

**PROPOSED OFFICE/LABORATORIES AND HUB UNIT
CARDIFF EDGE LIFE SCIENCES PARK, CARDIFF**

Trinity Investment Management
Travel Plan

August 2022

Travel Plan
Proposed Office/Laboratories and Hub Unit
Cardiff Edge Life Sciences Park, Cardiff

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of Trinity Investment Management's proposals for an office/laboratory and Hub unit at the Cardiff Edge Life Sciences Park, a Travel Plan will be implemented to focus primarily on staff travel.

1.2 Travel Plan Background

- 1.2.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.2.2 The document Delivering Travel Plans through the Planning Process¹ has been reviewed with reference to the development of the site Travel Plan.
- 1.2.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:
- Increases in walking and cycling, with associated health gains.
 - Improved social inclusion.
 - Better conditions for employees.
 - Improved staff recruitment and retention.
 - The opportunity to contribute to environmental management standards such as ISO 14001.
 - Good PR for businesses.
 - Financial savings.
 - Increases in bus use and associated ticket revenue.
 - Better estate management.
 - Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
 - Better security and less fear of crime from better car parking management.

¹ Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

² Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

1.3 References

1.3.1 The Travel Plan has been prepared with reference to the following documents:-

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons From UK Case Studies (July 2002).
- Managing Transportation Impacts (Incorporating Parking Standards) SPD (July 2018).
- Keepingcardiffmoving.co.uk, Cardiff City Council

1.4 Status

1.4.1 This Travel Plan has been prepared for the proposed development, focusing primarily on staff travel. The Travel Plan will be updated to provide the details of the Travel Plan Co-ordinator / Champion (TPC) when appointed, and when the measures have been implemented and the necessary staff surveys have been completed.

1.4.2 Staff surveys will be carried out six months after the site is occupied. A period of three months will then be allowed to complete the survey response analysis and draft the Travel Plan. At that time a copy of the updated Travel Plan will be submitted to the Local Authority.

1.5 Objectives

1.5.1 The plan is a strategy for reducing dependence of staff on travel by private car. The primary objective of the strategy is to:

- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff.
- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.
- Reduce single occupancy, single purpose vehicle use by staff.

1.5.2 Secondary objectives are to:

- Minimise the impact on the local community of traffic associated with the site by minimising noise and pollution.
- Show a commitment to improving traffic conditions within the local area.
- Reduce the adverse effects on health associated with increased car use.
- Reduce air pollution and the consumption of fossil fuels.
- Increase the attractiveness and hence the proportion of journeys made to and from the site by sustainable modes of transport such as walking, cycling and public transport.
- Promote walking and cycling as a health benefit to staff.
- Promote social inclusion by widening the travel options available for non-car owning staff.
- Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly.

- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

1.5.3 The Travel Plan will also be of benefit to the operator from a business perspective. The adoption of the Plan will also help the operator to project a more environmentally friendly image to both its staff and the local community. Therefore, it will be beneficial for the operator to fully support the adoption of the Travel Plan at the site.

1.6 Travel Plan Content

1.6.1 A key feature of any Travel Plan is a review of existing staff travel patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point, and will go on to inform the various Plan measures and the identified targets. Over time the staff travel review surveys will provide the monitoring framework whereby historical travel to work data will allow key trends to be identified on a site-specific basis, for the five-year life of the Plan.

1.6.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 3.0.

1.6.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.

1.6.4 The remainder of this report is divided into four further sections, which are as follows:-

Section 2.0 Current Travel Patterns

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 CURRENT TRAVEL PATTERNS

2.1 Introduction

2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target for the modal split of staff travel to the site. This section of the Travel Plan provides details of the existing local modes of travel for employment purposes, based on local Census statistics; in the updated Travel Plan, this section will present the results of the staff travel survey and will specify the modal share targets.

2.2 The Site and the Surrounding Area

2.2.1 The proposal site is located in the Cardiff Edge Life Sciences Park on the northwest periphery of Cardiff.

2.2.2 Cardiff Edge is bound to the north and west and by Longwood Drive, to the east by the Long Wood Nature Reserve, and to the south by warehousing and offices.

2.2.3 There are a number of residential areas located in the wider area surrounding the proposal site, as well as an Asda supermarket situated east of the site on Longwood Drive.

2.2.4 The site is located within close proximity to Coryton Roundabout, a key interchange between the M4 and the A470 into Cardiff to the south and the Brecon Beacons to the north.

2.2.5 The location of the site is presented at Figure 2.1.

Figure 2.1 – Site Location Plan



Source: Google.

2.3 Local Transport Facilities

Walking

- 2.3.1 The Department for Transport's (DfT) document titled 'Manual for Streets' dated 2007 provides guidance in relation to walk distances. Section 4.4 gives the following advice:-

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot".

- 2.3.2 The CIHT document 'Planning for Walking' (April 2015) has reiterated the advice presented in 'Manual for Streets', Section 6.4 of 'Planning for Walking' states the following:

"Walking neighbourhoods are typically characterised as having a range of facilities within 10 minutes' walking distance (around 800 metres). However, the propensity to walk or cycle is not only influenced by distance but also the quality of the experience; people may be willing to walk or cycle further where their surroundings are more attractive, safe and stimulating. Developers should consider the safety of the routes (adequacy of surveillance, sight lines and appropriate lighting) as well as landscaping factors (indigenous planting, habitat creation) in their design."

- 2.3.3 Furthermore, 'Planning for Walking' indicates that approximately 80% of journeys shorter than 1 mile (1.6km) are made wholly on foot.
- 2.3.4 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.5 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings, terrain, and the attractiveness of the environment.
- 2.3.6 Based on a maximum walk distance of 2km for work trips, the approximate walk catchment is shown at Figure 2.2.

Figure 2.2 – 2km Walk Catchment



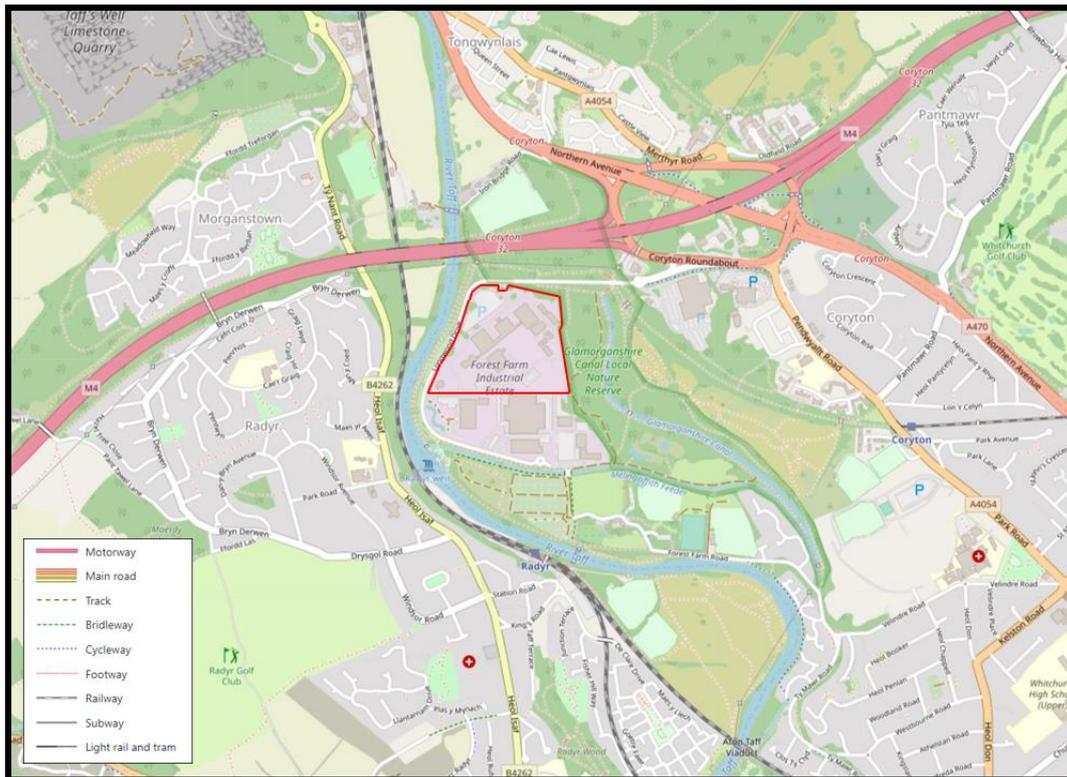
Source: Google. N.B. the proposal site is denoted by a blue star.

- 2.3.7 The walk catchment above indicates that there is a substantial potential staff pool residing within the 2km walk catchment, albeit that the specialised nature of the life sciences industry means that only a very small percentage of employees would be likely to live within walking distance of the site.
- 2.3.8 The Cardiff Edge complex will continue to be accessed by pedestrians from Longwood Drive via the main access junction on the site's northern boundary. The proposals include reopening the alternative access at the southwest corner of the site, which pedestrians can utilise, and will be convenient for those travelling from Radyr, including the station. Access to the new buildings will be facilitated by on-site pedestrian facilities.
- 2.3.9 Longwood Drive features a continuous footway on its south side, which extends eastwards into the wider pedestrian network of north Cardiff and westwards around the western boundary of the Cardiff Edge site. Moreover, the site is surrounded by a network of footpaths that comprise the Long Wood Nature Reserve and beyond. These footpaths facilitate access to areas such as Tongwynlais to the north, Pantmawr and Melingriffith to the east, and Radyr via a footbridge over the River Taff south of the site.
- 2.3.10 Radyr Station is located adjacent to this footbridge approximately 1.5km walking distance from the Cardiff Edge north access and c.950m from the southwest access.

2.3.11 Coryton Roundabout east of the site can be negotiated by pedestrians via a network of shared foot and cycleways.

2.3.12 A map taken from OpenStreetMap showing the network of pedestrian routes surrounding the site is shown at Figure 2.3 below.

Figure 2.3 – Cardiff Edge Local Pedestrian Network



Source: OpenStreetMap.org. N.B. the boundary of Cardiff Edge is denoted by the red line.

2.3.13 In light of the local pedestrian facilities, the site is well connected to the local pedestrian network with opportunities for staff and visitors to make trips to the site by foot.

Cycling

2.3.14 The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are less than five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.

2.3.15 Based on the average cycle distance of 8km, the approximate cycle catchment is shown at Figure 2.4.

Figure 2.4 – Cycle Catchment Area

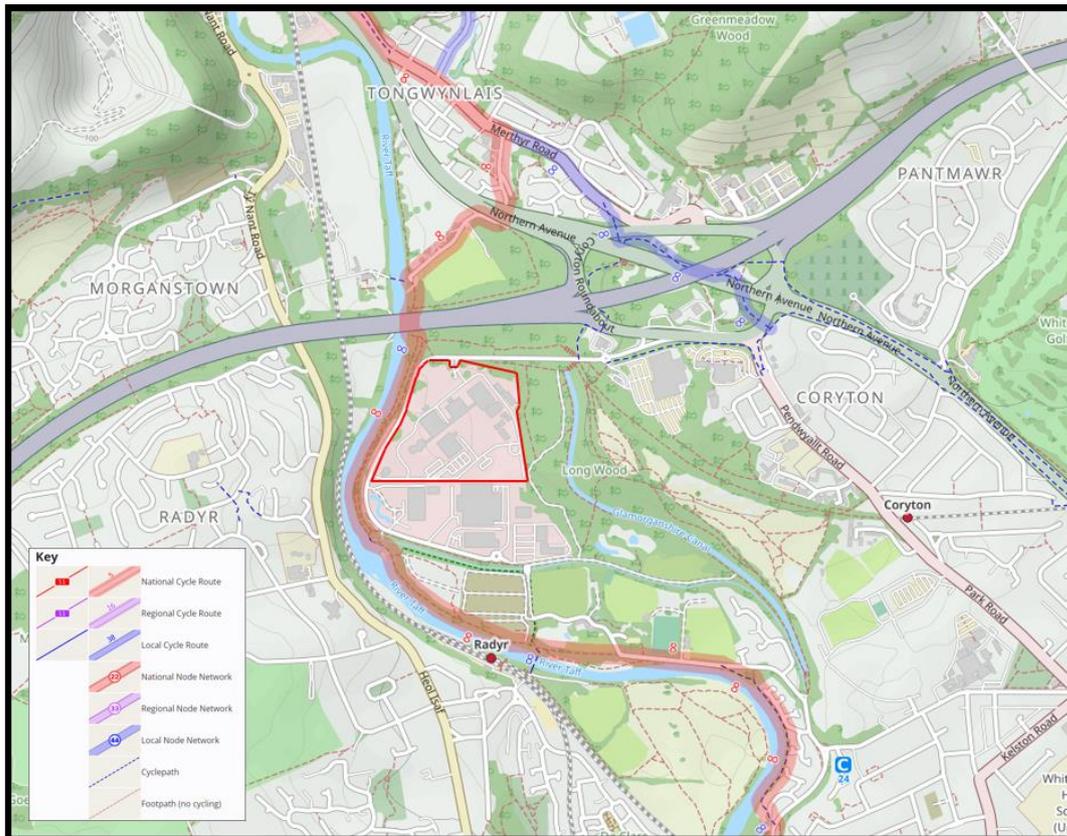


Source: Google. N.B. the proposal site is denoted by a blue star.

2.3.16 The 8km cycle catchment includes much of Cardiff, as well as parts of Caerphilly and Pontypridd to the north. This provides a significant local population within cycle distance of the site.

2.3.17 Figure 2.5 below shows a cycle map of the site's surrounding areas taken from OpenStreetMap, showing local and national cycle ways in the area.

Figure 2.5 – Cardiff Cycle Map



Source: OpenStreetMap. N.B. The boundary of Cardiff Edge is denoted by the red line.

- 2.3.18 The map above shows that National Cycle Route (NCR) 8 runs along the site's western boundary and is accessible from Longwood Drive via several access points. NCR 8 forms part of the Taff Trail and provides a route into Tongwynlais and north beyond Cardiff to destinations such as Nantgarw and Caerphilly, and south near Radyr Station and directly into central Cardiff via areas including Llandaff North, Gabalfa, and Pontcanna.
- 2.3.19 Cyclists can readily cycle to the site via Longwood Drive from Coryton Roundabout to the east. Coryton Roundabout features a small network of shared pedestrian / cycleways, including Local Cycle Route (LCR) 8, which connects to NCR 8 in Tongwynlais in the north. From Coryton Roundabout, the A470 Northern Avenue includes shared pedestrian and cycleways along both its flanks, which offers a direct route into the centre of Cardiff.
- 2.3.20 Considering that the roads local to the site are urban in character, that a substantial residential area is within cycle distance of the site, and the presence of local cycle infrastructure, cycling provides an opportunity to access the site by a sustainable mode of transport for staff and visitors.

Bus Access

- 2.3.21 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop.

- 2.3.22 The nearest bus stop to the site is situated adjacent to the Asda site approximately 600m walking distance east of the Cardiff Edge north access. The bus stop features a bus shelter and serves the G1 route, which provides hourly weekday and Saturday services to destinations including Methyr, Whitchurch, and Gabalfa.
- 2.3.23 The route between the site access and Asda bus stop is facilitated via a continuous footway on the south side of Longwood Drive, from which pedestrians can cross the Asda access road via dropped kerbs and walk to the bus stop along the footway flanking the east side of the Asda access road. The route is considered suitable for pedestrians and based on an average walking speed of 1.2 m/s, the journey between the access and the bus stop should only take around eight and a half minutes, which should be considered not unreasonable.
- 2.3.24 The location of the bus stop within the context of the Cardiff Edge site boundary is shown at Figure 2.6 below.

Figure 2.6 – Bus Stop Location



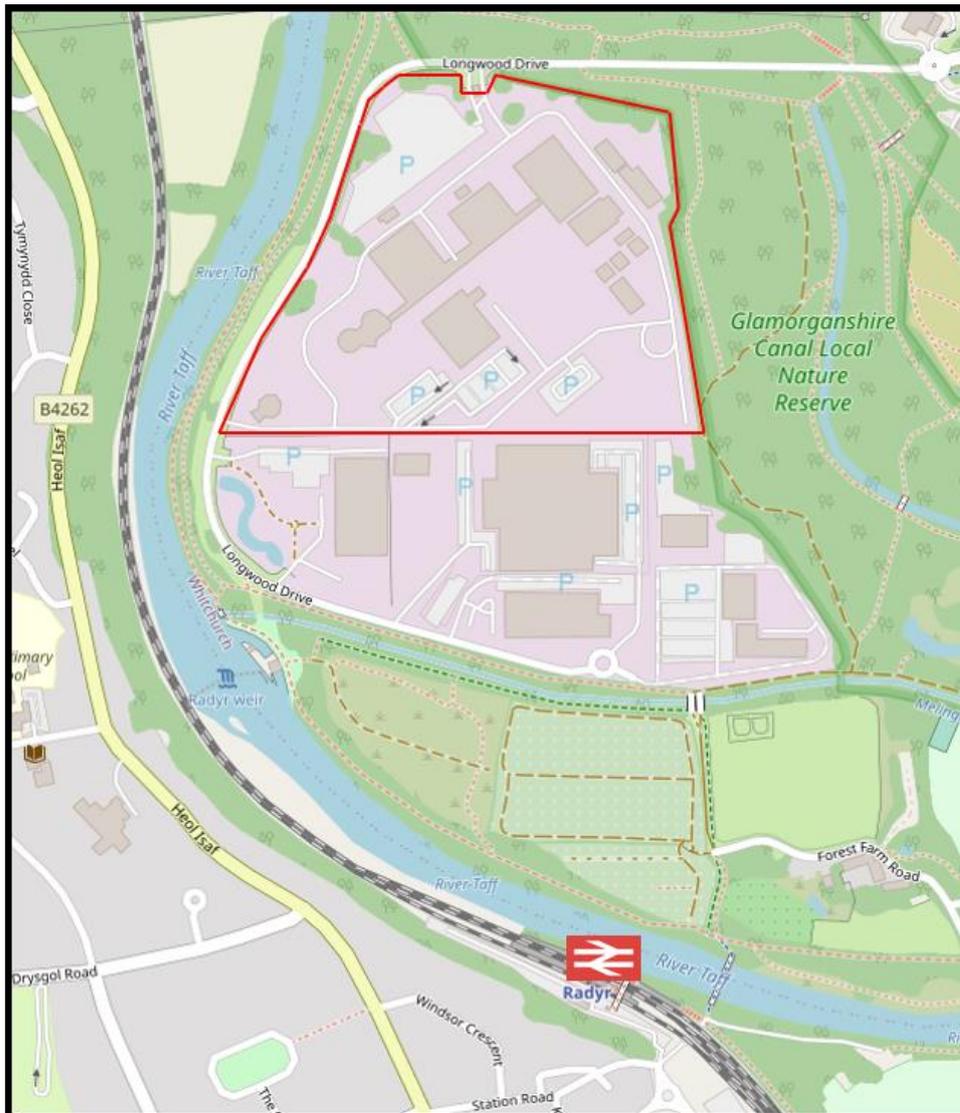
Source: Google. N.B The boundary of Cardiff Edge is denoted by the red line.

- 2.3.25 The bus stop adjacent to Asda will continue to be an option for sustainable travel to and from the site for future staff and visitors.

Rail Access

- 2.3.26 The advice in the Institution of Highways and Transportation's (IHT) publication titled 'Planning for Public Transport in Developments' suggests that railway stations have a walk catchment of 800m.
- 2.3.27 The nearest station to the proposal site is Radyr Station located approximately 1.5km south of the Cardiff Edge north access junction and c.950m from the alternatively southwest access, and is identified on the map at Figure 2.7 below.
- 2.3.28 Radyr Station services routes for Transport for Wales and provides frequent and regular services to destinations including Cardiff Central, Barry Island, Bridgend, Merthyr Tydfil, and Pontypridd.

Figure 2.7 – Radyr Station Location



Source: OpenStreetMap.org. N.B. The boundary of Cardiff Edge is denoted by the red line.

2.3.29 Although outside the IHT walk distance, Radyr Station is accessible for pedestrians and cyclists via the existing network of footways and cycleways with the distance between the site and the station not unfeasible. Therefore, Radyr Station will continue to be a viable option for sustainable travel to and from the site for future staff and visitors.

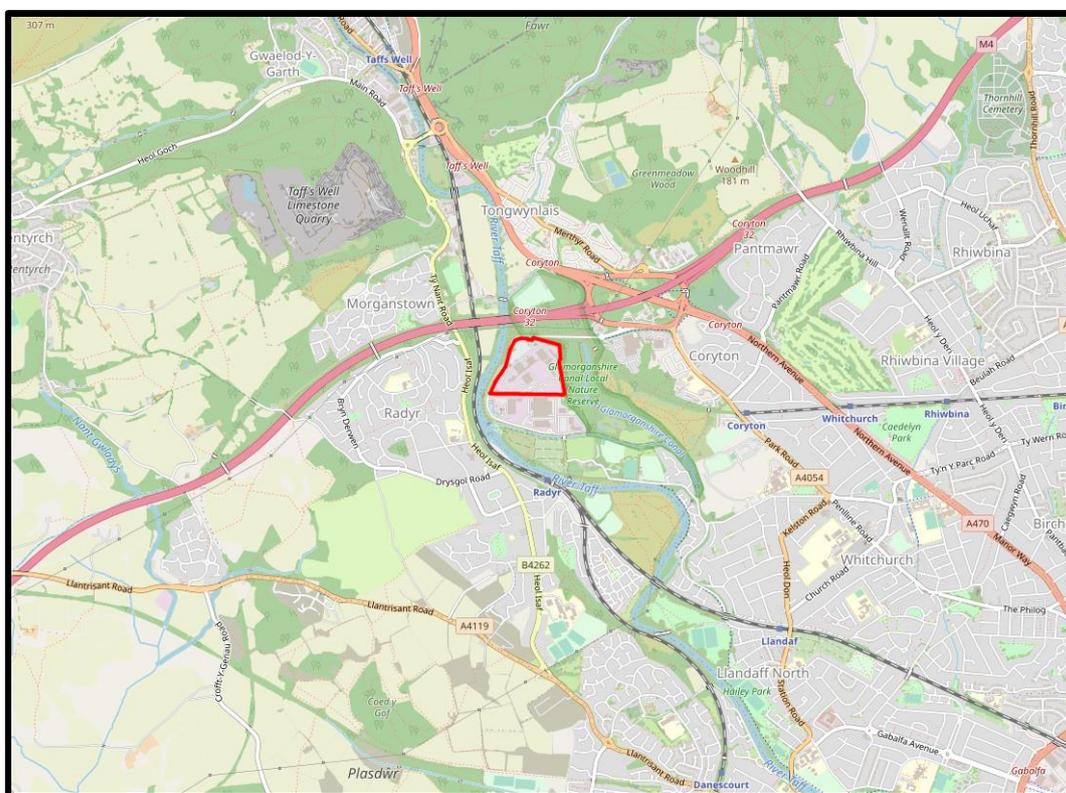
Highways Access

2.3.30 The proposal site will continue to be accessed from Longwood Drive via the priority-controlled main access junction located at the northern boundary of Cardiff Edge, as existing. The access is secured with gates and includes a gatehouse. As part of proposals, the alternative priority-controlled access at the southwest corner of the site will be reopened.

2.3.31 Access onto Longwood Drive east of the site is facilitated via Coryton Roundabout, a large-scale signal and priority-controlled grade separated roundabout, that functions as an important interchange (Junction 32) between the M4 and the A470 into Cardiff to the south and the Brecon Beacons to the north.

- 2.3.32 Access onto Longwood Drive from Coryton Roundabout is facilitated via a single-lane slip road and access onto the roundabout from Longwood Drive is via a three-lane signal-controlled exit.
- 2.3.33 The M4 eastbound and westbound is accessible from Coryton Roundabout via slip roads and provides vital routes along the south of Wales to destinations including Swansea, Port Talbot and Bridgend to the west, and Newport to the east, as well as into England via the Prince of Wales Bridge.
- 2.3.34 The A470 northbound and southbound is accessible from Coryton Roundabout via slip roads. North on the A470 is a route into the Brecon Beacons, which includes destinations such as Merthyr Tydfil and Pontypridd. South on the A470 is a direct route into Cardiff, from which the centre of the city is accessible, as well as key traffic corridors including the A48, which provides east and west routes through the city.

Figure 2.8 – Highway Network



Source: OpenStreetMap.org. N.B. The boundary of Cardiff Edge is denoted by the red line.

- 2.3.35 Overall, the site has a prominent location in relation to the local road network from which it is readily accessible.

2.4 Staff Travel Patterns

- 2.4.1 In order to establish the initial travel patterns of staff, a comprehensive staff travel survey will be conducted six months after occupation of the site.
- 2.4.2 One of the key outputs of the survey will be the modal split for the journey to work. A list of subjects that will be surveyed have been provided:
- Name, home location, and gender.

-
- Usual mode of travel, travel distance and travel time.
 - Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.

2.4.3 An example staff travel survey questionnaire is provided at Figure 2.9 below.

Figure 2.9 – Example Survey Questionnaire

CONFIDENTIAL

STAFF TRAVEL SURVEY

1. Name (BLOCK CAPITALS):

2. Home Post Code (BLOCK CAPITALS):

3. What are your typical working hours?

3I. Start Time:

3II. Finish Time:

3III. Do your hours vary significantly from the above?

Yes
 No

3.IV. How many days do you typically work a week?

3L. What is your main mode of transport when travelling to work?
(i.e. The mode that makes up the majority of your trip)

Walk
 Cycle
 Public Transport (Bus / Train)
 Drive Private Vehicle Alone (Car / Motorbike)
 Carshare
 Other (Please Specify in the box below):

3II. If you carshare, do you:

Share with other members of staff
 Share with non-staff (e.g. Partners, Friends)
 Share with both staff & non-staff

3IV. If you drive to work, do you:

Drive to work for Health / Disability reasons
 Drive as part of your Job (Outside of Commuting)
 Regularly visit other destinations as part of your trip (e.g a School, Partner's workplace)
 Drive to work for an alternate secondary purpose (Please specify in the box below):

4I. What would encourage you to walk to work?

A walking buddy
 Showers and Locker Facilities at work
 Information on Walk Routes
 Nothing, not willing to walk
 Alternative Incentive
 (Please Specify in the box below):

4II. What would encourage you to cycle to work?

A cycling buddy
 Ability to purchase bicycles at a discount
 Showers and Locker Facilities at work
 Improved Cycle Parking at Work
 Information on Cycle Routes
 Nothing, not willing to cycle
 Alternative Incentive
 (Please Specify in the box below):

4III. What would encourage you to take Public Transport?

Information on local bus routes
 Discounted Bus Tickets
 Nothing, not willing to take public transport
 Alternative Incentive
 (Please Specify in the box below):

4IV. Would you be interested in joining a staff Carshare scheme?

Yes
 No

5. Do you have any other comments regarding your journey to work?

2.4.4 Once the questionnaires have been completed and the results analysed, the modal split information for the site will be inserted here.

Table 2.1 – Modal Split of Staff Travel

Mode of Travel	Percentage of Staff
Car driver alone	
Carshare	
Public Transport	
Cycle	
Walk	
Other	
Total	100%

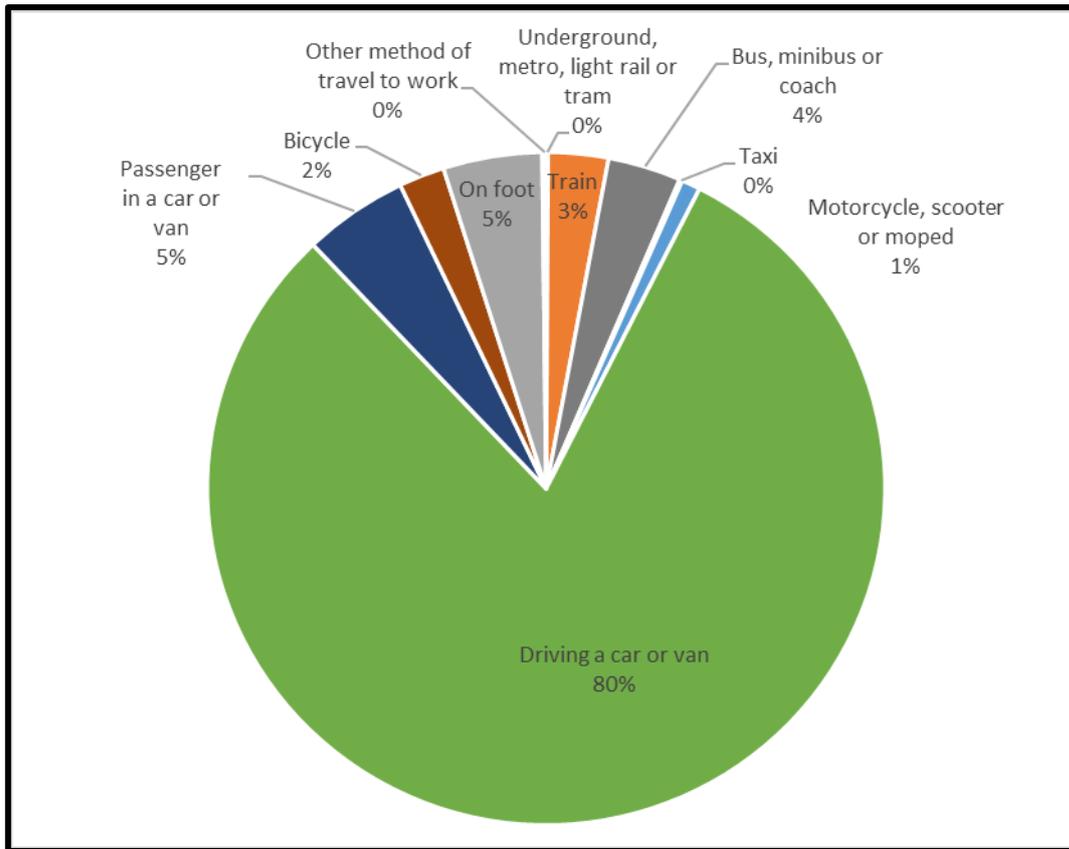
2.4.5 Following the staff survey, a comprehensive analysis of the results of the staff survey will be included here.

2.5 Census Review and Targets

Census Review

- 2.5.1 As the site has not yet been built or occupied, a preliminary review of local community travel habits has been undertaken to establish an initial indication of how future staff may travel to the site.
- 2.5.2 The preliminary review of the modal proportions of staff trips is based on 2011 census data extracted from the ONS table 'WP703EW - Method of travel to work (2001 specification) (Workplace population)' for the Middle Super Output Area of Cardiff 010.
- 2.5.3 The average proportion of trips by each travel mode, as identified by the 2011 census, is set out at Figure 2.10.

Figure 2.10 – Travel to Work Census Statistics – Travel Mode



Targets

- 2.5.4 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.5.5 The initial target of the Travel Plan (i.e. the results of the first travel survey) will be to achieve a modal split in line with the average figures at Figure 2.10 above, and set out at Table 2.2 below, and to then reduce the proportion of staff driving single occupancy single purpose private car journeys to work by 5%, absolute, within five years of the Travel Plan being adopted. However, the future target will take into consideration the modal split identified from the initial staff surveys.
- 2.5.6 Targets for individual mode shares have been set; however, the reduction of single occupancy private car journeys, with an associated transfer to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing) will contribute towards achieving the main objective of the Travel Plan.

Table 2.2 – Travel Mode Targets (Example)

Mode of Travel	Staff Target – Initial	Staff Target – 5 Years
Car driver alone	75%	70% (-5%)
Car driver sharing	5%	6% (+1%)
Car passengers	5%	6% (+1%)
Bus / Rail	7%	8% (+1%)
Cycle	2%	3% (+1%)
Walk	5%	6% (+1%)
Other	1%	1%
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 The role of Travel Plan Co-ordinator / Champion (TPC) will be appointed for the site. The TPC is responsible for implementing and administering the plan and will be allocated sufficient time to complete all of their TPC duties, as well as for investigating potential Travel Plan measures and sustainable travel opportunities. The amount of time needed for this is likely to vary from week to week.
- 3.1.2 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.3 Once appointed, the contact details of the TPC will be inserted below:-

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

- 3.2.1 The duties of the TPC are permanent. The TPC will be responsible for the operation and implementation of the Travel Plan, which includes the following actions:
- Implementing the Travel Plan.
 - Monitoring the Travel Plan.
 - Liaison with the Local Authority and other Travel Plan Coordinators where appropriate.
 - Liaison with the local bus operators where appropriate.
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority.

3.3 Promotion of the Travel Plan

- 3.3.1 All staff, including new employees upon commencement of employment, will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these objectives.
- 3.3.2 On confirmation of employment, new staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their journey prior to commencement of employment.

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

- 4.1.1 This section of the Plan outlines the specific physical and management measures to be implemented as part of the Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Plan.
- 4.1.2 As far as possible, the measures and initiatives outlined in this section are designed to be suitable for review and monitoring. The list is not exhaustive and the TPC will be free to investigate other potential initiatives. This list will be reviewed following the completion of the staff travel survey and the setting of the Travel Plan targets. An Action Plan has been included at Section 5.0.

4.2 Walking

- 4.2.1 The TPC will promote walking as a healthy and cheap means by which to travel. In order to encourage travel to the site on foot; the following measures will be implemented:
- A promotional poster highlighting the benefits of walking will be displayed in staff rooms and communal areas.
 - The TPC will liaise with the Highway Authority to report any issues with local pedestrian walk routes.
 - Welfare facilities in the form of lockers, changing rooms, showers, etc. will be provided.
 - Walk to Work Week will be promoted by the TPC. Information will be obtained from www.livingstreets.org.uk

4.3 Cycling

- 4.3.1 Cycling is a cheap, quick and sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the site by cycle, the following measures will be implemented:
- The TPC will liaise with the Highway Authority to report any issues with local cycle routes.
 - Cycle parking spaces will be provided for staff and visitors. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by either staff or visitors warrant it.
 - Promotional material on bicycle maintenance will be available in staff rooms and communal areas.
 - Should demand warrant it, the TPC will investigate the potential for a staff Bicycle User Group (BUG).
 - Bike week will be promoted by the TPC. Information can be obtained from www.bikeweek.org.uk

4.4 Bus Services

4.4.1 Measures for encouraging bus travel will include:

- Up to date information on bus services, including route information and service frequencies, will be available in staff rooms and communal areas.
- The TPC will liaise with the local authority and the local bus operators to ensure that the information remains valid.
- The TPC will bring to the attention of the relevant bus operators any issues raised by staff.

4.5 Taxis

4.5.1 Taxis have an important role in providing for staff trips when other modes of transport may not be available, such as during late evenings when buses may not be running, or when a car-share arrangement fails on a particular occasion.

4.5.2 A list of local taxi companies' contact details will be available in the staff room and communal areas.

4.5.3 An annual budget will be allocated to provide a ride home for members of staff travelling to the site by sustainable modes of transport, should undertaking their original travel mode become unfeasible. This measure will act as a 'safety net' for potential travellers by sustainable transport and will especially reassure car sharers by guaranteeing that a backup measure is in place should an agreed car share journey not go ahead as planned. The annual budget will be revisited, as necessary, following Plan monitoring and target review.

4.6 Car Sharing

4.6.1 Car sharing represents a relatively convenient alternative form of travel. It can reduce the total vehicle mileage by staff, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to both staff members and the environment.

4.6.2 Some staff members may be concerned about the logistics and security of car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk

4.6.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.

4.7 General

4.7.1 Upon commencement of employment each staff member will be provided with a Travel Plan Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys. The pack will comprise the following:

- A summary page introducing the Travel Plan.
- Copies of local bus timetables and maps.
- Contact details for local taxi companies.
- Promotional material about walking and cycling.
- Promotional material about public transport.

-
- A plan showing local walk and cycle routes.
 - A promotional leaflet about car sharing.
 - A list of informative websites which promote sustainable travel.
 - Information on personal travel planning options such as the Traveline website.

4.7.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.

4.7.3 The TPC will be free to investigate other potential ways of encouraging staff to travel by sustainable modes.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

5.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

5.2 Monitoring

5.2.1 The outputs of an on-going monitoring programme will be used to inform the content of the Travel Plan reports (as detailed in Section 5.3) and will include the following:

- Monitoring the use of the cycle parking.
- Monitoring the demand for additional cycle parking by staff.
- Monitoring the number of staff registered for car sharing.
- Recording of comments received from staff on transport and travel to the site.
- Monitoring of the number of staff vehicles in the car park.
- Monitoring the number of claims made for a lift home.

5.3 Process and Review

5.3.1 Within six months of the site opening, the operator will conduct travel surveys to assess the existing travel patterns of employees. Three months from that date a copy of the updated Travel Plan will be submitted to the Local Authority.

5.3.2 A staff survey will be conducted annually after the initial survey, after each of which a Travel Plan Review Report will be submitted to the Local Authority.

5.3.3 The Travel Plan Review Report will be produced following the results of each staff survey, and will include the following:

- Analysis of the latest questionnaire responses.
- The latest targets (existing targets will need evaluation and refinement in light of the updated staff survey results. The success in achieving existing targets will also be considered).
- Any additional measures and any changes or refinements to existing measures.
- Evaluation of the success of the various measures implemented to date.

5.4 Action Plan

5.4.1 The Action Plan for the Travel Plan is provided at Table 5.1.

Table 5.1 – Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	3 months prior to the launch of the Plan	TBC
Display promotional walking material	Before the Launch of the Plan	TBC
Display promotional cycle maintenance poster in staff rooms	Before the Launch of the Plan	TBC
Display bus and rail timetables	Before the Launch of the Plan	TBC
Display contact details for local taxi companies in staff rooms and communal areas	Before the Launch of the Plan	TBC
Confirm budget for taxi home scheme	Before the Launch of the Plan	TBC
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers	Before the Launch of the Plan	TBC
Issue Staff Travel Packs	At the Launch of the Plan	TBC
Organise the initial staff travel survey	6 Months after the Launch of the Plan and then annually for a period of 5 years	TBC
Analyse results of annual staff travel surveys, conduct annual review and produce Full Travel Plan (or prepare annual review report as appropriate)	Within 3 Months of each Travel Survey	TBC
Report any relevant findings from the staff travel survey to the Local Authority	Within 3 Months of each Travel Survey	TBC
Record and address any comments made verbally	On-going to inform annual review	-
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Record use of the ride home	On-going	-
Inform new staff about Travel Plan and issue them with a Staff Travel Plan Pack	On-going	-
If demand warrants it, organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, staff registered with car share websites, and staff parking on-site	On-going to inform annual review	-