

DHL Limited

Island Road West, Reading

Workplace Travel Plan

December 2018

Contents

1	INTRODUCTION	1
2	EXISTING CONDITIONS	3
	Existing Site and Surrounding Area.....	3
	Accessibility by Non-Car Modes	3
	Summary	5
3	BASELINE TRAVEL PATTERNS FOR FUTURE STAFF.....	7
4	OBJECTIVES AND TARGETS	9
	Objectives.....	9
	Targets	9
5	MEASURES AND INITIATIVES	11
	Introduction	11
	Measures.....	11
6	TRAVEL PLAN STRATEGY.....	15
	Management.....	15
	Funding.....	15
	TPC Responsibilities.....	15
	Marketing Strategy.....	16
7	MONITORING AND REVIEW.....	18
	Monitoring	18
	Reporting.....	18
8	ACTION PLAN.....	20

Figures

Figure 1	- Strategic Site Location Plan
Figure 2	- Local Site Location Plan
Figure 3	- 2km Walking Isochrone
Figure 4	- 5km Cycle Isochrone
Figure 5	- Bus Route Map

Appendices

Appendix A	- Site Layout Plan
Appendix B	- Sample Travel Survey Questionnaire

1 INTRODUCTION

- 1.1 Vectos have been retained by DHL Limited ('The Tennants') to provide advice on traffic and transport aspects for the Travel Plan at Island Road West in Reading.
- 1.2 The main building, Unit 1, is intended to be occupied by DHL for an urban logistics centre. A plan of the architects' layout can be viewed at **Appendix A**. The DHL unit (Unit 1) is bound by Island Road to the south, the River Kennet to the north, a site known as The Evander Site to the east and a private access road to the west.
- 1.3 The strategic location of the site is shown in **Figure 1**, whilst the site's location in respect of the local area is shown in **Figure 2**.
- 1.4 Planning consent (Planning Ref: 170444) was granted in October 2017 for the following development:
- Erection of two no. employment buildings (B1c, B2 and B8 Use Classes) totalling 11,067sqm (GIA) including ancillary offices and structures, servicing areas and access roads, car parking and landscaping.*
- 1.5 In accordance with the Decision Notice there were a number of planning conditions. Planning Condition 24 specifically related to the Travel Plan and is set out below:
- Within 5 months of first occupation of each unit, a Travel Plan in accordance with the Framework Travel Plan shall have been submitted to and approved by the Local Planning Authority for that unit. The plan shall include a full analysis of the existing / proposed modal split for staff at the particular unit, reasons for the modal choice and detailed proposals for future transport provision with the aim of securing a reduction in car trips generated to and from the respective unit, as outlined in the submitted Draft Framework Travel Plan as prepared by Vectos and dated March 2017 (the Framework Travel Plan).*
- 1.6 This Workplace Travel Plan (WTP) has been prepared on behalf of the DHL for the occupation of Unit 1. The WTP sets out the overarching principles to be adopted to promote sustainable travel by future staff to/from the industrial unit.
- 1.7 The WTP has been prepared with the benefit of our knowledge and experience gained through working on similar developments. Where possible additional information has been provided by DHL to ensure that the WTP is user specific.

1.8 The remainder of this document is structured as follows:

- Section 2 – outlines the options for accessing the site by sustainable modes;
- Section 3 – outlines the baseline travel patterns for future staff;
- Section 4 – sets out the objectives and targets of the WTP;
- Section 5 – sets out the measures and initiatives;
- Section 6 – outlines the WTP strategy including how it will be managed;
- Section 7 – outlines the monitoring and review programme; and
- Section 8 – presents the Action Plan

2 EXISTING CONDITIONS

- 2.1 This section will set out the site location in terms of the surrounding area, and the accessibility of the site by non-car modes of transport.

Existing Site and Surrounding Area

- 2.2 This section provides information on the existing site and surrounding area with a focus on local transport infrastructure and services.
- 2.3 The strategic location of the site is shown in **Figure 1**, whilst the site's location in respect of the local area is shown in **Figure 2**.
- 2.4 The existing development site is currently unoccupied. Located on the northern side of Island Road, the site is located to the west of the A33. To the rear of the site is the River Kennet. Towards the east of the site is the neighbouring Evander Site, this has recently been approved for employment development and is now under construction.
- 2.5 The site lies to the north of a recycling and water management plant to the south west of Reading. The western perimeter of the site adjoins with Island Road with access to a number of small of residential properties.

Accessibility by Non-Car Modes

Pedestrian Accessibility

- 2.6 There are existing facilities for pedestrians around the site; the footways on both sides of Island Road connect to a wider network of pedestrian and cycle facilities along the A33 and Lindisfarne Way. The majority of the roads surrounding the site have dedicated footways and pedestrian crossing facilities, three of the four arms of the A33 have pedestrian crossing facilities, including tactile paving and barriers.
- 2.7 Central government research states that distances of less than 2 km are suited to journeys on foot. Furthermore, the IHT Guidelines suggest a maximum acceptable walking distance for pedestrians without mobility impairment of 2 km. A 2 km isochrone is included in **Figure 3**. It should be noted that these distances are for the purpose of illustration only and that some may choose to walk further than 2km.

Cyclists

- 2.8 Reading Borough Council provides maps showing a number of cycle routes within Reading. Route R 'South Reading' is a shared foot/cycleway that travels along the length of the A33; this route provide access into Reading Town Centre and Madejski Stadium/Whitley.
- 2.9 Further to the north of the site is National Cycle Route 4 which travels adjacent to the River Kennet. This route can be linked into via Island Road, to the north west of the site. The cycleway provides an excellent opportunity for cyclist's to travel in a safe and secure manner. National Cycle Route 4 provides access to Reading Town Centre, Maidenhead and Windsor to the east and then Newbury to the west.
- 2.10 Central government research states that for journeys less than 5km cycling has the potential to replace car trips. A 5km cycle isochrones is included at **Figure 4**.
- 2.11 It should be noted that 5km is for the purpose of illustration only and some/many cyclist will choose to cycle further than 5km. many will comfortably cycle for up to 30mins for work.

Bus

- 2.12 The nearest bus stop to the site is located on Kennet Island adjacent to the Hilton Hotel, this stop is located Lindisfarne Way, which also has a west bound bus stop located on it. These stops are located approximately 550m to the east of the site. From here a total of 14 services are available. **Table 2.1** displays these services and the frequencies of these services during weekday and weekends.
- 2.13 Nine of these services are provided on the Greenway services; these are carbon free buses as they run on Compressed Natural Gas and provide routes to the south west of Reading to and from Reading Town Centre.
- 2.14 There are other services available such as the F30, 32 & F32. These are available on midweek football days only. A bus route plan of all the services within the vicinity of the site is located in **Figure 5**.

Table 2.1: Bus services available from Kennet Island, adj Hilton Hotel

Service	Route	Weekday	Saturday	Sunday
40/50a	Central Reading - Kennet Island	20mins	30mins	N/A
53a/b/x	Central Reading - Madejski Stadium	5 services in between (08:01 – 09:11) and 6 between (19:54 – 22:19)	N/A	N/A
60/a/b/c /e/m/x	MereOak P & R - Central Reading	Services every 20 mins until 12:27, inbound services every 30mins from 13:36 – 18:17)	Services every 20 mins until 09:45, inbound services ever 30 mins from 06:57 – 08:46 and 19:11 – 22:21)	Hourly
62	Kenavon Drive - MereOak P & R	N/A	N/A	Hourly
62a	Central Reading - MereOak P & R	20:01, 20:46 & 21:46		

- 2.15 Currently there are proposals by RBC to develop a ‘South Reading Mass Rapid Transit Route’; this would be developed over a number of phases. The ‘South 2 MRT’ link is proposed to run north south between the Island Road/A33/Lindisfarne Way junction to the south, where it will connect into Green Park and ultimately the Park and Ride at MereOak.

Rail

- 2.16 Reading has two railway stations, Reading Railway Station and Reading West. Reading Railway Station is located 3.8km to the north east of the site. Reading Wes is located approximately 4.2km to the north west of the site.
- 2.17 Both stations are accessible from a number of the bus services listed in **Table 2.1** above; these include 50A and the 53.
- 2.18 Reading Railway Station is on the Great Western Railway, providing regular services between London and the west of England. In addition to this there are also cross country services to Manchester Piccadilly and Newcastle. Further services provide connections to London Waterloo and Gatwick.

Summary

- 2.19 This section has summarised the site location, the characteristics of the surrounding area, and the accessibility of the site by non-car modes of transport. The site benefits from good

accessibility to sustainable travel modes, including regular bus route connections from east of the site towards Reading Railway Station.

3 BASELINE TRAVEL PATTERNS FOR FUTURE STAFF

- 3.1 A baseline staff travel questionnaire survey will be undertaken upon 75% of the unit is occupied or within six months of the first occupation. This will form the results of the Year 0 Baseline survey, representing all types of journeys to/ from the Site.
- 3.2 The content of the questionnaire will be discussed with Reading Borough Council (RBC) Travel Plan officers prior to the survey being undertaken. A sample travel survey questionnaire is included at **Appendix B**. Once the travel survey has been undertaken then a revised Travel Plan will be prepared to be agreed with RBC.
- 3.3 In the absence of baseline travel survey, it is possible to observe 2011 census data to derive modal shift targets of the proposed development. This is in accordance with the targets and modal splits set out within the Draft Framework Travel Plan which acknowledges that the baseline staff travel survey will provide more accurate data however census data will provide a preliminary indicative overview of the mode share at the site. Paired with the mode share it is possible from the data to observe where the majority of employees will travel to the site from.
- 3.4 It should be acknowledged that the targets will change over time as results from on-going monitoring become available. Targets will be finalised and written into the Travel Plan once the travel surveys have been completed, the results analysed and discussions will be held with RBC.
- 3.5 **Table 3.1** below shows the mode share based on 2011 Census Data (Baseline – Year 0) which is preliminary and will be modified once the Baseline Staff Travel Survey is undertaken.

Table 3.1 – Development Modal Split – 2011 Census Data

Mode	Modal Split (%)
Car Driver	70%
Car Passenger	5%
Rail	4%
Bus	7%
Walk	8%
Cycle	4%
Motorcycle	1%
Other	1%
Total	100%

- 3.5.1 Staff travel will take place primarily at the changes of shifts, in which the majority of staff will arrive and depart from the site.
- 3.5.2 At this time the exact shift patterns are not known however the busiest operational hours of the site are set out below:
- Monday to Friday 05:00 – 22:00
 - Saturday & Sunday 04:00 – 12:00
- 3.5.3 However, the site is likely to have an option to be operational 24 hours a day, 7-days a week which means that during the quieter periods there will still be staff on-site.
- 3.5.4 The operational hours will determine the ability of staff to use sustainable travel. Exceptions will be made to those staff that are required to travel outside social working hours.

4 OBJECTIVES AND TARGETS

4.1 This section sets out the overarching objectives for the WTP, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the WTP can be found in **Section 6**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which should be reached within the period covered by this WTP. In addition, interim targets have been set.

Objectives

4.2 The objectives of this WTP are two-fold. Firstly, to increase awareness of sustainable travel modes available to staff and secondly to reduce the dependence of staff on travelling by car to and from the development. Therefore, more specifically, the objectives of this WTP are to:

- Increase staff awareness of the advantages and availability of sustainable modes of transport over the car;
- Introduce a package of physical and management measures that will facilitate staff travel by sustainable modes; and therefore,
- Limit unnecessary or unsustainable use of the car for journeys to / from the Site by staff.

4.3 The objectives will assist in reducing CO₂ emissions produced by staff of the Site and therefore mitigate against the impact of the proposed development. In addition, should staff be encouraged to travel by active modes, such as walking and cycling, this will contribute to a healthier population.

Targets

4.4 Travel Plan targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 6**) to ensure they remain SMART (Specific, Measurable, Achievable Realistic and Timed).

4.5 Targets come in two forms – Action Targets and Aim Targets:

- **Action Targets** are non-quantifiable actions that need to be achieved by a certain time.
- **Aim Targets** are quantifiable and in the case of this FTP relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

4.6 The Action Targets for this FTP are:

- To appoint a Travel Plan Coordinator prior to occupation
- To coordinate baseline travel surveys (*see Monitoring and Review, Section 6*)

Aim Targets

4.7 **Table 4.1** outlines the Aim targets set out for DHL staff. These are set to measure progress towards the main objectives over five years.

4.8 Targets for the site will primarily relate to reducing the percentage of single occupancy vehicle trips. Given the operational hours of the site there will be some shifts which start or finish during unsociable hours and as such it may not be possible to significantly reduce the percentage of employees that travel by car during unsociable hours.

4.9 The overall target will be that across the five year period of evaluation the proposed development will achieve a 5% reduction in single occupancy car travel with a subsequent increase in travel by active travel or public transport or car sharing. Prior to the baseline travel survey being undertaken (within 75% of the unit is occupied or within six months of the first occupation as described in Section 3) the proposed targets are as set out in **Table 4.1** below.

Table 4.1 – Development Modal Split – 2011 Census Data

Mode	Modal Split (%)	Staff Target Modal Split		
		Year 1	Year 3	Year 5
Car Driver	70%	69%	67%	65%
Car Passenger	5%	5%	5%	5%
Rail	4%	4%	4%	5%
Bus	7%	8%	8%	9%
Walk	8%	8%	9%	9%
Cycle	4%	4%	5%	5%
Motorcycle	1%	1%	1%	1%
Other	1%	1%	1%	1%
Total	100%	100%	100%	100%

5 MEASURES AND INITIATIVES

Introduction

- 5.1 This section of the WTP outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of these measures, including both 'hard' and 'soft' measures, is considered to be the core of the Plan.

Measures

Travel Plan Management

- 5.2 DHL will nominate a Travel Plan Co-ordinator (TPC) who will be responsible for the growth of the travel plan. Where possible and necessary DHL will provide guidance to the TPC.
- 5.3 The TPC contact details are below:

- Name: **Malcolm Roome**
- Telephone No: **07812761683**
- Email Address: **malcolm.roome@dhl.com**
- Current Address:
DHL International (UK) Ltd
Unit 4 Worton Drive
Worton Grange
Reading
Berkshire
RG2 0TG
United Kingdom
- New address (Spring 2019 onwards):
DHL International (UK) Ltd
Unit 14 Island Road
Reading
RG2 0RP

- 5.4 The TPC's will be responsible for overseeing the implementation of the Travel Plan. The TPC's will provide personalised travel planning advice to staff should they require this service, as well as providing a Welcome Pack to all new staff at both units.

Travel Plan Promotion

- 5.5 This Welcome Pack will contain information regarding:

- Walking and cycling routes;
- Journey Planner tools;
- Car sharing opportunities;
- Links to existing sustainable transport;
- Contact details for the TPC's;
- Brief overview of the Travel Plan.

- 5.6 In addition to providing travel information in Welcome Packs, the same information will be provided on noticeboards located in prominent locations throughout the Site. The TPC's will be responsible for ensuring these noticeboards remain up-to-date and will replace information which is no longer accurate.
- 5.7 The TPC will continuously promote the Travel Plan to all DHL staff and its initiatives and will be responsible for investigating new ways for staff to become involved. An example could be holding a promotional event where staff can sign up for bicycle training and social bike rides/walks etc. The TPC's will also publicise the on-going progress and successes of the Travel Plan, in order to encourage staff to start to travel or continue to travel sustainably.

Walking

Promotion

- 5.8 The TPC's will be responsible for promoting the benefits of walking to the Site. As well as providing information regarding local walking routes on the notice boards and in Welcome Packs, the TPC's will promote public health campaigns such as Change for Life, which highlight the health benefits associated with active travel. Walking events will also be promoted.
- 5.9 The TPC's will regularly check local walking routes to ensure they are properly maintained, and will liaise with RBC should the need for maintenance be required. They will also assess the provision of way-finding to ensure this is appropriate.

Cycling

Promotion

- 5.10 As described previously, information regarding local cycle routes will be provided on public notice boards throughout the Site and within Welcome Packs provided to staff upon

occupation. The TPC's will regularly check local routes to ensure that they are properly maintained, and will liaise with RBC should any issues be identified.

- 5.11 The TPC's will also liaise with Travel Awareness officers at RBC to discuss ideas for awareness raising events and initiatives. Participation in national and local events for specific campaigns will also form a central role in raising awareness of travel options such as National Bike Week.
- 5.12 The TPC's will investigate cycle training for staff, including local training schemes through the Bikeability initiative. The aim is to make cyclists more confident and comfortable cycling on the road, therefore encouraging them to cycle to/ from the Site on a regular basis. The training sessions will either be organised on an individual or group basis, depending on the number and ability of participants and the availability of trainers.
- 5.13 The provision of bicycle maintenance and repair events on-Site will also be investigated. These could be provided on a quarterly basis to ensure that staff are consistently able to access these services, therefore encouraging them to cycle on a regular basis.
- 5.14 Provision of 21 secure cycle parking spaces will be provided by DHL to encourage staff members to cycle to work. These spaces will be located within a secure and protected location. Showers, lockers and changing facilities will be provided in order to allow staff members to use the facilities all year round. In addition, a dry room/airing cupboard will be provided to dry wet clothes.

Cycle To Work Scheme

- 5.15 DHL will offer staff the opportunity to use the Cycle to Work scheme. The scheme will allow staff to purchase tax free bikes and pay back the cost of bike over a year. The scheme will also encourage staff to use their bikes more frequently.

Car Sharing

- 5.16 The TPC will consider the feasibility of implementing an employee car share scheme. The TPC will investigate the best option for this based on interest and associated costs. Should the TPC's encounter insufficient demand to justify setting up a scheme, they will also be free to investigate the possibility of promoting existing databases to employees, such as www.liftshare.com.

Travel Season Tickets Loans

- 5.17 DHL will offer staff who have completed their probation period the opportunity to apply for an interest-free loan to assist with the purchase of a personal season ticket. Staff will be able to pay back the loan in 12 equal monthly deductions from their salary. Ordinarily, the maximum amount that can be applied for is one month's salary if staff have between 6 months and 2 years' service, or £5,000 if they have over 2 years' service.
- 5.18 Applications must be authorised by the Cost Centre Manager and received by HR Shared Services at least 3 weeks before the ticket starts. If a staff member leaves DHL before the loan is paid back, any outstanding amount would be deducted for a final salary payment.

6 TRAVEL PLAN STRATEGY

Management

- 6.1 The role of the TPC will be part time and will vary throughout the year in response to campaigns/ sustainable transport events/ monitoring surveys etc. taking place. The TPC will be allocated enough time to effectively manage and implement the Travel Plan as agreed. The role of TPC can often be performed in line with other job requirements.

Funding

- 6.2 The Travel Plan, its accompanying measures and initiatives and the TPC's role will be funded by DHL throughout the five-year period. The occupiers will ensure that the TPC has sufficient funding to effectively implement the Plan.

TPC Responsibilities

- 6.3 The TPC will be responsible for the administration of the Travel Plan, the implementation of measures, and for the on-going monitoring and review of the Travel Plan. They will have overall responsibility for ensuring that said measures are successfully delivered on time and to budget.
- 6.4 The TPC will report to the overall site management company and other involved stakeholders such as staff associations (if applicable) and RBC regarding the implementation and progression of the Travel Plan.
- 6.5 The duties of the TPC will therefore include:
- To provide guidance to, and be the main point of contact for staff within the development site requiring travel information;
 - To communicate information to staff regarding relevant national and local initiatives related to the promotion of sustainable travel;
 - Undertake the Travel Surveys over the five-year period and supply evidence of this to RBC;
 - Take responsibility for data collection and review of the Travel Plan;
 - Design and implement effective marketing and awareness-raising campaigns to promote the Travel Plan;

- Liaise with external organisations, e.g. local authorities;
- Co-ordinate the monitoring programme for the Travel Plan, including target setting (in agreement with RBC) and make necessary changes if the targets are not being met; and
- Establish and maintain a filing system for recording all correspondence relating to the Travel Plan.

Reporting

6.6 The TPC will prepare a monitoring report on an annual basis on the progress of the Travel Plan. The reports will include the following:

- Progress on the implementation of measures and initiatives to promote sustainable transport use;
- Latest survey results (if a survey year); and
- Any revisions to targets and measures.

6.7 The report will be provided to RBC officers.

Marketing Strategy

6.8 An essential element of the strategy identified in this WTP, and one which largely determines its success, is the promotion of the Travel Plan. In order to promote and increase awareness of the Travel Plan, the following measures will be adopted:

- Display of key Travel Plan information on public notice boards, including posters and/ or leaflets;
- Produce the Welcome Pack on behalf of DHL for new employees;
- Arrange Q&A sessions and offer a personalised travel planning service if demand is identified;
- Promote national travel initiatives and organise Site-wide events such as organised cycle rides; and
- The TPC will arrange for the display and distribution of sustainable travel information at the marketing suite for the development and on the marketing website.

6.9 The types of information to be provided include:

- Local taxi numbers;

- Walking and cycling routes; and
- Community guides about facilities and services near to the development; and
- The travel packs will be distributed to all staff on arrival.

7 MONITORING AND REVIEW

Monitoring

- 7.1 The Travel Plan will be monitored for a period of five years. Questionnaire monitoring surveys will be undertaken at Years 1, 3 and 5, on the first, third and fifth anniversary of the initial baseline questionnaire travel survey.
- 7.2 As noted in Section 3, the baseline travel questionnaire survey will be undertaken when 75% of the employment floorspace is occupied or within six months of the first occupation (whichever is soonest).
- 7.3 The content of the questionnaire will be discussed with RBC officers prior to the survey being undertaken.
- 7.4 The TPC are responsible for ensuring a suitable response rate, which will be agreed with RBC upon the finalisation of the Travel Plan from this WTP.
- 7.5 This baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0. Following this, the Year 1 travel survey will be taken on the one-year anniversary of the baseline survey.
- 7.6 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to RBC.

Reporting

- 7.7 The TPC will compile an annual Review Report outlining the progress of the Travel Plan and its initiatives, as well as an assessment of the survey results and any updates to the targets and initiatives that may subsequently be required. If targets are not being delivered, then the Travel Plan measures will be adjusted or added to, instead of simply revising down the target.
- 7.8 It should be noted that any proposed changes to the Travel Plan, including targets and action plans will be discussed and agreed with the RBC Travel Plan officers.

- 7.9 The report will also incorporate the results of on-going monitoring by the TPC such as cycle parking observations, the uptake of TPC travel planning sessions and any comments received from staff, throughout the preceding period. The report will be issued to RBC.

8 ACTION PLAN

8.1 The Action Plan outlined below in **Table 8.1** sets out the measures included within the Travel Plan that are directed at influencing staff travel.

Table 8.1 – Action Plan

Action Type	Action	Responsibility	Timeframe
Management	Appointment of Travel Plan Coordinator (TPC)	Unit Occupier/On-site Management team	Prior to occupation
Travel Plan Document Progression	Baseline questionnaire travel survey	TPC	Undertaken at 75% occupation or within six months of occupation of the unit (whatever is earlier)
	Target setting	TPC and RBC Travel Plan Officers	Within 3 months of the completion the baseline survey
	Finalisation of measures to be implemented	TPC and Planning Authority officers	Within 3 months of the baseline survey.
	Travel Plan document completion	TPC	Within 3 months of the completion of the baseline survey Revised at Year 3 after full review
Monitoring, Review and Reporting	Monitoring of measures and initiative take-up	TPC	On-going
	First questionnaire monitoring survey	TPC	At Year 1 (12 months following baseline survey)
	Review and reporting	TPC and RBC Travel Plan Officers	Following Year 1 snapshot survey result analysis
	Second questionnaire monitoring survey	TPC	At Year 3
	Review and reporting	TPC's RBC Travel Plan Officers	Following Year 3 monitoring survey results analysis
	Third questionnaire monitoring survey	TPC	At Year 5
	Full review and reporting	TPC& RBC Travel Plan Officers	Following Year 5 monitoring survey results analysis

	Implementation of measures	TPC and liaison with Management Company	From the start of construction and on-going
Implementation	Provision of Travel Packs to all staff	TPC	Inception day for staff or first day of employment
	Communal Notice Boards within site	As part of development and TPC	Within construction period and information to be reviewed by TPC at least every 6 months
	Personal Travel Planning Service	TPC	On-going
	Cycle Parking located on-site	As part of development and TPC to monitor maintenance/ uptake	Within construction period and TPC to monitor uptake to ensure provision is sufficient
	Explore possibility of discounts at cycle retailers	TPC	On-going (dependent on interest from local staff)
	Promote cycling through awareness campaigns	TPC	On-going
	Promote walking through awareness campaigns	TPC	On-going
	Car share investigation	TPC	On-going

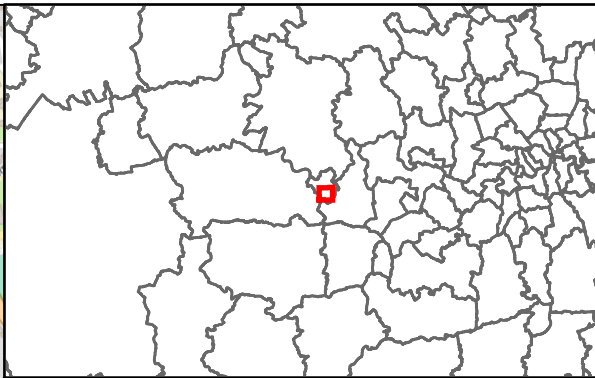
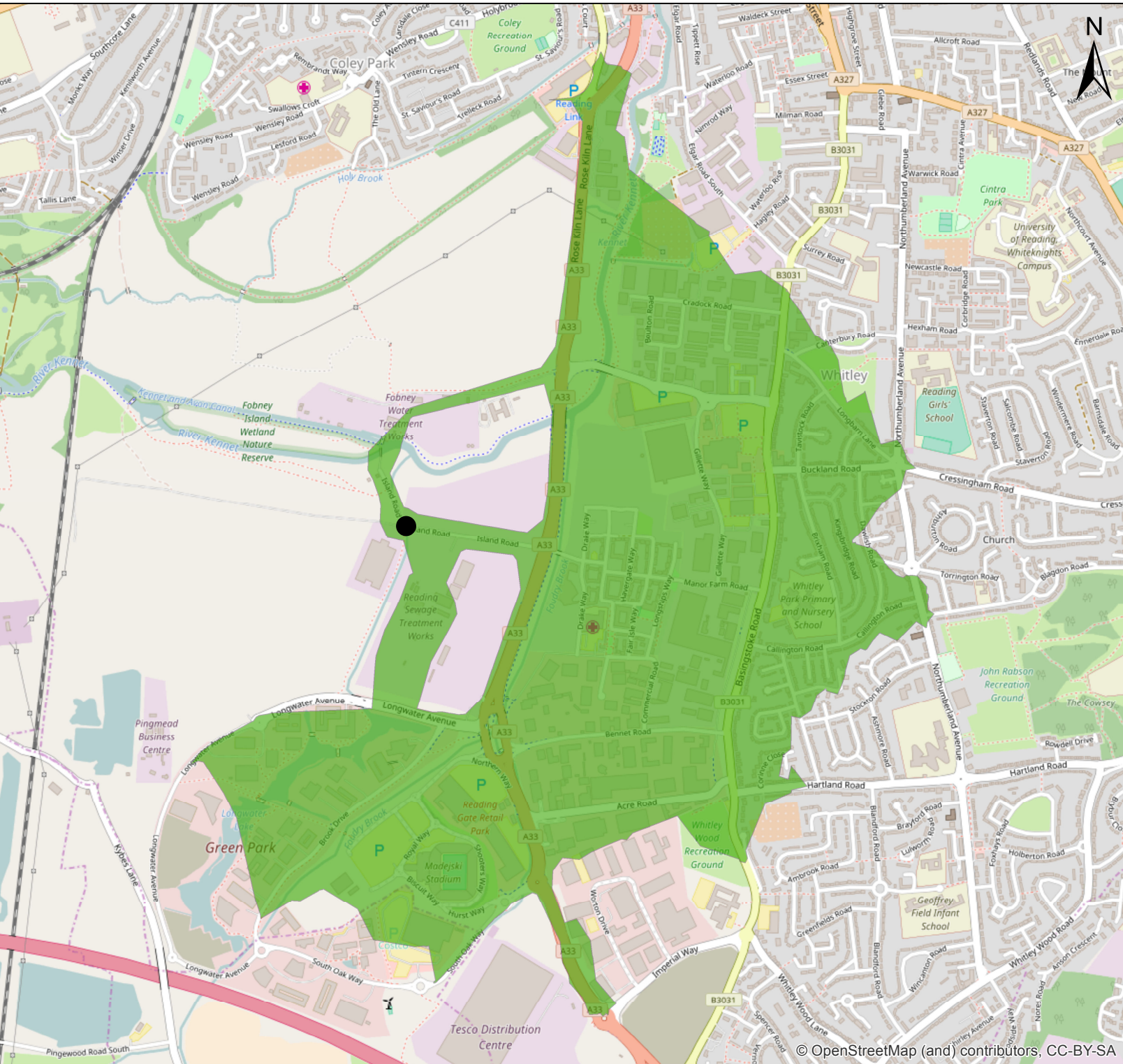
FIGURES



Key:  Site Location		Island Road, Reading		DHL Limited	
		Strategic Site Location		 Network Building, 97 Tottenham Court Road, London W1T 4TP Tel: 020 7580 7373 Email: london@vectos.co.uk www.vectos.co.uk	
DRAWN: H.J		CHECKED: M.D.C	DATE: 08/1/2019	SCALES:	DRAWING REFERENCE: Figure 1



Key:  Site Location	Island Road, Reading				DHL Limited	
	Local Site Location				 Network Building, 97 Tottenham Court Road, London W1T 4TP Tel: 020 7580 7373 Email: london@vectos.co.uk www.vectos.co.uk	
DRAWN:	CHECKED:	DATE:	SCALES:	DRAWING REFERENCE:		
H.J	M.D.C	08/1/2019		Figure 2		



Legend

●

 Site

■

 2km Walking Catchment

Exton Estates

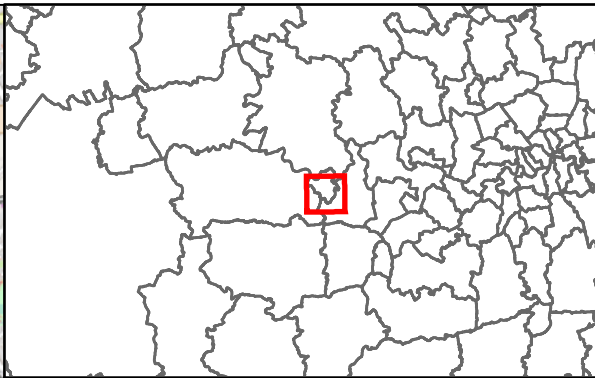
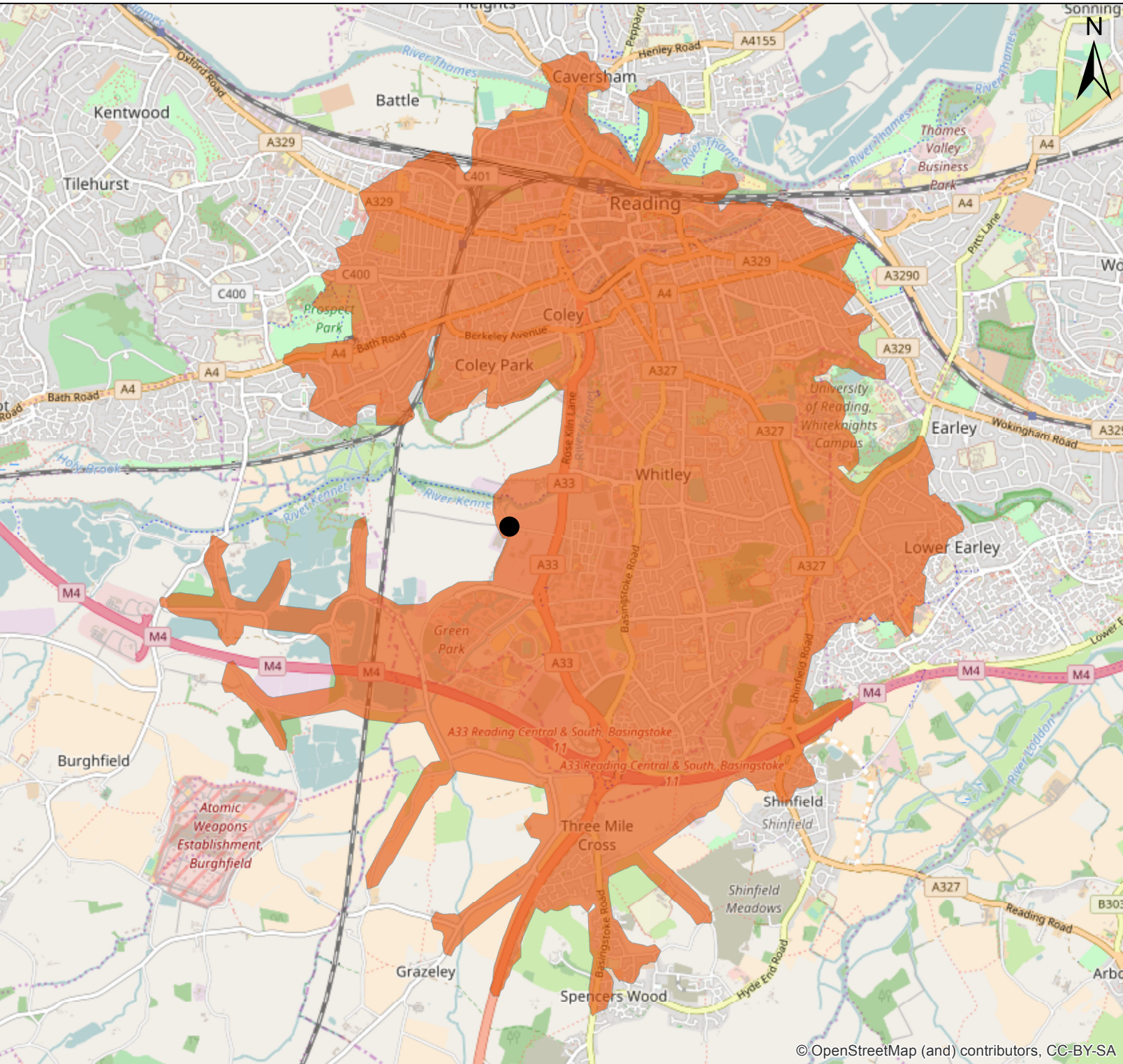
Island Road, Reading

2km Walking Isochrone



Figure 3

DRAWN BY:	CHECKED BY:	DATE:
HJ	MDC	28/02/2017



Legend

- Site
- 5km Cycling Catchment

Exton Estates

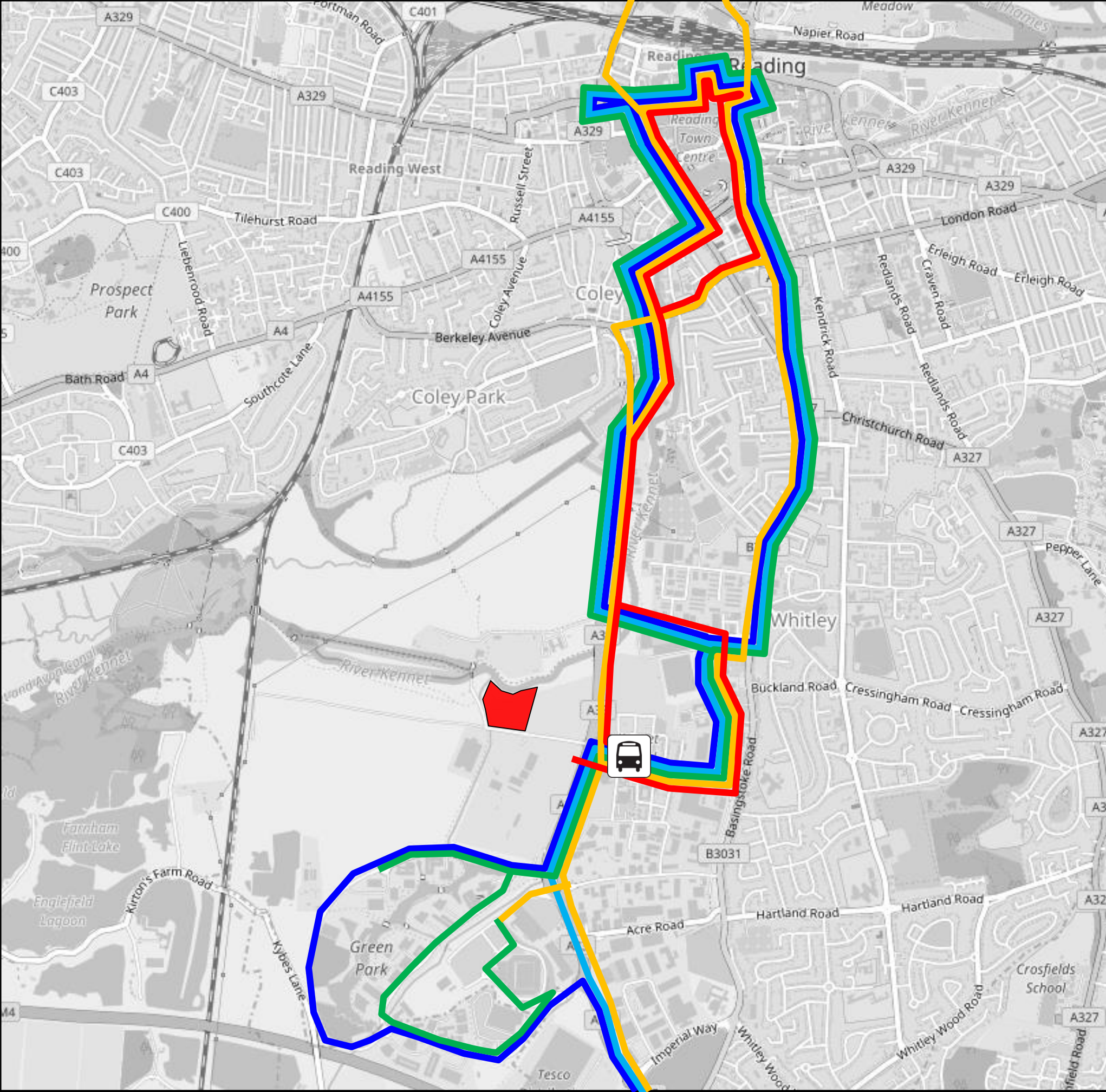
Island Road, Reading

5km Cycling Isochrone



FIGURE: **Figure 4**

DRAWN BY:	CHECKED BY:	DATE:
HJ	MDC	28/02/2017



Key



Closest Bus Stop

40

- 50a, 62

■ 53a/b

60a/b/c/e

■ 62a

DHL Limited

Island Road, Reading

Closest Bus Routes

SCALES:

NTS

DRAWN:
H.

CHECKED:
M.D.

DATE:	01/03/17
-------	----------

REVISION:	
-----------	--



Network Building, 97 Tottenham Court Road, London W1T 4TP
Tel: 020 7580 7373 Email: london@vectos.co.uk www.vectos.co.uk

DRAWING REFERENCE:

Figure 5

APPENDIX A



NOTES:

SUBJECT TO STATUTORY CONSENTS

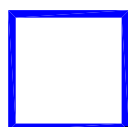
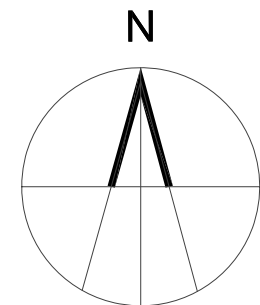
SUBJECT TO SURVEY

BASED ON OS MAP REPRODUCED BY PERMISSION OF
CONTROLLER OF HM STATIONARY OFFICE (G CROWN
COPYRIGHT, O.S. LICENSE NUMBER: 100022432

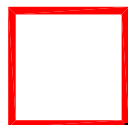
COPYRIGHT RESERVED

DO NOT USE ELECTRONIC VERSIONS OF THIS DRAWING TO
DETERMINE DIMENSIONS UNLESS SPECIFICALLY
AUTHORISED BY MICHAEL SPARKS ASSOCIATES

IF USING AN ELECTRONIC VERSION OF THIS DRAWING
FIGURED DIMENSIONS TAKE PRECEDENCE AND NOTIFY
MICHAEL SPARKS ASSOCIATES OF ANY DISCREPANCIES



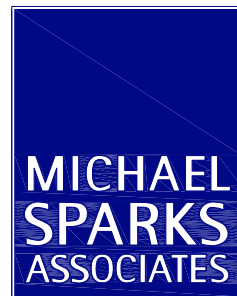
OWNERSHIP BOUNDARY
(7.96 acres / 3.22 hectares)



PLANNING BOUNDARY
(8.32 acres / 3.37 hectares)

15M BUFFER ZONE TO PROTECT THE INTEGRITY
OF THE WOODLAND LANDSCAPE STRIP

REV	DATE	NOTE	DRAW	CHK
-	03.03.2017	First issue	MSa	AC



CHARTERED ARCHITECTS

11 PLATO PLACE
ST. DIONIS ROAD
LONDON SW6 4TU

TELEPHONE 020 7736 6162
www.msa-architects.co.uk

TITLE
ISLAND ROAD WEST, READING
DRAWING
SITE LAYOUT PLAN

CLIENT
EXTON ESTATES LTD

DATE MARCH 2017	SCALE 1:500	DRAWN MSa
	STATUS PLANNING	CHECKED AC

DRAWING NUMBER
30912-PL-101

DRAFT

APPENDIX B

Island Road Employee Travel Survey

This travel survey is designed to help us understand how you travel to work and your reasons for travelling in this way. This information can then be used to hopefully improve your journey to work.

The data that you submit in the following sections will only be used for this travel survey. All information you provide is anonymous and will not be passed onto any other parties. Thank you for your co-operation.

About You

1. Full home postcode:

2. Gender

Male ☐

Female ☐

Prefer not to say ☐

3. Age

16 - 19 ☐

20 - 29 ☐

30 - 39 ☐

40 - 49 ☐

50 - 59 ☐

60+ ☐

4. Do you have a disability that affects the way in which you travel to work?

Yes ☐

No ☐

5. Which best describes your working hours

- | | |
|----------------------|--------------------------|
| Full time | ☐ |
| Part time | ☐ |
| Weekend working only | ☐ |
| Night working | ☐ |

Your Travel Choices

6. What is your usual MAIN mode of travel to work? (i.e. which mode of transport do you use for the majority of your journey)

- | | |
|--|--------------------------|
| Walk | ☐ |
| Cycle | ☐ |
| Bus | ☐ |
| Train | ☐ |
| Motorcycle/Moped | ☐ |
| Car driver (on your own) | ☐ |
| Car driver (with one or more passengers) | ☐ |
| Car passenger | ☐ |
| Taxi | ☐ |

7. On average, how frequently do you use an alternative mode of travel from your main mode to get to work?

- | | |
|------------------------|--------------------------|
| Several times a week | ☐ |
| Once a week | ☐ |
| Several times a month | ☐ |
| Once a month | ☐ |
| Less than once a month | ☐ |
| Never | ☐ |

8. What alternative modes of travel do you use to get to work?

- | | |
|--|--------------------------|
| Walk | ☐ |
| Cycle | ☐ |
| Bus | ☐ |
| Train | ☐ |
| Motorcycle/Moped | ☐ |
| Car driver (on your own) | ☐ |
| Car driver (with one or more passengers) | ☐ |
| Car passenger | ☐ |
| Taxi | ☐ |

9. If you could choose any mode of transport to travel to work, which would you choose? (If distance, cost, journey time etc. were not factors)

- | | |
|--|--------------------------|
| Walk | ☐ |
| Cycle | ☐ |
| Bus | ☐ |
| Train | ☐ |
| Motorcycle/Moped | ☐ |
| Car driver (on your own) | ☐ |
| Car driver (with one or more passengers) | ☐ |
| Car passenger | ☐ |
| Taxi | ☐ |

10. When you travel to work, is this journey undertaken as part of a linked trip? (i.e. are other destinations accessed en-route, such as dropping children off at school)

- | | |
|-----|--------------------------|
| Yes | ☐ |
| No | ☐ |

If yes, please provide details

.....

11. Of the following, which best describes your reasons for choosing the main mode of travel for your journey to and from work?

Cost	☐
Convenience	☐
Quickest mode	☐
No viable alternative	☐
Health/ disability reasons	☐
No parking at destination	☐
Journey distance/ time too long to use public transport	☐
Multiple destinations as part of journey	☐
Other (please specify)	
.....	

12. If you travel to work by car, where do you park?

On site car park	☐
On street	☐
Other (please specify)	☐
.....	
.....	

13. Do you have any comments about your current or preferred patterns of travel?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Thank you for taking the time to complete this travel survey