

Appendix 3: Design Review Panel Response

Reading Design Review Panel Comments

Application No.

Listed Building: Yes/No

Conservation Area: Yes/No

Proposal: Refurbishment & extension to existing office building

Location: Soane Point, Market Place, Reading

Site	Building	Sustainability	Detailing	Design Approach
Layout - Urban	Layout – Density & mix	Energy	Craftsmanship	Response to context
Structure & Grain	Scale	Materials	Functional	Legibility
Character of area	Massing	Water	Longevity	Innovation
Quality of public realm				
Landscape - continuity & enclosure	Appearance	Access	Weathering	
Orientation	Function	Health	Structurally honest	
Vehicle circulation	Outlook	Waste	Historically correct	
Pedestrian routes	Legibility	Reuse		
	Adaptability	Inclusivity		

Introduction

Date: 11.06.20 Venue: Zoom Call

Attendees: Matt Burns – RBC Panel: James Cook, Marie Harrison, Robert Barnes (Chair), Steven Clarke

Presenting Team: Tim Burden – Planning Consultant, Andrew Campbell, Chris Ansell – Architect. Plus: Oliver Vickerage, Russ, Nicholas Brands, Henry Webber, P. Davis

Context: This is the first iteration of scheme presented to RBC & first for DRP. Allocated site within local plan.

Site & Building

The Panel welcomed the thorough explanation given by the design team including the conceptual approach, site and contextual analysis and quality of the imagery presented.

The current building is a conglomeration of separate developments over time. The Panel felt it would interesting to understand how this has built up and how this has informed the design response.

The Panel would like the cranked cross section in the presentation to be reviewed as a single true section.

There was much discussion on the weight, extent of set-back and materiality of the 4th and above floors on the Market Square elevation. The Panel observed that the Market Place elevation is split into 2 vertical planes and queried whether this approach should be adopted for the new set back on the northern element. The design team commented that there was a break, but this did not visually read strongly on revised 3D view from the Butter Market viewing point. The Panel queried whether this could be increased in size or a change of materiality.

To assist further review of this elevation, the Panel requested that design options/evolution be presented to gain an understanding of the design journey undertaken.

With regard to the Abbey Square elevation, the Panel would like to see the existing and proposed streetscape 2D elevation of the Abbey Square elevation in context and existing and proposed 3D views looking north down the street to understanding the impact of the proposed additional height.

Whilst the Panel understood the rationale behind the different façade treatments to the Abbey Square elevation, the Panel were not convinced by the central element which has an element of retained brickwork beneath the new curtain wall glazed roof extension. Currently, these do not sit comfortably. The Panel would encourage the Applicant to review

and explore this element further, which may include either unifying the elevation treatment of separating it (e.g. change in place etc.)

The Panel welcomed the design development of the curtain wall from the previous black version to the current finned version.

Sustainability

The design team advised that the Applicant's brief includes re-appropriation and re-purposing of existing buildings which was welcomed by the Panel.

The Panel were advised that the existing buildings are naturally ventilated and therefore there is desire is to provide a mixed-mode building. The Panel were advised that sustainability has informed massing i.e. increase in height rather than increase building depth. The Panel were encouraged by this approach but would like to see this formalised as a sustainability strategy including how BREEAM policy requirements will be met. The retention of the natural ventilation brief was welcomed and the Panel were interested to see how the additional stories would be brought into play to ensure that the low energy approach was maintained.

The Panel would like to see more information on how the increase in building height has impacted on the natural light to the light well to the south and the lower floors.

Furthermore could it be the whole building be retained as naturally ventilated?

Detailing

The Panel welcomed the level of detail with regard to façade design iterations shown at this pre-application stage and look forward to this level of detail to be continued to be developed for future iterations.

Design Approach

The Panel broadly accepted the design approach and rationale, but the additional information noted above would enable the Panel to comment further on the massing and design elements.

Any further comments

The Panel would like to see further information on the landscape proposals at the next iteration.

The Panel welcomed the quality of this submission and this is one of best range of information this Panel has seen to date.

Date: 16.06.20



Signed

On behalf of the Reading Design Review Panel

Appendix 4: Draft Travel Plan

DRAFT TRAVEL PLAN

6-8 Market Place, Reading, RG1 2EG

June 2020

DRAFT

CONTENTS

1. INTRODUCTION

1.1. What are the benefits of the Travel Plan?

2. OBJECTIVES

2.1. To set out measures that will enable the organisation to meet the target car/employee ratio

2.2. To enhance the organisations corporate social responsibility and environmental image

2.3. To encourage the use of more sustainable modes of transport

2.4. To reduce unnecessary travel

2.5. To ensure that all staff are aware of the Travel Plan

3. IMPLEMENTATION

3.1. A Travel Plan Co-ordinator

3.2. The Travel Plan Working Group:

3.3. Staff Focus Groups

3.4. Partnerships

4. MONITORING

4.1. Monitoring requirements

4.2. Staff survey

5. SPECIFIC MONITORING STRATEGIES

6. SITE AUDIT

6.1. Car parking

6.2. Car Sharing

6.3. Rail

6.4. Bus

6.5. Cycling

6.6. Information

6.7. Visitors

7. STAFF DETAILS

7.1. Employees

7.2. Hours of Work

7.3. Mileage Claims

8. SURVEY OF STAFF TRAVEL

8.1. How staff currently travel to work?

8.2. Why do they choose to travel this way?

8.3. Where are they travelling from?

8.4. What measures would be most popular/effective?

9. COMMUNICATION AND MARKETING

9.1. Posters

9.2. Email

9.3. Staff Induction Manual

9.4. The Launch Event

9.5. Recruitment information

9.6. The Intranet

9.7. The Website

9.8. Internal Publications/ Newsletters

10. ACTION PLAN

10.1. Measures to increase walking

10.2. Measures to increase cycling

10.3. Measures to increase motorcycling

10.4. Measures to increase public transport usage

10.5. Measures to increase number of car sharers

10.6. Measures to manage/ reduce car use

10.7. Measures to ensure staff/ visitors awareness of organisation's commitment to Travel Plan

DRAFT

1. Introduction

This document outlines the Travel Plan for SoanePoint, 6-8 Market Place, Reading, RG1 2EG. The overall objective of the Plan is to seek to ensure that staff and visitors use more environmentally friendly alternatives than driving alone. The Plan contains five specific objectives:

- to set out measures that will enable the organisation to meet the target car/employee ratio
- to enhance the organisations corporate social responsibility and environmental image
- to encourage the use of more sustainable modes of transport
- to reduce unnecessary travel and
- to ensure that all staff are aware of the Travel Plan.

A clear monitoring strategy has been defined to assess our achievements. This travel plan covers staff and visitors travelling to the site for commuting journeys, business travel and deliveries.

1.1. What are the benefits of the Travel Plan?

Corporate responsibility: The Travel Plan aims to make significant changes to the way people travel to their place of work. This will result in a better local environment for pedestrians and cyclists and result in cleaner air and less congested local streets.

Positive Publicity: Producing a travel plan, and generating positive publicity will improve the occupiers environmental image.

Increased travel choice: A wider range of travel options, savings and benefits will enhance the recruitment and retention of staff. The Travel Plan will lead to greater social inclusion enabling those who do not have access to a car to travel to work or visit the site more easily.

Health Benefits: Many alternative forms of travel include an element of exercise that will lead to a healthier workforce, possibly leading to improved morale and a reduction in health related absences.

A more accessible site: A decrease in the number of cars arriving at the workplace will reduce congestion both at the site itself and on the approach roads to the site. The site will become more accessible and safer for all staff, and visitors. It will also become a more attractive place for staff to work and nearby residents to live.

Financial Savings: A Travel Plan can reduce corporate transport overheads by minimising business mileage and the number of parking spaces needed.

Better Time Management: The automatic use of the car for business travel is not always the most cost effective or efficient option. Alternatives can be cheaper, faster (particularly for long journeys) and provide additional time in which to prepare for meetings or carry out work that would not be possible when sat at the wheel of a car.

2. Objectives

The objectives of the site Travel Plan are:

2.1. To set out measures that will enable the organisation to meet the target car/employee ratio.

The occupier will implement the measures as specified in the Travel Plan in order to facilitate the use of sustainable transport.

2.2. To enhance the organisations corporate social responsibility and environmental image

Demonstrating commitment to Travel Plans and sustainable transport.

2.3. To encourage the use of more sustainable modes of transport

As part of the overall target, we are setting ourselves the following targets:

- To increase the number of employees travelling to work by public transport over 5 years
- To increase cycling and walking as main/usual travel mode over 5 years
- To increase number of car sharers over 5 years

2.4. To reduce unnecessary travel

As part of the overall target, we are setting ourselves the following targets:

- To reduce the proportion of visitors driving to the site
- To reduce business mileage
- To encourage the use of more sustainable modes of transport for work related journeys.

2.5. To ensure that all staff are aware of the Travel Plan

As the Plan develops it will be appropriate to consider the adoption of further objectives and the setting of further targets.

3. Implementation

In order to implement the Plan the following will be established:

3.1. A Travel Plan Co-ordinator

The occupier will appoint a Travel Plan Coordinator who works at the site and their name, office, address and telephone number will be supplied to the Council.

The role of the Co-ordinator will be as follows:

- To oversee the development and implementation of the Travel Plan
- To obtain and maintain commitment and support from senior managers, staff, union representatives, etc.
- To design and implement effective marketing and awareness raising campaigns to promote the Travel Plan
- To set up and co-ordinate steering groups, working groups, etc.
- To co-ordinate the necessary data collection exercise required to develop the Travel Plan
- To act as a point of contact for all staff requiring information
- To liaise with different departments, e.g. personnel, estates, facilities, etc. and external organisations, e.g. local authorities, transport operators, etc.
- To co-ordinate the monitoring programme for the Travel Plan
- To prepare a business case to secure a budget for Travel Plan development and ensuring its efficient and effective use.

3.2. The Travel Plan Working Group:

The Travel Plan Working Group will comprise a range of representatives. The group will be responsible for developing the Action Plan, implementing initiatives and the overall monitoring and review of the Travel Plan. Their role is to:

- Allocate staff to implement the schemes
- Set clear dates for action
- Ensure that the Travel Plan makes progress by holding twice yearly review meetings
- Report progress to Management
- Develop future initiatives
- Expand objectives and targets, and monitoring strategies as initiatives are developed and agreed.

3.3. Staff Focus Groups

The key to the success and implementation of the Travel Plan is to involve staff at all stages. This consultation will be partly achieved by the formation of staff focus groups to develop proposals for implementation. The focus groups that are formed will depend on the actions agreed by the Travel Plan working group.

3.4. Partnerships

The occupier will endeavour to form partnerships with:

- supporting organisations, e.g. RBC, Sustrans, Association of Commuter Transport, Cycle Touring Campaign, Pedestrians Association, Environmental Transport Association.
- local organisations, e.g. other employers, local retailers (for discounts)

4. Monitoring

4.1. Monitoring requirements

- The occupier must carry out monitoring within one month of the occupation date and the first, second, third and fourth anniversaries of that date. The occupier may carry out additional monitoring on other dates if it wishes.
- The occupier must obtain information from employees using a questionnaire specified by the Council. The information required is that needed to determine and independently verify employees mode of travel to work.
- The occupier must supply to the Council copies of the information supplied by employees and a statement of its car employee ratio certified as correct by a Director of the Company.
- Having supplied this information the occupier must ensure that it is audited and verified by an independent organisation agreed in advance between the occupier and the Council. The occupier must pay the cost of the audit. The arrangements for auditing and verification must be approved by the Council in advance. The audit organisation will be supplied with the certificate and questionnaires in advance and on an unannounced day will carry out an audit to verify that the certified car/employee ratio is correct.
- The occupier will endeavour to comply with the monitoring requirements as specified above.

4.2. Staff survey

The occupier will carry out monitoring by using (the travel survey template as specified by RBC (Appendix A)) (a travel survey that has been validated by RBC) and will seek to ensure a 70% response rate.

The survey will cover:

- Where people come from
- What mode of transport they use to get to work
- How long their journey takes them
- If they drop partners / children off on the way
- How often they need their own car for work purposes
- Suggestions to improve facilities/ initiatives at the site
- Awareness of the Travel Plan

5 Specific monitoring strategies

5.1. To set out measures that will enable the organisation to meet the target car/employee ratio

5.2 To enhance the organisations corporate social responsibility and environmental image

5.3 To encourage the use of more sustainable modes of transport

5.4 To reduce unnecessary travel

5.5 Staff awareness of the Travel Plan

- annual travel survey and independent audit
- keep records of media releases on the Travel Plan and sustainable travel
- to monitor awareness of our Travel Plan with local organisations
- the number of people on the car share database
- count the cars in the car parks (on the same day each month, e.g. first Tuesday of the month)
- count bicycles at various cycle stands (on the same day each month, e.g. first Tuesday on the month)
- quarterly snapshot staff surveys (random survey: meet staff on arrival with a short questionnaire to assess effectiveness of take-up, and specific surveys: targeting people in certain departments/certain levels)
- the number of people working from home (monitored by annual travel survey).
- monitor payments made on business mileage
- Personnel to track car mileage vs. train/bus tickets & cycle mileage claims
- carry out a monthly check on pool bike use and keep records linked to any promotion of the pool bike system.
- monitored by annual travel survey.

6. Site Audit

6.1 Car parking

The site has one entrance for car users. The main entrance is approached from Abbey Square. There are currently a total of _____ car parking spaces. There are _____ spaces available for staff, _____ spaces for disabled parking, _____ spaces for visitors. Demand for car parking space is very high. All staff with cars are allocated with a free parking permit. Currently there are concerns about the safety of the car park with a conflict between vehicles and pedestrians. This is covered by the Work Place (Health Safety & Welfare) Regulations 1992 and is being considered and ways of improving the situation are being appraised.

6.2. Car Sharing

There is currently no specific car parking for car sharers, although this will be addressed through the Travel Plan actions (section 10.5).

6.3. Rail and Bus

Rail: The railway station is approximately 0.2 miles from the Site. There are multiple routes with connections to key destinations such as London (Paddington and Waterloo), Gatwick Airport, Oxford, Basingstoke, and destinations further afield.

Bus: A range of bus services from around the town terminate at the front of the site, and close by in surrounding roads.

6.5. Cycling

The Site is linked to the cycle network. Cycle parking is provided within the site.

6.6. Information

A "Travel to Work at the Site" leaflet was distributed to all site staff with details of bus routes, telephone information lines, pool bikes, the Travel Board and cycle facilities.

6.7. Visitors

On average the site has approximately _____ visitors each week to the _____. In addition, there are visitors arriving at the site to _____.

On __/__/200__, we carried out a visitor survey. We found that _____% of these visitors travel by car, and the majority of these as a single occupant in a vehicle, _____% arrive on foot, and _____% arrive by bike. **[TO BE COMPLETED POST OCCUPATION]**

7. Staff Details [TO BE COMPLETED POST OCCUPATION]

7.1. Employees

_____ employs _____ staff. _____ full time employees, and _____ part time employees

7.2. Hours of Work

Staff can work between _____ and _____ hours.

Flexible hours are between _____ and _____ hours.

7.3. Mileage Claims

In 2021 a total of _____ miles were claimed by staff in the course of their work.

8. Survey of Staff Travel [TO BE COMPLETED POST OCCUPATION]

A travel to work survey of _____ staff was undertaken in _____/_____202_. The survey was completed by _____ employees, which was approximately _____% of the site based workforce at the time. A summary of the results is set out below. For further results of the staff survey see Appendix _____

8.1. How staff currently travel to work? [TO BE COMPLETED POST OCCUPATION]

- _____% of staff mainly travel into work by car (single occupancy)
- _____% mainly use a car shared with others
- _____% mainly walk to work
- _____% mainly cycle
- _____% mainly used public transport
- However approximately _____% cycle or walk to work at some point.

8.2. Why do they choose to travel this way? [TO BE COMPLETED POST OCCUPATION]

_____ and _____ were the main reasons given. _____ or _____ also scored highly. See Appendix _____

8.3. Where are they travelling from? [TO BE COMPLETED POST OCCUPATION]

- _____% of respondents live within 2 miles of the site (easy walking and cycling distance)
- _____% live within ½ a mile of a convenient bus stop for the site.

8.4. What measures would be most popular/effective? [TO BE COMPLETED POST OCCUPATION]

- Improved _____, _____ and _____ for cyclists were the main factors given which would encourage cycling.
- More _____ and _____ were the main factors given which would encourage use of public transport.
- _____% of respondents said that they were prepared to car share with a further _____% prepared to consider car sharing in the future.

9. Communication and Marketing [TO BE COMPLETED POST OCCUPATION]

The target audiences for this Travel Plan are all staff, and visitors. It is essential that all aspects of this Travel Plan be effectively communicated to all based at the site. A vital part of the success of this Plan will also be in letting people know how we are doing. This will be done through the following means:

9.1. Posters

Posters on notice boards around the building will be used to highlight transport information and to keep staff informed of special days and events that are being organised.

9.2. Email

From time to time, emails will be sent out to key people (such as the Site Cyclists Focus Group) to help promote special days and events.

9.3. Staff Induction Manual

The Staff Induction Manual will be updated to inform new staff of the key aspects of the Travel Plan. This is especially useful, as research indicates that the best time for people to change travel habits is when they are changing jobs or moving house. Travel to Work information will be included during Induction Training sessions.

9.4. The Launch Event

The Travel Plan will be launched to staff, customers and the media to promote the work that the occupier has carried out, and to inform people of their new travel choices. Following this, we aim to send regular media releases of how the Travel Plan is progressing to help raise awareness with general public.

9.5. Recruitment information

Alternative travel details regarding how to get to the site via public transport, walking and cycling will be sent out either with application forms or with information about coming to interviews.

9.6. The Intranet

The intranet will be used to outline specific promotional activities going on (such as Bike 2 Work day) and to provide staff with key information. The intranet will include relevant and up to date bus and train information, the cost of bus passes, maps of walking and cycling routes, information about getting to other destinations for meetings by train or bus, details of the cycle business mileage allowance, guidance on home-working and flexible working and regular updates of the Travel Plan progress.

9.8. The Website

Public transport information and map of walking and cycling links will be included in more detail and more prominently on our website, which can be found at [www. _____](http://www._____)

9.9. Internal Publications/ Newsletters

Press releases with regular updates on Travel Plan measures that have been implemented will be supplied to internal publications and newsletters. This method of communication will also be used for general transport information and to promote any internal transport related activities.

DRAFT

10. Action Plan [TO BE COMPLETED POST OCCUPATION]

Please delete or add measures as appropriate for your organisation.

The following measures will be implemented within the timescale for action:

- Short (S) = achievable within 6 months
- Medium (M) = achievable within 12-18 months
- Long (L) = achievable over next 5 years
- Ongoing (O) = ongoing

10.1. Measures to increase walking

- 10.1.1. Put up signs showing the direction and distance or time it takes to walk to the site on key walking routes (e.g. town centre/ train station). (L)
- 10.1.2. Provide / improve shower facilities, changing rooms with hairdryers, hooks, mirror, lockers and drying facilities for wet clothes. (M)
- 10.1.3. Ongoing promotion of walking, e.g. internal newsletters promoting health/ environmental benefits. (O)
- 10.1.4. Promote walking on special days, e.g. car free day, TravelWise week. (O)
- 10.1.5 Set up a site walkers group which can hold twice yearly meetings and set up a buddy scheme (confident walkers agree to assist less confident walkers on their route). (S)
- 10.1.6. Guaranteed free ride home for walkers in case of an emergency. (S)
- 10.1.7. Provide incentives for people to walk e.g. free fluorescent gear, pedometers, umbrellas, discounts at walking/ shoe shops, prize draws. (M)
- 10.1.8. Introduce a regular "casual clothes" day (e.g. last Friday of every month). (S)

10.1. Measures to increase cycling

- 10.2.1. Mark a cycle route on the route from the entrance and through the car park to the cycle parking with a red stripe. (M)
- 10.2.2. Put up signs showing the direction and distance or time it takes to cycle to the site on key cycling routes (e.g. town centre/ train station). (L)
- 10.2.3. Provide covered, secure cycle stands close to the main entrance for staff and visitors. (S)
- 10.2.4. Provide / improve shower facilities, changing rooms with hairdryers, hooks, mirror, lockers and drying facilities for wet clothes. (M)
- 10.2.5. Provide incentives for people to cycle e.g. free fluorescent gear, cyclometers, wet weather gear, discounts at cycle shops, prize draws, panniers. (M)
- 10.2.6. Introduce a regular "casual clothes" day (e.g. last Friday of every month). (S)
- 10.2.7. Ongoing promotion of cycling e.g. internal newsletters promoting health/ environmental benefits. (O)
- 10.2.8. Promote cycling on special days e.g. bike2work day, car free day, TravelWise week. (O)
- 10.2.9. Set up a site cyclists group which can hold twice yearly meetings and set up a buddy scheme (confident cyclists agree to assist less confident cyclists on their route). (S)

10.2.10. Guaranteed free ride home for cyclists in case of an emergency. (S)

10.2.11. Provide free cycle training for staff. (S)

10.2.12. Purchase pool bikes for business and lunch time trips, ensuring that a regular maintenance programme is established. Also ensure:

- extra equipment is provided e.g. helmet, lock, lights, puncture repair kit
- an emergency service for stranded pool bike users is established
- a questionnaire to monitor pool bike usage is established
- a pool bike pack containing guidelines for use and maps is established
- small rewards are provided. (M)

10.3. Measures to increase motorcycling

10.3.1. Put a sign in the car park directing motorcyclists to the motorcycle parking. (M)

10.3.2. Provide secure motorcycle stands close to main entrance for staff and visitors. (S)

10.3.3. Provide incentives for people to motorcycle e.g. free fluorescent gear, prize draws, advanced motorcycle training. (M)

10.3.4. Introduce a regular “casual clothes” day (e.g. last Friday of every month). (S)

10.3.5. Set up a site motorcyclists group which can hold twice yearly meetings. (S)

10.4. Measures to increase public transport usage

10.4.1. Interest free loans for season tickets. (L)

10.4.2. Investigate subsidies for bus/train tickets or free trial tickets for staff to try the bus/ train. (L)

10.4.3. Publicise public transport routes, timetables, travel information lines

10.4.4. Investigate demand and feasibility for a site work bus. This could be done in conjunction with other employers in the area. (M to L)

10.4.5. Encourage staff to use public transport for business travel. (S)

10.4.6. Set up corporate account with train companies for ticket purchase. (M)

10.4.7. Guaranteed ride home for public transport users in case an emergency arises. (S)

10.5. Measures to increase number of car sharers

10.5.1. Mark ___ spaces close to entrance for those who car share. (M)

10.5.2. To ensure these spaces are not abused, employ a car park attendant or simply sign the area to inform users that it will be spot checked. Alternatively car sharers could be issued with special permits, with 2 permits being visible when parked in car share spaces. If spaces not used by sharers by a certain time, then they can be opened up to all users.

10.5.3. Provide a car share database for staff, where employees can view offers and requests for lifts from their colleagues. (S)

10.5.4. Car share posters to be put up on all notice boards and displays in main reception. Particular promotion during TravelWise week. (S)

10.5.5. Offer incentives to car share, e.g. free car wash, free MOT, prize draws etc. (O)

10.5.6. Guaranteed ride home for car sharers in case of an emergency. (S)

10.6. Measures to manage/ reduce car use

10.6.1. Introduce car parking charges. (S)

10.6.2. By ring fencing the money gained organisations can cover costs of other Travel Plan initiatives. Car parking charges can either be daily, by charging for parking permit or by using a smart card with a cash value, each time the smart card is used to enter the car park, the cash value diminishes. Any cash left on the card at the end of the year could be reimbursed or carried over.

10.6.3. Provide training or offer leaflets on safer and greener driving techniques. Offer course free or at a subsidised rate to all employees. (M)

10.6.4. Have a pool of cars available for employee use. Investigate the costs and possible savings through providing LPG or electric pool cars. (M)

10.6.5. Review mileage allowances. Remove any cc differential to give a flat rate. This policy is in line with the Inland Revenue tax changes. (M)

10.6.6. Ensure that those who drive more energy efficient cars receive the same/ or better mileage rate than those with less efficient cars. (M)

10.6.7. Offer interest free loans to staff for conversion of their private car to cleaner fuel (e.g. LPG). A survey of potential take-up shall be carried out annually and an assessment of which cars would be eligible for loans. (L)

10.6.8. Introduce flexi-time so that:

- staff do not have to start and finish at set times (thus making it easier to travel by alternative modes)
- staff are encouraged to take full days rather than a half day off (thus reducing the need to travel to the site)

Managers may need training to help assess productivity for staff working from home. (S)

10.6.9. Introduce compressed working hours e.g., work 9 days per fortnight. (M)

10.6.10. Introduce remote working:

- Develop terms and conditions for appropriate posts to formalise opportunities for remote-working
- Provide equipment and facilities for remote-workers e.g. drop in centres at different locations
- Inform staff of the remote-working opportunities to encourage staff to join the scheme (where appropriate) (M)

10.6.11. Offer on-site facilities so that staff do not have to make an extra journey. (L)

10.6.12. Invest in video-conferencing facilities to reduce the need for business travel:

- Provide a video-conferencing suite within the Site
- Set up training sessions for staff
- Arrange publicity sessions and an instruction pamphlet

If video-conferencing suite is too costly - look into net-conferencing options with web-cams. (L)

10.6.13. Strongly encourage the use of public transport for business use (particularly meetings):

- Encourage managers and staff to routinely question/discuss travel expense claims. Why was the journey not taken by public transport?
- Produce official guidance on which journeys are appropriate by car, and which should be taken where ever possible by public transport
- Time meetings to facilitate travelling by public transport , provide information to enable delegates to car share
- Promote the advance booking of cheaper tickets. Offer a £10 cash back bonus for staff travelling by train
- Promote the use of public transport for business use (particularly meetings) and make it easier for staff to use alternative modes
- Provide information on timetables, tickets, prices, routes of public transport services to common meeting destinations
- Publish cost comparison table for staff to be included in the Induction handbook showing the cost by car and the cost by public transport to common destinations.

(M)

10.6.14. Monitor business travel:

- Keep clear records on business mileage to monitor change
- Mileage to be broken down to car users for each group within the site.
- Which modes of transport were used (including bike, bus, train) for which journey to identify where more efficient modes of transport could be used and which groups need to take the sustainable agenda more seriously. (O)

10.6.15. Encourage car sharing for business travel:

- Develop a more formal system to encourage staff attending the same meeting to travel together
- Provide delegate lists for those attending meetings to facilitate car sharing. (S)

10.7. Measures to ensure staff/ visitors awareness of organisation's commitment to its Travel Plan

10.7.1. To inform new staff produce an induction manual which includes Travel Plan information (which needs to be regularly updated). (S)

10.7.2. Travel to Work display at induction training. (S)

10.7.3. Travel Awareness Campaign targeting all staff at site

- Regular updates to go to staff via Intranet
- Use of staff notice board to promote initiatives
- Articles on alternative modes of travel for internal magazine. (O)

10.7.4. Participate in Bike to Work Day & TravelWise week. (O)

10.7.5. Produce maps which are designed to give clear and concise information to visitors on travelling to Site on foot, by bicycle and on public transport. (M)

10.7.6. Alternative transport Information to be updated on the Internet. (O)

10.7.8. Distinct and prominent travel information leaflet holder to be sited in main reception. (O)

DRAFT

Turley Office
The Pinnacle
20 Tudor Road
Reading
RG1 1NH

T 0118 902 2830