



Great Brighams Residential PD

Residential Travel Plan

On behalf of



Project Ref: 48968/5002 | Rev: v2 | Date: March 2021

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Document Control Sheet

Project Name: Great Brighams Residential PD

Project Ref: 48968

Report Title: Residential Travel Plan

Doc Ref: 48968/5502

Date: 29th March 2021

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Revision	Date	Description	Prepared	Reviewed	Approved
V1	05.02.21	First Issue	MM	JH	DT
V2	29.03.21	Final Issue	MM		

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1 Introduction

- 1.1.1 This Residential Travel Plan (RTP) has been prepared by Stantec UK Ltd on behalf of McKay Securities PLC in support of a Permitted Development (PD) application for the change of use of the current Great Brighams Mead in Reading, from its current office use (B1(c) Land Use Class) to residential use (C3 Land Use Class).
- 1.1.2 The PD application is being submitted to Reading Borough Council (RBC) who are the Local Planning Authority (LPA) and Local Highways Authority (LHA) where the site is located.
- 1.1.3 The purpose of this report is to provide a long-term strategy to encourage sustainable travel by residents and other users of the proposed development. It should be read in conjunction with the Transport Statement (TS) submitted separately as part of the PD application.

1.2 Site Context

- 1.2.1 The site is located in the area of Reading, south of the river Thames and in close proximity to Reading Railway Station and Reading Town Centre. It is bounded by Brigham Road, to the west, residential development to the north and east, and Caversham Road, Vastern Road and the Caversham Road/ Vastern Road roundabout to the south, from which access is gained.
- 1.2.2 Since it was redeveloped in the 1990s, the site has been used as office space. It is currently occupied by the telecommunications and internet services provider Three.

1.3 RTP Structure

- 1.3.1 The remainder of this RTP is structured as follows:
 - **Section 2: Travel Planning Policy** – a review of the national, regional and local travel planning context shaping the requirements of this RTP.
 - **Section 3: Site in Context** - a review of the site within its wider context and current use.
 - **Section 4: Site Sustainable Accessibility** - a review of the sustainable travel opportunities of the site for future residents and visitors of the development.
 - **Section 5: Development Proposals** - a review of the development proposals, with regard to transport matters.
 - **Section 6: Objectives and Targets** – details of the overall objectives and targets for the proposed development.
 - **Section 7: Travel Plan Measures** – a review of the proposed measures to be implemented to achieve the objectives and targets of the RTP.
 - **Section 8: Travel Plan Management** – details of the roles and responsibilities associated with this RTP.
 - **Section 9: Monitoring and Review** – details of the proposed process for monitoring and reviewing this RTP.

2 Travel Planning Policy

2.1 Introduction

- 2.1.1 This section will review the national and local policies that have been adhered to in the preparation of this FTP.

2.2 National Policies

National Planning Policy Framework (NPPF, 2019)

- 2.2.1 The National Planning Policy Framework (NPPF) was revised and adopted in February 2019, superseding previous versions. A presumption in favour of sustainable development remains the core objective of the NPPF (Paragraph 10 states that “So that sustainable development is pursued in a positive way, at the heart of the Framework is a presumption in favour of sustainable development”).
- 2.2.2 Paragraph 111 of the NPPF sets out that:
- ‘All developments that will generate significant amounts of movement should be required to provide a travel plan...’.*
- 2.2.3 A Travel Plan is described as:
- ‘A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed’.*
- 2.2.4 This Travel Plan accords with the aspirations set out in the NPPF.

Planning Practice Guidance (March 2014; and Subsequent Updates)

- 2.2.5 The Planning Practice Guidance (PPG) (2014) provides links to the NPPF and outlines the following in regard to Travel Plans:
- ‘Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development. (Paragraph: 005, Reference ID: 42-005-20140306)’.*
- 2.2.6 The importance of Travel Plans is highlighted by their ability to:
- Promote and encourage sustainable travel;
 - Create accessible, connected, inclusive communities;
 - Reduce the impact of trip generation;
 - Reduce the impact on the environment through reducing carbon emissions;
 - Improve quality of life, health and road safety; and
 - Reduce the need for new developments to increase existing road capacity or provide new roads.

2.3 Regional Policies

Reading Borough Council Local Plan (2019)

- 2.3.1 RBC's Local Plan was adopted in November 2019. It is the document that guides development in Reading up to 2036 and was developed to address some of the key issues facing Reading, particularly in terms of tackling climate change and its commitment to achieving a carbon neutral Reading by 2030.
- 2.3.2 The Local Plan contains sustainability policies, some of which relate to sustainable transport in new developments:
- 2.3.3 Policy TR1 of RBC's 2019 Local Plan states the following:

"Planning permission will not be granted for major development proposals unless there is a commitment to implement measures to promote and improve sustainable transport facilities, such as through provision to encourage walking, cycling and the use of public transport; and through agreed travel plans, safe routes to local facilities and services, including schools and parks, and similar measures.

All development proposals should make appropriate provision for works and contributions to ensure an adequate level of accessibility and safety by all modes of transport from all parts of a development, particularly by public transport, walking and cycling, in accordance with any agreed transport assessment submitted as part of the application."

- 2.3.4 Moreover, para. 4.5.3 of the document, requires that Travel Plans are prepared for development that are likely to have significant transport implications. The following guidelines are set out with regard to Travel Plans:
- These will involve undertakings from developers and occupiers to implement measures for promoting and supporting the use of sustainable transport, in accordance with best practice.
 - Measures will vary from scheme to scheme, and innovative solutions will be encouraged. Travel Plans should include robust measures to ensure that the proposals in them are implemented, monitored and reviewed as necessary.
 - Major residential proposals should also examine and include proposals to enable the promotion and support of safe routes to schools, as well as sustainable travel to local services and facilities, including access to and provision of public transport.

Reading Local Transport Plan 3: Strategy 2011-2016

- 2.3.5 Reading Local Transport Plan (LTP) 3 sets out RBC's long-term policy approach to 2026, developed to align with the Local Development Framework and the Local Strategic Partnership. It provides the context for Reading in terms of the economy, environment and quality of life.
- 2.3.6 RBC's long-term vision for transport in Reading is outlined in three strands of 'People', 'Place' and 'Prosperity'. At the heart of its vision is the aim of better connecting Reading and a transport system that enables people to move around easily, safely, sustainably and in comfort.

Reading Borough Local Development Framework – Revised Parking Standards and Design (2009)

- 2.3.7 Guidance with regard to Travel Plans is provided in section 10 of this document, which was adopted in 2009. Section 10 of this document states the following:

“A travel plan is a package of measures produced by developers to encourage future staff/ residents to use alternatives to single-occupancy car-use. Such a plan could include: car sharing schemes; a commitment to improve cycling facilities; a dedicated bus service or restricted car parking allocations. It might also promote flexible-working practices such as remote access and video conferencing.

Travel plans can offer real benefits not only organisations and their employees, but also the community that surrounds it. It may help to relieve local parking or congestion problems or improve public transport connections across the area. It may also relieve stress on employees through reducing delays or providing the opportunity to cut their travel commitments by working from home on occasion.”

- 2.3.8 The document states that Reading Borough Council will expect all applications for major developments to include a travel plan as part of their submission, and that this should comply with the latest Department for Transport requirements.

3 Site in Context

- 3.1.1 The site is located to the north Reading town centre and south of the River Thames. The Great Brighams Mead site has boundaries clearly defined by Caversham Road roundabout with Vastern Road, to the south, Brighams Road to the west, residential apartments, to the north, and residential properties fronting De Montfort Road, to the east.
- 3.1.2 The close proximity to Reading Railway Station and Reading Town Centre provide the site with a vast assortment of amenities and facilities and is within walking distance to The Oracle shopping centre. The site location is illustrated on **Figure 2.1**.

Figure 3.1 – Great Brighams Mead PD Application Site Boundary



- 3.1.3 Since it was redeveloped in the 1990s, the site has been used as office space. It is currently occupied by the telecommunications and internet services provider Three. The existing building on site provides 7,725sqm of office accommodation across three floors. A central foyer provides the primary access into the building leading to the primary office space located on both sites.
- 3.1.4 The external areas of the site comprise of staff and visitor car parking spaces totalling 160 spaces. Of these spaces, 5 are allocated as disabled bays which are located to the north of the central lobby entrance.
- 3.1.5 The Great Brighams Mead site is served by a single vehicle access via the Caversham Road / Vastern Road roundabout to the south of the site. This access also provides the primary pedestrian access routes into the site.
- 3.1.6 The Great Brighams Mead office building is located centrally with respect to the site boundary. The office is supported by an internal access round circulating the building providing access to parking and accommodating servicing and deliveries.

4 Site Sustainable Accessibility

4.1 Introduction

- 4.1.1 This section provides a review of the existing sustainable travel opportunities of the site, placing emphasis on the location of the site in close proximity to Reading Town Centre and availability of walking, cycling and public transport connections.

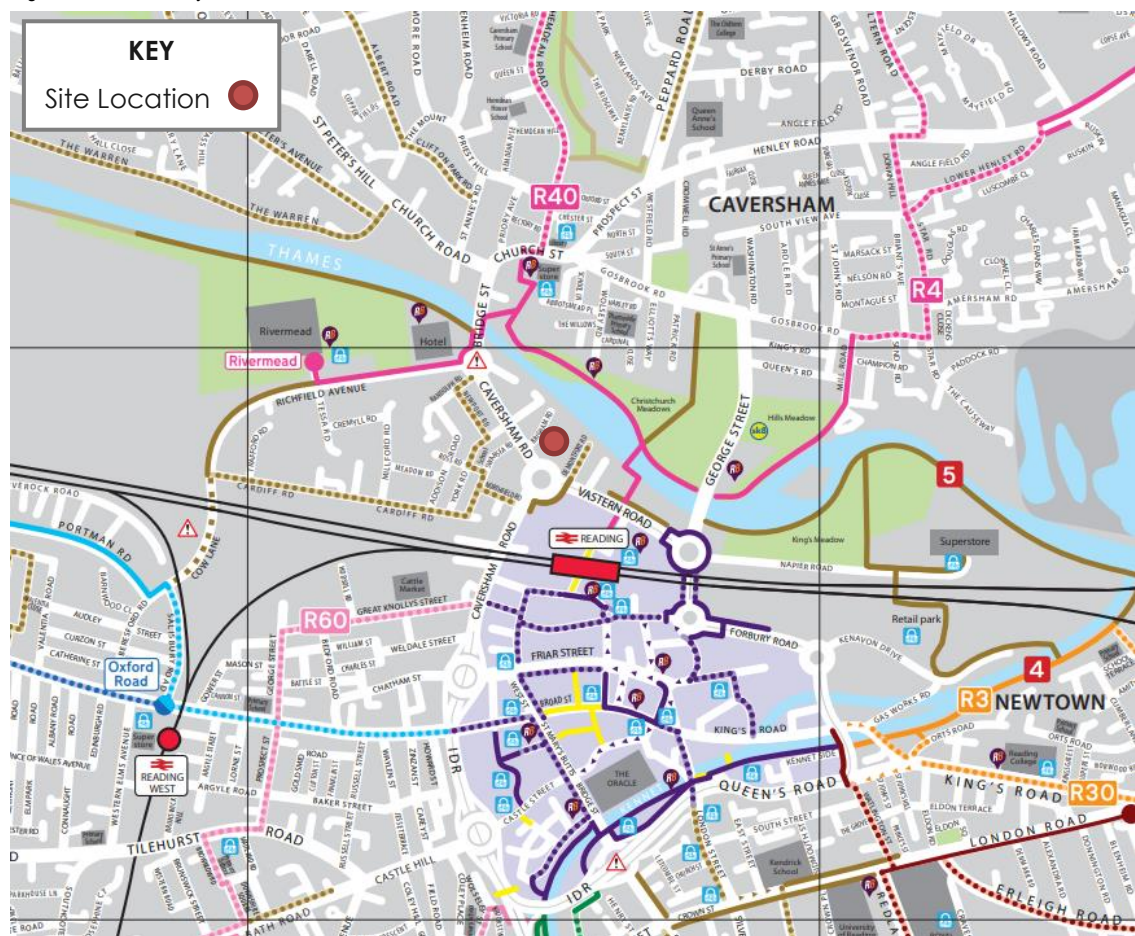
4.2 Walking Accessibility

- 4.2.1 At present, the primary pedestrian access points are via 2 pedestrian gates located approximately 40m north of the Caversham Road/ Vastern Road roundabout. These connect with footways provided on either of the site access junction, which forms the north eastern arm of the roundabout. Footways providing access to the site extend to the east, linking with the northern footway of Vastern Road, and to the west, linking with the eastern footway of the A4155 Caversham Road.
- 4.2.2 A secondary access is provided off Brighams Road, near the north-western corner of the site, by means of a pedestrian gate.
- 4.2.3 Vastern Road and Caversham Road are provided with footways on both sides of the road and signalised crossings, which ensure safe and convenient connections with the wider network. To the south of the Caversham Road/ Vastern Road roundabout, the A329 Caversham Road is also provided with footways on both sides of the road and crossing facilities.
- 4.2.4 Reading Town Centre can be accessed on foot via Friar Street, located approximately 650m south of the site off the A329 Caversham Road, or by means of the railway underpass that can be reached via Trooper Potts Way, located approximately 250m east of the site via Vastern Road. The latter provides a car-free alternative along the railway underpass and Station Hill.

4.3 Cycling Accessibility

- 4.3.1 At present, cycle access to the site can be achieved by means of the site access junction located off the Caversham Road/ Vastern Road roundabout. Although no cycle routes are provided along Vastern Road and Caversham Road, the site is located in close proximity to cycle routes in North Reading and Reading Town Centre, within RBC's comprehensive cycle network.
- 4.3.2 National Cycle Network (NCN) Route 5 and RBC's Cycle Route R4 can be reached approximately 300m east of the site, via Norman Place for connections along the Thames Path with Wallingford and Oxford along NCN 5, and Caversham and North Reading via Christchurch Bridge along route R4.
- 4.3.3 To the south of the site, a network of traffic-free and on-road cycle routes provide connections within the town centre. These can be reached via the Vastern Road/ Reading Bridge roundabout, approximately 450m east of the site, or via Vachel Road off Caversham Road, approximately 500m south of the site.
- 4.3.4 A plan showing RBC's Cycle Network in the vicinity of the site is presented below for information:

Figure 4.1 – RBC's Cycle Network Plan



4.4 Public Transport Accessibility

4.4.1 Reading Railway Station is located approximately 350m (5-minute walk) to the south east of the site, via Vastern Road and Trooper Potts Way.

4.4.2 Reading station is situated on the Great Western Main Line, which provides access to key destinations including London Paddington and London Waterloo, as well as local services to Newbury, Swindon, Oxford, Basingstoke and Twyford. A summary of typical services prior to the COVID-19 pandemic, frequency and journey time are provided in [Table 3.1](#).

Table 4.1: Reading Station Railway Services

Destination	Services per hour		Journey Time (mins)
	Peak	Off-Peak	
Maidenhead	6	4	14
Slough	5	6	14
Basingstoke	4	3	22
Oxford	6	4	23
London Paddington	16	12	24
London Waterloo	3	2	85
Swindon	5	4	27
Southampton	2	2	56
Bath	2	2	58
London Gatwick	5	3	85
Cardiff	2	2	95
Birmingham	2	2	95

- 4.4.3 Both London stations provide further national rail services across the UK and there are also a number of underground lines. London Paddington has access to the following underground lines: Bakerloo, Circle, District and Hammersmith and City. London Waterloo additionally has access to the following underground lines: Bakerloo, Jubilee, Northern, Waterloo and City.

Crossrail

- 4.4.4 The Elizabeth Line is a new railway route being delivered by Crossrail, aimed at providing high-frequency suburban passenger services between Reading and Heathrow, to the west, to Shenfield and Abbey Wood, to the east, via central London.
- 4.4.5 When the full route opens, four Elizabeth line trains an hour (six an hour at peak times) will allow passengers to travel right through central London without having to change trains. Two Elizabeth line trains an hour (four an hour at peak times) will run between Maidenhead and Reading. Fast services currently operated by Great Western Railway will be unaffected by the introduction of Elizabeth line services.
- 4.4.6 Based on the most recent available information from Crossrail, the full service will begin in mid-2022.

Bus

- 4.4.7 The site is located in close proximity to the Northern Station Bus Interchange, which is situated adjacent to the northern entrance of Reading Railway Station. The interchange has five bus stops which serves a wider range of services to Caversham, Emmer Green, Sonning Common, Wallingford, Oxford, High Wycombe and Thames Valley Business Park.
- 4.4.8 Furthermore, an extensive network of bus services is available on Friar Street, approximately 10min walk from the site, and on Station Road, approximately 13min walk from the site. A summary of bus services available at bus stops near the site is provided below:

Table 4.2 – Bus Service Connections

Bus Stop	Service	Route	Frequency (Peak)	Frequency (Off-Peak)	Hours
Reading Station North	22	Central Reading – Caversham Heights	30 min	60 min	05:30 - 20:40
	24	Central Reading – Emmer Green – Caversham Park - Reading	30 min	30 min	05:10 – 23:10
	25	Central Reading – Peppard Common	30 min	60 min	05:25 – 20:15
	42/ 42a	Rivermead - Kenavon Drive	20 min	40 min	06:05 – 19:12
Friar Street	1 jetblack	Newbury - Reading	30 min	30 min	05:00 – 23:02
	2/ 2a	Central Reading - Mortimer	30 min	30 min	04:55 – 23:00
	3	Reading Station - Wokingham	20 min	20 min	05:47 – 20:08
	8	Reading Station – Spencers Wood	25 min	2 per hour	06:07 – 22:44
	9	Reading Station – Spencers Wood	1 per hour	1 per hour	06:27 – 17:32
	11	Central Reading – Coley Park	20 min	1 per hour	06:11 – 23:38
	17	Wokingham Road (Three Tuns) to Tilehurst	10 min	15 min	24h (Hourly services between 01:00 and 05:00)
	19a/ 19b/ 19c	Central Reading - Loddon Bridge	1 per hour	1 per hour	06:11 – 18:37
	22	Central Reading – Caversham Heights	30 min	60 min	05:30 - 20:40
	23	Central Reading – Emmer Green – Caversham Park - Reading	30 min	30 min	05:30 – 23:30
	24	Central Reading – Caversham Park - Emmer Green – Reading	30 min	30 min	05:10 – 23:10
	25	Central Reading – Peppard Common	30 min	60 min	05:25 – 20:15
	26	Reading Station – Calcot (IKEA)	12 min	15 min	24h (Hourly services between 23:50 and 03:50)
	27/ 29	Lower Caversham – Central Reading	30 min	30 min	06:40 – 23:10
	42/42a	Rivermead - Kenavon Drive	20 min	40 min	06:05 – 19:12
	84	Central Reading to Maiden Erlegh Chiltern Edge School	07:55; 08:10; 08:17; 08:25; 08:32; 08:40 (School Days only)		
	x3	Reading Station – Shinfield Park	07:05; 07:35; 08:15		

5 Development Proposals

5.1 Introduction

5.1.1 This section provides a review of the development proposals at the site, with regard to pedestrian and cycle access, and car and cycle parking provision.

5.2 Proposed Development

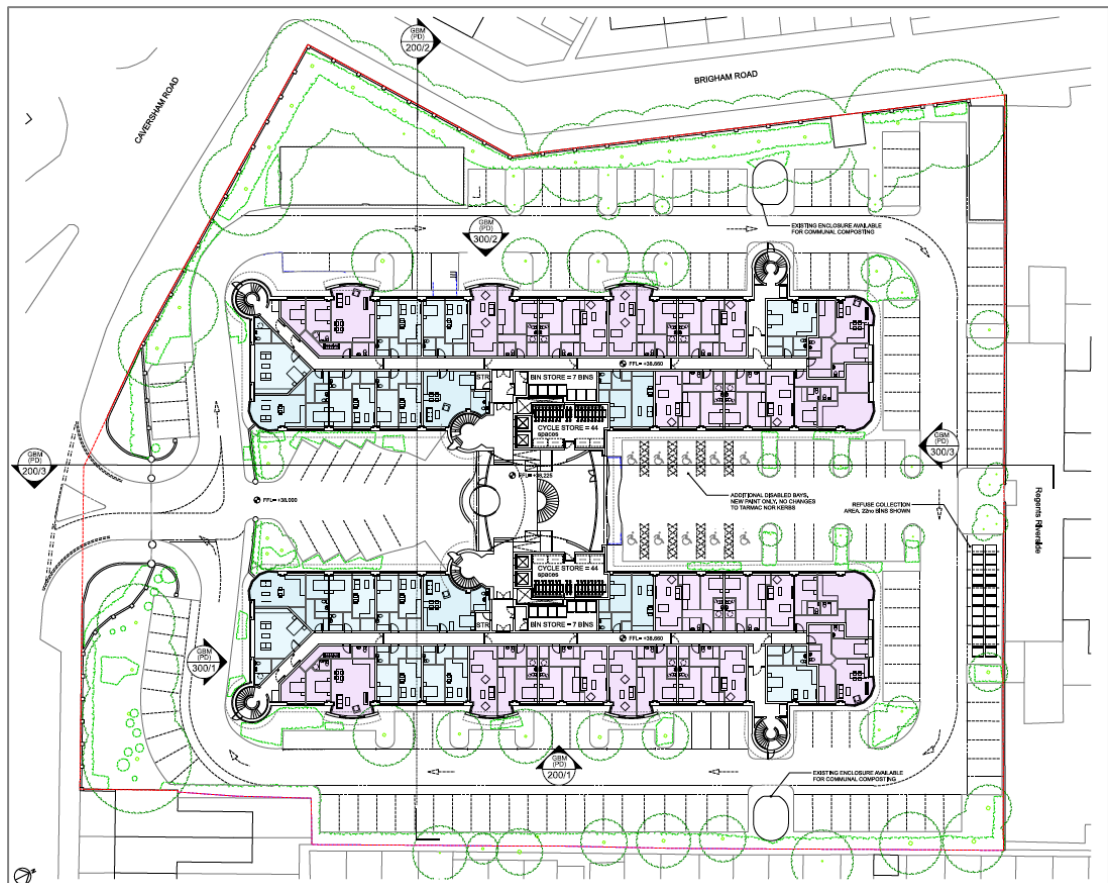
5.2.1 The proposals are for the change of use from E1(c) Office Land Use to C3 Residential. The proposed development will comprise 110 residential apartments, as follows:

Table 5.1 – Schedule of Accommodation

Level	No. Units			
	1-bed	2-bed	3-bed	Total
Ground Floor	18	18	0	36
First Floor	18	18	0	36
Second Floor	18	18	2	38
Total	54	54	2	110

5.2.2 A plan showing the proposed ground floor layout is presented below, whilst plans showing all levels are included in **Appendix A** for information.

Figure 5.1 – Proposed Ground Floor Layout



5.3 Access Strategy

- 5.3.1 A plan showing the proposed access strategy for the development is presented below, whilst further details are provided thereafter:

Figure 5.2 – Proposed Access Strategy



Pedestrians

- 5.3.2 As part of the proposals, the existing pedestrian gates located off the Caversham Road/Vastern Road roundabout, and pedestrian gate off Brighams Road, towards the northwestern corner of the site, will be retained.
- 5.3.3 Access to the building will be gained via the existing recessed entrance located on the front façade of the Great Brighams Mead building, which is proposed to be retained as primary pedestrian access. The existing secondary access to the building, located to the north of the central lobby will also be retained.

Cyclists

- 5.3.4 Access for cyclists to the site is proposed via the existing site access junction, whilst the existing entrance located on the front façade of the building will provide the primary access for

cyclists. For ease of access, cycle stores are proposed at entrance level (Ground Floor) in close proximity to the building entrance, details of the proposed arrangements and provision are provided in the following section.

Vehicle

- 5.3.5 The existing site access junction located off the Caversham Road/ Vastern Road roundabout will form the main and only vehicular access to the site, as per the existing arrangements.

5.4 Parking Provision

Car Parking

- 5.4.1 A total provision of 158 car parking spaces is proposed for the 110 residential units at Great Brighams, which broadly equates to 1.5 spaces per unit. The site currently has 160 parking spaces and while the parking provision exceed that of RBCs standards, the level of parking is lower than the current office uses and therefore does not present any material impact above that of the existing conditions.
- 5.4.2 Car parking provision will be retained as per the existing arrangements, with the exception of:
- Loss of 7no. car parking spaces along the northern boundary of the site, as a result of the introduction a bin collection area.
 - Introduction of 5no. additional disabled parking spaces opposite the existing disabled provision.

Cycle Parking

- 5.4.3 Cycle parking is proposed to be split equally in two cycle stores at ground level, each of which will comprise 36no. cycle spaces to be located within in the building at ground level, in the form of two-tier cycle racks and 4no. Sheffield-style cycle stands with space for 8no. cycles. This will allow for a total provision for 88 cycles, which is in excess of the minimum requirements set out in RBC's cycle parking standards, as shown below:

Table 5.2 – Cycle Parking Requirements

	No units	Zones 1-4		Proposed Provision
		RBC Standard	Requirement	
C3 Dwelling Flat 1-2 bed	108	0.5*	54	88
C3 Dwelling Flat 3+ bed	2	1	2	

*If no individual secure facility e.g. store or garage associated with property, dedicated parking required. This can be in the form of communal cycle parking.

6 Objectives and Targets

6.1 Introduction

- 6.1.1 This section outlines the objectives and targets of the RTP. It considers the existing accessibility to the site by sustainable modes and opportunities offered by the site due to its excellent location near Reading Railway Station and Reading Town Centre.

6.2 Objectives

- 6.2.1 The overarching objective of this RTP is:

“To promote a sustainable lifestyle amongst new residents, through reducing the need for travel by private car, and in particular reducing single occupancy journeys, providing non car mode travel opportunities and influencing modal shift”

- 6.2.2 To support this overarching objective, the following sub objectives have been set out:

- Increase awareness of the RTP and its constituent measures to residents;
- Encourage greater use of sustainable transport modes, particularly walking and cycling;
- Promote smarter sustainable travel behaviour and reduce the need to travel overall / and/or in peak times;
- Improve the health of residents and minimise the development impacts on the surrounding environment.
- Promote sustainable modes of travel to all visitors of the site.

- 6.2.3 Details of the measures that will be implemented to achieve these objectives are provided in **Section 6**.

6.3 Targets

- 6.3.1 The inclusion of targets with the RTP will enable monitoring of progress to be carried out and ensure the RTP seeks to actively meet its objectives. The success of the TP should be monitored against clearly defined targets related to travel. These targets must be SMART, explained below as:

- **Specific:** identify precisely what is to be achieved;
- **Measurable:** over the duration of the target period; allowing for regular evaluation of effectiveness;
- **Appropriate:** linked to overall objectives and aims;
- **Realistic:** potential to actually be achieved over the duration of the target;
- **Timed:** the target must define a date and series of dates by which it is expected to be achieved.

- 6.3.2 It is not possible to provide the travel patterns of residents prior to occupation as the building is not currently used as a residential development. Instead, Census 2011 Travel to Work (TTW) data included within the TS to inform the multi-modal trip generation assessment has

been used to understand the likely modal split and set preliminary targets. These targets are therefore indicative and will be refined once the initial baseline travel survey has been undertaken and reviewed. The preliminary targets are set out in in **Table 6.1**:

Table 6.1 – Preliminary RTP Targets

Mode	Interim Baseline (Census 2011)	Year 1	Year 3	Year 5
Single occupancy vehicle	28%	26%	23%	18%
Multi occupancy vehicle	3%	4%	5%	7%
Walking, cycling, public transport	68%	69%	71%	74%
Other	1%	1%	1%	1%
Total	100%	100%	100%	100%

- 6.3.3 The five-year aspirational targets are for a 10% reduction of single car occupancy trips, with a shift to car share and sustainable modes (walking, cycling and public transport).
- 6.3.4 Once the first baseline surveys have been undertaken, the interim baseline targets set out above will be reviewed, and revised targets will be set where necessary. This will be repeated following each subsequent survey so that the targets remain ambitious, yet realistic and achievable.
- 6.3.5 If the RTP targets for Years 1, 3 and 5 are not met then measures will be reviewed and amended to step up their effectiveness. Such measures would need to be agreed with RBC to ensure that appropriate tools are being used to achieve the mode shift target.

7 Travel Plan Measures

7.1 Introduction

- 7.1.1 To meet the objectives set out in the previous section of this RTP, there are a number of measures proposed to encourage sustainable travel and reduce the use of the single occupancy vehicle journeys. The measures will be delivered by the TPC to encourage residents to travel sustainably.
- 7.1.2 The measures have been grouped into two types of measures and considered in turn:
- Hard Infrastructure Measures – incorporated into the design of the scheme; and
 - Soft marketing and management measures to ensure sustainable travel is encouraged.

7.2 Hard Measures

- 7.2.1 Safe and suitable cycle parking will be provided in the form of 88 cycle parking spaces located in 2 cycle stores located at ground level within the building. This provision is in line with RBC's Parking Standard, and usage will be monitored to determine whether additional provision is required.

7.3 Soft Measures

- 7.3.1 The location of the site and proximity to public transport services are essential to encourage residents to make sustainable travel choices. However, communication and awareness of sustainable travel opportunities are also necessary for the success of the RTP. Soft measures proposed for implementation are set out below:

Promotion of Walking and Cycling

- 7.3.2 Due to the sustainable location of the site, walking and cycling provide realistic modes of travel for residents travelling to and from the site in the local area. The following measures will be put in place:
- Prepare and distribute Residential Welcome Packs following occupation of the residential units. These will include:
 - Local maps of the pedestrian and cycle network;
 - Routes and location of nearby local facilities;
 - Links to journey planning websites including 'Plan your Journey' available via Reading Buses website;
 - Promotion of local sustainable travel networks – including bus and rail services;
 - Promotion of the benefits that walking and cycling offer in terms of health, wellbeing and cost savings; and
 - Information on the Cycle to Work scheme.
 - Providing website links to national websites such as Sustrans and encouraging residents to participate in promotional events such as 'Walk to Work' and 'Bike2Work' days; and

- Help residents identify a walking and cycling buddy who might work close to each other.

Promotion of Public Transport

- 7.3.3 The site has good access to the existing public transport network servicing Reading and beyond. On this basis, there are genuine opportunities for future residents to use public transport to travel to and from the site.
- 7.3.4 The following measures will be implemented to promote travel by public transport amongst residents:
- Providing local bus and train timetable information within the Residential Welcome Packs and display up to date information on noticeboards or via online portal to raise awareness. The notice boards in communal areas will include details on walking, cycling, public transport, car share opportunities. Additionally, promotional material on up-and-coming events and activities will be provided.
 - TPC to contact local public transport operators to explore opportunities for promotions or discounted rates on travel tickets; and
 - Providing information on an online portal with regards to public transport routes to and from the local area.

Promotion of Car Sharing

- 7.3.5 Car sharing provides a good alternative to single occupancy car journeys and can bring a range of benefits such as reducing congestion, pollution, travel costs and increasing social interaction amongst residents. Car sharing can operate on an informal basis – where residents arrange to travel together to work, alternatively more formal platforms are available such as Liftshare, where you can organise to car share with other people making the same journey.
- 7.3.6 Car sharing will be promoted amongst residents by setting up a database to identify residents who may work close and therefore could benefit from this alternative mode of travel.
- 7.3.7 In addition, the TPC will be able to help with any individuals who need assistance with setting up or registering with a car sharing group.

Communications

- 7.3.8 Sustainable travel information will also be published and/ or circulate via the following:
- Travel Website or Portal that will be developed by the appointed TPC. This will include a link to an electronic version of the Residential Welcome Pack and most up-to-date RTP or monitoring report.
 - Notice Boards located within the communal areas of the building; and
 - e-Newsletter to be circulated by the TPC quarterly.

8 Travel Plan Management

8.1 Introduction

- 8.1.1 This section sets out the roles and responsibilities to ensure adequate management and implementation of the RTP.

8.2 Travel Plan Coordinator

- 8.2.1 The developer will nominate an individual or company to act as the Travel Plan Coordinator (TPC) for the site. It is likely that this will be a member of the Facilities Management (FM) team that will be appointed on site. Contact details will be supplied to RBC prior to first occupation of the development.
- 8.2.2 The TPC will be supported by a steering group, which would potentially comprise representatives from RBC Highways, RBC Sustainable Travel Coordinator, and voluntary residents. The steering group will meet upon completion of the baseline surveys and every 6-12 months afterwards during the five-year Travel Plan period to discuss progress, monitoring and further ideas to encourage sustainable travel amongst staff.
- 8.2.3 The key responsibilities anticipated to be undertaken by the TPC are set out below:
- Leading on the delivery of the RTP once approved by RBC;
 - Coordinating the preparation of 'Residential Welcome Packs' for residents of the development.
 - Representing the 'human face' of the TP, by means of liaising with residents;
 - Providing personalised travel planning tailored to residents' needs as requested;
 - Promoting the individual measures and packages set out in Section 6;
 - Liaising with RBC over monitoring and reviews of the TP, and to help assess progress towards achieving mode-shift away from car use (discussed in more detail in the next chapter); and
 - Providing updated information via leaflets or online containing links to key websites promoting sustainable transport options and providing information and advice on local travel issues when requested.

8.3 Implementation

- 8.3.1 An Action Plan setting out measures outlined in Section 6, as well as timescales and responsibilities for implementation, is shown below:

Table 8.1 – Action Plan

Measure	Timescale	Responsibility
Travel Plan Co-ordinator	Nominated 1 -3 months prior to first occupation	Developer
Develop Full Travel Plan	Within 12 months of 1 st occupation	Developer/ Management Company
Transport Infrastructure Measures	To be phased in line with development	Developer

Steering Group	Meeting upon completion of the baseline surveys and every 6- 12 months afterwards for the duration of the 5-year period	TPC
Provision of Residential Welcome Packs	To be developed prior to first occupation	TPC
Walking/ Cycling / Public Transport and journey planning information	Within welcome packs and via noticeboards /website	TPC
Promote Car share schemes	Within welcome packs and via noticeboards /website	TPC

9 Monitoring and Review

9.1 Introduction

- 9.1.1 Travel Plans should be evolving documents that need regular updating. This section outlines the proposed process for monitoring and reviewing the RTP throughout its lifetime.

Monitoring

- 9.1.2 The TPC will be responsible for carrying out the monitoring and reporting of the TP for the five-year period. Formal monitoring will be undertaken using the TRICS Standard Assessment Methodology (SAM) surveys and used to determine the effectiveness of the travel plan measures and progress against the TP objectives and targets. **Table 8.1** gives the plans and timescales for the monitoring and review of the RTP.

Table 9.1: Plans and timescales for Travel Plan Monitoring and Review

Action	Timescale
Baseline TRICS travel survey of all residents	6 months of first occupation
Update of RTP following baseline surveys	Following baseline travel surveys and with 12 months from first occupation
Future TRICS SAM travel surveys	Years 1, 3 and 5
Undertake a comprehensive strategic review of all aspects of the FTP (including the Objectives, Targets, the Action Plan and the monitoring programme)	Following baseline survey and surveys in Years 3 and 5

Reporting

- 9.1.3 A monitoring report will be prepared following the completion of the baseline travel surveys and submitted to RBC. The report will present the results of the travel surveys, progress made on the RTP towards targets and proposed changes and updates where appropriate. Further travel surveys and monitoring reports will be prepared and submitted to RBC upon the first, third and fifth anniversary surveys.
- 9.1.4 The TPC will make residents aware of the progress and effectiveness of the RTP. This information will be disseminated via a newsletter, online portal or notice boards as discussed in **Section 6**.

Review

- 9.1.5 Reviewing the results of the monitoring process will be essential in ensuring that the RTP remains realistic and relevant. Any significant adjustments made to the TP will be agreed with RBC following the review process.
- 9.1.6 Should the targets not be met by Year 5, the developer will work with RBC to agree a strategy and further reasonable measures to achieve the targets.

Appendix A Drawings

Great Brighams Mead - PD Scheme // Area Schedule

Rev A - 19/01/2021

	National Standard category	GEA m²	GIA m²	No Units
Ground Floor				
1B Typical "A"	1B1P		41.1	8
1B Corner "B"	1B1P		44.6	2
1B Corner "C"	1B2P		50.8	2
1B Inner "D"	1B2P		52.2	2
1B Inner "E"	1B1P		46.4	2
1B Outer "F"	1B1P		41.8	2
Total 1B			800.4	18
2B Corner "G"	2B4P		82.5	2
2B Typical bay "H"	2B3P		71.0	4
2B Typical "I"	2B3P		62.6	8
2B Corner "J"	2B3P		66.2	2
2B Corner "K"	2B3P		66.3	2
Total 2B			1214.8	18
Total Ground floor			2015.2	36
Split 1B/2B				50%
GEA / GIA* ratio		3198.4	63%	

	National Standard category	GEA m²	GIA m²	No Units
First Floor				
1B Typical "A"	1B1P		41.1	8
1B Corner "B"	1B1P		44.6	2
1B Corner "C"	1B2P		50.8	2
1B Inner "D"	1B2P		52.2	2
1B Inner "E"	1B1P		46.4	2
1B Outer "F"	1B1P		41.8	2
Total 1B			800.4	18
2B Corner "G"	2B4P		82.5	2
2B Typical bay "H"	2B3P		71.0	4
2B Typical "I"	2B3P		62.6	8
2B Corner "J"	2B3P		66.2	2
2B Corner "K"	2B3P		66.3	2
Total 2B			1214.8	18
Total First floor			2015.2	36
Split 1B/2B				50%
GEA / GIA* ratio		3198.4	63%	

	National Standard category	GEA m²	GIA m²	No Units
Second Floor				
1B Typical "A"	1B1P		41.2	8
1B Corner "B"	1B1P		44.6	2
1B Corner "C"	1B2P		50.9	2
1B Inner "D"	1B2P		52.3	2
1B Inner "E"	1B1P		46.3	2
1B Outer "F"	1B1P		41.7	2
Total 1B			801.2	18
2B Corner "G"	2B4P		74.1	2
2B Typical "I"	2B3P		62.6	12
2B Corner "J"	2B3P		66.2	2
2B Corner "K"	2B3P		66.3	2
Total 2B			1164.4	18
3B Typical "L"	3B5P		97.0	2
Total 3B			194	2
Total Second floor			2159.6	38
Split 1B/2B/3B			47%/47%/6%	
GEA / GIA* ratio		3168	68%	

	National Standard category	No Units
TOTAL		
1B Typical "A"	1B1P	24
1B Corner "B"	1B1P	6
1B Corner "C"	1B2P	6
1B Inner "D"	1B2P	6
1B Inner "E"	1B1P	6
1B Outer "F"	1B1P	6
Total 1B		54
2B Corner "G"	2B4P	6
2B Typical bay "H"	2B3P	8
2B Typical "I"	2B3P	28
2B Corner "J"	2B3P	6
2B Corner "K"	2B3P	6
Total 2B		54
3B Typical "L"	3B5P	2
Total 3B		2
Total units		110
Split 1B/2B/3B		49%/49%/2%
Total unit GIA		6190

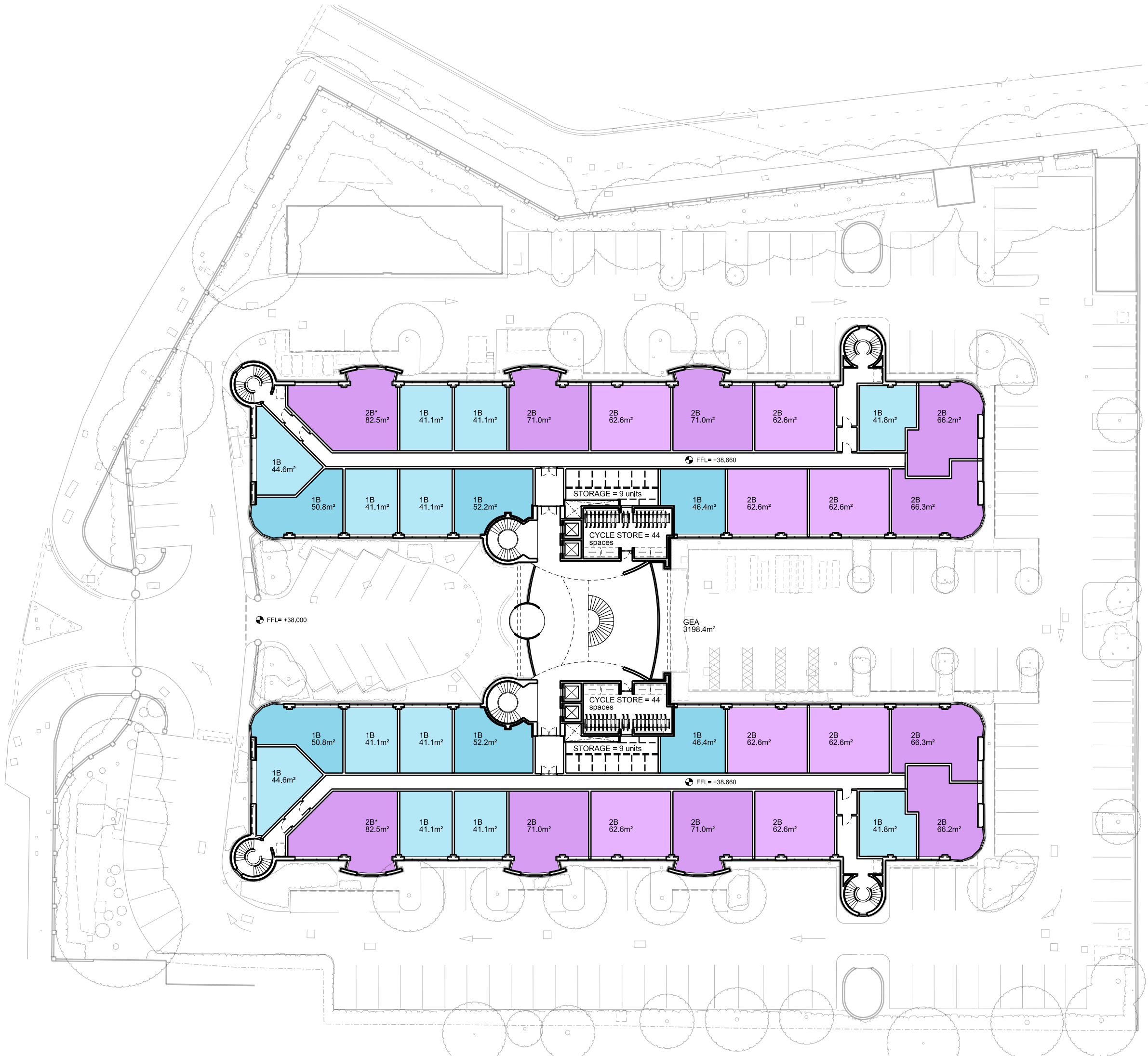
*Unit GIA rather than building GIA for efficiency purposes only.

Exterior of building not altered,
outline on plan as per survey
Landscape not altered, layout
shown as per topographical survey

Internal layout for First Floor is identical to this drawing.

	1 Bedroom flat
	2 Bedroom flat
	3 Bedroom flat

*Refer to Area Schedule for full breakdown



Great Brighams Mead PD Scheme

Ground floor plan
1:200 @A1
19/01/2021

Notes:

Exterior of building not altered,
outline on plan as per survey
Landscape not altered, layout
shown as per topographical survey

Internal layout for First floor is
identical to Ground floor.

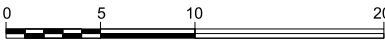
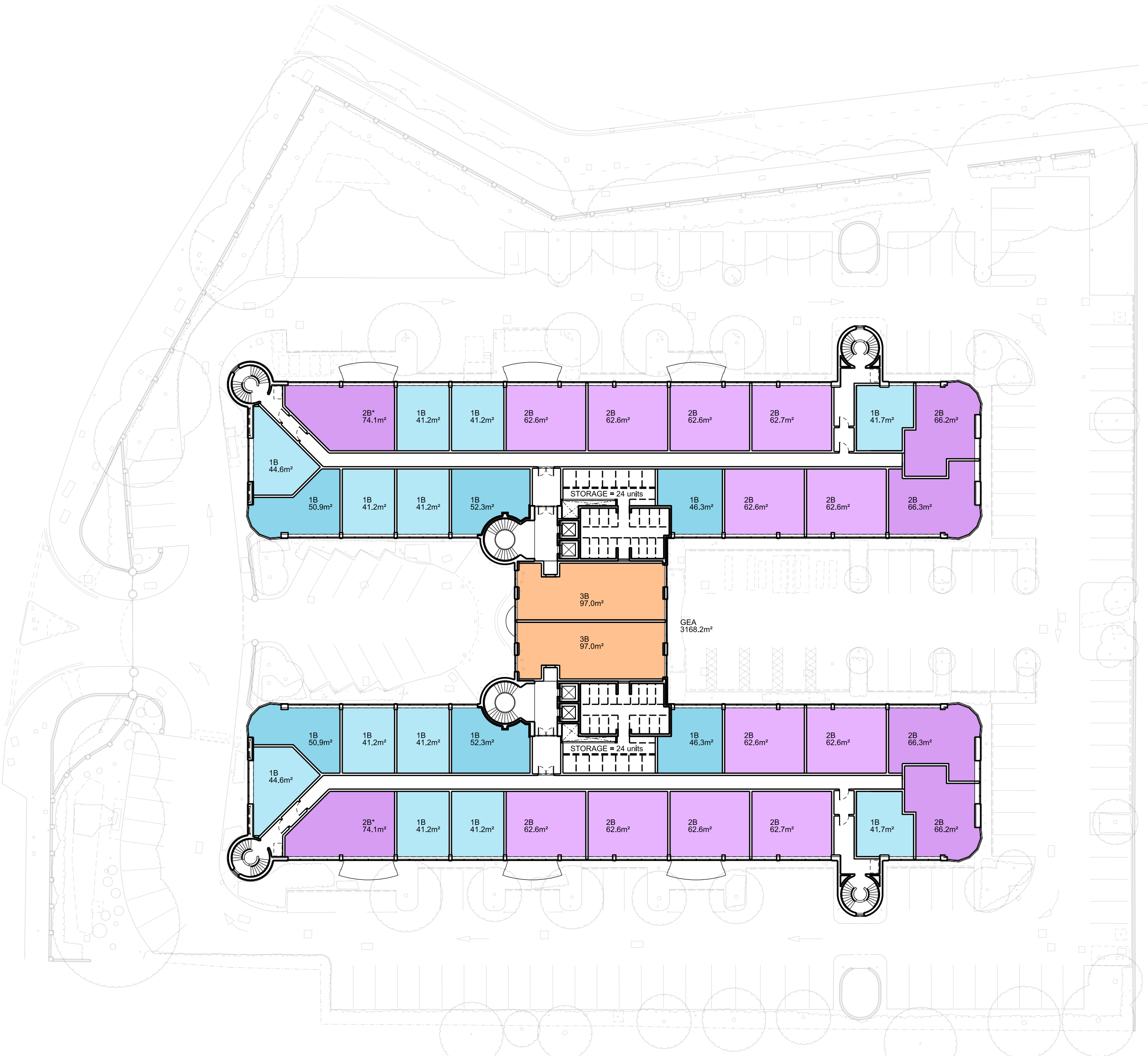
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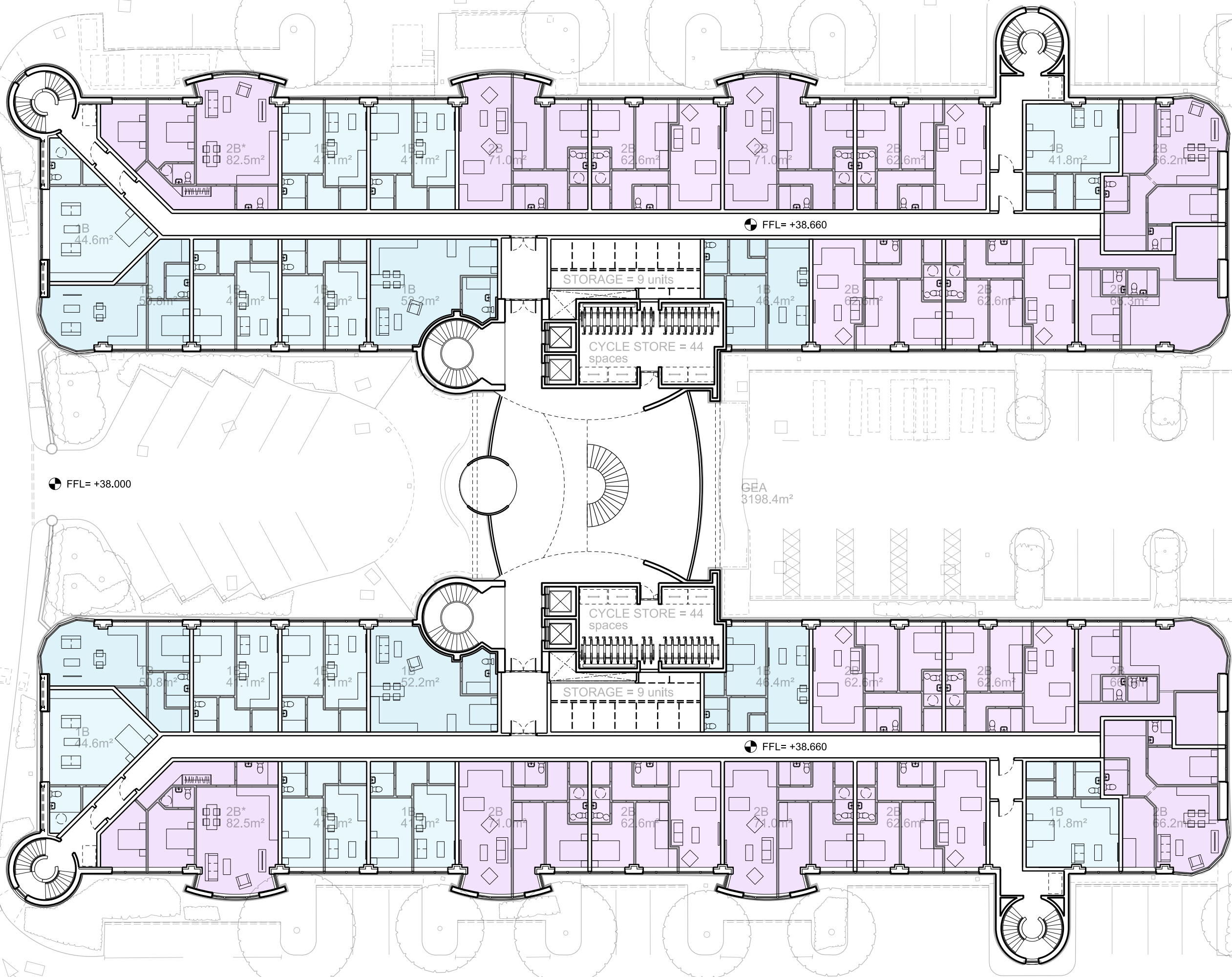
1 Bedroom flat

2 Bedroom flat

3 Bedroom flat

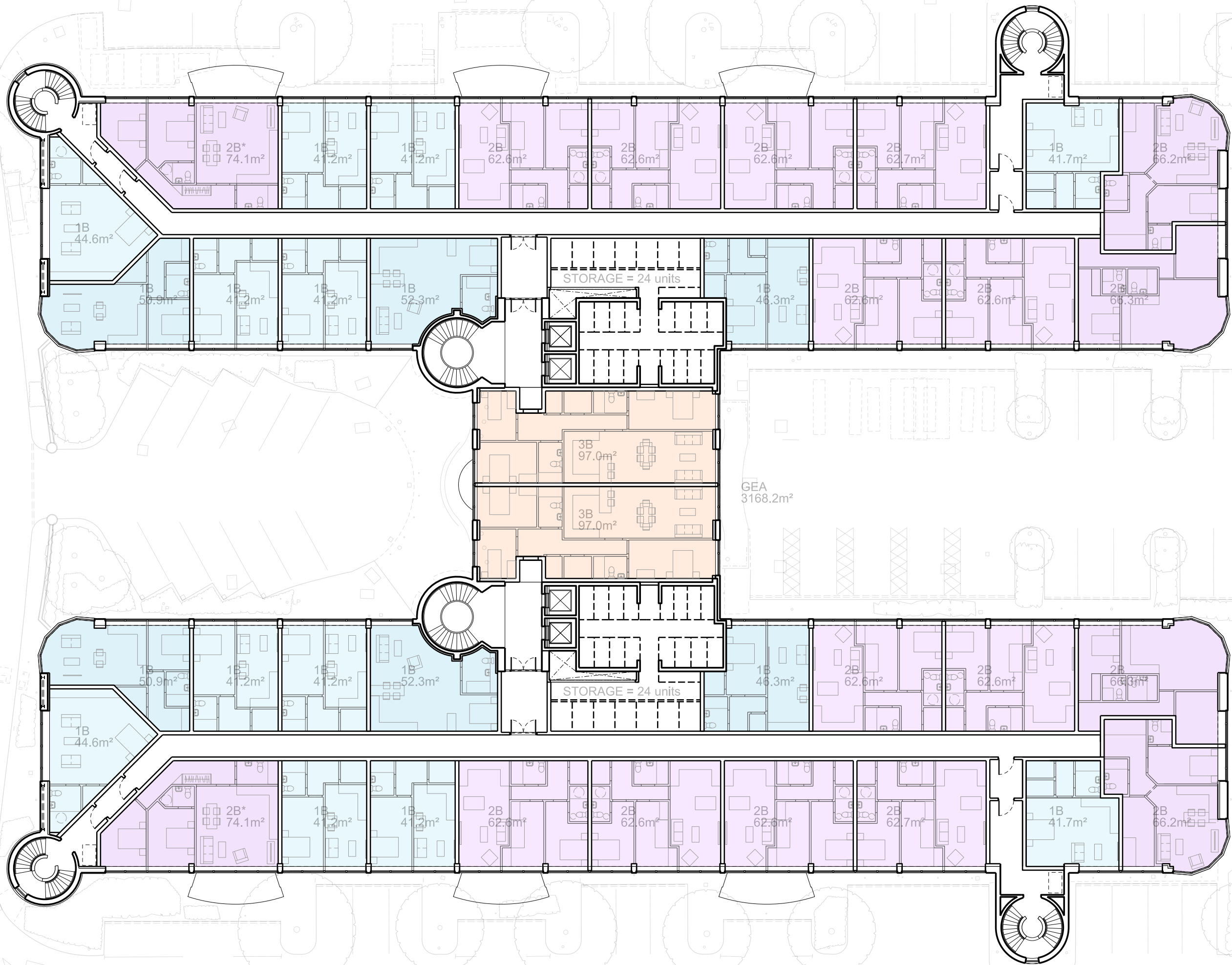
*Refer to Area Schedule for full breakdown





**Great Brighams Mead
PD Scheme**

Ground & First floor plan
Apartment Layout



**Great Brighams Mead
PD Scheme**

Second floor plan
Apartment Layout