

Gartree 2

Outline Travel Plan

Mace (on behalf of Ministry of Justice)

12/08/2021

Security Classification: OFFICIAL - SENSITIVE

GTX0000 Project Wide

661277-0000-ATK-GTX0000-XX-RP-X-0002

Issue Number P06

S3 – Suitable for Review and Comment

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This document has 31 pages including the cover.

Document history

Document title: Outline Travel Plan

Document reference: Outline Travel Plan

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
-	Draft OTP	CR	TR	DC	TC	16/10/20
P01	Draft OTP – Client Feedback	CR	TR	DC	TC	23/10/20
P02	Draft OTP – Updated Block Plan	CR	TR	DC	SY	23/07/21
P03	Draft OTP – Updated Block Plan	CR	TR	DC	SY	26/07/21
P04	Final OTP	CR	TR	DC	SY	09/08/21
P05	Final OTP	CR	TR	DC	SY	10/08/21
P06	Final OTP	CR	TR	SY	SY	12/08/21

Client signoff

Client	Mace (on behalf of Ministry of Justice)
Project	Gartree 2
Job number	5200124
Client signature/date	

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1. Introduction

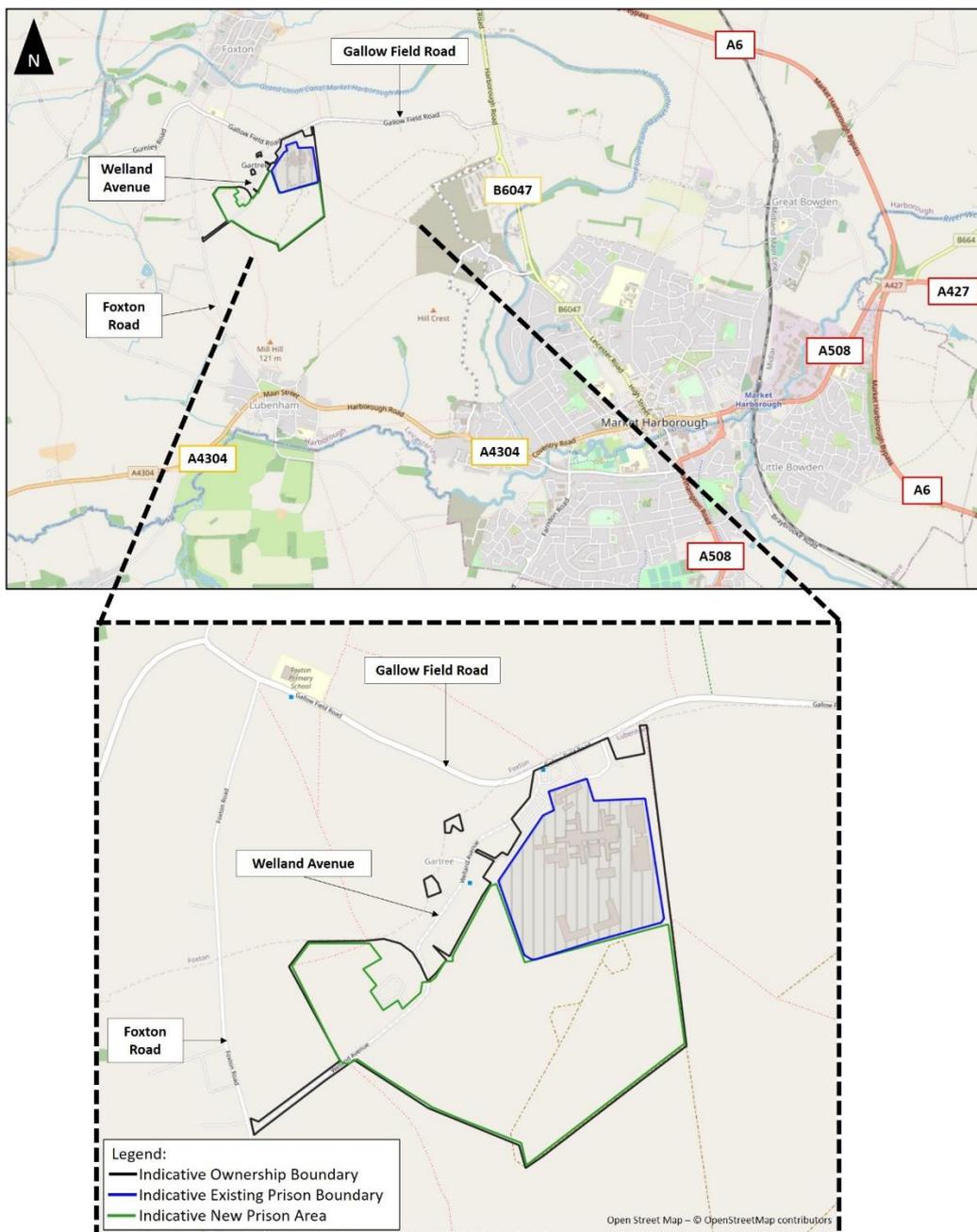
1.1. Background

The Ministry of Justice (MoJ) and the National Offender Management Service (NOMS) have appointed consultants to prepare the documents required for the submission of an Outline Planning Application (OPA) to support a new prison (referred to as Gartree 2) located adjacent to the existing HMP Gartree, in Leicestershire.

Atkins has been commissioned to prepare a Transport Assessment (TA), Outline Travel Plan (OTP), and Framework Construction Traffic Management Plan (CTMP) to support the OPA. Gartree 2 is proposed to be a Category B Adult Male resettlement prison with a capacity of up to 1,715 located on land to the south of HMP Gartree.

The site location is outlined on Figure 1-1.

Figure 1-1 - Site Location Plan



1.2. Report Purpose

This OTP has been prepared in accordance with 'Travel Plans, Transport Assessments and Statements' guidance from the Ministry of Housing, Communities & Local Government, and in compliance with BREEAM 2018 New Construction Tra01 and Tra02.

This OTP provides a strategy for the proposed development, including a range of outline measures to encourage travel by sustainable modes (walking, cycling, public transport and car sharing) amongst staff and visitors to the prison. Within this document is an Action Plan which details a range of tailored measures for the prison. The OTP can be used as a basis for the development of a full Travel Plan (TP), once the prison is fully operational and the staff are in place to coordinate delivery and monitoring. The TP will need to be revised and reviewed throughout the lifecycle of the proposed development and occupation of the site.

1.3. Pre-Application Highways Discussions

Pre-Application scoping discussions were undertaken with Leicestershire County Council (LCC) and Harborough District Council (HDC) at the start of the project. As the project has developed, we have sought to engage in further discussion with LCC and HDC prior to the submission of the application. Due to the nature of the development, this OTP focusses on measures, targets and actions for staff and visitors.

1.4. Travel Plan Context

An OTP is a long-term management strategy for a development that aims to minimise travel to and from the site by single occupancy car. Principally, this OTP aims to increase modal choice through the implementation of a package of measures and initiatives.

This OTP is aimed at all staff and visitors to the proposed development. The key objectives of this OTP are to:

- Provide an Action Plan for the prison to encourage sustainable and safe travel to the site, whilst reducing single occupancy car use, where possible, amongst staff and visitors; and
- Reduce traffic generated by the development, compared to that which would be generated without the implementation of the OTP, where possible.

1.5. Report Structure

This OTP contains the following sections:

- **Section 2** summarises the relevant national and local policy and details of how the OTP supports these key documents;
- **Section 3** summarises the development proposals;
- **Section 4** summarises accessibility to the site on foot, by bicycle, by public transport and vehicle;
- **Section 5** includes objectives and SMART targets for the OTP;
- **Section 6** details the arrangements for the monitoring, coordination and review of the TP;
- **Section 7** proposes a range of relevant and tailored OTP measures; and
- **Section 8** presents an Action Plan which is the basis for implementing OTP measures.

2. Policy Review

2.1. Introduction

This Chapter provides a review of the transportation policy that is considered relevant to the proposed development at a national and local level. The following documents have been included in this review:

- National Policy:
 - National Planning Policy Framework (NPPF).
- Local Policy and Guidance:
 - Harborough Local Plan 2011 – 2031;
 - Leicestershire County Council Local Transport Plan 2011 – 2026; and
 - Choose How You Move - Writing a Successful Travel Plan.

This OTP has been prepared in accordance with 'Travel Plans, Transport Assessments and Statements' guidance from the Ministry of Housing, Communities & Local Government. Travel Plans, Transport Assessments and Statements are ways of assessing and mitigating the potential negative transport impacts of a development in order to promote sustainable development. It is considered that a Travel Plan can positively contribute to:

- Encouraging sustainable travel;
- Lessening traffic generation and its detrimental impacts;
- Reducing carbon emissions and climate impacts;
- Improving road safety; and
- Reducing the need for new developments to increase existing road capacity or provide new roads.

2.2. National Policy

2.2.1. National Planning Policy Framework (NPPF) (2021)

The NPPF was first published in March 2012, updated in February 2019, and revised in July 2021. It sets out the government's planning policies for England and how these are expected to be applied. The NPPF aims to make the planning system more accessible, and to promote sustainable growth. It replaces all the previous Planning Policy Statements (PPSs) and Planning Policy Guidance (PPGs) including PPG13 (Transport) and PPS3 (Residential).

The NPPF states that 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 considered in both plan-making and decision-making (Paragraph 105. Section 9).

The NPPF states that planning policies should:

- Support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities (Paragraph 106.a. Section 9);
- Be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned (Paragraph 106.b. Section 9);
- Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development (Paragraph 106.c. Section 9);

- Provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans) (Paragraph 106.d. Section 9); and
- Provide for any large-scale transport facilities that need to be in the area, and the infrastructure and wider development required to support their operation, expansion, and contribution to the wider economy (Paragraph 106.e. Section 9).

The NPPF states that in assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- Appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location (Paragraph 110.a. Section 9);
- Safe and suitable access to the site can be achieved for all users (Paragraph 110.b. Section 9);
- The design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code (Paragraph 110.c. Section 9); and
- Any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree (Paragraph 110.d. Section 9).

The NPPF also states 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 (Paragraph 111. Section 9).

Within this context, applications for development should:

- 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 (Paragraph 112.a. Section 9);
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport (Paragraph 112.b. Section 9);
- 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 (Paragraph 112.c. Section 9);
- Allow for the efficient delivery of goods, and access by service and emergency vehicles (Paragraph 112.d. Section 9); and
- Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations (Paragraph 112.e. Section 9).

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 Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed (Paragraph 113. Section 9).

2.3. Local Policy & Guidance

2.3.1. Leicestershire County Council Local Transport Plan 3 2011 – 2026

The Leicestershire County Council Local Transport Plan 3 (LTP3) sets out how Leicestershire will manage and develop the County’s transport system for the period up to 2026 and focuses on the strategic approach which will be adopted. The long-term vision for the county’s transport system over the course of LTP3 is for Leicestershire to be recognised as a place that has, with the help of its residents and businesses, a first class transport system that enables economic and social travel in ways that improve people’s health, safety and prosperity, as well as their environment and their quality of life.

The LTP3 identifies a series of strategic goals which the success the LTP3 strategy will be based on:

1. A transport system that supports a prosperous economy and provides successfully for population growth;

2. An efficient, resilient and sustainable transport system that is well managed and maintained;
3. A transport system that helps to reduce the carbon footprint of Leicestershire;
4. An accessible and integrated transport system that helps promote equality of opportunity for all our residents;
5. A transport system that improves the safety, health and security of our residents; and
6. A transport system that helps to improve the quality of life for our residents and makes Leicestershire a more attractive place to live, work and visit.

It is the intention that the delivery of strategic the transport goals will result in improved outcomes for the people of Leicestershire including:

- A transport system that provides more consistent, predictable and reliable journey times for the movement of people and goods;
- A transport system and its assets which are effectively managed and well maintained;
- A transport system that is resilient to the impacts of climate change;
- The negative impact of our transport system on the environment and individuals is reduced;
- More people walk, cycle and use public transport as part of their daily journeys, including to access key services;
- Effective and integrated public and community transport provision, including targeted and innovative travel solutions which meet the essential needs of Leicestershire residents;
- The number of road casualties is reduced;
- There is improved satisfaction with the transport system amongst both users and residents; and
- The natural environment can be accessed easily and efficiently, particularly by bike or on foot.

Encouraging active and sustainable travel will help to meet the county's transportation, health and wellbeing, and environmental targets. The LPT3 seeks to increase uptake of active and sustainable travel by:

- Working through the planning system to seek to reduce the need to travel;
- Improve the quality of the walking, cycling and public transport services, facilities and infrastructure on offer across the County;
- Increase efforts to influence travel choices and raise the awareness of residents and businesses about the impacts of their travel behaviour on the environment, and people's health and quality of life. Travel marketing and promotion and travel planning have been identified as key measures to achieve this; and
- Encouraging less polluting travel by car.

2.3.2. **Harborough Local Plan 2011 – 2031**

The Harborough Local Plan explains how the Harborough District will change and develop over the plan period to 2031. The Local Plan explains how much and what types of development will take place in the district, where it will be built and how and when it will be delivered. New growth across Harborough District needs to be 'sustainable' by supporting the local economy, providing social benefits, protecting and enhancing the natural and built environment, and reducing the need to travel particularly by private car.

The Local Plan provides an overall vision for the District, a number of specific objectives and a detailed set of policies to explain how the vision and objectives will be achieved. The vision is that in 2031, the Harborough District will be a vibrant, safe and prosperous place which retains its identity as a predominantly rural area of villages and market towns where local communities enjoy a high quality of life, and improved its resilience to the impacts of climate change. The Local Plan prioritises locating new development in the most sustainable locations within the District, and providing increased provision for walking and cycling, and improved access to public transport for new developments to help contribute to a reduction in the District's carbon footprint. The main areas of focus for development are Market Harborough and Lutterworth, settlements near to the edge of Leicester, Broughton Astley and the rural centres.

Objective 10 of the Local Plan is to provide greater opportunities to reduce car use, thereby reducing the impacts of road traffic on local communities, the environment and air quality. This objective can be achieved through the

Local Plan by locating development where there is good access to jobs, services, and facilities, and by supporting improvements in public transport, walking and cycling networks.

Policy IN2 Sustainable Transport aims to assist in the delivery of the goals and outcomes of the Leicestershire County Council Local Transport Plan 2 (2011-2026). Development proposals should seek to incorporate the following sustainable transport measures to their application:

- Maximise the use and efficiency of existing transport facilities and where necessary provide mitigating measures to deal with the impacts of development on the transport network, both within and outside the District;
- Measures to facilitate and encourage safe access by cycle and on foot;
- Protection of, connection to, and extension where practicable of existing pedestrian, cycle and equestrian routes;
- Provision for public transport enhancement where justified, including information and waiting facilities and measures to encourage public transport use; and
- Provision of electric vehicle recharging facilities where appropriate.

2.3.3. Choose How You Move – Writing a Successful Travel Plan (2013)

This guidance document has been created to support the practical implementation of sustainable travel objectives of Leicestershire's adopted Local Transport Plan 3 2011 – 2026. Further, it also supports the practical implementation of Section 9 'Promoting Sustainable Transport' of the Government's NPPF.

The document provides guidance as to what a travel plan is, the aims of a travel plan, what should be included within a travel plan, and the different types of travel plan required for different developments.

2.4. Policy Summary

This OTP has been prepared in line with the national and local policy context outlined above, and in accordance with 'Travel Plans, Transport Assessments and Statements' guidance from the Ministry of Housing, Communities & Local Government.

3. Development Proposals

3.1. Introduction

This section of the OTP provides a description of the proposed development including site access arrangements, and parking provision.

3.2. Development Description

Outline Planning Application with all matters reserved expect for access and scale for the construction of a new Category B prison of up to 82,555sqm GEA within a secure perimeter fence together with access parking, landscaping and associated engineering works on land adjacent to HMP Gartree, Gallow Field Rd, Market Harborough, Leicestershire LE16 7RP. The indicative site layout is provided in Appendix A.

The indicative site layout proposes a range of buildings and facilities typical of a Category B resettlement prison, including:

- Seven new houseblocks each accommodating up to 245 prisoners (1,715 prisoners in total), totalling c. 53,122 sqm GEA;
- Supporting development including kitchen, workshops, kennels, Entrance Resource Hub, Central Services Hub and support buildings, totalling c. 29,433 sqm GEA; and
- Ancillary development including car parking (c. 523 spaces), internal road layout and perimeter fencing. A bicycle shelter is also proposed.

The new prison will be designed and built to be highly sustainable and to exceed local and national planning policy requirements in terms of sustainability. MoJ's aspirations include targeting near zero carbon operations, 10% biodiversity net gain, and at least BREEAM 'Excellent' certification, with endeavours to achieving BREEAM 'Outstanding'.

Safe access will be designed into the development proposals in accordance with BREEAM Hea07¹ requirements.

3.3. Site Access Arrangements

3.3.1. Vehicular Access

3.3.1.1. Operational Access

HMP Gartree is accessed off Welland Avenue, a private access road. Gartree 2 is proposed to be accessed via a new priority controlled junction located along the southern section of Welland Avenue. The location of the proposed operational access is shown on the proposed site masterplan provided in Appendix A. The layout of the operational access is shown in Appendix B (DWG: GART-ATK-HGN-WELL-DR-D-0001).

Vehicular access to Gartree 2 will be taken from the southern section of Welland Avenue via Foxton Road. All vehicular traffic associated with Gartree 2 will be managed through directional signage along Welland Avenue.

In addition to directional signage along Welland Avenue, it is proposed to introduce a highway improvement scheme along the southern section of Welland Avenue to further ensure that all traffic associated with the Prison arrives and departs via Foxton Road. The proposed highway improvement scheme is shown in Appendix C (DWG: GART-ATK-HGN-WELL-DR-D-0003). The scheme will include new centre line carriageway markings, repeater speed limit signs, carriageway narrowing with a priority give way arrangement, speed cushions either side of the proposed road narrowing, and the construction of new pedestrian footways.

All staff will receive instructions on how to access Gartree 2 during the induction process, whilst travel information for visitors will also be added to the prison's visitor information page on the Justice website. In addition, a visitor transport information board will be located in a communal area to disseminate up to date public transport timetables for use by visitors.

¹ Hea 07 Safe and healthy surroundings (breeam.com)

3.3.1.2. Construction Access

Construction access to Gartree 2 will be provided via a new temporary construction access located along the southern section of Welland Avenue. Once the construction phase has finished, the temporary construction access will be converted into the operational site access. The layout of the temporary construction access is shown in Appendix B (DWG: GART-ATK-HGN-WELL-DR-D-0001). All vehicles associated with the construction phase will route to the site via the A4304 and access Welland Avenue via Foxton Road. Further details in relation to the construction phase of the development is included within the associated Framework CTMP.

3.3.2. Pedestrian and Cycle Access

It is proposed that pedestrian and cycle access to the site will be provided via new footways along Welland Avenue which will provide access to the north of the car park. The layout of the pedestrian access and new footway provision is shown in Appendix C (DWG: GART-ATK-HGN-WELL-DR-D-0003). Vehicle speeds within the site will be low to reduce conflict between vehicles and Non-Motorised Users (NMUs).

3.4. Parking and Servicing Arrangements

3.4.1. Parking Provision

A parking accumulation exercise has been undertaken as part of the associated TA which takes into account operating and visiting times. It is proposed that the car park will have a total of 523 on-site car parking spaces for use by staff and visitors to the development. Of the 523 spaces, 16 disabled parking spaces will be provided in close proximity to the main entrance of the prison for use by disabled users of the site.

In accordance with BREEAM Tra02, electric charging stations of a minimum of 3kW will be provided for 10% of the total car parking capacity, this equates to 53 electric vehicle charging spaces.

Furthermore, BREEAM Tra02 requires 5% of the total car parking capacity to be allocated for car sharers. Therefore, it is proposed to provide 27 car sharing spaces.

3.4.2. Cycle Parking Provision

A cycling accumulation has been undertaken to estimate the number of cycle parking spaces required on site. The maximum cycle parking accumulation for the site based on the number of cycle trips is 14 bicycles. This value has been determined by considering the availability of public transport, and the existing travel characteristics at this location.

However, to encourage a modal shift towards sustainable transport and to meet BREEAM Tra02 criteria it is proposed to provide 51 cycle parking spaces on site.

3.4.3. Servicing

In terms of servicing arrangements, the proposed operational access will be used to undertake all servicing and deliveries. These activities will typically occur outside of the network peak hours. All servicing vehicles associated with Gartree 2 will route to the site via the A4304 and access Welland Avenue via Foxton Road.

4. Baseline Conditions

4.1. Introduction

This section of the OTP outlines the baseline conditions in the vicinity of the proposed development, including a review of the site location, local transport network, existing levels of accessibility and local sustainable transport links.

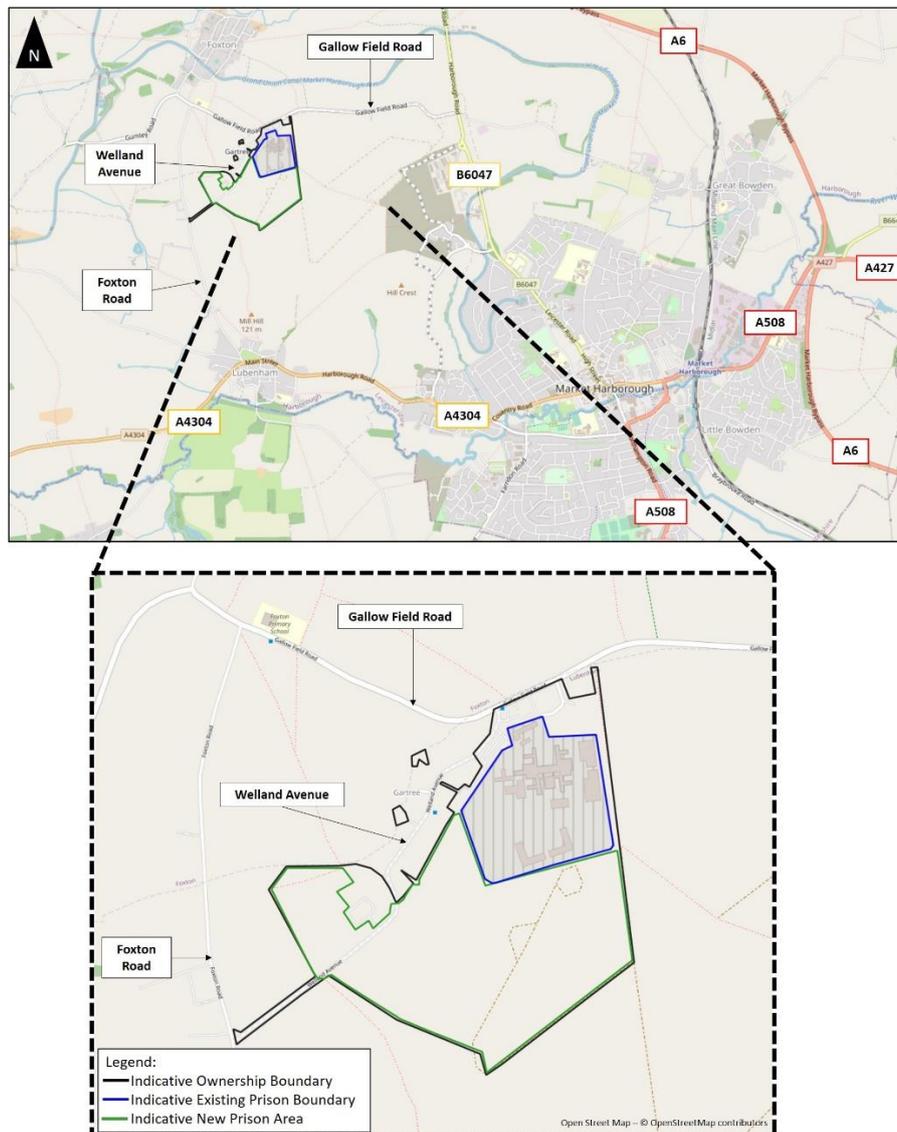
4.2. Site Location and Existing Use

The development site is located in Gartree, Leicestershire, North West of Market Harborough. Gartree 2 is proposed to be located on land to the south of HMP Gartree. HMP Gartree is a Category B men’s prison with a capacity of approximately 700 inmates. There is an existing staff and visitor car park for HMP Gartree which is accessed off Gallow Field Road/ Welland Avenue.

4.3. Local Highway Network

The location of the proposed development in the context of the surrounding highway network is illustrated on Figure 4-1.

Figure 4-1 – Local Highway Network



4.3.1. Welland Avenue

HMP Gartree is accessed via Welland Avenue, a private road subject to a 15mph speed limit. Welland Avenue also provides access to a small number of residential properties in Gartree. Welland Avenue is accessed from Gallow Field Road via a priority controlled junction to the north and Foxtton Road via a priority controlled junction to the south. Welland Avenue is approximately 5.7m wide.

4.3.2. Gallow Field Road

Gallow Field Road is a single carriageway road which runs east to west and is subject to the national speed limit. Gallow Field Road provides access between the village of Foxtton to the west, and the B6047 Harborough Road to the east. On the approach to Foxtton Primary School from both directions, there is a school safety zone in place which restricts vehicle speeds to 20mph and is operational during the AM and PM School Peaks. Gallow Field Road is subject to a 7.5 tonne weight limit restriction except for loading vehicles.

There is no pedestrian infrastructure provision located along Gallow Field Road between Welland Avenue and the B6047 Harborough Road. There is an unlit footway located to the west of Welland Avenue along the westbound side of the carriageway, which provides pedestrian access to the village of Foxtton and Foxtton Primary School.

4.3.3. Foxtton Road

Foxtton Road is a single carriageway road which provides access between the village of Foxtton to the north and the village of Lubenham to the south. Foxtton Road is subject to national speed limit between the Gallow Field Road/ Foxtton Road junction and the village of Lubenham. Foxtton Road is subject to a 30mph speed limit between Lubenham and the A4304. Welland Avenue, which provides access to HMP Gartree, forms a priority controlled junction with Foxtton Road. Foxtton Road is subject to a 7.5 tonne weight limit restriction except for loading vehicles. There is no pedestrian infrastructure located along Foxtton Road between Foxtton and Lubenham.

4.3.4. A4304

The A4304 Harborough Road is a single carriageway which provides access between Market Harborough to the east and M1 Junction 20 to the west. The A4304 is subject to a 30mph speed limit through the village of Lubenham.

4.3.5. B6047

The B6047 is a single carriageway which runs north to south and provides access between Market Harborough to the south and the A6 to the north. The A6 and A4304 provide access to the wider Strategic Road Network (SRN) around Market Harborough, including the A508 and A427. The B6047 is subject to a 50mph speed limit in the vicinity of the B6047/ Leicester Lane / Gallow Field Road junction.

4.4. Sustainable Transport

This section summarises the existing sustainable transport provision in the vicinity of the site.

4.4.1. Pedestrian Access

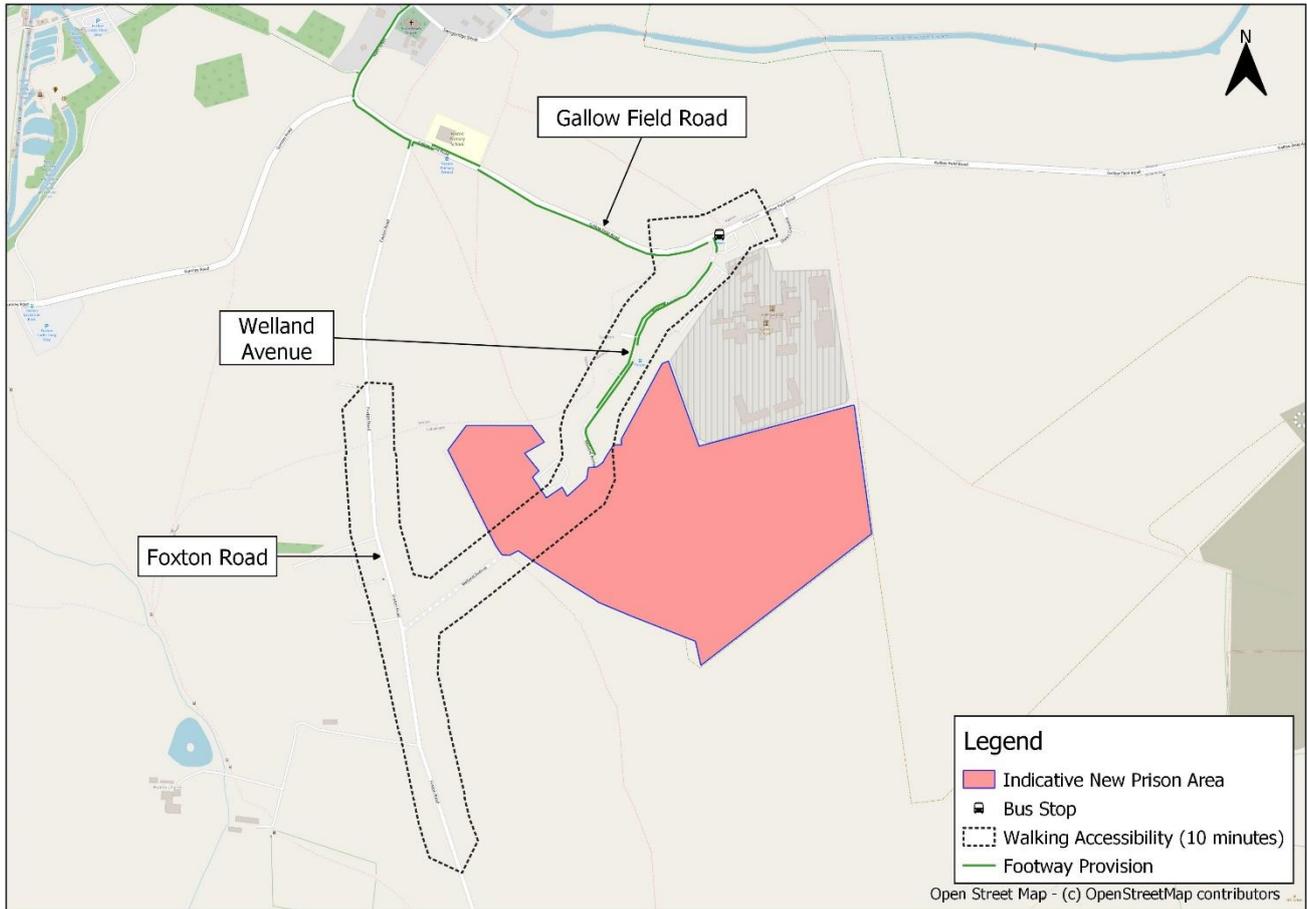
Pedestrian access to local amenities within the vicinity of the proposed development is limited. Figure 4-2 demonstrates that within a 10-minute walk of the development site, based on a walking speed of 1.4m/s², pedestrians can reach the bus stops located on Welland Avenue and Gallow Field Road.

In terms of footway provision in the vicinity of the proposed development, footways are shown on Figure 4-2. There is footway provision along Welland Avenue between the Gallow Field Road / Welland Avenue junction and the southern end of the residential properties on Welland Avenue. There are also footways along the westbound carriageway of Gallow Field Road providing pedestrian access between the Gallow Field Road / Welland Avenue junction to Foxtton Primary School and Foxtton Village. However, there are no footways along Foxtton Road,

² Providing for Journeys on Food (CIHT)

Gallow Field Road to the east of the Gallow Field Road / Welland Avenue junction, or Welland Avenue between the Foxton Road / Welland Avenue junction and the start of the residential properties.

Figure 4-2 - Walking Accessibility



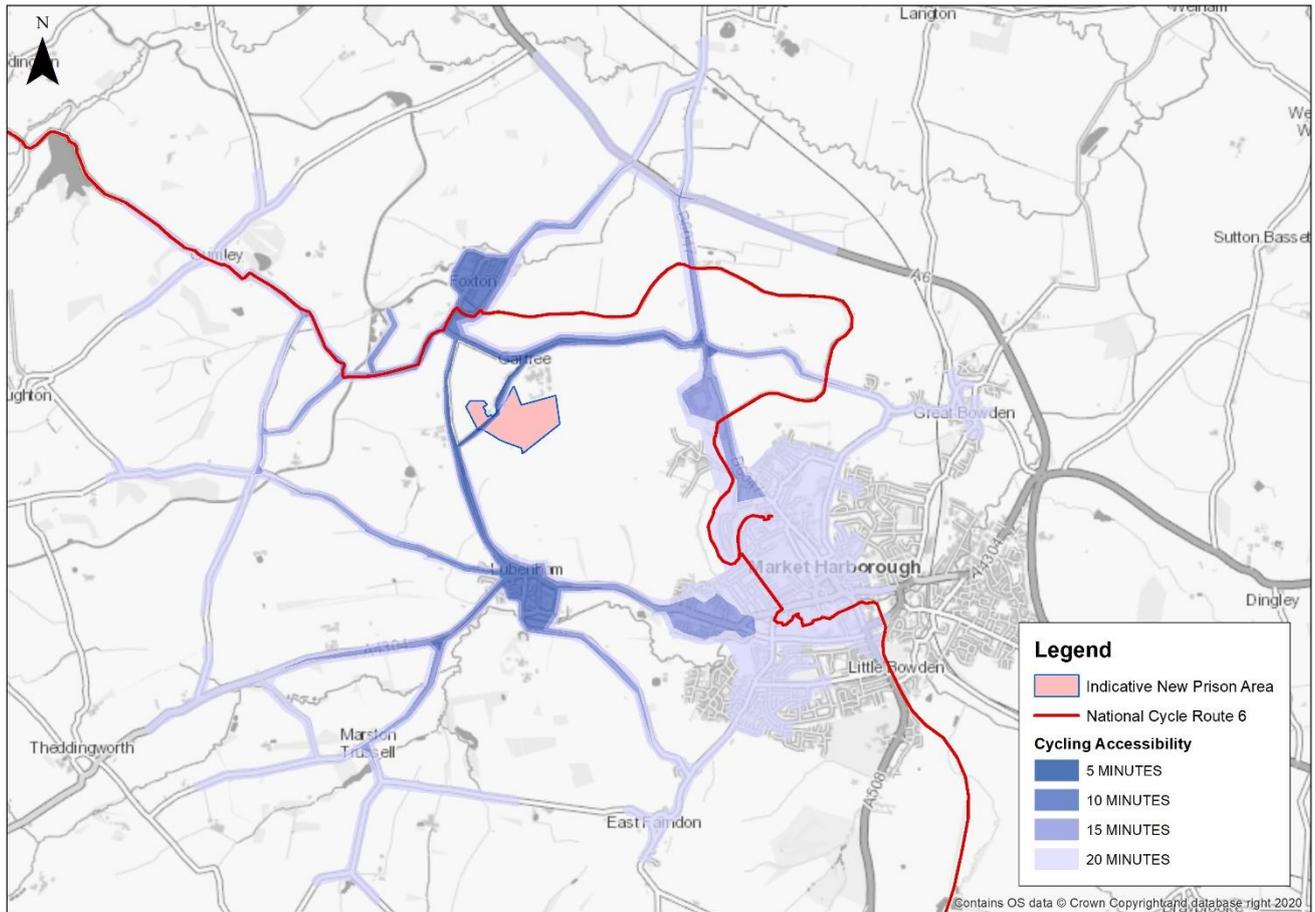
4.4.2. Cycle Access

Figure 4-3 shows that based on a cycling speed of 4.4m/s³, a cyclist would be able to reach the villages of Foxton and Lubenham within a 10-minute cycle of the site, and Market Harborough within a 20-minute cycle of the site. However, there is limited formal cycle infrastructure on the immediate highway network and therefore cyclists would be required to use the existing local highway network.

National Cycle Route (NCR) 6 is a long-distance route running from London to the Lake District, with a mixture of on-road and off-road cycle provision. From Market Harborough, NCR 6 routes along the Grand Union Canal to reach Foxton Locks. The NCR provides on-road provision from Foxton Locks to south Leicester. NCR 6 can be accessed from the proposed development at the junction of Gallow Field Road/ Gumley Road/ Main Street within a 10-minute cycle of the site.

³ Sustrans, Cycle Friendly Employers' Information Sheet

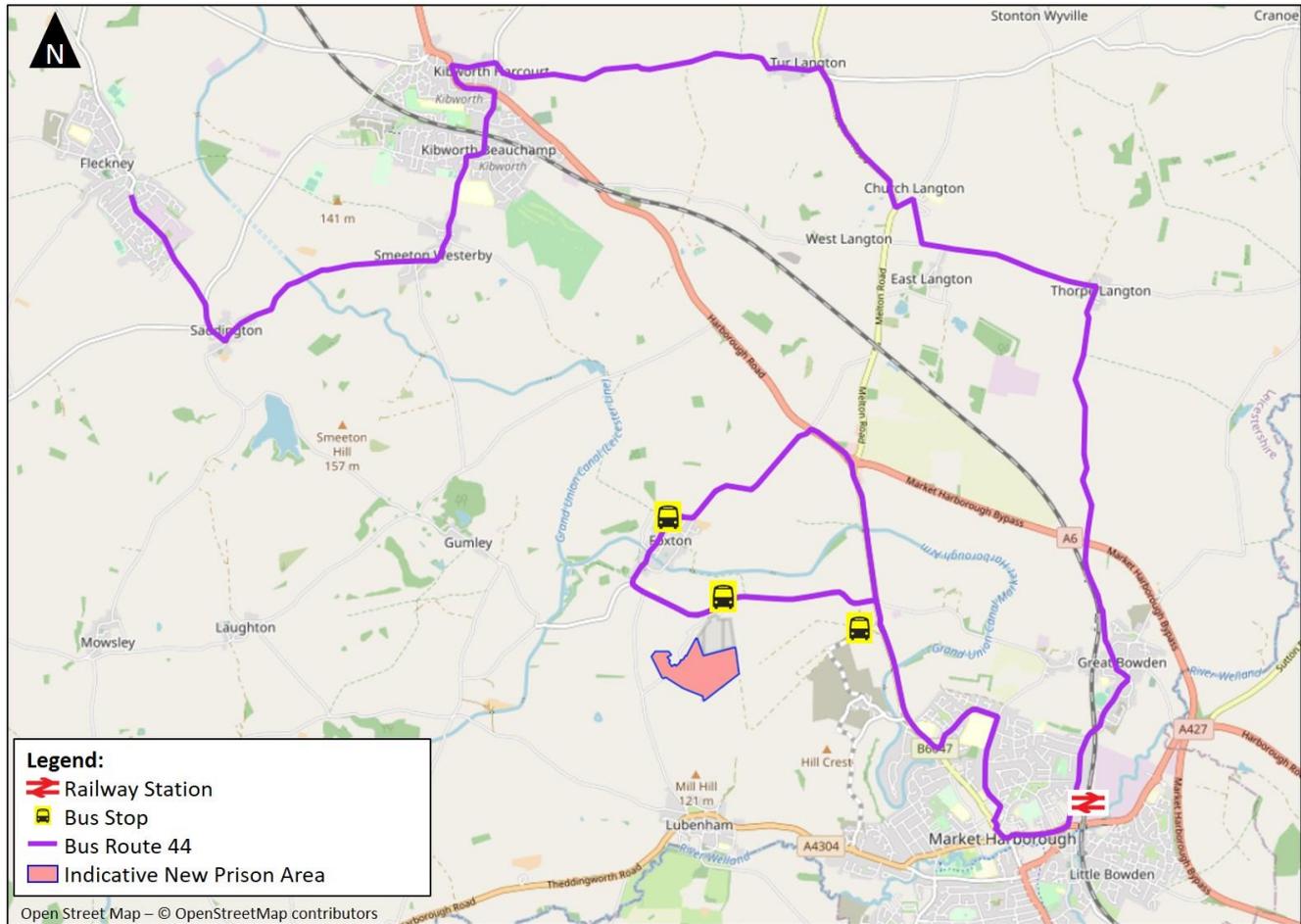
Figure 4-3 - Cycling Accessibility



4.4.3. Public Transport

This section summarises the public transport provision in the vicinity of the site, including bus and rail services. A summary of the existing public transport provision is outlined on Figure 4-4.

Figure 4-4 - Public Transport Provision



4.4.3.1. Bus

The site is served by the number 44 bus service, which travels between Fleckney, Market Harborough, and Foxtan. The service operates once every one to two hours Monday – Saturday, with no Sunday service, further service information is provided in Table 4-1.

It is important to note that the existing 44 bus route operates a one-way loop from the B6047 Harborough Road/ Gallow Field Road/ Leicester Lane junction around Foxtan and Gartree. The service from Market Harborough towards Foxtan routes via Langton Road, and does not route via Gartree. The nearest bus stop to the proposed development is Gartree, located on Gallow Field Road, as shown on Figure 4-4.

Table 4-1 - Bus Services

Route	Bus Stop Location	Monday – Saturday First/Last Service	Monday – Saturday Frequency	Sunday Service
44 (Centrebus) – Fleckney – Kibworth – Thorpe Langton – Market Harborough - Foxtan				
Towards Market Harborough and Fleckney	Gartree, Gallow Field Road	First Service: 06:48 Last Service: 18:18	One service every 1-2 hours	No Service

Source: Centrebus, (data obtained 13/07/2021)

4.4.3.2. Rail

The nearest Railway Station to the proposed development is Market Harborough Railway Station as shown in Figure 4-4. The Railway Station is located in excess of a 20-minute cycle from the proposed development. However, the number 44 bus service serves Market Harborough Railway Station.

Market Harborough Railway Station is well served by regular train services operated by East Midlands Railway to London St Pancras International, Nottingham, Leicester, Kettering, and Bedford. Further information is provided in Table 4-2. The station is managed by East Midlands Railway and has 219 car parking spaces within the station car park. The station also has 36 cycle parking spaces.

Table 4-2 - Rail Services

Destination	Average Journey Time	Monday – Friday First/Last Service	Monday – Friday Frequency	Saturday First/Last Service	Saturday Frequency	Sunday First/Last Service	Sunday Frequency
Leicester	12 minutes	<i>First Service:</i> 05:38 <i>Last Service:</i> 23:50	2 services per hour	<i>First Service:</i> 05:36 <i>Last Service:</i> 23:29	2 services per hour	<i>First Service:</i> 10:32 <i>Last Service:</i> 23:34	2 services per hour
Nottingham	44 minutes	<i>First Service:</i> 06:18 <i>Last Service:</i> 23:50	2 services per hour	<i>First Service:</i> 06:20 <i>Last Service:</i> 23:29	2 services per hour	<i>First Service:</i> 10:32 <i>Last Service:</i> 22:51	1 service per hour
London St Pancras	62 minutes	<i>First Service:</i> 05:04 <i>Last Service:</i> 23:05	2 services per hour	<i>First Service:</i> 05:33 <i>Last Service:</i> 22:09	2 services per hour	<i>First Service:</i> 07:43 <i>Last Service:</i> 21:54	2 services per hour

Source: National Rail (data obtained 13/07/2021)

4.5. Existing Travel Behaviours

Journey to work modal splits for the local area have been used to indicate existing travel behaviours. Table 4-3 shows the mode shares for Harbourough (District Area).

Table 4-3 - Census Journey to Work Mode Splits - Harbourough (District Area)

Mode	Percentage (%)
Car Driver	75.3%
Car Passenger	7.3%
Taxi	0.2%
Motorcycle	0.7%
Bus	2.5%
Train	0.8%
Cycle	2.5%
Walk	10.6%
Total	100%

Source: 2011 Census Data

Table 4-3 shows that the majority of journeys to work within Harbourough are undertaken by car (82.6%), with a small proportion using public transport (3.3%), walking (10.6%), and cycling (2.5%).

There are limited destinations that are accessible via walking from the site. Therefore, the proportion of walking trips in Table 4-3 have been removed and other modes factored up accordingly. The revised travel behaviours used to inform traffic generation for the proposed development are presented in Table 4-4.

Table 4-4 - Travel Behaviours - Harbourough (District Area) - Updated

Mode	Percentage (%)
Car Driver	84.3%
Car Passenger	8.2%
Taxi	0.3%
Motorcycle	0.8%
Bus	2.8%
Train	0.9%
Cycle	2.8%
Walk	0.0%
Total	100%

The mode shares presented in Table 4-4 provide an indication of travel behaviours for the purposes of this assessment. Given the rural location, public transport provision and the operational hours of the proposed prison, it is to be expected that the majority of trips are undertaken by car.

5. Objectives and Targets

5.1. Introduction

This section of the OTP outlines the objectives and targets of the OTP, which have been tailored to meet the needs of staff and visitors to the site.

5.2. Objectives

An effectively tailored OTP can deliver a significant impact upon travel patterns of staff and visitors, in favour of the use of sustainable modes (walking, cycling, public transport and car sharing). Therefore, the overall aim of this OTP is to reduce the reliance of the private car, through promoting and encouraging the use of sustainable travel modes.

The specific OTP objectives for this site are to:

- Promote sustainable travel at the site;
- Encourage the use of public transport amongst staff and visitors;
- Encourage car sharing amongst staff and visitors; and
- Manage car parking.

5.3. Targets

Targets should be included in an OTP to help monitor and measure the success of the OTP in meeting the objectives set out above. They should be SMART in nature, which is described as follows:



Baseline surveys will be distributed to staff and visitors of the prison six months after initial occupation. These initial surveys will confirm baseline travel patterns of the site and the percentages of trips carried out by sustainable travel modes.

Journey to work modal splits from the 2011 Census for the Harborough (District Area) have been used to indicate likely travel modes for staff and visitors.

A trip generation exercise was carried out in the TA. Census data was interrogated to understand the likely travel modes of staff and visitors. Modal share for staff was split into shift patterns, and it was considered that visitor trips will mostly utilise private car and public transport and that all legal visits will be made by car. This has informed the targets for this OTP.

Therefore, at this stage it is proposed that an '*initial modal shift target*' of 5% reduction in single occupancy car trips will be set. This should be updated by the operator in light of the results of the baseline surveys, and the initial modal shift target agreed with the Local Highway Authority. This initial mode shift target should be reviewed and revised as necessary following the completion of subsequent TP surveys after the initial baseline survey. The prison will be responsible for implementing the full TP for the period of up to five years after the baseline travel survey has been conducted; therefore, the targets will also cover this time period.

6. Monitoring, Marketing and Coordination

6.1. Introduction

After an operator has been identified, the OTP will be used as a framework for a full TP once the prison is fully operational and staff are in place to coordinate the delivery and monitoring of the TP. This section provides a plan for coordination of the TP, including details of who will be responsible for its delivery and an explanation of how it will be effectively marketed to staff and visitors.

6.2. Management and Ownership of the Travel Plan

Appropriate structures and processes will be put in place to ensure the effective management and delivery of the TP.

6.2.1. Travel Plan Coordinator

A Travel Plan Coordinator (TPC) will be responsible for the day to day management of the TP. The TPC will be a nominated member (or members) of staff at the prison, for example a member of HR staff. The TPC will be responsible for the effective liaison with other senior members of staff and will have the following duties:

- The implementation and management of the TP;
- The effective marketing of the TP;
- Ensuring that the TP and associated measures are promoted to staff during induction;
- Monitoring the TP through the coordination and distribution of annual surveys and submission of results to local authority;
- The development and management of a car sharing scheme on site, through the use of a car sharing database;
- Provide advice and information on transport-related subjects to site staff and visitors;
- Organise a Steering Group (as discussed below) to represent key stakeholders;
- Monitor the use of car parking; and
- Liaise with third parties (i.e. public transport operators, local authority, etc.).

6.2.2. Steering Group

In addition to the TPC, who will be responsible for the day to day management of the TP, a Steering Group would be established to help support the TPC in their management duties. As the initiatives included in the TP develop, it is important that those on site are consulted and included, in order to ensure that specific measures and issues are progressed.

The TPC will organise the formation of a Steering Group, which would consist of volunteer members of staff, a member of senior management, and an officer from Leicestershire County Council's highways department. The Steering Group would provide support for the management of the TP, consider and act upon any issues that may arise from the implementation of the TP, set tasks, priorities and work programmes for the TPC and provide and secure TP assistance is necessary. It is proposed that the Steering Group would be formed within six months of being fully operational.

6.3. Marketing

A range of stakeholders need to be considered in the development of the TP including staff, visitors and senior management. Therefore, it is important that a clear and comprehensive marketing strategy is in place for the TP.

The TPC will be responsible for marketing the TP. Measures to achieve effective marketing would include:

- Publicising a launch event for the TP to create awareness amongst staff and senior management;
- Ensuring that any updates to the TP are published in staff areas to ensure effective communication and awareness; and
- Ensuring that the TP and the measures to encourage its success are promoted as part of the staff induction process.

The TP will be marketed as a positive initiative to encourage staff and visitors to actively participate.

6.3.1. Visitor Transport Information Board

Travel information for visitors will also be added to the prison's visitor information page on the Justice website. In addition, a visitor transport information board will be located in a communal area to disseminate up to date public transport timetables for use by visitors. The board should be located in an easily accessible location, to promote awareness.

6.4. Travel Plan Monitoring Strategy

A robust monitoring strategy is essential for measuring the performance of the TP against the agreed objectives and targets.

6.4.1. Baseline Surveys

Baseline surveys will be carried out six months after initial occupation. The survey should be distributed in a communal area or for staff via an online questionnaire. The survey would seek to understand the following:

- Current mode of travel and reasons for use;
- Willingness to use alternative modes;
- Incentives to encourage the use of sustainable modes; and
- Other transport related issues.

The surveys will be used to establish a baseline which will be used to understand the results of future surveys.

6.4.2. Annual Monitoring and Review

6.4.2.1. Monitoring Surveys

Following the baseline survey, annual staff and visitor monitoring surveys will be undertaken to demonstrate progress in achieving objectives. The subsequent surveys should also monitor the use of car and cycle parking facilities. If the demand for cycle parking or bus infrastructure exceeds provision, then further provision will be investigated.

The subsequent surveys and reviews of the TP should also capture the up-to-date strategies which the prison is using to increase sustainable travel to the site. It is proposed that the TP will be updated annually with a full review every five years.

6.4.2.2. Welland Avenue

As outlined, vehicular access to Gartree 2 will be taken from the southern section of Welland Avenue via Foxton Road. All vehicular traffic associated with Gartree 2 will be managed through directional signage along Welland Avenue, whilst all staff will receive instructions on how to access Gartree 2 during the induction process and travel information for visitors will also be added to the prison's visitor information page on the Justice website.

However, in addition to these measures, the MoJ will undertake monitoring surveys along Welland Avenue every 6 months and share the results with the Gartree residents to ensure that staff and visitors are accessing Gartree 2 via Foxton Road. It will be the responsibility of the Travel Plan Coordinator (TPC) to manage the monitoring surveys.

7. Travel Plan Measures

7.1. Introduction

An OTP provides an opportunity to propose a range of initiative to meet the objectives set out in Section 5. These measures encourage the uptake of sustainable travel amongst staff and visitors and are considered to be appropriate for the proposed development, although it is anticipated that they will be developed in more detail upon the appointment of the operator, who will be responsible for the implementation of Travel Plan measures.

7.2. Travel Plan Measures

This section sets out a range of measures for both staff and visitors, which will encourage the uptake of sustainable travel.

Car Park Strategy

It is proposed that 523 car park spaces will be provided at the site for use by staff and visitors, of which 16 spaces will be provided for disabled users. The TA includes the car park accumulation assessment to demonstrate that sufficient car parking has been provided at the site to avoid staff and visitors parking in nearby residential streets.

The objectives of this strategy are to:

- Provide sufficient parking spaces to ensure that prison related parking does not overspill onto the surrounding highway and/or car parking areas relating other uses; and
- Not to over provide parking to ensure that sustainable transport options are not overlooked as viable means of travelling to the site.

The car parks will be managed by the prison and the TPC will be responsible for monitoring the use of the car park, through a car parking beat survey.

Car Sharing Strategy

Car sharing is an important element of the OTP to minimise single occupancy car travel to and from the site. As there are multiple shift patterns at the site, to accommodate these it is considered necessary for a site-specific car sharing scheme to be developed. For some staff, it may be feasible for them to use an area wide car share scheme.

The TPC would be responsible for setting up a car shaing group, encouraging staff to car share, raise awareness of the car sharing scheme through marketing and communication materials, and developing and maintaining a site-specific car shaing database. For security purposes, the database will only include limited staff postcode data. It is proposed that members of staff who could car share will be on the same shift pattern.

BREEAM Tra02 required 5% of the total car parking capacity to be allocated for car sharers. Therefore, it is proposed to provide 27 car shaing spaces.

Public Transport Strategy

The measures which would be implemented to encourage staff and visitors to the prison to use public transport are as follows:

- Provide a public transport information system in a publicly accessible area, to allow building users access to up-to-date information on the available public transport and transport infrastructure. Including information on the nearest bus stop, nearest railway station, connectivity information, relevant timetables, and fare information for key destinations.
- Include signposting from the site to public transport, cycling, walking infrastructure, and local amenities.
- Investigate the possibility of providing bus 'taster tickets' for employees. This would allow staff to trial their journey to work by bus to see whether it is a feasible option for them.
- Investigate the possibility of providing increased services to correspond with shift times.

Cycling Strategy

There are various measures which will be implemented to encourage staff and visitors to the prison to cycle:

- Negotiate discounts for cycling equipment with local retailers and promoting these to staff as part of the induction process.
- Provide cycle parking spaces at the new development.
- Investigate the possibility of introducing an interest free loan cycle purchase scheme. The scheme could work through a salary exchange system, to encourage staff to cycle to work, promoted through the induction process.
- Investigate the feasibility of encouraging employees to undertake adult cycle training.
- Provide appropriate shower and changing facilities in accordance with BREEAM requirements at the prison for use by staff, to encourage cycling trips. Locker facilities will also be provided so that uniformed officers can store their civilian clothes, personal items and cycle equipment.

Reducing Single Occupancy Car Trips

It is also important to consider how to minimise single occupancy car trips. The following measures have been proposed:

- Prison management will actively encourage the use of public transport for long distance business trips.
- The potential for the prison using conferencing facilities will be explored, particularly for non-uniformed staff, in order to minimise the need to travel.

8. Action Plan

8.1. Introduction

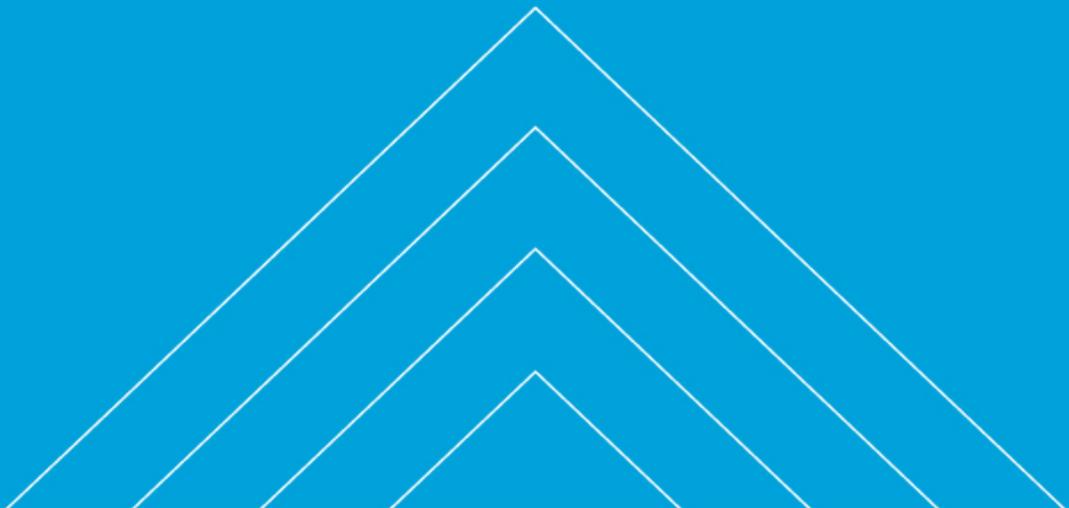
An Action Plan has been developed in Table 8-1, with targeted initiatives for the prison to take forward. The Action Plan presents target dates and responsibility of the delivery of the TP measures.

Table 8-1 - Action Plan for Travel Plan Measures

Action	Target Date	Method of Monitoring	Responsibility	Method of Publicity
Appointment of TPC	Before occupation	n/a	Operator	n/a
Travel Plan launch event	Upon occupation	n/a	Operator/TPC	Part of staff induction
Baseline monitoring of staff and visitor travel patterns	Within six months of occupation, then on annual basis.	Travel Survey	TPC	Part of staff induction
Car Park Strategy				
Monitor the use of car parking facilities	Upon occupation	Parking Beat Survey	TPC	n/a
Car Sharing Strategy				
Publicise car sharing schemes	Upon occupation	Travel Survey	TPC	Internal staff communication Communal Noticeboards
Create and maintain car sharing database	Upon occupation	Travel Survey	TPC	Internal staff communication Communal Noticeboards
Public Transport Strategy				
Public transport information provision	Upon occupation	Availability of information for staff and visitors	TPC	Internal staff communication Communal Noticeboards
Consider bus taster tickets for one month of travel on local bus services	Upon occupation	Travel Survey	TPC/Operator	Internal staff communication Communal Noticeboards
Improve bus services/ routing	Before occupation	n/a	TPC/ Bus Operator	Internal staff communication Communal Noticeboards
Cycling Strategy				
Cycle purchase incentives negotiated with retailers	Upon occupation	Availability of purchase incentives to employees	TPC	Internal staff communication Communal Noticeboards

Action	Target Date	Method of Monitoring	Responsibility	Method of Publicity
Provision of on-site cycle infrastructure/facilities	Before occupation	Travel Survey	TPC/Operator	Communal Noticeboards
Consider introducing an interest free loan cycle purchase scheme	Upon occupation	Availability of interest free loans	TPC	Internal staff communication Communal Noticeboards
Consider and promote adult cycle training	Upon occupation	Take-up of cycle training	TPC/council	Internal staff communication Communal Noticeboards
Reducing Single Occupancy Car Trips				
Encourage the use of public transport for long distance business trips	Upon occupation	Travel Survey	Prison Management/TPC	Internal staff communication Staff Noticeboards
Explore potential for video conferencing facilities	Ongoing	Use of video conferencing	Prison Management/TPC	Internal staff communication

Appendices



Appendix A. Illustrative Masterplan



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 Do not scale from drawings. Verify all dimensions on site prior to construction. This drawing is to be read in conjunction with all relevant documents and drawings. Report all discrepancies to MOJ immediately.
 No unauthorised use, disclosure, storage or copying.

- Building Footprint
- Existing Vegetation Retained
- Exercise Area
- Proposed Vegetation (refer to landscape plan for details)
- All Weather Surface Area
- Horticultural Area
- Clearance Zone
- Proposed Woodland Screening
- Community Area
- Proposed Ponds
- Existing Ponds
- Application Red Line Boundary
- MOJ Ownership Boundary
- Existing Gas Main
- Security Fence Zonal Fencing 5.2m
- Zonal Low Level Timber Fence
- Security Fence - Internal Fence 5.2m
- Security Fence - Outer Fence 5.2m
- Badger Set and Exclusion Zone

Rev	Date	Description
P06	03.08.21	Existing gas main line type on legend revised to show class 2s
P05	30.07.21	New ponds west of site indicated, with footpath route. New footpaths along Welland Avenue added. Existing Gas Main to south shown.
P04	26.07.21	Proposed bus stop note removed.
P03	13.07.21	Updated ownership and site line boundaries
P02	14.06.21	Updated to Mace TA Comments
P01	30.04.21	First Issue

This document references the following linked files

File Reference	Status	Revision
661277-0000-PEV-GTX0000-XX-M3-A-0001-D0200	S1	P 00
661277-0000-CEN-GTX0000-XX-SU-G-0001-A0700	S2	P03

Project Status
 RIBA Stage 2

Client Ministry of Justice	Project New Prisons Programme
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Ministry of Justice, 102 Petty France, London, SW1H 9AJ

Project Description / Site
 New Prisons Programme
 Gartree 2

Project Address
 Site Adjacent to HMP Gartree

Building Type
 SITE INFRASTRUCTURE

Drawing Title
 Site-Block Plan-Proposed-Planning

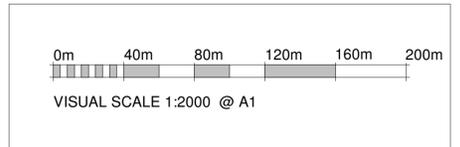
PICK EVERARD	Originator Logo	Drawn By	HKM	Date	08-04-2021
		Checked By	CGI	Date	08-04-2021
		Approved By	CGI	Date	08-04-2021

Drawing Number
 661277-0000-PEV-GTX0011-ZZ-DR-A-9002
 Delref B0700

Sheet No. 1 of 1
Scale As indicated
Orig. Sheet Size @ A1
Rev. P06

Data Security Classification
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Suitability
 S3

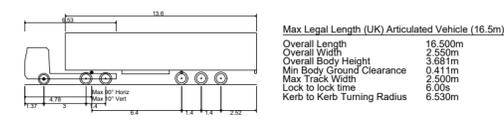
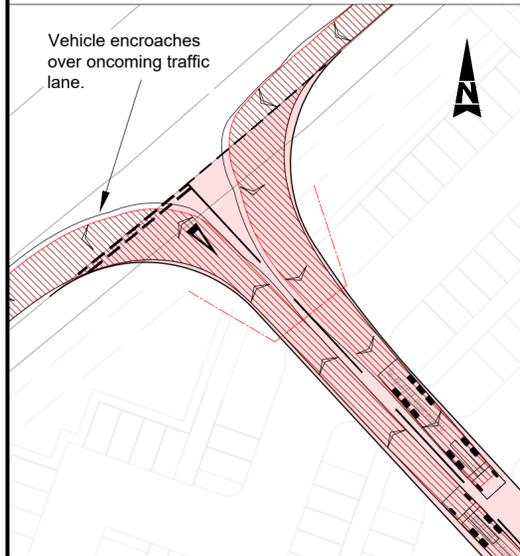
1 Plan-Site-Block-Proposed - Planning
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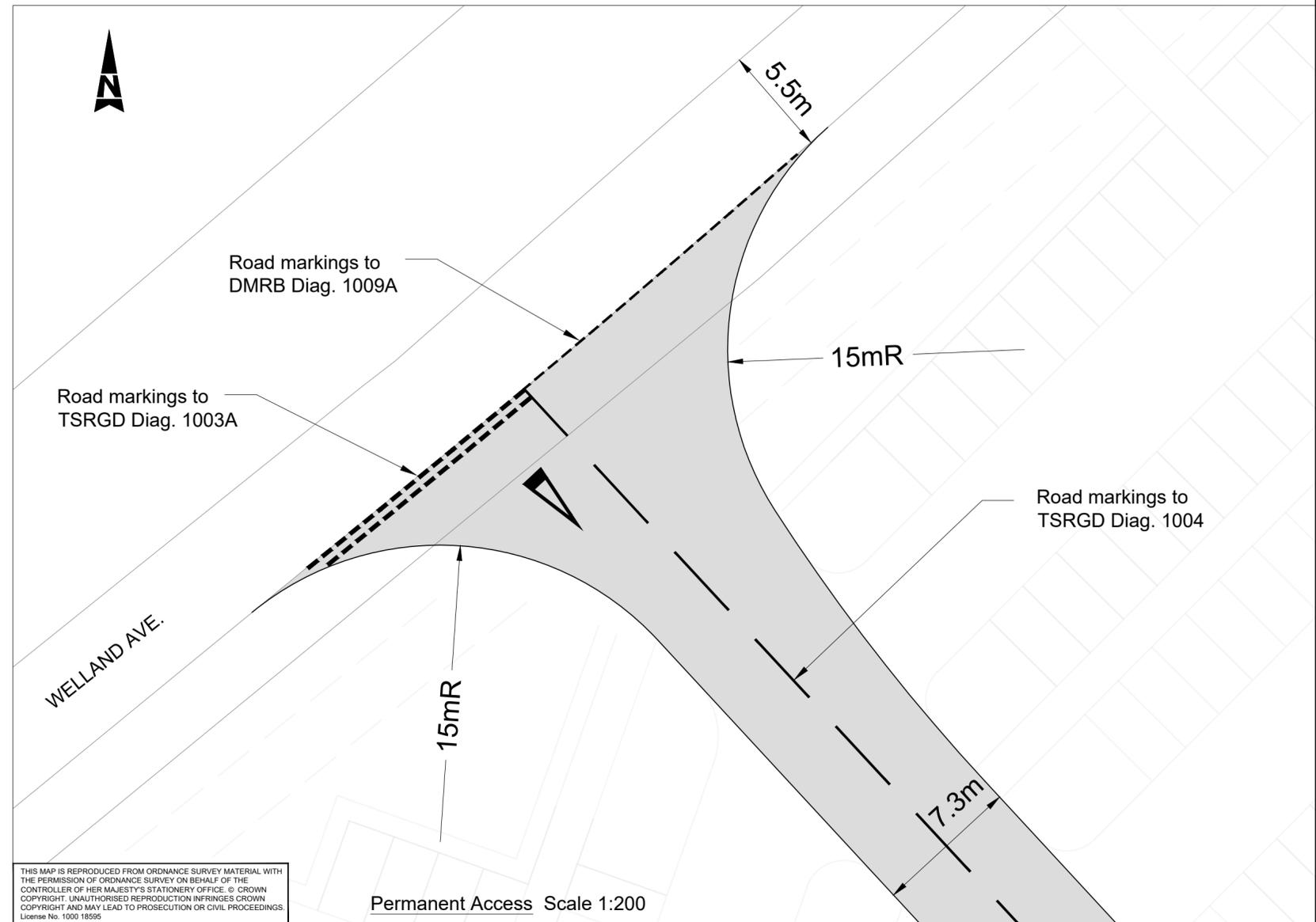
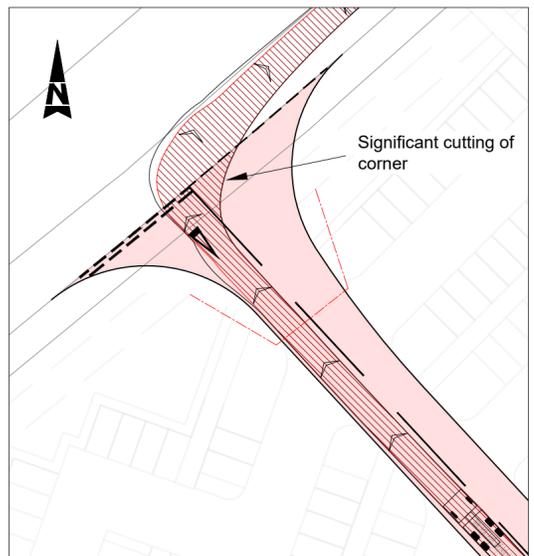
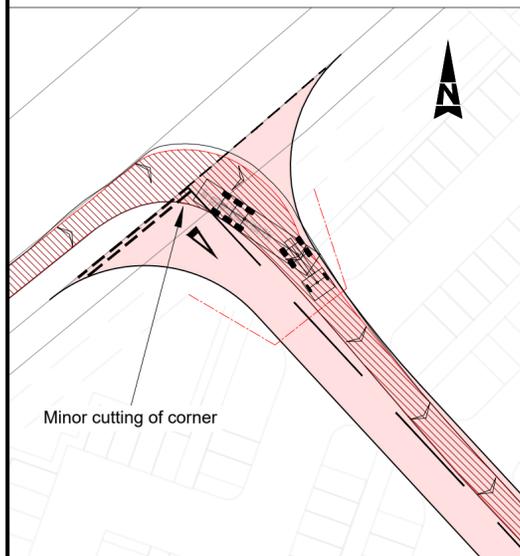
Appendix B. Site Access Design

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Millimetres

DO NOT SCALE



Construction Access Scale 1:500



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- Notes:
- Layout is preliminary design 'for information' only and subject to approval from Highway Authority.
 - Layout is based on Ordnance Survey. Subject to detailed design on Topographical Survey base.
 - Proposed junction visibility splays to be checked against topographical survey information to confirm minimum standards are achieved.
 - All proposed road markings and temporary signage to be in accordance with the 'Traffic Signs Regulations and General Directions 2016'.
 - On completion of works all affected infrastructure including hedging, fencing, ditches, footways, kerbing, verges and road surfacing shall be reinstated in accordance with the Overseeing Organisation's requirements.

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION			
In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:			
CONSTRUCTION			
NONE			
MAINTENANCE/CLEANING			
NONE			
DECOMMISSIONING/DEMOLITION			
NONE			
It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement			

Rev	Date	Description	By	Chkd	App'd
P1	20.04.21	DRAWING CREATED		AE	PDE

Drawing Status: **FIT FOR INFORMATION**

Suitability: **S2**

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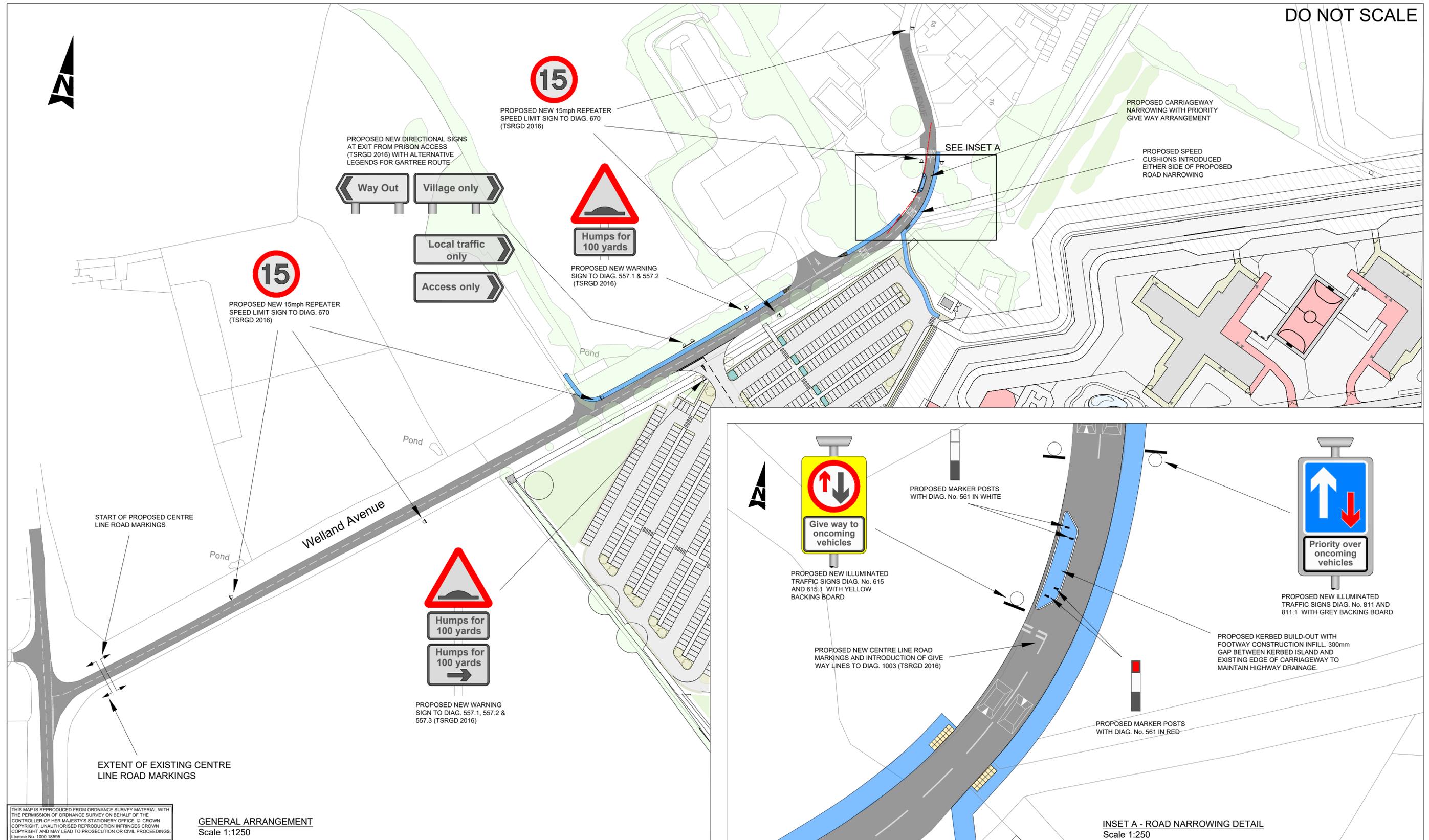
Client: **MINISTRY OF JUSTICE**

Project Title: HMP GARTREE					
Drawing Title: PROPOSED NEW ACCESS					
Scale	Designed	Drawn	Checked	Authorised	
AS SHOWN	AE	AE	PDE		
Original Size	Date	Date	Date	Date	
A2	20.04.21	20.04.21	20.04.21		
Drawing Number	Originator	Volume	Project Ref. No.		
HA PIN			5200124		
GART	- ATK	- HGN	Revision		
WELL	-DR - D	- 0001	P1		
Location	Type	Role	Number		

Appendix C. Welland Avenue Proposed Highway Mitigation Design

DO NOT SCALE

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Millimetres



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GENERAL ARRANGEMENT
Scale 1:1250

INSET A - ROAD NARROWING DETAIL
Scale 1:250

Key: 25m Visibility distance to traffic calming feature Proposed new footway / island Existing carriageway with proposed centre line markings Proposed Tactile Paving Proposed speed cushion 1.8m x 3.5m	Notes: 1. Layout is preliminary design 'for information' only. Based on Ordnance Survey data. 2. Spacing of proposed repeater speed limit signs to be 100m 3. Spacing of proposed speed cushions to be 60m	SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:	It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement	Drawing Status FIT FOR INFORMATION Suitability S2	Project Title HMP GARTREE
		CONSTRUCTION Live traffic Live utilities, Presence of soil contamination, asbestos, Hazardous tar and breaking of concrete not known			
		MAINTENANCE/CLEANING NONE	Client MINISTRY OF JUSTICE	Scale AS SHOWN Original Size A2	
		DECOMMISSIONING/DEMOLITION NONE		The Axis 10 Holiday Street Birmingham West Midlands B1 1TF Tel: +44 (0)1214 835000 Fax: +44 (0)1214 835252	Designed AE Date 05.08.21
			Rev. Date Description By Chkd App'd P1 05.08.21 DRAFT DESIGN FOR REVIEW AE PDE	Checked PDE Date 05.08.21	Authorised Date
				Drawing Number HA PIN GART WELL	Originator - ATK - -DR - D Type Role Number
				Volume - HGN - - 0003 - Number	Project Ref. No. 5200124 Revision P1

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