



Green Travel Plan

Date:

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Signed by:

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1. Introduction

1.1 Travel Plans

Green Travel Plans are the Government's recommended way forward to widen travel choice, to promote more sustainable travel choices and to reduce single occupancy car travel.

A Travel Plan is a dynamic process, evolving and changing over time to reflect Copdock Hall, our stakeholders and site. It provides an ideal opportunity for us to evaluate and reconsider our current travel habits and will cover the following elements:

- Visitor travel
- Deliveries and contractors' travel
- Working practices
- Ongoing changes to site

1.2 Implementing a Travel Plan

- To demonstrate Copdock Hall's commitment to travel planning and to promote the use of sustainable transport.
- To improve opportunities for and encourage travel by sustainable modes and to reduce unnecessary travel.
- To raise awareness of the Green Travel Plan for contractors, their staff and visitors.

1.3 The aim of the Travel Plan

The overall aim of the Copdock Hall Green Travel Plan is to seek to ensure that where possible our contractors and visitors use more environmentally-friendly alternatives to driving a vehicle as a single occupant.

1.4 The benefits of implementing a Travel Plan

There will be cost savings associated with reduced transport-related costs both for Copdock Hall and contractors/stakeholders by reducing car journeys.

There will also be quality of life improvements for guests and workers related to reduced congestion and stress as well as improved health and motivation. Neighbours and villagers will benefit from reduced congestion, improving community relations. The plan demonstrates our environmental commitment due to improved local air quality and reduction of global pollutants, as well as reducing our carbon footprint.

2. Context

2.1 Type of organisation

Copdock Hall is a multi-function venue whose customer base will be mainly members of the public and business people. Events will include weddings, parties, theatre productions, markets, conferences, product launches among others. As a result we anticipate a steady stream of visitors plus contractors involved in staging the events.

Copdock Hall is committed to making environmental improvements and to lessening the impact we have on the environment. Our Travel Plan fits in with our aspiration to promote sustainability and ease of access and healthy lifestyles for our guests and contractors.

2.2 Visitor Information

All our guests and customers will be members of the public who will come from the local vicinity and beyond. Depending on the event – weddings, conferences, parties, product launches etc - it is difficult to calculate how most of them will travel to the site. However, we assume most will not be walking so we aim to reduce the number of car journeys by encouraging other forms of transport.

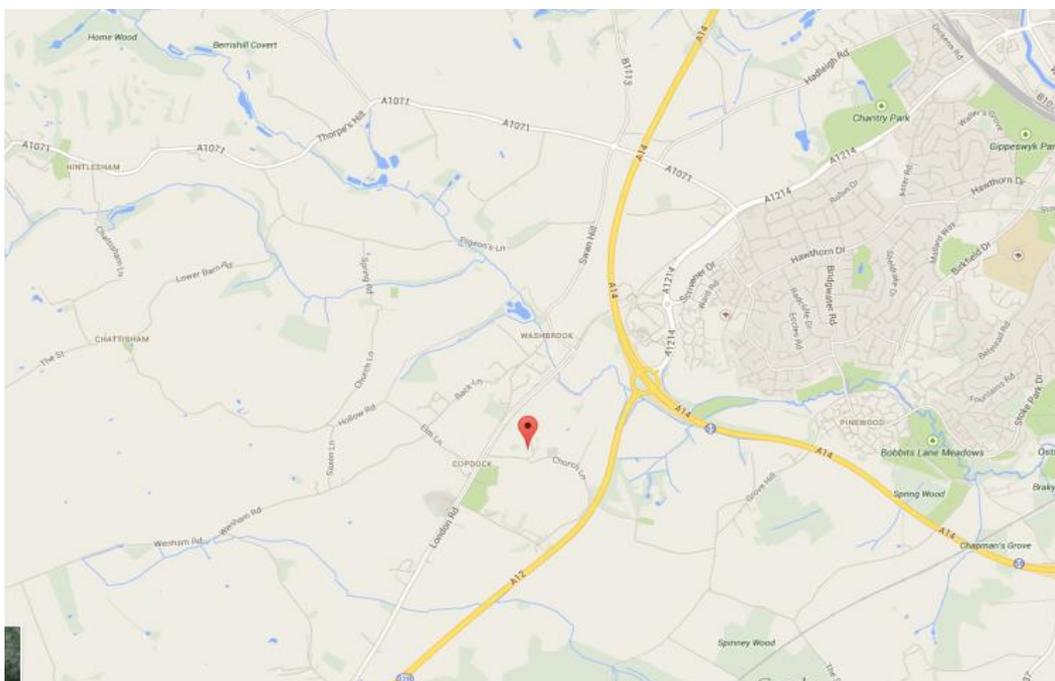
We do not envisage directly employing staff due to the sporadic nature of the business.

We do anticipate working with various contractors – caterers, disco operators, flower arrangers, photographers etc – who we think will be more locally-based.

We will encourage contractors and their staff to travel together, share lifts, use public transport where appropriate. Copdock Hall will also involve local taxi/minibus firms and negotiate favourable terms for joint transport trips for people working at the site.

2.3 Travel to the site

Copdock Hall is based in the Suffolk village of Copdock, approximately a mile from the edge of Ipswich.



a) Information and Promotion

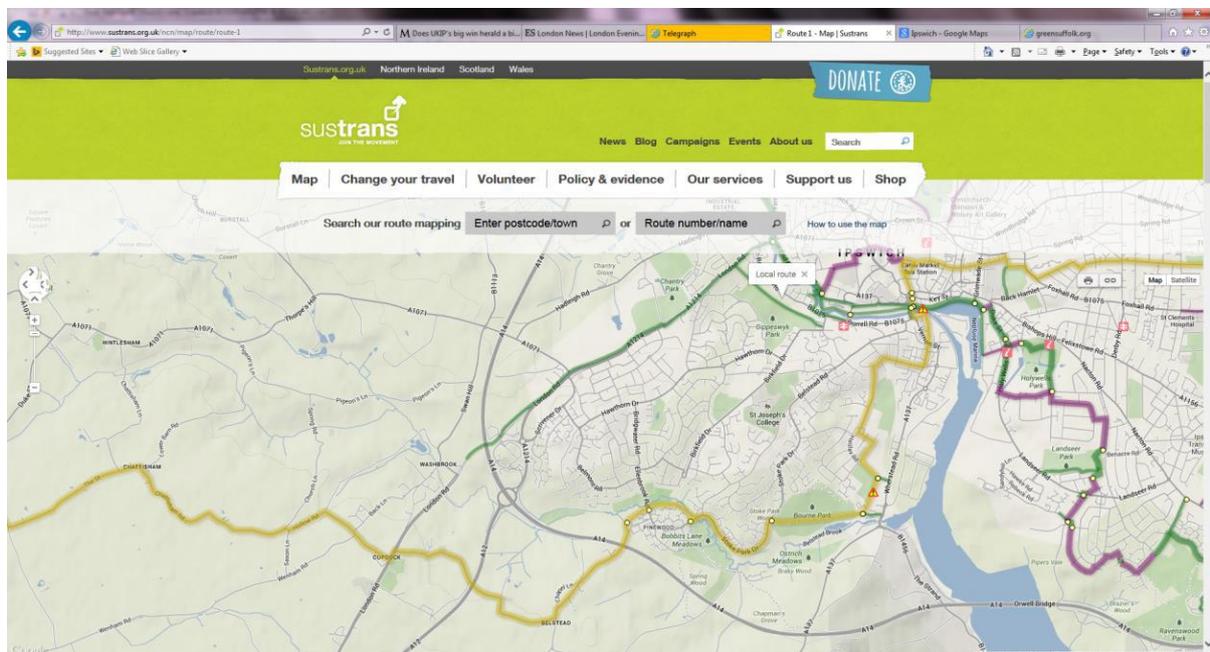
Information about alternative travel choices is provided to visitors and contractors via email, website and social media.

b) Pedestrian Access

Copdock Hall is accessible by public footpath from the village and nearby Washbrook. The paths are clearly marked and maintained. (see location map on 3.1). Because these are primarily rural, unsurfaced paths they are unlit and probably not appropriate at night. If people use them as access during daylight, we can arrange for taxi/minibus departure during darkness.

c) Cycling

In recent years, Suffolk has become extremely popular among cyclists, particularly because of its flat landscape. Individual and groups of cyclists are a common sight in Church Lane bordering the property which is connected to the Sustrans National Cycle Network Route 1 and the Ipswich cycle network: <http://www.sustrans.org.uk/ncn/map/route/route-1>



We propose up to eight cycle stands in the main car park to accommodate those who choose to cycle to Copdock Hall.

d) Bus links

Copdock Hall is a two-minute walk from the Old London Road where the 93 bus route runs between Colchester and Ipswich. The bus runs from 6.30am and 6.45pm, every one-to-two hours midweek and between 8.20am and 6.45pm less frequently on Saturdays. There is no service on Sundays.

However the number 13 bus runs every 10 minutes from nearby Tesco park-and-ride - under the motorway bridge - into Ipswich town centre, from 6.18am to 22.57 Monday to Saturday. It is an approximate 15 to 20-minute walk from Copdock Hall using local footpaths which are probably not suitable in darkness

e) Rail links

Copdock Hall is a 10-minute taxi ride to Ipswich Station and roughly a 15-minute drive to Manningtree Station on the main Norwich to London Liverpool Street line.

f) Journey Sharing/Car Sharing

Guests and contractors' staff are encouraged to register on car-sharing schemes such as www.blablacar.com and www.liftshare.com.

g) Motorcycles and other Powered Two Wheelers

There are currently dedicated motor cycle/powered two-wheeler spaces which can be found in the main car park to the right as you enter.

h) Coach hire

Guests for both weddings and other events are able to arrive by private coach minimising the number of cars. We have a wide turning circle for coaches to drop guests close to Copdock Hall and a coach parking bay on site where drivers can park.

i) Driving

Car parking is available on site with a 38-space plot in the main field; eight day spaces in an adjoining car park including three disabled spaces and a further 22 spaces at the rear of the site for workers, including two disabled bays.

There is room for roughly 20 to 30 cars at the adjoining church car park and the nearby village hall car park which is a five-minute walk, can accommodate around 70 vehicles.

2.4 Current measures in place

Guests, visitors and contractors coming to Copdock Hall will be advised of alternative means of transport other than the car such as bus, walking or cycling.

Footpath maps will be made available and bus and train timetables.

We are in discussions with local taxi and minibus companies to negotiate 'special rates' to take visitors to nearby towns, hotels and transport hubs to avoid one-man car journeys.

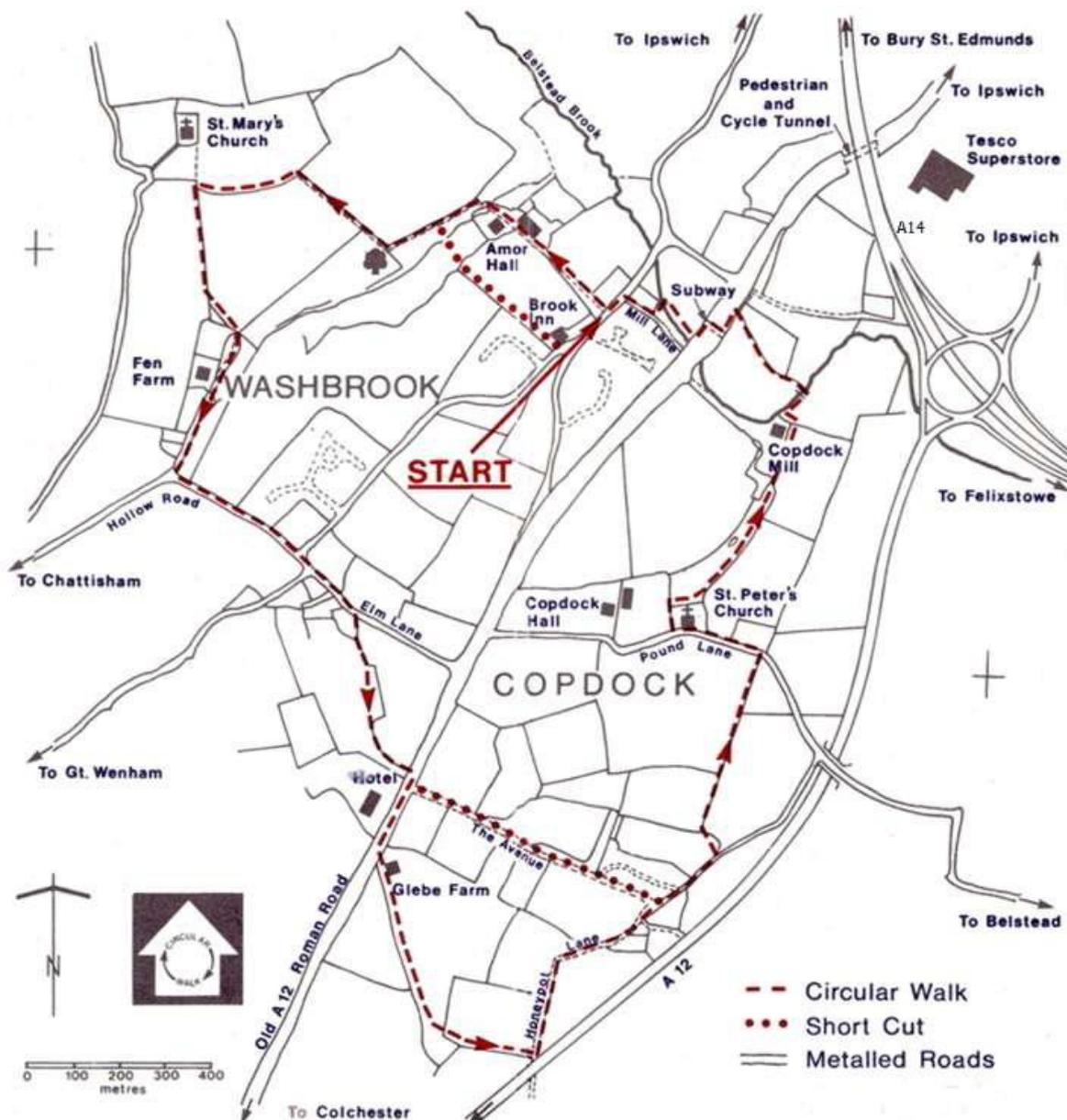
We will also encourage visitors to car-share to minimise journeys to and from Copdock Hall.

There will be up to eight bike racks in the main car park as well as spaces for motor cycles.

3. Incentives

3.1 Walking

Walking is the cheapest and healthiest mode of transport. Fortunately, Copdock Hall is located next to public footpaths accessible from Copdock and Washbrook. Of course, walking isn't always practicable for visitors at some events like weddings, but should be considered – especially if staying in the village or near one of the bus routes (see 2.3 d). Routes of public footpaths are readily available on the internet but here is a useful local link www.thegrindle.co.uk/pdf_files/Walk1.pdf.



If people do opt to walk and the vagaries of the English weather cast their spell, we can readily call for local taxis or provide complimentary umbrellas and wet weather gear. Alternatively, if you do walk to the venue and the weather turns or is too dark for the return, we organise taxis or minibuses for your trip home.

For up-to-date walking routes, distances, maps and timings, walkers can refer to the website www.walkit.com.

3.2 Cycling

Like walking, cycling can be both healthy and cheap. Copdock Hall is next to a minor road which itself is connected to a major A road in and out of Ipswich so access is good. As well as the Sustrans cycle network link in 2.3(c), cyclists can use other cycle network maps both nationally and locally such as www.cyclestreets.net and/or

www.greensuffolk.org/assets/Travel-Plans/Documents/Cycling/IpswichCycleMap.pdf

We will have up to eight cycle racks to which bikes can be locked and there will be storage for clothing if riders wanted to change into something more appropriate. There will also be cover for bicycles in case of rain.

We will consider setting up a Bicycle Users Group if sufficient demand warrants it.

3.3 Public Transport Use

While local bus services aren't as comprehensive as they once were, Copdock Hall is accessible by bus. The 93/93C Ipswich to Colchester service runs along the main Old London Road which is a few minutes' walk from the venue. A timetable is available via

www.suffolkonboard.com/timetables-and-leaflets/bus-timetables-by-service-number. For

those visitors prepared for a slightly longer walk to Tesco underneath the A14 bridge, here is the timetable for the route 13 bus into Ipswich, taking in the railway station

www.ipswichbuses.co.uk/documents/timetables/Service_13.pdf. However, it is a 15 to 20-

minute walk to the Tesco site and the footpath is unlit so might not be suitable for night time walks. If that is the case we can organise alternative transport such as taxis or minibuses for the return journey with local and regular suppliers with whom we'll enjoy preferential rates.

The www.traveline.info website can assist you in your journey planning – just press on the East Anglia option for the regional information.

3.4 Car Sharing and Reduction of Car Use

For one-off or regular visitors to Copdock Hall, car-sharing could be an alternative to single occupancy car journeys. Guests and contractors' staff are encouraged to register on car-sharing schemes such as www.blablacar.com and the more local www.suffolkcarshare.com

If car shares fall through for staff or contract personnel, we will make arrangements for a lift home with preferred taxi and minibus firms.

3.5 Private Coach Hire

Bridal parties or private companies using Copdock Hall will be advised of local coach hire companies which could assist a large number of people being transported to and from the venue. This could be from the two local railway stations, hotels or Stansted airport and would prevent all guests using cars.

4. Implementation

4.1 Roles and responsibilities

As the owner of Copdock Hall, director Ian Evans is committed to its Green Travel Plan and minimising where possible the number of car journeys to and from the site. We will work with all stakeholders, guests and contractors to encourage the use of footpaths, public transport, cycling as well as private car and coach hire to achieve those aims. Ian can be contacted on 07808 974534.

4.2 How the plan will be marketed

We will offer alternative transport uses on our website, social media and general marketing literature.

Routes, advice and contacts will be clearly displayed and Ian Evans will be on hand to answer any queries or questions on the best way to travel to and from Copdock Hall.

We do not want the premises over-run with unnecessary car journeys so it is in our interest and the environment's to do everything we can to suggest alternatives.

If and when national initiatives arise, we plan to 'piggy-back' on to them and cash in on free marketing and publicity.

To incentivise contractors and guests to avoid single-occupancy car journeys, we could hold 'green commuter prize draws' and guarantee a ride home for car-sharers and cyclists/walkers in case of emergencies.

We will also work with local private hire companies to find cost effective coach packages for customers.

We will issue copies of the Green Travel Plan to regular suppliers and contractors and share good practice to minimise unnecessary journeys. We will also post a copy of the plan on the website when it becomes available.

5. Monitoring

5.1 How progress will be measured

We plan to monitor how many vehicles are used per event – so for a wedding of 100 people, we would count how many guests drive by counting the number of cars in the car park. The more weddings we stage, the more figures we can collect to build a pattern of car-use behaviour and then action it. We will also monitor private coach hire.

Because larger events like weddings are sporadic, we might only be able to monitor and compare on a six-monthly or annual basis.

However for business conferences where the clientele might be more local, the timetable of monitoring could be more regular.

Once we know the patterns of transport use, we can target ways of reducing it by developing action plans.

5.2 Working with local councils and other bodies

We aim to work with local councils like Babergh, Ipswich and Suffolk to resolve any issues that arise from our own research.

We will work alongside initiatives like www.suffolkonboard.com/suffolk-county-council-passenger-transport/travel-change/ipswich and www.sustrans.org.uk/our-services/what-we-do/personalised-travel-planning to work and reduce the number of single-occupancy car journeys.