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Reading International Business Park

Framework Travel Plan

On behalf of



Project Ref: 43337/5502 | Rev: V1.1 | Date: 26 November 2019

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1 Introduction

1.1 Overview

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by Peter Brett Associates (PBA), now part of Stantec, on behalf of Arlington Business Parks GP Limited (Arlington) to support a planning application for four new industrial units to be provided on land at Reading International Business Park (RIBP). The development proposal is for full planning consent and has been prepared as an alternative to the extant permission 00/01447/FUL for a development consisting of 33,445sqm GFA of B1(a) office space and 969 car parking spaces.
- 1.1.2 The principle reason for the production of an FTP at this stage is because there are no known occupiers currently identified. This FTP has therefore been developed setting out a site-wide approach to promote sustainable travel and to act as an initial framework for the preparation of tenant specific Travel Plans (TPs) at such a time when tenant and respective employee travel characteristics are known.
- 1.1.3 This FTP sets out a series of measures to promote sustainable travel where possible; however, these may be adjusted to be bespoke for each future tenant and following the results of the first staff travel surveys to ensure that they are appropriate.
- 1.1.4 The FTP and subsequent full TPs are primarily aimed at employees due to their consistent use of the site and surveys and monitoring will take place on this basis. Many of the benefits of the future tenant TPs will however be experienced by visitors through implementation of the various travel planning measures.

1.2 Aims and Objectives

- 1.2.1 The primary aim of the FTP is to minimise single occupancy car travel being made by staff or visitors where possible, travelling to and from the development.
- 1.2.2 The objectives of this FTP are, as follows:
- To promote the implement a range of physical measures that will encourage and support alternatives to single occupancy car use i.e. cycle parking and clear and convenient pedestrian connection from the site to the surrounding area;
 - To promote alternatives to driving using a range of applicable mediums;
 - To ensure maximum opportunities exist for collective travel habits, such as lift sharing; and
 - To set out a clear framework to collect future robust travel survey information in order to monitor the TP.

1.3 Structure of Framework Travel Plan

- 1.3.1 The contents of this FTP has been prepared to take in account guidance in the form of 'Travel Planning Guidance' (2013) and the 'Reading Borough Local Plan' (2019). The broad structure of this FTP is set out below.
- **Section 2 – Planning Policy Context:** Provides an overview of national and local planning policy which provides context to the development proposal.

- **Section 3 – Site Assessment:** Details the existing conditions, development proposals, anticipated number of staff and visitor numbers and likely travel patterns.
- **Section 4 – Site Accessibility:** reviews the existing walking, cycling and public transport infrastructure, the local and strategic highway network and parking provision.
- **Section 5 – Objectives and Targets:** Details the aims and objectives of the FTP and how these can reduce the impact of travel on the surrounding environment using SMART targets.
- **Section 6 – Measures and Action Plan:** Provides a customised and well managed programme of actions needed to achieve the key objectives of the FTP.
- **Section 7 – Management and Monitoring:** Outlines management and monitoring methods which are bespoke to the land use and activity of the site. It also provides details of the Travel Plan Co-ordinator.
- **Section 8 – Summary:** Provides a summary of the main outcomes of the FTP.

2 Policy Context

2.1 Overview

- 2.1.1 This section outlines the relevant national and local planning policy context used in the preparation of this FTP.

2.2 National Guidance

National Planning Policy Framework (February 2019)

- 2.2.1 The National Planning Policy Framework (NPPF) was published in March 2012 and most recently updated in February 2019. Policy has moved towards securing more sustainable outcomes with emphasis on minimising the need to travel, reducing car use and encouraging more sustainable modes of transport. In considering travel in the context of planning applications, the NPPF paragraphs stated below are relevant.

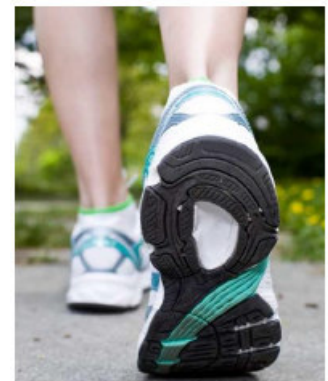
- 2.2.2 Paragraph 103 states: *“The planning system should actively manage patterns of growth in support of these [sustainable transport] objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.”*

- 2.2.3 Paragraph 111 states: *“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.”*

- 2.2.4 Paragraph 103 of the NPPF emphasises the need to plan for sustainable travel, but also to be pragmatic about the variability of transport options in different communities. This is relevant in the context of RIBP, where there is a good provision of public transport in proximity to the site, but it is recognised that this might not provide for all occupiers or visitors.

Planning Practice Guidance (March 2014)

- 2.2.5 In March 2014 the Department for Communities and Local Government (DCLG) launched a website containing national planning practice guidance. The website contains guidance on a range of planning topics such as design, Local Plans, Neighbourhood Plans and Travel Plans / Transport Assessments.
- 2.2.6 The section on ‘Travel Plans, Transport Assessments and Statements in decision-taking’ provides advice on when Transport Assessments and Transport Statements are required and what they should contain. This assessment has been prepared in accordance with the PPG.



Local Guidance

- 2.2.7 The 'Reading Borough Local Plan' was adopted by Reading Borough Council (RBC) in November 2019 and sets out the planning policies for development in Reading up to the end of the plan period in 2036.
- 2.2.8 The objectives of RBC which relate to transport and sustainable travel as set out in the Local Transport Plan (2011-2026) are, as follows:
- *To facilitate more physically active travel for journeys in a healthy environment;*
 - *To improve personal safety on the transport network;*
 - *To provide affordable, accessible and inclusive travel options for everyone;*
 - *To ensure that the transport network operates safely and efficiently to meet the needs of all users;*
 - *To align transport and land use planning to enable sustainable travel choices, improve mobility, reduce the need to travel and preserve the natural environment;*
 - *To deliver balanced packages of value for money transport solutions and make best use of existing transport investment;*
 - *To offer sustainable transport choices for the Travel to Work Area and beyond, integrating within and between different types of transport;*
 - *To improve journey times, journey time reliability and the availability of information; and*
 - *To reduce carbon emissions from transport, improve air quality and create a transport network which supports a mobile, affordable low-carbon future.*
- 2.2.9 The Local Plan states that development proposals should contribute appropriately towards the transport and sustainable travel objectives of RBC and its Local Transport Plan (2011-2026), or any successor document.
- 2.2.10 Policy TR1 – Achieving the Transport Strategy states: *“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.”*
- 2.2.11 The Local Plan states in paragraph 4.5.3 that major development in Reading of 1,000sq.m or more of non-residential floorspace can make a particular contribution to achieving the transport strategy. It acknowledges that it is important that users of and visitors to the development can make sustainable travel choices using non-car modes of transport, which should include provision that enables and supports walking, cycling and the use of public transport, including from the development.
- 2.2.12 The Local Plan continues in paragraph 4.5.3 that for developments that are likely to have significant transport implications, Travel Plans will be sought. 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.

3 Site Assessment

3.1 Development Proposals Overview

- 3.1.1 The proposed development is for four new flexible B2/B8 industrial units to be provided on land at RIBP, between Verizon and the Tesco Distribution Centre on south Reading. The proposed floor areas, car parking, motor cycle parking and cycle parking levels for each unit is set out in **Table 3.1** with a Masterplan of the proposals contained in **Appendix A**.

Table 3.1: Proposed Development Units

Unit No.	Size (sq. m GIA)	Car Parking		Motor Cycle / Moped	Cycle
		Total	Disabled		
1	3,591sq.m	36	2	1	10
2	6,417sq.m	59	3	1	18
3	2,244sq.m	22	1	1	6
4	2,793sq.m	28	1	1	8
Total	15,045sq.m	145	7	4	42

3.2 Pedestrian Access

- 3.2.1 Pedestrian access to the site will be via the existing shared foot and cycleway on the A33 that leads into RIBP at its northern entrance / exit.
- 3.2.2 Access to Unit 1 is in the form of a new footway, which is a continuation of the current one that exists at the entrance to the site that was created several years ago as part of the original RIBP development.
- 3.2.3 The new footway leads to a 'zebra' style crossing at the entrance to the Unit 1 car park. From here, pedestrians walk between the rear of the car park and the in front of the cycle shelter to access the building entrance.
- 3.2.4 Access to Units 2 is via a new pedestrian footpath along the southern boundary of Units 1 and 2. At its southern end, this connects with the end of the current footway at the existing access that will serve Unit 1 while at the northern end, pedestrians will turn north and cross a 'zebra' style crossing within Unit 2 that provides a route to the building entrance.
- 3.2.5 Access to Units 3 and 4 follows the same route as access to Unit 2, but with pedestrian turning south to cross a 'zebra' style crossing rather than north into Unit 2. From here, pedestrians walk along a new footway adjacent to the access road that firsts leads to the Unit building entrance and finally to Unit 4, where upon they cross a final zebra style crossing with a footpath leading to the building entrance.

3.3 Cycling Access

- 3.3.1 Cycling will provide staff and visitors with a viable and healthy alternative for travel to the site, especially those relating to the nearby residential areas as well as providing a linked mode of travel to Reading railway station.

- 3.3.2 Cycle access to the site will be via the existing shared foot and cycleway on the A33 with access to Unit 1 from a roundabout within RIBP that leads to an existing vehicle access that was created as part of the original RIBP development. Here cyclist will turn right into the car park with secure, covered and lit cycle parking located adjacent to the building entrance.
- 3.3.3 Cycle access to Units 2, 3 and 4 will be via the western arm (Tesco) arm of the A33 roundabout with Imperial Way. Cycle access to Unit 2 will be from a new vehicle access from the current access road with secure, covered and lit cycle parking located adjacent to the building entrance.
- 3.3.4 Access to Units 3 and 4 is via a new section of access road with both units containing secure, covered and lit cycle parking located close to the buildings.

3.4 Vehicle Access

- 3.4.1 Vehicle access to the Unit 1 car park and service yard would be taken directly from the forth arm of an existing roundabout junction within RIBP. Access to the car park is separate to the service yard and located to the east of the building. The service yard is located to the south of the building and will include a set of swing gates that will be closed when to unit is not in operation.
- 3.4.2 Vehicle access to Units 2, 3 and 4 will be via the western arm (Tesco) arm of the A33 roundabout with Imperial Way. Vehicle access to Unit 2 will be from a new vehicle access from the current access road. A gatehouse with siding gate will control access to the service yard with the car park located along the southern side of the building.
- 3.4.3 Vehicle access to Units 3 and 4 is via a new section of access road with both units containing separate service yards and car parks.

3.5 Parking

Car Parking

- 3.5.1 The car parking provision set out in **Table 3.1** is in accordance with RBC's 'Revised Parking Standards & Design' Supplementary Planning Document for B2 Land Use for a General & Specific Industrial use on a site located in Zone 3 – Secondary Core Area, which is a maximum of 1 space per 100sq.m. The development also contains disabled parking provision in accordance with RBC standards based upon a total development parking provision of 145 spaces at 7 spaces, which is 5% of the total provision. It is also proposed that each Unit will contain ducking within the car parks for future electric charging points to be installed.

Motorcycle / Moped Parking

- 3.5.2 A provision of 1 space per unit has been provided, which is in accordance with Revised Parking Standards & Design' Supplementary Planning Document.

Cycle Parking

- 3.5.3 The cycle parking provision per unit is provided in accordance with the 'Revised Parking Standards & Design' Supplementary Planning Document, which states that for a General & Specific Industrial use, a minimum of 1 space per 350sq.m of gross floor area should be provided for B2 Use Class. The proposed parking provision per Unit is set out in **Table 3.1**.

3.6 Servicing and Deliveries

- 3.6.1 It is proposed that all servicing and deliveries will occur within the service yards of each Unit for health and safety purposes. As such, service yards have been designed to accommodate the largest vehicle that is anticipated to require access to each unit, which is a 16.5m articulated HGV.
- 3.6.2 Vehicle swept path analysis using Autotrack has been undertaken as part of the Transport Assessment (TA) that support the planning application to demonstrate that these vehicles can manoeuvre within each service yard onto the loading docks and leave the site in a forward gear.

3.7 Refuse Collection

- 3.7.1 The refuse storage points are located within each service yard, as shown in the masterplan. Refuse vehicle swept path analysis using Autotrack has been undertaken as part of the TA to demonstrate that these vehicles can manoeuvre within each service yard and leave the site in a forward gear.

4 Site Accessibility

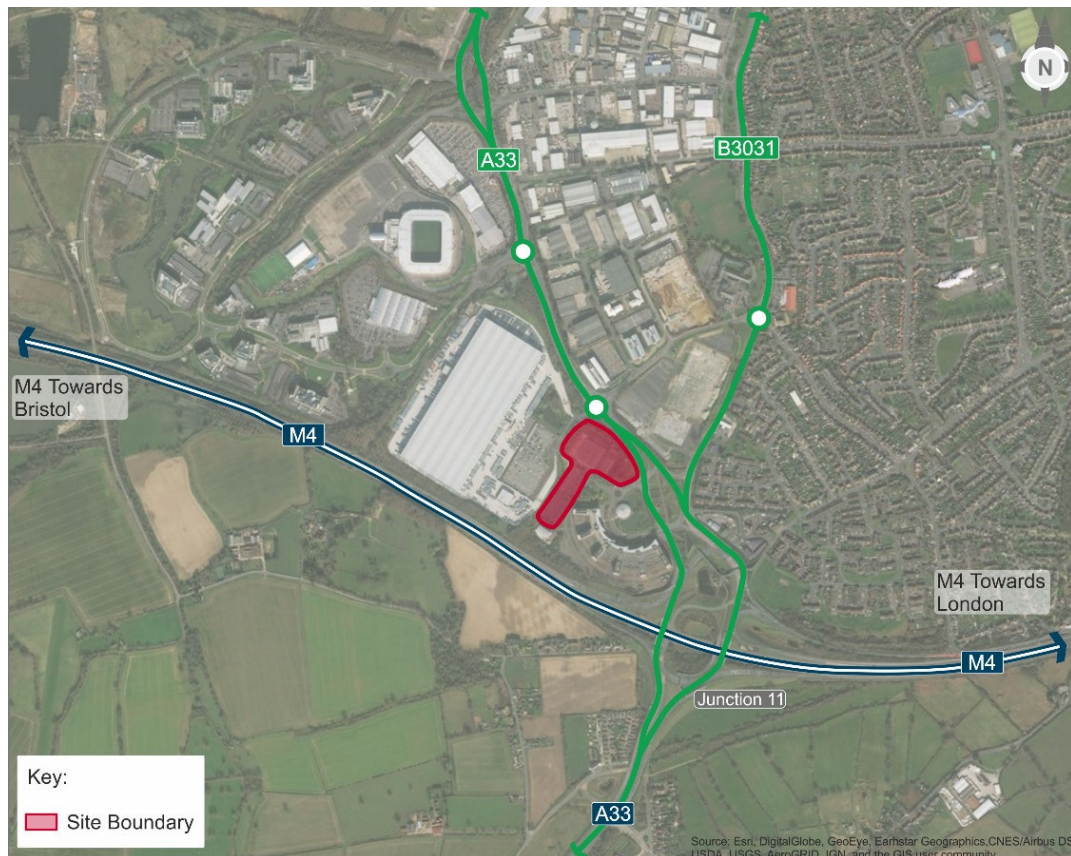
4.1 Introduction

- 4.1.1 This chapter provides a description of the RIBP site and where the application site is located within RIBP, as well as the sustainable access opportunities available.

4.2 Site Location

- 4.2.1 The location of the site is illustrated in **Figure 4.1**. The site is bound to the northeast by the A33, which provides vehicular access to the RIBP and to the south by the M4. To the west of the site is a Tesco distribution centre and RIBP itself is located to the east and southeast of the site. To the south of the site lies the M4 motorway.

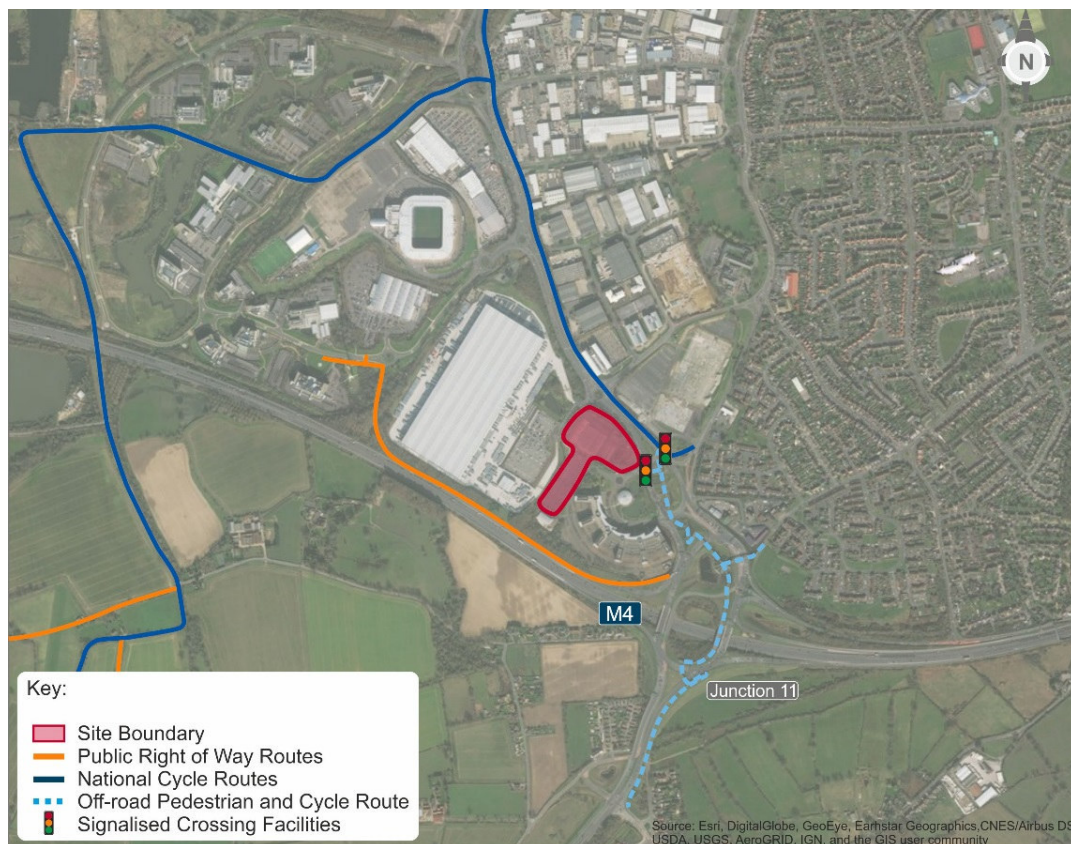
Figure 4.1: Site Location



4.3 Walking

- 4.3.1 **Figure 4.2** illustrates the main walking and cycling crossing routes in the vicinity of the site.

Figure 4.2: Walking and Cycling Routes



- 4.3.2 These are considered suitable for future sustainable staff and visitor journeys, which will be via the northern access into the RIBP. A signalised pedestrian and cycle crossing facilities is situated on the A33 Basingstoke Road at the Little Lea Gyratory. This would provide safe crossing opportunities for potential employees living in residential areas of Whitley, to the east of the site, who may choose to walk to work.

The crossing facilities within the Little Lea Gyratory also provide off-carriageway walking provision centrally between A33 carriageways that continues up and over (via bridges) Junction 11 of the M4 to the south of the site, allowing further sustainable connectivity for pedestrian towards Three Mile Cross approximately 1 kilometre south of M4 Junction 11.

- 4.3.3 To the northeast of the site a footway is provided on the western side of the A33 connecting with Green Park, Madejski Stadium and Reading Gate Retail Park to the north. To the south, a public right of way runs along the northern boundary of the M4, between the M4 Junction 11 roundabout to the east and Green Park (South Oak Way) to the west.

4.4 Cycling

- 4.4.1 There are shared pedestrian and cycle link to the site from Reading town centre that initially runs along the Kennet and Avon Canal tow path before running along both sides of the A33 from location of the Reading Link Retail Park.
- 4.4.2 Access to the site from the south would be possible via the grade separated traffic free route over M4 Junction 11 and the which would provide cycle connectivity from Three Mile Cross, Spencers Wood and Shinfield, which are all within 4 kilometres of the site.

- 4.4.3 National Cycle Route 4 provides traffic free connection to the site from the Southcote area of Reading via the Kennet and Avon Canal and the A33 via a link at Southcot Lock. The site also benefits from National Cycle Route 23 (**Figure 4.2**), which provides a partly traffic-free signed route that linking Grazeley, Beech Hill, Bramley and Basingstoke further to the south.

4.5 Bus

- 4.5.1 The nearest bus stop to the site is the RIBP stop located on the crescent road of the RIBP less than 200 metres from the site. Several services run from this stop between the MereOak Park and Ride and Reading town centre via the A33 with a varying frequency throughout the day of 11-35 minutes.
- 4.5.2 Additional services operate on Old Basingstoke Road including the 6 and 7 services. These provide 10 and 60 minute frequencies to Reading town centre from the Post House stop, which is approximately 875 metres from the site. A summary of the bus services in the vicinity of the site are set out in **Table 4.1** with the route illustrated in **Figure 4.3**.

Table 4.1: Bus Services

Service Number	Route	Stop	Frequency
6 GreenWave	Reading Station - Whitley Wood via Basingstoke Road	Whitley Wood, Post House	10 mins
7	Fleet - Three Mile Cross - Reading Town Centre	Whitley Wood, Post House	60 mins
60 / 60a / 60b / 60c / 60e / 60m / 60x GreenWave	MereOak P&R - Reading Town Centre	RIBP	11 – 35 mins

Figure 4.3: Bus Network



4.6 Rail

- 4.6.1 Reading station is situated on the Great Western Main Line, which provides access to key destinations including London Paddington and London Waterloo to the east and Swindon, Bristol, South Wales and the South West to the west. The station also provides connections to local destinations such as Newbury, Oxford, Basingstoke and Twyford. From December 2019,
- 4.6.2 Connection between Reading train station and the site is possible via a 15 minute bus services to RIBP or alternatively it can be cycled within 18 minutes.

5 Objectives and Targets

5.1 Objectives

- 5.1.1 The objective of this FTP is to develop a set of practical measures and initiatives to help promote sustainable travel reduce the impact of car travel on the surrounding environment. The future TP will seek to encourage sustainable and healthier travel alternatives by employees to the site.
- 5.1.2 The objectives of this FTP are as follows:
1. Minimise the number of single-occupancy car trips associated with employees to/ from the A33 and surrounding road network;
 2. Develop a series of site specific measures that endeavour to make staff aware of the health and environmental benefits of active travel methods;
 3. Set out how future travel surveys will be conducted in order to monitor the future tenant TP against targets and encourage more trips by sustainable modes;
 4. Identify possible future methods for an ongoing management process to monitor progress in modal shift. This will form part of the Travel Plan Co-ordination approach; and
 5. Encourage good design, provide safe pedestrian and cycle access to the site and communicate with staff and visitors the public transport possibilities.

5.2 Targets

- 5.2.1 The success of the future tenant TPs will be monitored against clearly defined targets related to travel. These targets must be SMART as defined within TfL's guidance, explained below as;
- Specific: identifying precisely what is to be achieved;
 - Measurable: over the duration of the target period; allowing for regular evaluation of effectiveness;
 - Appropriate: and linked to the overall objectives and aims;
 - Realistic: in terms of the potential to 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.

5.3 Provisional Targets

- 5.3.2 As the site occupiers are not yet know, interim targets have been based on mode share 2011 Census Travel to Work data for the MSOA Reading 018 and similar developments elsewhere. The interim targets are set out below in **Table 5.1**.

Table 5.1: Five-Year Mode Share Targets

Mode	Baseline	Year 1	Year 3	Year 5
Walking	5%	6%	7%	8%
Driving a Car/Van	77%	74%	70%	67%
Passenger in a Car/Van	4%	4%	4%	4%
Cycling	3%	3%	4%	5%
Rail	3%	4%	5%	6%
Bus	6%	7%	8%	8%
Other Method of Travel to Work	2%	2%	2%	2%
TOTAL	100%	100%	100%	100%

- 5.3.3 The key target is to reduce the 'Driving a Car/Van' modal share by 10% over the five-year monitoring period. Although Reading rail station is not located close to the site, the target for rail modal share has been set to steadily rise based upon proposals for a new station at Green Park, which is due to open in early 2021.

6 Measures and Action Plan

6.1 Overview

- 6.1.1 A range of measures along with an implementation phasing programme has been prepared. The responsibility of each proposed measures has been highlighted with supporting rationale, as set out in **Table 6.1**.
- 6.1.2 **Table 6.1** sets out how these measures are intended to be reviewed as the future tenant TPs are monitored and managed.

Table 6.1: Measures & Action Plan

Objective	Measure	Implementation Phase (Timescales)	Responsibility	Monitoring progress towards targets	Funding
Minimise the number of single occupancy car trips associated with employees to/from the site and promote CO2 reduction	Promote car sharing schemes such as https://liftshare.com/ and via noticeboards	From occupation	Tenant's TPC	Identify car share take up during monitoring periods	-
To increase the levels of active travel amongst employees	Promote Bicycle User Groups such as Cycling UK https://www.readingctc.co.uk Reading Cycling Strategy http://www.reading.gov.uk/media/2420/Cycling-Strategy-2014/pdf/Cycling_Strategy_2014.pdf	From occupation	Tenant's TPC	Monitor uptake amongst employees	-
	Provide basic cycle maintenance equipment at work, including a pump, puncture repair kit, tools, etc. for the use by any employees who need it	0-6 months	Tenant's TPC	-	Occupier
	Provide covered and secure cycle parking	Prior to occupation	Developer	-	Developer
	Discuss sustainable travel and promote at potential employees' interview and appraisals	From recruitment and on-going	Tenant's TPC	-	-
	Organise employee 'travel awareness' events in accordance with National Campaigns such as "In Town Without My Car Day",	From opening	Tenant's TPC	To maintain high profile on sustainable travel options	-

Objective	Measure	Implementation Phase (Timescales)	Responsibility	Monitoring progress towards targets	Funding
	"Bike to Work Day" and "Walk to Work Week"				
	Undertake employee travel survey to establish actual baseline mode shift	Within 6 months of occupation and then on 3 rd and 5 th anniversary of 1 st surveys thereafter	Tenant's TPC	To establish baseline multi-modal FTP targets and monitor progress over time	occupier
	Update TP utilising the results from first Employee Travel Surveys	Within 3 months of baseline surveys being completed	Tenant's TPC	To develop specific TP targets and refine measures appropriate to operational characteristics	Occupier
	Notice boards, posters and information on website to notify staff and visitors of public transport access	From Opening	Tenant's TPC	-	-
Increase Use of Public Transport to the site	Highlighting of public transport options at potential employees' interview and appraisals	From Opening	Tenant's TPC	-	-
	Providing dedicated pedestrian and cycle access to the site and cycle parking	Prior to occupation	Developer	-	Developer

7 Management and Monitoring

7.1 Introduction

- 7.1.1 A Framework Travel Plan Coordinator (TPC) is central to the successful implementation and management of the future tenant TPs.
- 7.1.2 The Occupier's TPC is not known at this time, but this information will be confirmed with RBC and contained in the full TP once this is known.
- 7.1.3 The key responsibilities undertaken by the TPC are set out below, acknowledging that these will be reviewed / amended on a regular basis:
- Leading on the delivery of the updated TP once approved by RBC;
 - Coordinating the necessary data collection to maps of local walking and cycling facilities; public transport timetables; contact details for local bus and taxi companies; contact details for local authority travel-based initiatives and promotions; and information about all local facilities in the area;
 - Representing the 'human face' of the TP to provide a point of contact for parents and staff to discuss travel arrangements;
 - Promoting the individual events and co-ordinating initiatives; and
 - 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).

7.2 Securing

- 7.2.1 In order to successfully achieve the objectives of the FTP, it will be a requirement within the tenant's lease agreement with Arlington Ltd to sign up to the principles of the FTP and the requirements to prepare and submit a tenant specific TP in accordance with the FTP.

7.3 Monitoring

- 7.3.1 Close monitoring of the success of measures and updating the content of the future TP is key and should be periodically reassessed. Monitoring data will be gained from the biennial travel surveys undertaken by the TPC, with the baseline survey being undertaken within 6 months of first occupation. Subsequent surveys will be on the 3rd and 5th anniversary of the 1st surveys.
- 7.3.2 The monitoring plans set out in **Table 7.1** detail the initial requirement for undertaking baseline TP surveys followed by biennial snapshot surveys to monitor the effectiveness of travel plan measures.
- 7.3.3 The occupier will be responsible for preparing and analysing the staff surveys and updated TP reports. The TPC will promote the staff survey and will be responsible for distributing the surveys to staff and encourage a timely, high response rate.
- 7.3.4 A review schedule will also be included within the update reports and submitted to the Council. This will propose the implementation of measures or adjustments to the future TP to ensure the commitments are SMART (Specific, Measurable, Achievable, Realistic and Timely).

- 7.3.5 This approach will allow the travel targets to have a greater degree of relevance to the operational characteristics of the development and the individual tenant, which in turn, could allow the creation of more tailored TP measures as necessary. Through this approach, the measures will have a more positive and instantaneous result in achieving the desired travel mode objectives.

Table 7.1: Monitoring and Reporting Schedule

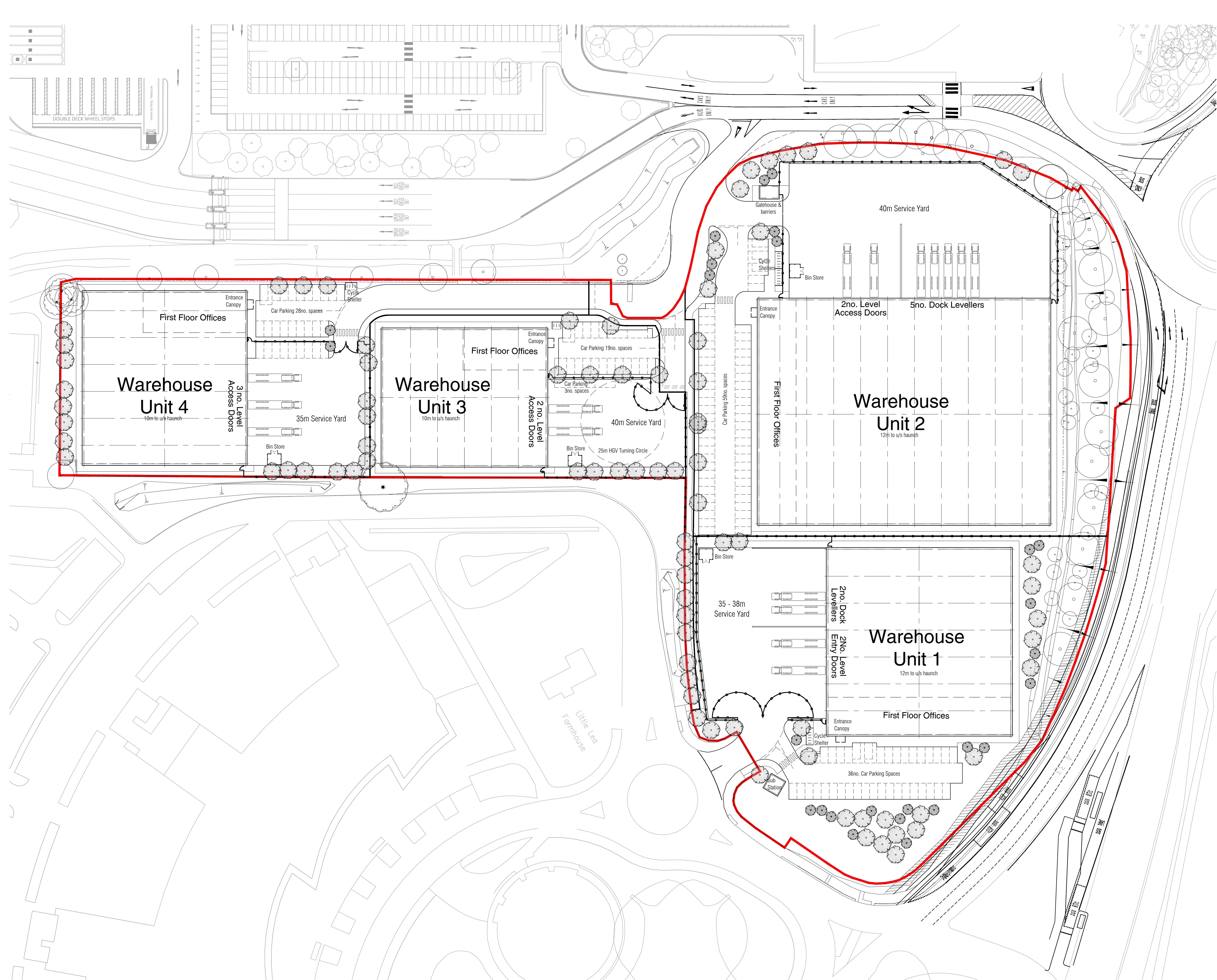
Baseline (Within 6 Months)	3 rd Anniversary of Baseline Surveys	5 th Anniversary of Baseline Surveys
Staff Survey	Staff Survey	Staff Survey
With 3 Months of Surveys	With 3 Months of Surveys	With 3 Months of Surveys
TP Report	TP Update	TP Update

7.4 Managing the FTP and Future TPs

- 7.4.1 Each tenant will be required to take ownership of their future TP. They will appoint a TP coordinator/ champion who will act as the point of contact with RBC as required. The contact details of the tenant TP coordinator shall be provided to RBC prior to occupation once they have been confirmed.
- 7.4.2 As stated in Section 7.3, it is proposed that employee travel surveys will be undertaken within 6 months of occupation by each tenant. The survey results will be collated, analysed and fed into the specific TP as Monitoring Reports that will be submitted within three months of the travel surveys.
- 7.4.3 This will allow the travel targets to have a greater degree of relevance to the operational characteristics of the development and the individual tenant, which in turn, could allow the creation of more tailored TP measures as necessary. Through this approach, the measures will have a more positive and instantaneous result in achieving the desired travel mode objectives.
- 7.4.4 The Framework Travel Plan Coordinator will be coordinated by the developer, until tenant TPs are prepared by future tenants. The developer's TP coordinator's details are as follows;

- Nametbc.....
- Position: Estate Manager
- Organisation: Arlington Business Parks GP Limited

Appendix A Site Masterplan



notes
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Schedule of Areas (GIA):		
Warehouse Unit 1:	32,141 sq ft	2,986 sqm
First Floor Offices:	6,510 sq ft	605 sqm
Total:	38,651 sq ft	3,591 sqm
Car Parking:	36 spaces	
Site Area:	2.34 acres - 0.95 hectares	
Warehouse Unit 2:	61,570 sq ft	5,720 sqm
First Floor Offices:	7,500 sq ft	697 sqm
Total:	69,070 sq ft	6,417 sqm
Car Parking:	59 spaces	
Site Area:	3.53 acres - 1.43 hectares	
Warehouse Unit 3:	21,000 sq ft	1,951 sqm
First Floor Offices:	3,150 sq ft	293 sqm
Total:	24,150 sq ft	2,244 sqm
Car Parking:	22 spaces	
Site Area:	1.06 acres - 0.43 hectares	
Warehouse Unit 4:	26,318 sq ft	2,445 sqm
First Floor Offices:	3,750 sq ft	348 sqm
Total:	30,068 sq ft	2,793 sqm
Car Parking:	28 spaces	
Site Area:	1.50 acres - 0.61 hectares	
Estate Road:	0.08 acres - 0.03 hectares	
Total Development Area:	161,939 sq.ft	15,045 sqm
Total Site Area: (Red line)	8.53 acres - 3.46 hectares	

no.	date	revision	by
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Site Layout Plan

scale 1:500 @ a1 drawn ZI

checked spp date 27.09.19

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Planning