envelope: Paul Basham Associates, ###

☐ Survey Monkey at ####

☐ QR code

QR Code



1. What is your main mode of travel? (Please choose one)

- ☐ Car Alone
- ☐ Car Share
- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Rail
- ☐ Other (Please specify)

2. How often do you use another form of transport?

- ☐ Daily
- ☐ Couple times a week
- ☐ Once a week
- ☐ Once a fortnight
- ☐ Once a month
- ☐ Very rarely/sometimes
- ☐ Never

3. If you were to change your main mode of travel what mode would you most likely change to:

- ☐ Cycle
- ☐ Walk
- ☐ Train
- ☐ Bus
- ☐ Car Share
- ☐ Other (please specify)

4. What is your most frequent journey for? (please choose one)

- ☐ Work/Education
- ☐ Leisure/Retail
- ☐ Health (doctors/hospital)
- ☐ Visiting friends/family
- ☐ Other (please specify)

5. How far do you travel for your most frequent journey?

- ☐ 0-2 miles
- ☐ 3-5 miles
- ☐ 6-10 miles
- ☐ 11-20 miles
- ☐ 21-30 miles
- ☐ 31+ miles

6. To which location do you travel to most regularly? (tick one)

- ☐ ##
- ☐ ##
- ☐ ##
- ☐ ##
- ☐ Other (Please specify)

7. If you travel by car, why do you travel by car? (Please tick all that are relevant)

- ☐ 1. I don't own a car
- ☐ 2. Car essential to perform job
- ☐ 3. Reliability/ quicker than alternatives
- ☐ 4. Health reasons
- ☐ 5. Lack of alternatives
- ☐ 6. Cost
- ☐ 7. Comfort
- ☐ 8. Personal safety
- ☐ 9. Things to do on way home
- ☐ 10. Other (please specify)

8. Which of the above is the most important when travelling by car?

9. If you travel usually by car, how do you travel when your car is unavailable (i.e. is being serviced)

10. When not travelling by your main mode of travel, what other modes of travel do you use? (Select all that apply)

- ☐ Car Alone
- ☐ Car Share
- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Rail
- ☐ I only use my main mode of travel
- ☐ Other (please specify) _____

Please Turn Over

11. Which of the following would most encourage you to use the listed travel modes (or use them more frequently if you do so already?)

	Discounts	More Information	Improved Reliability & Frequency	Increased Safety Measures	Cycle Storage/training	Better Facilities	Improved Routes	Knowledge of Local Clubs/Events	Nothing	Other (please specify)
Walking										
Cycling										
Bus										
Rail										

12. How many cars do you own?

- ☐ 1
☐ 2
☐ 3+
☐ N/A (do not own a car)

13. What type of cars do you own?

- ☐ Petrol
☐ Diesel
☐ Hybrid
☐ Electric
☐ N/A (do not own a car)

14. How many bicycles do you own?

- ☐ 1
☐ 2
☐ 3+
☐ N/A (do not own one)

15. Is there any information you would like to see in future newsletters?

16. Is there anything else you would like to tell us about travel in your local area?

17. I would like to request: (Select One)

- ☐ £## Halfords Voucher *
☐ £## Bus Pass **
☐ I have already claimed

Please note all voucher requests will be reviewed before we can confirm a claim. One voucher available for each address. If a claim has already been made for your address you will not be eligible to receive a voucher. See Terms and Conditions for further details.

What have/will you use your voucher for:

In order for us to process your voucher request, we require the following information. Please write in capitals.

Name: _____

House/Flat number: _____

Street Name: _____

Postcode: _____

Email Address: _____

Please note that this information is kept in accordance with Data Protection policy found at: <https://paulbashamassociates.com/privacy-cookie-policy/>. Email travelplan@paulbashamassociates.com for further details.

Terms & Conditions

One voucher available per address within ##. If a previous resident has claimed you will not be eligible. To confirm eligibility please provide us with your address information. Sustainable Travel Vouchers are a gift from the developer and the offer(s) may be amended or removed at any time. ###

The full list of Terms and Conditions can be found at: ###

Thank you