



**Travel Plan
for
The White Building
33 Kings Road
Reading**

November 2017



Contents

- 1.0 Travel Plan: Background**
 - 1.1 Development Details
 - 1.2 Setting the scene
- 2.0 Policy**
 - 2.1 National
 - 2.2 Regional & Local
- 3.0 Site Assessment**
- 4.0 Travel Survey**
- 5.0 Objectives**
- 6.0 Targets**
- 7.0 Travel Plan Management**
- 8.0 Measures**
- 9.0 Monitoring & Review**
- 10.0 Securing & Enforcement**
- 11.0 Travel Plan Funding**
- 12.0 Action Plan**
- 13.0 Final Comments**

Appendices

- Appendix A - Location & Site Plans**
- Appendix B - Local Public Transport/Bus Services/Rail Services**
- Appendix C - Local Cycle Routes**
- Appendix D - Car park survey & travel questionnaire post code plots**

1.0 TRAVEL PLAN: BACKGROUND

1.1 Development details

This Travel Plan has been prepared to discharge the planning condition following the refurbishment of the existing office building at The White Building (formerly known as Kings House, Kings Road, Reading. The building works are completed and is currently partially occupied (**65% let, 50% occupied**) at the time of this travel plan preparation and previous net internal floor space is approximately 6,621 sq.m. (8181 sq.m GFA - 11,000sq.m less 2819 sq.m basement car park).

The site is in Reading Town Centre, within the boundary of the Reading Borough Council. The refurbished office provides sufficient floor space (9708 sq.m GFA) for in the order of 971 persons, based on current best practice of allowing 1 person per 10sq.m. GFA. The building has been in use previously for B1 offices for a number of years, probably having been occupied by in excess of 818 people. The site location, site plan and car park layouts are shown at **Appendix A**. The site is currently configured as offices with 7 floors with a basement and surface car park. It previously had 133 dedicated car parking spaces but now has 105 spaces and a servicing access to the rear, both accessed via the 7.3m wide Abbey Street that connects with Kings Road.

The Travel Plan has been prepared by Colin Miles of Transport Planning Consultants Limited (TPC) and is submitted for approval by Reading Borough Council to discharge the planning condition assigned to the current planning approval for the offices (Condition 17 reproduced below).

17. In relation to this development, no later than two months following the occupation of 50% of the net internal office floorspace, a travel plan for the proposed occupant(s) shall be submitted to and approved by the Local Planning Authority. The travel plan shall include a full analysis of the existing and proposed modal split for staff at the site, reasons for the modal choice and detailed proposals for future transport provision with the aim of securing reduction in car trips generated to and from the site. The development shall thereafter be operated in accordance with the approved travel plan. Reason: to encourage travel by sustainable alternatives to driving a motor car in accordance with the Local Planning Authority's approved transport policies. Policies: CS23, CS24

1.2 Setting the scene

Several floors of the building are currently occupied following the comprehensive refurbishment and full occupancy is anticipated early next year.

The new planning permission for the site requires a travel plan to be agreed prior to full occupation to promote sustainable travel by the occupiers of the site. The document follows the guidance given by Department for Transport for travel plan preparation and includes all the relevant content suggested in their travel plan template.

The application site lies within 640m walk from the rail connections at Reading Station and it has access to bus routes to a wide range of destinations.

As the site is currently only partially occupied it has not been possible to obtain comprehensive baseline information on the office use/travel modes. However, it has been possible to carry out an iTRACE compliant travel survey of the present building occupants in order to identify the travel modes and origin of trips to the building. The survey included a headcount for a typical day for occupiers/visitors on all floors, together with a questionnaire survey completed by as many staff as possible.

The information gathered at the site was in the form of a self-completed questionnaire undertaken between relevant hours of operation, where staff occupying the building were given an iTRACE compliant interview questionnaire so that data results could be analysed to mainly identify travel mode, journey origin and attitudes to other travel modes etc. A sample of at least 30% was desirable, as per accepted guidance. Where it was not possible to obtain completed questionnaires on the survey day, staff were allowed to take it away and return it completed the next time they attended the site.

Car parking at the revised site is limited to 105 spaces (including 4 Blue Badge spaces) which are allocated at a specified number of spaces per floor or occupier. The 105 spaces are restricted to staff and best endeavours will be used to give preference to car sharers once the building is fully occupied. Disabled access for pedestrians is available from the rear of the building with a new ramped access at the Kings Road frontage for access to the main pedestrian entrance.

As a result of the site's excellent location for access to the rail network, together with its excellent proximity to bus routes with numerous services providing a wide range of destinations, it is anticipated that most of the staff and visitors to the site will use these sustainable modes of travel. Parking restrictions around the site preclude any staff or visitors from easily parking private cars for more than short periods of time in public car parks or on-street.

Deliveries by suppliers and refuse collection have been estimated to be around 5 per working week and from experience of other similar developments we do not expect them to be significant in number. All servicing is generally undertaken from the rear car park area via Kings Road/Abbey Street.

2.0 POLICY

2.1 National Policy - Travel Plans are about reducing private car travel in favour of more sustainable modes of travel. It reflects and is intended to comply with current Government policy on transport, including the essence of the National Planning Policy Framework (NPPF), which replaced PPG13. These policies (former PPG13) are clearly set out in the TfL document "Travel Planning for New Development in London" (2011). It states the following:

"The need to manage transport in new developments is enshrined in many national policy and guidance documents. Over the past ten years, the need to reduce car dependency, increase travel choices and encourage sustainable distribution has been established through key documents such as Planning Policy Guidance (PPG13): Transport (updated 2011).

The NPPF emphasises the need for travel plans to be required. Paragraph 4.35 states "Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to:

- accommodate the efficient delivery of goods and supplies;
- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;
- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- consider the needs of people with disabilities by all modes of transport”.

NPPF follows on at paragraph 4.36 to state “a key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan”.

The Department for Transport’s (DfT’s) Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) outlines the role and benefits of travel plans in the planning process, the way to secure them and their inter-relationship with transport assessments. It also discusses the requirements and elements of an effective travel plan.

2.2 Regional & Local Policy

A Summary of Regional Transport Policy:

Regional Policy Guidance for the South East (formerly RPG9, now The South East Plan) aims to provide a framework for the development of spatial and transport plans in the south-east, setting out the following main principles to govern transport for development in this region, including Berkshire:

- (a) Focus development in urban areas to improve accessibility. And not develop on dispersed or greenfield sites unless all other alternatives have been considered, including reviewing transport availability.
- (b) Develop sustainable housing to improve access to homes and jobs.
- (c) Make jobs, services, leisure and cultural facilities less dependent on longer distance movement and less car reliant. And enable access by walking, cycling and public transport.

Following its formal adoption, the South-East Plan has replaced RPG9.

Local Policy from the Reading BC Adopted Core Strategy Document (January 2008, Revised Jan 2015):

Sustainable Travel and Travel Plans

Policy CS23: Sustainable Travel and Travel Plans

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 schools, safe routes to parks and similar measures.

7.18 For major development proposals, it is important that transport assessments give priority to enabling users of, and visitors to the development, sustainable travel choices using non-car modes of transport. This should include provision that enables walking, cycling and the use of public transport from the development. For developments that are likely to have significant transport implications, Green Travel

Plans will be sought. These will involve undertakings from developers and occupiers, to implement measures for promoting the use of sustainable transport, in accordance with best practice. Measures will vary from scheme to scheme, and innovative solutions will be encouraged. Travel plans should include robust measures to ensure that the proposals in them are implemented, monitored and reviewed as necessary. Major residential proposals should also examine and include proposals to enable the promotion of safe routes to schools, as well as sustainable travel to local services and facilities, including access to public transport.

Car/ Cycle Parking

7.19 *The Reading Parking Strategy is currently being reviewed and developed in the context of national policy in PPG13, the Regional Transport Strategy and the Berkshire Structure Plan. The emerging draft strategy is in three parts, covering central Reading, outer Reading and park-and-ride. The Central Reading Parking Strategy sets out to manage car parking and to encourage appropriate travel by car into central Reading and discourage inappropriate travel. For areas outside central Reading, the emerging policy is taking account of planned major development in the context of the overall transport strategy. It will take account of accessibility and will provide a consistent framework for Development Control management of parking standards.*

Policy CS24: Car/ Cycle Parking

Maximum car parking standards and cycle parking requirements will be applied in relation to the accessibility of locations within the Borough to sustainable transport facilities, particularly public transport.

7.20 *Work on a parking strategy is ongoing and, once approved, it is intended to take it forward as a Supplementary Planning Document.*

This Travel Plan has been prepared taking into account Reading Borough Council policies and Department for Transport good practice guidance.

3.0 SITE ASSESSMENT

The site is located at the junction of Kings Road with Abbey Street, Reading. Kings Road is part of town centre's principal road network joining with the ring road at Forbury Road to the east and the main central shopping areas at Minster Road in the west. Continuing east along King Street gives access to the A3290 and A329M which in turn link to the M4 motorway, about 4 miles away. Kings Road is also a significant bus corridor and links to the town centre with its major shopping and employment areas. Kings Road has numerous bus routes and there are several bus stops near to the site. (see **Figure 1** below).



Figure 1 – Kings road bus stop MF to west of site frontage

King Street is a busy street that gives access to Broad Street west of Kings Road and there are both residential mixed commercial uses including shops and other office buildings nearby. There are waiting restrictions in operation in Kings Road and Abbey Street and all roads in the vicinity since it is within the town centre controlled parking zone where no waiting at any time restrictions operate. There are limited on-street parking bays in Kings Road and Abbey Street for pay and display (0800-2000 hours, 2 hours permitted, no return within 2 hours).

Access for vehicles to the site is gained via Abbey Street to the rear of the building where a secure gated entrance is located to the basement and surface level car parks.

In terms of public transport, the site is very well located. It has several bus stops within 100m giving access to numerous services and is just a short walking distance to Reading Station along Kings Road where mainline rail services are available.

3.1 Buses

The bus services available to staff and visitors to the office site are shown on the bus route maps and timetables provided at **Appendix B**. East and west-bound bus routes pass the site entrance on Kings Road with the nearest bus stop being within 50m. The routes and approximate frequencies are shown in the table below:

Route No.	Origin/destination	Frequency (peak hour averages)
3	RBH, Wokingham	10-15 minutes
9	Shinfield Park – Reading Station	12 minutes
10	RBH, Spencers Wood	10-15 minutes
12	College, Woodley Centre	60 minutes
13	Woodley Airfield – Reading Station	30 minutes
14	Woodley – Reading Station	30 minutes
17	College, Tilehurst	15 minutes
19a, b & c	Lower Early – Central Reading	10-30 minutes

The site is therefore very well served with many routes including Park & Ride services passing through the town centre, served by other bus stops in close proximity for staff and visitors to easily use the bus services.

3.2 Rail

The site is approximately 640 metres south-east of Reading Station that is operated by First Great Western Trains and provides a frequent service to London Paddington (and

London Waterloo) and the West/Wales during the morning and evening peak periods. The journey time into London Paddington is about 28 minutes from Reading Station. More information about rail services is given at **Appendix B**.

3.3 Pedestrian and cycle infrastructure

The pedestrian environment on all approaches to the site is generally very good. Routes are clear and well lit and give access to a wide range of local amenities such as the town centre/convenience shopping, restaurants and public transport. Pedestrian crossings are provided on Kings Road close to the town centre and are at locations where pedestrian desire lines are evident (see **Figure 2** below).

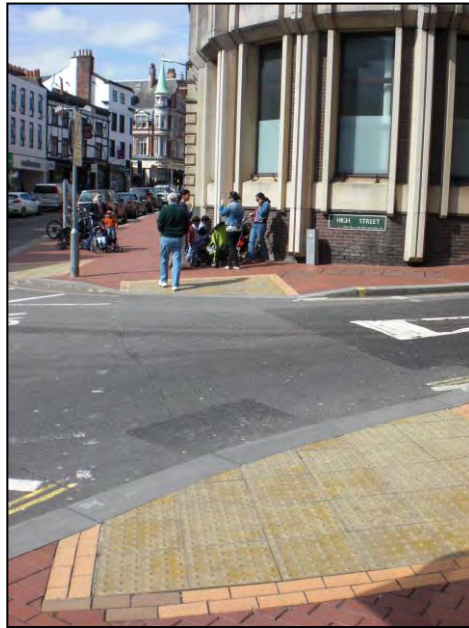


Figure 2 – Pedestrian crossing facilities at Kings Road/Abbey Square junction

Most if not all pedestrian crossing points in the locality have appropriate tactile paving and dropped kerbs for ease and safety of all pedestrians, but particularly to assist visually mobility impaired people. An example is illustrated below at **Figure 3**.



Figure 3 – Pedestrian crossing point at the car park access from Abbey Street

Kings Road is shown on part of the Reading Borough Council cycle route map for the area as a signed cycle route which is indicated as a “traffic calmed or quiet residential

road” on the network through the town centre and beyond. A plan showing the routes in the area are shown at **Appendix C**.

At present there are no formal cycle parking facilities at the site although there is considerable space at ground and basement level to provide for secure and covered cycle parking.

Access for mobility impaired pedestrians is possible via the existing building entrances from Kings Road and also the basement (accessing other floors via the lift) and ground floor surface car parks.

3.4 Site activities and travel modes

The site has previously been in use as an office and it is assumed that the majority of staff/visitors would have travelled by public transport or on foot to it, although the 100 plus car parking spaces would obviously have been used too. As the occupation and use of the new site evolves and as a result of the data collection exercises that will be undertaken in the review of this plan, it will become clearer what future measures may be taken to encourage sustainable travel. With a car parking management strategy and other initiatives as part of this travel plan it is anticipated that the new occupiers of the site offer, it is expected that the use of sustainable modes will increase over time.

The basement and surface car park had previously been used as a public car park with the 133 spaces being available to all users between 7am to 8pm Monday to Saturday, with hourly and all-day tickets being available. It now has 108 spaces including Blue Badge and motorcycle parking provision.

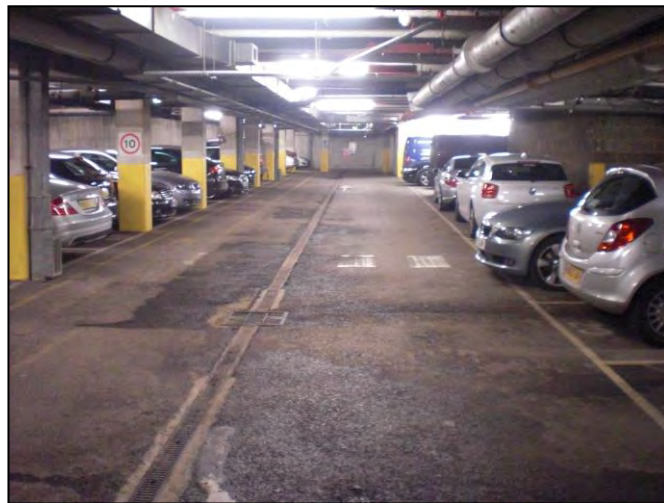


Figure 4 – Current basement car parking arrangements at The White Building

4.0 TRAVEL SURVEYS

TPC arranged an iTRACE compliant questionnaire survey for the initial post-opening baseline survey, following the partial occupation of the building. This will be repeated for the 3 years and 5 years reviews. iTRACE compliancy requires the travel modes of all staff and/or visitors on the day of the survey to fit the recommended travel method listing so that data from similar sites is comparable for local authorities to monitor work-place travel.

Results & Monitoring

The Baseline Travel Survey was carried out on Thursday 14th September 2017 for staff questionnaires and between midnight on Wednesday 13th until midnight Thursday 14th September 2017 for the car park use survey, as described below. These times covered the typical activity at the office and were representative of a typical midweek day. On the day of the survey the building was approximately 50% occupied (see **Appendix D** for the questionnaire, parking survey results etc).

On the day of the survey the building management had given each occupying tenant blank questionnaires for staff to complete that day and be returned for forwarding to TPC for analysis.

The questionnaire asked staff what form of transport they used, where they travelled from and if they had travelled by car, where they had parked. The questionnaire was based on the typical iTRACE/former TRAVL questionnaire utilized for such surveys.

The building concierge recorded the number of people attending the building and the movement of vehicles to and from the car park was recorded for 24 hours by the use of CCTV cameras.

On the day of the survey there were 66 questionnaire responses, from 90 staff representing a 73% sample (there were 21 visitors in the building that day but they were not given questionnaires). Most people provided a postcode of their origin or destination and the places recorded indicate that some had travelled from a considerable distance from the site.

For most journeys the Main Mode of travel arrival was by walking (21 people-31.8%), only marginally more than car use (20 people-30.3%).

In terms of the car park use, the maximum capacity actually counted was 105 car spaces (including 4 Blue Badge spaces) plus 3 motor cycle spaces. The car park was empty at the start of the survey at 00.00 hours and was never more 44% full throughout the survey (47 cars). Details of the car park movements are shown in the survey data results at **Appendix A**. From the car park movements survey, the maximum parking demand was between 40-47 cars from 11.45am until about 1500 hours over the 24-hour survey. Typically, between 0600-2000 hours, only 5 or 6 vehicles either entered or left the office car park per hour, so the use of cars as a travel mode is relatively low. The maximum two-way flow recorded was 20 vehicles between 0800-0900 hours (19 in, 1 out).

Parking in the office car park is available by being allocated a space by the building management based on the tenant lease agreement which permits 1 space per 860 sq.ft. rented. The survey revealed that of the 20 cars used by staff responding to the questionnaire, 16 were parked in the site car park, with others parked in Garrard Street, Kings meadows and Queens Road NCP car park.

Baseline Results & Suggested Future Targets

Post code plot

The post codes of all questionnaire responses were plotted with a mapping tool and the results are shown at **Appendix D**. It can be seen that the origin of the respondents does cover a wide area (some are beyond the plot shown) but there is a large

concentration quite close to the site and town centre. This is encouraging since it gives scope for staff to travel by modes other than the private car such as public transport and cycling etc.

These questionnaire survey results provide a suitable baseline for the initial targets (for staff only) for future travel modes for staff. It is worth noting that once the building is fully occupied, the allocation mechanism for on-site car parking at the offices limits the ability of staff to use private cars to travel then park at the site and encourages the use of sustainable transport to travel to the site. Staff and visitors may choose to drive a car and park elsewhere in the town but the cost and convenience of that would probably be prohibitive in most cases.

TRAVEL Mode split – Staff

Taking the results from Baseline survey, the current travel Main Mode split for staff travelling to the site, some suggested targets are presented in the table below:

Mode	Baseline survey (2017)	Travel plan target (2020)
Walk	31.8%	35%
Taxi	1.5%	2%
Bus	10.61%	12%
Rail	19.69%	22%
Car driver	30.3%	22%
Pedal cycle	4.54%	7%
Motor cycle	0%	0%
Light van	1.5%	0%

Following popular guidance (given by TfL at Appendix 4 of their Workplace Travel Planning Guidance document), we would have usually proposed to set a target for the first year of a reduction in single occupancy cars arriving at the site of 5%. The survey recorded 20 car drivers of which 4 carried a single passenger and 1 carried 2 passengers, so 25% of drivers assisted the sustainability of their journeys by not being single occupancy trips (75% single occupancy trips). Whilst it is important to reduce the number and/or proportion of car trips to the site it is also desirable to aim for an increase in the number of staff arriving as car passengers of staff who do intend or need to drive to work. It is therefore intended to aim for a minimum decrease of 5% to 70% single occupancy car parking at the site within 3 years.

In addition to reducing the proportion of single occupancy car trips it is intended to reduce the actual proportion/number of car trips to the site during the first 3 years. The baseline showed 30.3% driving to the site, so it is reasonable for a location so well served by public transport options and cycling/walking infrastructure, to encourage those who are able to travel sustainably to do so. The initial target is to reduce the proportion of staff driving by around 9% to just 22%.

Hence an increase in walking and/or cycling is reasonable to also aim for in terms of trips. The proportion reported of 31.8% (21) people interviewed to have arrived at/left the offices by walking as the Main Mode will be increased to a modest increase of 3% to 35%, which should be achievable. An increase in the proportion of staff cycling from 4.54% (3 people) to 7% should be relatively easy to achieve at the offices since there is a good cycle network and covered/secure cycle parking facilities available in the basement car park.

Bus use was recorded as 10.61% (7 people) which is surprisingly low considering the good bus network available. It is therefore intended to aim for a modest increase to 12% in 3 years.

The recorded taxi use of 1.5% was low so no significant increase is intended in that mode (just 0.5% proposed) since most office staff would probably not choose to travel to work regularly by taxi. It is most likely that staff travelling by taxi may have missed a bus or lift by car.

It is significant that 19.69% travelled by rail, which is excellent since the offices are a relatively short walk from Reading Station. It is therefore suggested that one useful target would be to aim to at least maintain this and try to increase it if possible to 22% within 3 years by reminding staff who perhaps live beyond a reasonable bus/cycling distance from the offices of the good train services available.

The travel mode targets will of course remain a subject for review. In this respect it may be helpful if Reading Council are able to suggest setting any other targets or changing those suggested, that are both realistic and achievable for the site.

In terms of information for visitors it will be clear from all the office notices and company websites that no visitor parking is available on-site and that public and other sustainable transport methods are easily and obviously available.

As the travel mode of site occupiers is based on a sample from only partial occupancy at this time, interim targets for 3 years' time have been set in the knowledge that this site is well served by public transport with a moderately restrained car parking provision. It is felt that the targets are a good starting point for the development, being both practical and realistic.

5.0 OBJECTIVES

The travel plan is a long-term strategy to deliver sustainable transport objectives and thereby reduce the need for staff and visitors to travel to and from the site by private car alone.

There are a number of aims of the strategy:

- To improve site accessibility and travel choice;
- Reduce congestion and demand for parking spaces;
- To increase the awareness of staff and visitors of the advantages and potential for more environmentally friendly and healthy forms of travel;
- To introduce a package of measures that will facilitate travel by non-single occupant car modes of transport or at least minimising the need to do so where practical;
- To work with the local authority to ensure that staff and visitors to and from the site are able to access it by public transport, walking or cycling wherever possible;

The Travel Plan is about reducing private car travel in favour of more sustainable modes of travel. It reflects and is intended to comply with current Government policy on transport.

This document addresses the elements of the Travel Plan:

- The administration of the system;
- The measures to be put in place;

- How the Travel Plan will be sustained and targets met.

The Travel Plan will need to develop to meet the particular operational characteristics of the development once fully occupied. It is fundamentally important that any measures adopted are realistic and implementable (by proposing SMART targets). A failure to convince those subject to the plan that it is achieving results will bring the scheme into disrepute. It is important therefore to involve all those affected by the measures in the development of the plan. The basis on which the plan should develop in the longer term will be the existing and potential travelling arrangements of staff and visitors to the site. This is best achieved using an iTRACE compliant questionnaire survey for staff (and visitors, where possible) when the site is fully operational/occupied on the site.

Once the results of this survey have been analysed, site specific measures and targets can be further developed/reviewed in liaison with staff the building management (and the planning authority if it is desirable to engage with them on a voluntary basis).

6.0 TARGETS

Following accepted national and regional travel plan guidance for workplace travel planning, we have proposed targets above for a reduction in single occupancy staff cars arriving at the site, and an increase in staff walking and/or cycling. It is also reasonable to also aim for an increase in the use of public transport for bus, and rail. However, it may be advisable to await the full occupancy of the building outcome of the Year 3 survey and before finalising such targets for the 5th year. In the meantime, interim targets for the 3rd year are proposed and any recommendations that Reading Borough Council may have based on their local knowledge are welcomed.

Also, it is intended to encourage occupying companies to promote car sharing by staff (utilising carshare websites or individual arrangements) and use best endeavours to offer staff interest free season ticket and cycle purchase loans. The staff targets may also be reviewed and revised after 3 and 5 years by the individual occupying company's management.

For some staff (and visitors) who may choose to be fully sustainable and it would be beneficial for health reasons for some who live locally, to perhaps walk or cycle so the modest target increases proposed may be achieved or bettered but these could be at the expense of the public transport trips. For the 3rd and 5th years it is anticipated that the use of sustainable travel modes will be maintained and hopefully be no worse than the measured split of for public transport modes obtained during the baseline travel surveys.

It will be possible, at the review stage, to amend the above and/or agree other alternative targets with the site occupiers once the results of the year 3 and year 5 travel surveys have been analysed.

7.0 TRAVEL PLAN MANAGEMENT

Plan Administration

7.1 Introduction

The applicant has yet to appoint a permanent person as the Travel Plan Coordinator to implement, administer and monitor the Travel Plan but in the interim period it will be Colin Miles of Transport Planning Consultants Ltd.

Contact details are as follows:

Telephone: 01708 343425

E-mail: cmiles@tpc.uk.com

Address:

**Transport Planning Consultants Limited, Bates Business Centre, The Old Brickworks,
Church Road, Harold Wood, RM3 0JA**

The Travel Plan Coordinator will be responsible for the administration of the Travel Plan and implementation of measures, for consultation with the management team of the development as well as promoting and updating the Plan. In due course a member of the building management company will be appointed as the travel Plan Co-ordinator.

Administration of the Travel Plan involves the maintenance of the systems and collection and collation of data. Changes to the nominated person would normally need to be notified to the Planning Authority, if being implemented as a planning obligation.

7.2 Administration

The coordinator will establish a filing system for recording all communication relating to the Travel Plan, the periodic monitoring and the annual monitoring surveys/reviews. It is estimated that 1 man-day per month will be required to administer the travel plan.

The coordinator will be responsible for collating information and passing this onto the planning authority as and when required. All information on staff will be rendered anonymous before it is passed on.

The staff database will be reviewed annually. New staff will be entered onto the system on commencement of employment and people leaving employment will be removed from the database.

7.3 Consultation

The success of the plan will depend on the cooperation of the staff who are employed and the companies employing them on the site. All reasonable endeavours will be made to ensure the information is comprehensive. Whilst the collection and analysis of data is vitally important it is also important that those involved are kept informed of outcomes. Feedback to staff will form an important component of the plan and the Travel Plan Coordinator will be expected to provide regular briefings on progress, results and up to date travel information (it is suggested that this be at least twice yearly).

A contact list will also be developed and held by the travel plan co-ordinator that comprises of the names, addresses and telephone numbers of representatives of the planning and highway authorities and any other contacts relevant to the Plan. This list will form a part of the final travel plan document. A regular contact with these organisations will also be maintained to ensure the plan reacts to any changes in public transport or the transport infrastructure and to ensure the plan is consistent with current planning and transport policy.

7.4 Promotion

All staff/occupiers will be advised that there is a Travel Plan. A copy of the Travel Plan can be added to the individual company websites, where available, and a hard copy will be available from the coordinator if requested. When new staff join they will also be provided with an information pack consisting of local public transport route maps and timetables, cycle routes and local taxi firms details. Staff will be invited to add their name to a list of colleagues who would be willing to share their car to travel to work. The 'welcome pack' will also contain contact addresses for travel resources and services and encouragement to use public transport, taxis and/or cycle to the site.

All visitors to the site will be advised whenever possible when they contact occupying companies, of the possible travel modes to the site other than by private car and the limited parking facilities in the locality. Details of local taxi/mini-bus firms will be provided. Information about these will also be displayed in a prominent position in the building reception and on the company websites, where available.

7.5 Updating

A Travel Plan is a strategy and is therefore subject to amendment to meet needs over time. The overall objectives of the Travel Plan to inform staff of sustainable alternatives to the car and to promote their use will not change. The ongoing review and monitoring will facilitate the need for changes when required.

8.0 MEASURES

8.1 Travel Plan Measures and Incentives

This section outlines the measures that will be introduced when the site is operational. The measures are grouped together in broadly non-car headings.

The measures listed herein are not exhaustive and may be added to or amended as the life of the travel plan proceeds. It will be the responsibility of the travel plan coordinator to ensure that the most appropriate measures are employed to ensure the aims, objectives and targets of the Plan are met. Whilst many staff use public transport and cars, to travel to the site, the benefits of walking (which many already do) and cycling in terms of their health will be highlighted in the offices publicity material and the websites.

Full use will be made, wherever appropriate, of existing resources such as those provided by Reading Borough Council and Sustrans. The services and support offered include Maps, Public Transport timetables, Car Sharing information, Cycling Maps and equipment, Walking Maps, Journey Planning.

8.2 Public Transport

The site has excellent accessibility to a good range of existing and potential future public transport opportunities.

The Travel Plan will seek to maximise the use of these services by:

- Providing up to date details of local public transport services, including route information and service frequencies, taxis and local minibus services in a prominent position within the offices that is easily accessible by staff and visitors. Access via computer can also be provided to a significant range of transport information sites on the Internet. A list of addresses and direct hyperlinks can be provided.

- The Travel Plan Coordinator will regularly liaise with Transport Operators and authorities to ensure the information provided is current.
- The Travel Plan Coordinator can provide to the public transport authorities any relevant information from the Travel Questionnaire with the aim of improving services.
- The Travel Plan Coordinator may on behalf of the management inform staff about possible interest-free season ticket loans and advise on their introduction and issuing if appropriate.

8.3 Taxis

Visitors and staff will be encouraged to make use of taxis to travel to and from the site rather than the use of single occupancy private cars. It is proposed that a dedicated or recommended taxi telephone number could be provided, with a service linked to a local reliable firm, which may also provide mini-bus services, if applicable. This could also be accessed through an online internet booking facility where taxis could be booked in advance. Details of this would be available and on display at the main building reception.

8.4 Walking

The pedestrian routes to and from the site are in good condition. They have appropriate tactile paving close to the site entrance at Kings Road/Abbey Square junction and for pedestrian crossing points in both directions either side of the site. The most direct route to Reading Station and bus station will be made available on a plan for display/distribution.

The coordinator will monitor the condition of local pedestrian approaches to the site and inform the relevant Council departments of any deficiencies or need for improvement. Staff will be provided with facilities within the site buildings for the storage/changing of wet clothes due to inclement weather.

There is one main pedestrian entrance with steps to the building from Kings Road frontage but disabled drivers/passengers and people using the car park and accessing the building via Abbey Street may also enter from the rear. A new DDA compliant access ramp is provided to serve the main front entrance at Kings Road.

8.5 Cycling

The nearest cycle route passes the site on Kings Road itself and is shown at **Appendix C**. The Travel Plan Coordinator will inform staff and visitors about local cycle routes and new developments in cycling in the area. Cycle parking facilities for 42 cycles is provided in the basement car park within 2 sheltered cycle stores in overlooked locations. Staff who cycle are able to make use of washing/changing facilities within the building. Local cycle route maps will be displayed in the reception and made available to staff who want one. Staff may be offered interest-free loans for the purchase of cycles by the individual occupying companies.

8.6 Car Sharing

Car sharing is a convenient form of travel for many people and serves to reduce the impact of private cars on the site. The Travel Plan Coordinator will investigate, possibly set up and publicise a formal scheme amongst staff. Specific measures that will encourage this are:

- The coordinator will establish from the initial survey the potential for car sharing and will alert individual members of staff to this potential.

- The coordinator will promote a staff car sharing scheme through whatever means are deemed suitable.
- The coordinator can register with local car sharing schemes outside the site such as <http://reading.liftshare.com/> .
- Members of any staff car sharing scheme may be allocated preferential car parking spaces in the site car park.

If successful in implementing a car sharing group, it is possible that a facility may be set up to meet taxi fares or a guaranteed lift home for shared journeys missed through unforeseen circumstances. This is an important incentive and safety measure for users of any car share scheme, particularly for journeys by staff late at night.

8.7 Car parking management

The 105 spaces car park is managed by building facilities management staff and users are closely monitored by on-site staff. The surface car park to the rear (26 spaces) and basement car parks (79 spaces) are lit and monitored by CCTV. Ideally, car sharers and essential members of staff should be permitted to use the car park but this principle is applied at the discretion of the individual office occupiers. Parking is allocated to each office unit occupier on the basis of 1 space per 860 sq.ft (1/80 sq.m) rented. Four car parking spaces have been allocated and marked out as being for disabled drivers (Blue Badge spaces).

There are at present no visitor spaces provided but if this were to change these would be allocated and managed by the building management/security staff.

8.8 Visitor's measures

Although the travel plan is mainly aimed at staff, it is sometimes possible for visitors to share cars, but all visitors will be made aware of the good public transport facilities available to the locality and the situation in respect of parking in visitor spaces.

In addition to the above it is intended to:

- Issue new staff with a travel pack including details of public transport facilities, maps and timetables;
- Inform visitors in respect of public transport information via the occupying company websites (where applicable) with links to the Reading Borough Council website <http://www.reading-travelinfo.co.uk/> ;
- Encourage staff/visitors who live relatively closer to the site than most to cycle and park their cycles within the site cycle facility.

9.0 MONITORING & REVIEW

9.1 Introduction

The process of monitoring and review to generate information to inform the Travel Plan will make use of staff snapshot travel surveys. The responsibility for monitoring and review will be held by the Travel Plan Coordinator and surveys would usually be reported to the planning authority as and when required and agreed (usually after the 3rd and 5th years post occupation) but will be subject to the planning authority requirements. It is recommended however that the survey results are reported to the management team of the office development for their consideration and action.

The objective of the Travel Plan is mainly to reduce reliance on private cars for travel to and from work and for undertaking work based trips. It is also possible that some visitors will choose to arrive at and travel from the site either by public transport, taxi

or even mini-bus. Success of the Travel Plan will be assessed according to the use of non-private car based methods of travel in both areas.

A secondary objective is to increase staff awareness of the environmental impact of their mode of travel choice. This is less easy to evaluate but staff reaction to the plan and to discussions about modes of transport may be seen as indicators of the success or otherwise of the plan.

9.2 Monitoring

The monitoring measures to be used will incorporate the collection of hard analytical data through the travel surveys and soft data obtained through an analysis of correspondence and general feedback.

Specifically, these will include:

- Repeat of the agreed base travel survey (Initial survey) including staff interviews, car park counts and arrival/departure data at the site entrance;
- The monitoring of the use of cycle parking to establish demand;
- Monitoring vehicle parking and other travel modes by staff (where car parking is permitted) to establish demand by a multi-modal count at the site entry and exit point;
- Monitoring the level of off-site parking (as reported by users of the site);
- Monitor the take up of any staff car sharing scheme;
- Monitor the complaints and comments made by staff and visitors to the site;
- Site audit/site management survey questionnaire;
- Employee questionnaire.

The information obtained via the monitoring process will evaluate the modal splits and will be collated by the travel plan co-ordinator and used in the review of the Travel Plan.

9.3 Travel Plan Review

Following the initial baseline survey which established the initial modal splits of all trips to the site a follow up survey should be carried out 3 years after the travel plan has been agreed. This information will be reviewed against the preliminary targets set and checked to ensure they are realistic, the targets and measures will be adjusted if necessary. Then 5 years after the travel plan approval, the travel plan co-ordinator will review the Travel Plan through the use of a further survey and report the outcome to the management team. The purpose of the review is to assess the success and impact of the Travel Plan and make such adjustments as necessary to achieve or reset the targets.

This will be partly achieved by reissuing the Travel Questionnaire. Although the travel plan co-ordinator's database will be regularly updated when staff commence and cease employment at the site, the reissue of the questionnaire will check the accuracy of information recorded and allow staff changes in mode of transport over the years to be recorded. It may yield wider information about staff attitudes to travel. The modal split of transport can be evaluated and data free of seasonal bias can be collected.

A report on the Travel Plan should be produced by the Travel Plan Coordinator and circulated to all stakeholders, including the planning authority (if the management team choose to do so). If for any reason analysis of travel patterns reveal that the targets are not being met, the Travel Plan Coordinator will liaise with the management team, in the first instance, to ascertain an appropriate way forward.

10.0 SECURING & ENFORCEMENT

This travel plan has been built using the national guidance on the basis that the building is in one planning use (B1) but since it is possible that multiple occupiers may use the building (each tenant would be independent of each other but covered by the single travel plan), the enforcement of the measures and recommended travel practices will be dependant on co-operation with each other and a commitment to the principles proposed.

If the travel plan is not a prerequisite for planning approval or being secured through the use of a Section 106 agreement/planning condition to ensure that the delivery of the travel plan and its' measures are guaranteed, the success or otherwise will remain the responsibility of the occupying organisation(s).

11.0 TRAVEL PLAN FUNDING

The implementation of the measures outlined in the travel plan and the ongoing monitoring have cost implications. The proposed on-site cycle facilities have already been implemented as part of the overall office refurbishment scheme.

The monitoring costs (estimated) for the 5 years following occupation of the development will comprise:

- the 2 monitoring surveys fees (for undertaking the travel mode surveys) in the order of £3000 each if carried out by an Independent Field Contractor (IFC), NIL if carried out by the management organisation;
- monitoring administration fees, NIL (no County monitoring is required);
- cost of travel plan co-ordinator, (NIL if carried out in-house as part of other duties within the management organisation).
- Review of targets/data and preparation of travel plan review reports (NIL if in-house)

The approximate cost for the 5 years life of the travel plan could be in the order of £6000 if the monitoring surveys/reviews are carried out by external contractor and would be met by the office management but it is possible to carry these out at no cost if done by their own staff.

12.0 ACTION PLAN

Following approval of the travel plan and completion of the initial survey, the Travel Plan Coordinator should begin to prepare a database of staff for the purposes of ensuring the appropriate information about the plan is imparted to them and also to consider who may carshare, if practicable.

As part of the implementation works certain measures have already been put in place, such as cycle parking, washing/changing facilities for cyclists, a notice board within the main building reception which can display agreed notices/information. Car park spaces have been marked to indicate at least 4 disabled (Blue Badge) spaces.

After the initial occupation of the building, a travel mode survey (including staff questionnaire) was carried out at the site, results analysed, modal splits determined and preliminary targets set. This travel plan is now submitted to the management team and planning authority for approval.

After 3 years of office operation, a further travel mode monitoring survey should be carried out, comparisons with preliminary targets set, reviewed and/or adjusted and again a report submitted to the management team. This will detail the survey results and review the travel habits of staff (and visitors, if required) and note they have met the targets set. Should the targets not be met, agreement between the office occupiers and the management team will need to be reached on how targets or the measures that will be required to achieve the targets can be adjusted.

Finally, 5 years after the travel plan approval there should be a repeat of the surveys/review and the developer may agree to voluntarily continue with monitoring/reviewing the travel plan for a further period. The measures, timescale, funding and who is responsible for implementation is shown in the table below. This will be refined once the initial travel survey has been completed.

Action Plan

Measure	Timescale	Person responsible	Funding required and source of funding
Provide 42 cycle parking spaces	As part of office refurbishment, already in place	Travel plan co-ordinator	Not applicable
Set-up carshare database	Within 3 months of full occupation	Travel plan co-ordinator	Nil
Determine car park preference policy	Within 3 months of full occupation	Travel plan co-ordinator	Nil
Re-mark 105 car park spaces to include 4 disabled spaces	As part of office refurbishment	Travel plan co-ordinator	Not applicable
Add travel plan information to occupier's websites & reception notice board	Within 3 months of full occupation	Travel plan co-ordinator	Nil
Prepare & make available travel information packs	Upon full occupation	Travel plan co-ordinator	Cost to be confirmed
The surveys of staff and visitors and reporting data to office management at each interval (3 months, 3 & 5 years post occupation)	3 months after initial occupation (completed) Yr 3 survey 2020 Yr 5 survey 2023	Travel plan co-ordinator	£3000 for each survey if carried out by external consultant or NIL if in-house

13.0 FINAL COMMENTS

This travel plan has been drafted following the guidance given in national Travel Plan Guidance, taking into account that the building is currently partially occupied and that most trips will arise from staff rather than visitors. We have also made use of the content recommended in the Transport for London travel plan guidance (the latter being recognised nationally as good practice).

The adoption of the travel plan was initially prepared to support the desire for a BREEAM Excellent rating for the refurbished building but is now required to discharge the planning permission condition 17 for the office extension.

Measures and interim targets have been set, together with a commitment by the developer for the securing of the travel plan, its' funding and potential improvements.

A permanent Travel Plan Co-ordinator has yet to be appointed but in the meantime a named contact is given above, initial measures will be implemented and a travel mode initial survey has been carried out to establish the baseline modal splits for the partial occupation of the building, prior to the final travel plan targets being set and approved by the management team. Following the survey and submission of this document to the management team and planning authority, the travel plan and targets will be finalised and a clear programme for subsequent surveys/reviews at 3 and 5 years after approval agreed.

It is clear that the modal split of travel by public transport, cycling and walking to the site by both staff and visitors is already reasonably high (68%) but could be higher. However, it is intended that this level of sustainable travel as a minimum at least be maintained for the life of the travel plan.

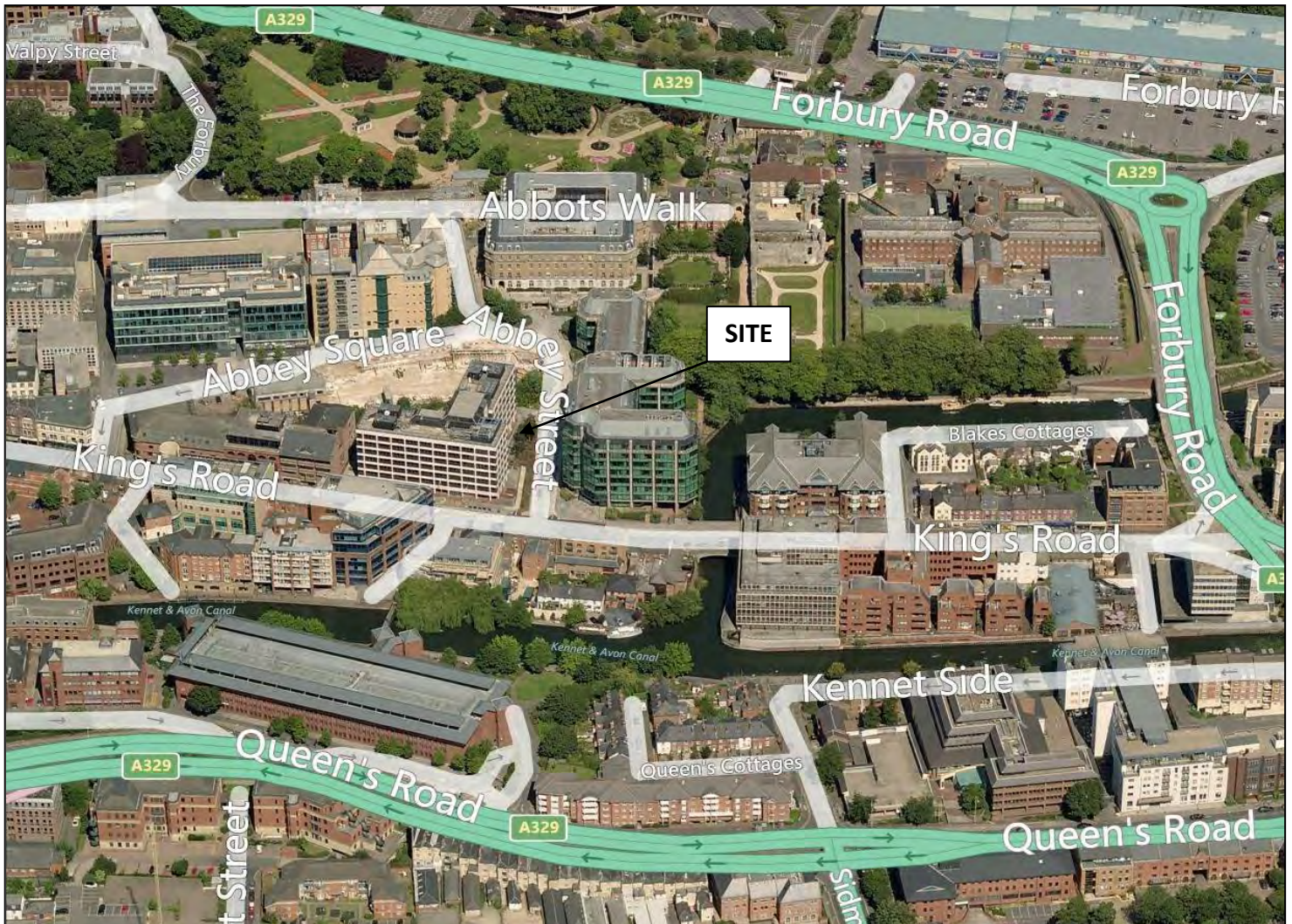
TPC consider that this travel plan follows the elements given in the guidance in terms of content and structure, sets out appropriate measures, travel surveys and suggests reasonable targets and action plan. It is therefore recommended that it be approved as acceptable by the planning authority to assist with promoting sustainable transport modes at the site.

APPENDIX A

LOCATION PLAN



AERIAL PHOTOGRAPH



SITE PLANS

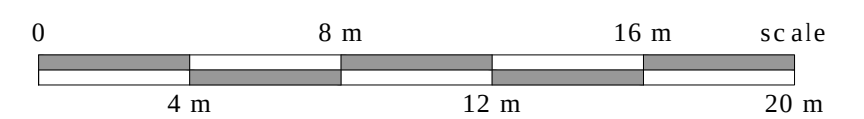
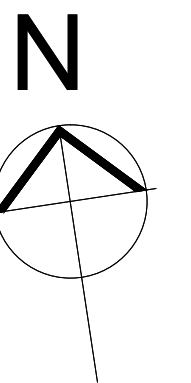
- CONTRACTOR TO IMMEDIATELY ADVISE THE PROJECT MANAGER & ARCHITECT OF ANY DISCREPANCIES BETWEEN THE EXISTING SURVEY DRAWINGS AND THE SITE SITUATION IF FOUND TO DIFFER. SHOULD A DISCREPANCY BE IDENTIFIED, THE CONTRACTOR IS TO REQUEST VERIFICATION FROM THE PROJECT MANAGER BY WAY OF INSTRUCTION PRIOR TO PROCEEDING WITH THE ASSOCIATED WORK OR ORDERING OF MATERIALS.
- WHERE THERE IS A PERCEIVED DISCREPANCY BETWEEN THE ARCHITECTS / M & E / STRUCTURAL ENG. DRAWINGS THE CONTRACTOR IS TO SEEK CLARIFICATION FROM THE ARCHITECT / M & E / STRUCT. ENG. PRIOR TO UNDERTAKING THE WORKS OR ASSOCIATED WORKS.

- DO NOT SCALE FROM THESE DRAWINGS.
- THE CONTRACTOR IS RESPONSIBLE FOR CHECKING ALL SITE DIMENSIONS.
- ALL MEASUREMENTS ARE TO BE CHECKED AND CONFIRMED ON SITE (SITE DIMS) BY THE CONTRACTOR.
- ALL DIMS ARE IN mm UNLESS OTHERWISE STATED.
- ANY ERRORS OR OMISSIONS ARE TO BE REPORTED AND VERIFIED WITH THE ARCHITECT IMMEDIATELY BEFORE ORDERING OF ANY RELATED GOODS OR MATERIAL OR PROCEEDING WITH ANY RELATED WORKS.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECT'S, STRUCTURAL ENGINEER'S, M&E ENGINEERS' AND OTHER CONTRACT DOCUMENTS.

- FOR PARTITION DETAILS SEE KH-C-22 SERIES DWGS
- FOR DOOR AND WINDOW DETAILS SEE KH-C-31 SERIES DWGS
- FOR CEILING DETAILS SEE KH-C-35 SERIES DWGS
- FOR FINISHES DETAILS SEE KH-C-40 SERIES DWGS
- FOR EXTERNAL WORKS SEE KH-C-90 SERIES DWGS

This architectural floor plan depicts a large building with a complex layout. The plan is oriented with North at the top. Key features include:

- Room Numbering:** Rooms are numbered 1 through 79, distributed across the building's footprint.
- Parking Areas:** A large 'CAR PARK' is located at the bottom center, and a 'Disabled Car Park' is situated to its left. 'Secured Cycle Spaces (24 no Bays)' are located at the bottom left and bottom right.
- Utility and Service Areas:** These include a 'Generator Room', 'Switch Room', 'Existing Substation', 'Old Gas Meter Room', 'Tank Cold Water', 'Waste Recycle Store 24 sqm', and 'Motorcycle Spaces' (multiple locations).
- Central Core:** A central 'LOBBY' area is surrounded by restrooms (Male, Female, Shower, Change) and a 'Waste Recycle Store'.
- Dimensions:** Numerous dimensions are provided for rooms, corridors, and overall building sections.
- Annotations:** The plan includes various notes and callouts, such as 'GIA 2807-sqm', 'RAMP', 'LIGHTWELL', and 'BUILDING MATERIALS ROOM'.
- Grid System:** The plan uses a grid system with letters (A-P) and numbers (1-18) for reference.
- Construction Details:** Various construction details are indicated, including 'KH-C-26 MF-01-03' and 'KH-C-25 MF-01-02'.

[illegible]

SPPARC
ARCHITECTURE

NÂ 10 BAYLEY STREET
BEDFORD SQUARE
LONDON WC1B 3HB

T +44 (0) 20 7734 4100
F +44 (0) 20 7534 9930
W www.spparcstudio.com

Job Title		33 KINGS ROAD, READING	
Drawing Title		Client	
PROPOSED BASEMENT PLAN		BOULTBEE BROOKS	
Scale (at A1)	Date	Drawn	Rev.
1:200	17.04.14	MD	
Checked	Project No.		Dwg No.
TDM	1407		KH-C-20-B1-01-01
			AB1

AS BUILT

APPENDIX B –LOCAL PUBLIC TRANSPORT SERVICES

RAIL SERVICES AT READING STATION

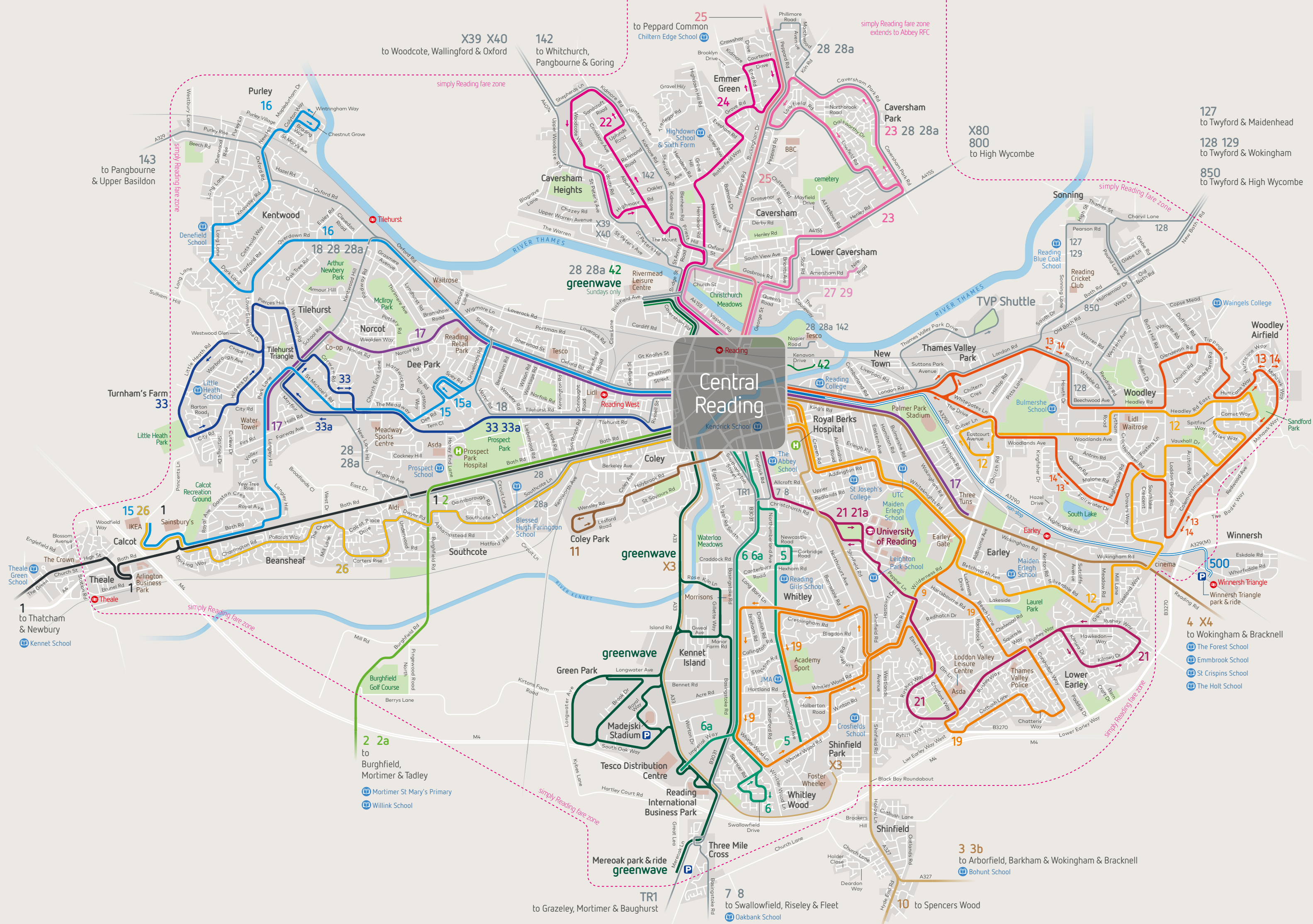


The station plays a key role in serving the Great Western Main Line, the line which runs west from London Paddington station to Reading. To the west of Reading station, the line splits into two branches, allowing it to serve a variety of communities in the West and South West of England and onward into South Wales. The main branch proceeds from Reading station to Bristol Temple Meads, serving key towns including Bath Spa, Chippenham and Swindon. At Bristol, services divide; some proceed to Cardiff Central, Newport and Swansea via the South Wales Main Line, some terminate at Bristol, while others join the Bristol to Exeter Line towards the West Country. The other branch to the west of Reading station is the Reading to Taunton line, which serves communities in Berkshire and Wiltshire. High speed services on this line do not typically call at all stations along the route, and some express services from the South West operate non-stop from Taunton to Reading. The Reading to Taunton branch joins services travelling south from Bristol on the Bristol to Exeter line at Cogload Junction, to the north of Taunton. A single line proceeds to serve the stations of Taunton, Exeter St Davids, Plymouth and onward to stations in Cornwall. The terminus is Penzance. Both high-speed intercity services and local services are operated by First Great Western, almost all of which are timetabled to stop at Reading.

Other main lines connect Reading with Birmingham New Street, Birmingham International, northern England and Scotland, and with Winchester, Southampton and Bournemouth to the south. Through services from north to south on these lines are operated by CrossCountry, and all services stop in Reading, which requires the trains to reverse. The main routes offered by CrossCountry are to Newcastle Central and Manchester Piccadilly to the North and Bournemouth and Southampton Central in the South. There are extensions to Edinburgh Waverley and Guildford once daily in each direction.

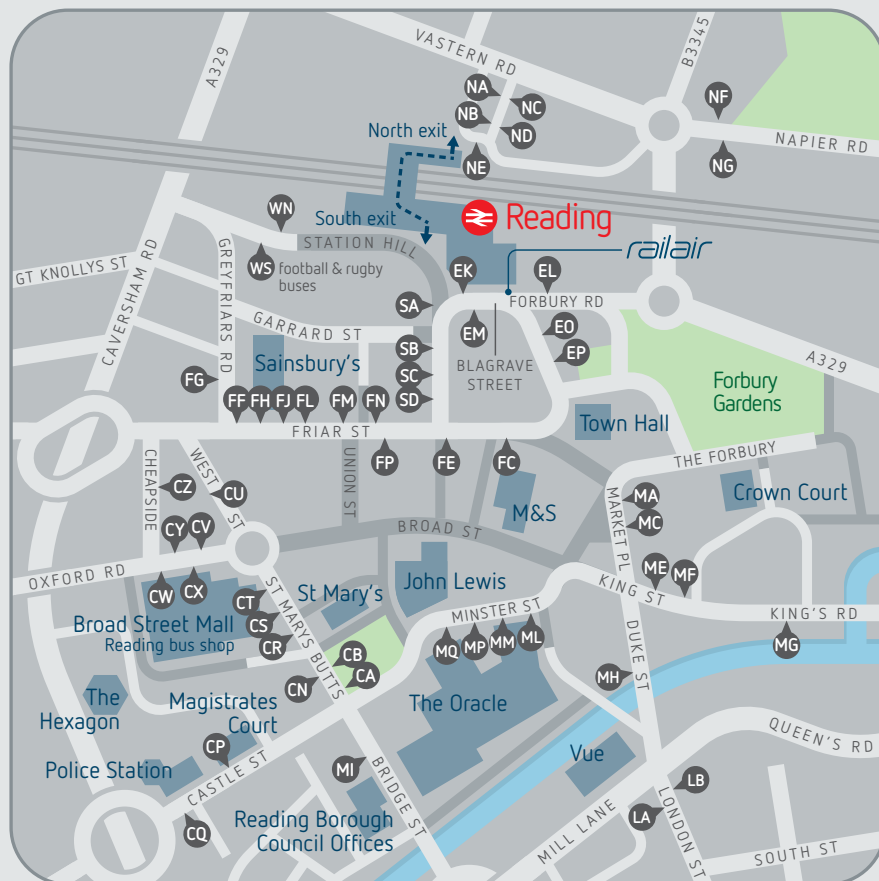
The secondary North Downs Line connects Reading with Guildford, Reigate and Gatwick Airport. Services on this line, together with local stopping services to Basingstoke, Newbury, Bedwyn, Oxford and London Paddington, are also operated by First Great Western. An electric suburban line operated by South West Trains links Reading to London Waterloo. In lieu of a direct rail connection to Heathrow Airport, an express bus service, RailAir, links Reading with London Heathrow Airport.

BUS SERVICES



where to catch your bus in Central Reading

Readingbuses



download the Reading Buses app

buy mobile tickets, plan your journey &
get live bus times on your phone



route

jet black	1
lime	2 2a
leopard	3
leopard	X3
lion	4, X4
emerald	5
emerald	6 6a
scarlet	9
bronze	11
leopard	10
orange	12
orange	13 14
sky blue	15 15a
sky blue	16
purple	17
purple	17
nineteens	19a 19b 19c
claret	21 21a
pink	22
pink	23
pink	24
pink	25
yellow	26
pink	27
shuttle	29
royal blue	33 33a
Winnersh Triangle park & ride	500
Mere oak park & ride	60
greenwave	40-60
community link	18 28

towards

Theale/Thatcham/Newbury
Burghfield/Mortimer/Tadley
+ RBH/Arborfield/Wokingham
Shinfield Park (Direct)
College/Wokingham/Bracknell
Northumberland Ave
Whitley Wood/Tesco depot
+ RBH/Shinfield Park
Coley Park
+ RBH/Spencers Wood
College/Woodley Centre
College/Woodley Centre/Woodley/Woodley Green
Tilehurst/Dee Park/IKEA
Purley
College/Wokingham Road (Three Tuns)
College/Tilehurst (Water Tower)
+ RBH/ UoR/Woodley or Lower Earley
UoR/Lower Earley
Caversham Heights
Caversham Park
Emmer Green
Sonning Common/Peppard Common
Calcot
Lower Caversham via Caversham Centre
Lower Caversham
Turnhams Farm/Tilehurst
Winnersh Triangle park & ride
Mere oak park & ride
Kennet Island/Green Park/ Madejski Stadium/RIBP
Purley/Tilehurst Triangle/Caversham/Calcot/ Tesco (Napier Road)

your bus stops

EP FP CA CQ
EP FP CA CQ
CR FM SA MA MF
EP FP
CT FN EO ME
MI CR CU SC MC
MI CR CU SC MC
CR FM SA MA MF
MI CR FM EO MC
CR FM SA MA MF
EM MF
EM MF
FE CX
FE CX
CY FN EO ME
MG MM CN CW
CR FM SA MA MF
CR CU EK MA
FL EL NA
FJ EL NA
FL EL NA
FJ EL NA
EK FP CA CQ
FJ EL
FJ EL
FE CB CQ
MQ CS FM EO MC
CS SD MC
CS SD MC
EP FP CA CB CQ CU NF NG MP

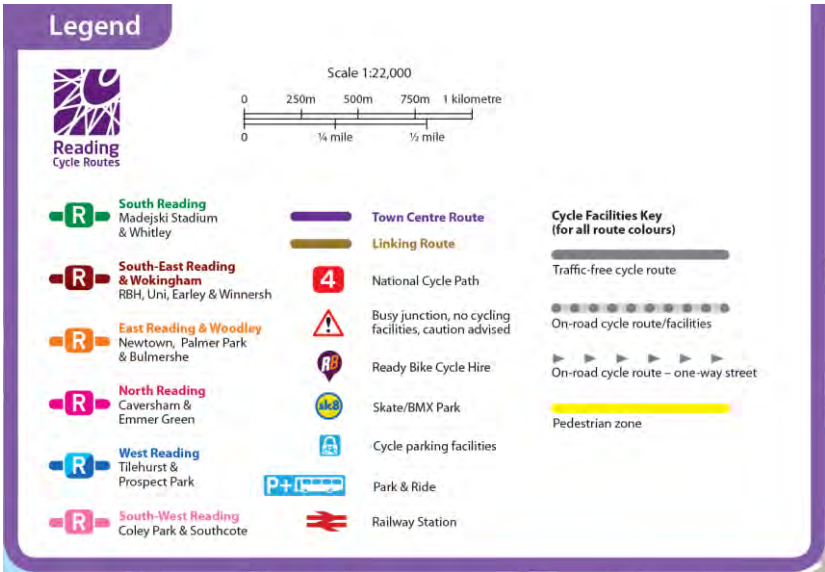
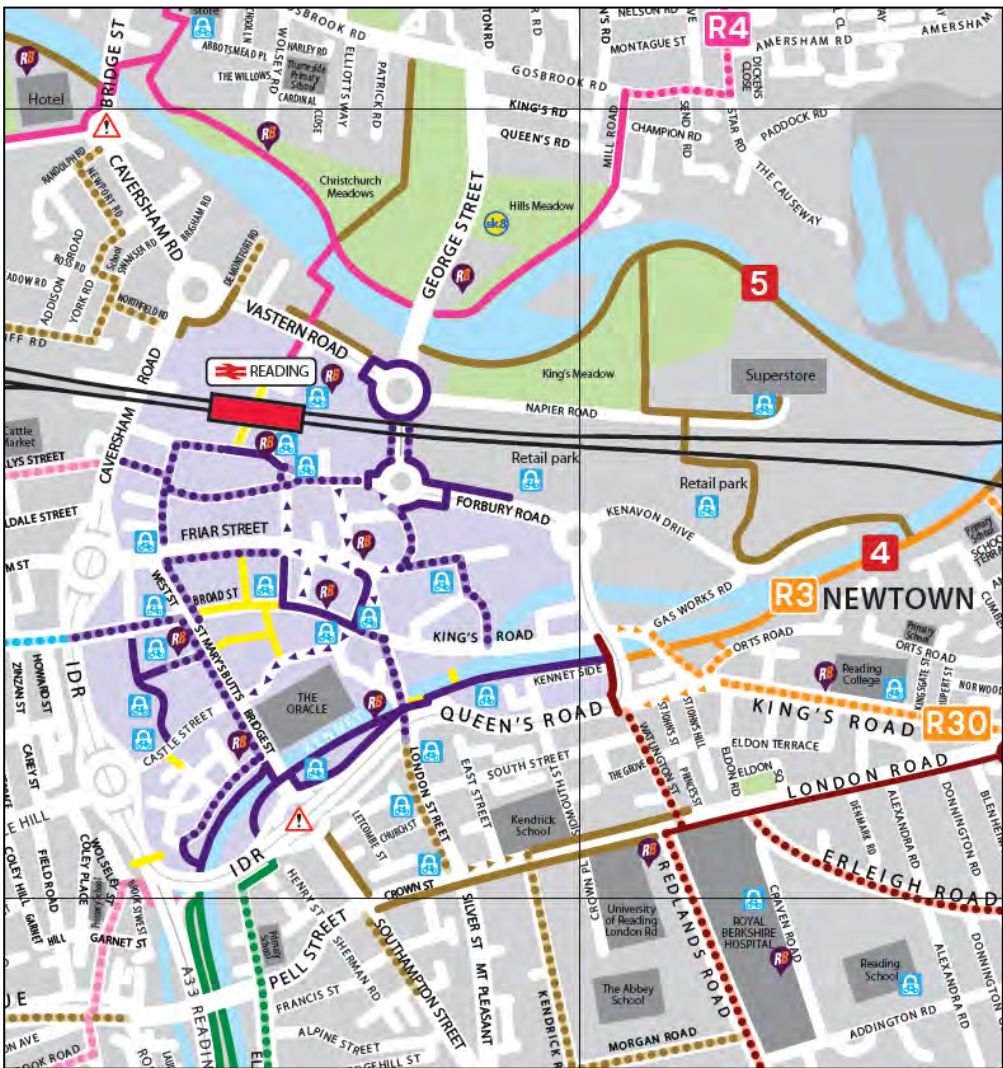
railair

operated by First

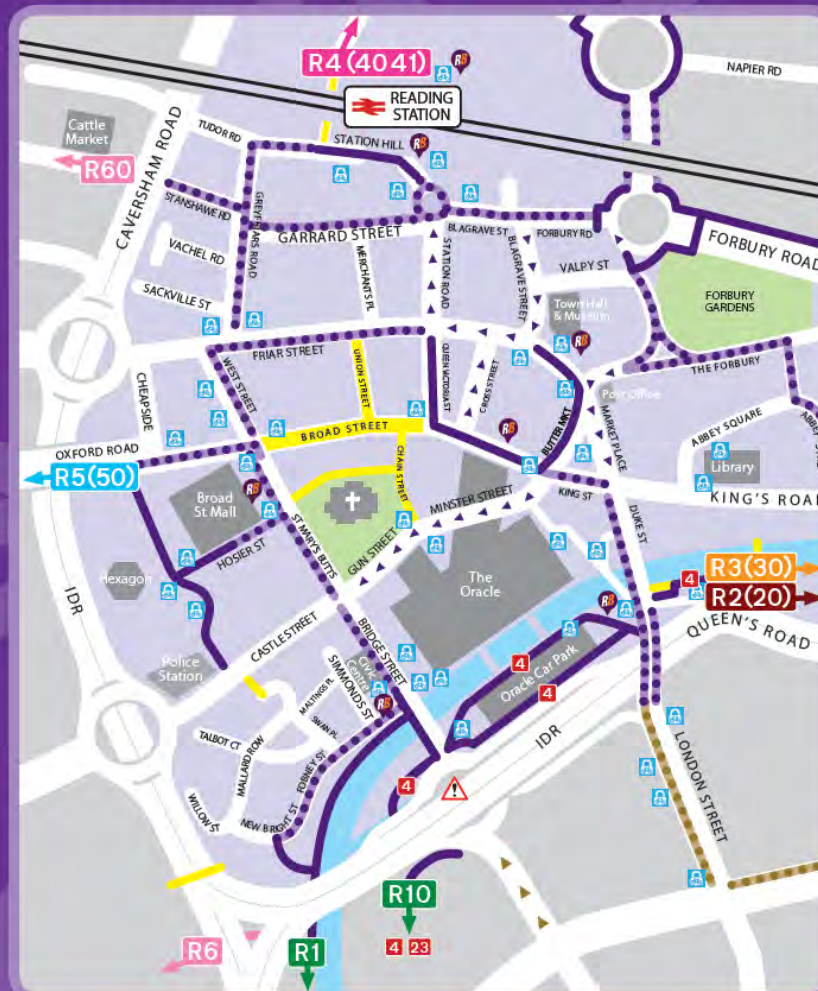
Heathrow Airport

see map

APPENDIX C – LOCAL CYCLE ROUTES



Cycle Routes in Central Reading



Legend

Cycle Facilities Key (for all route colours)

Traffic-free cycle route

On-road cycle route/facilities

On-road cycle route – one-way street

Pedestrian zone

R Reading Cycle Route

Town Centre Route

Linking Route

R6 Ready Bike Cycle Hire

4 National Cycle Path

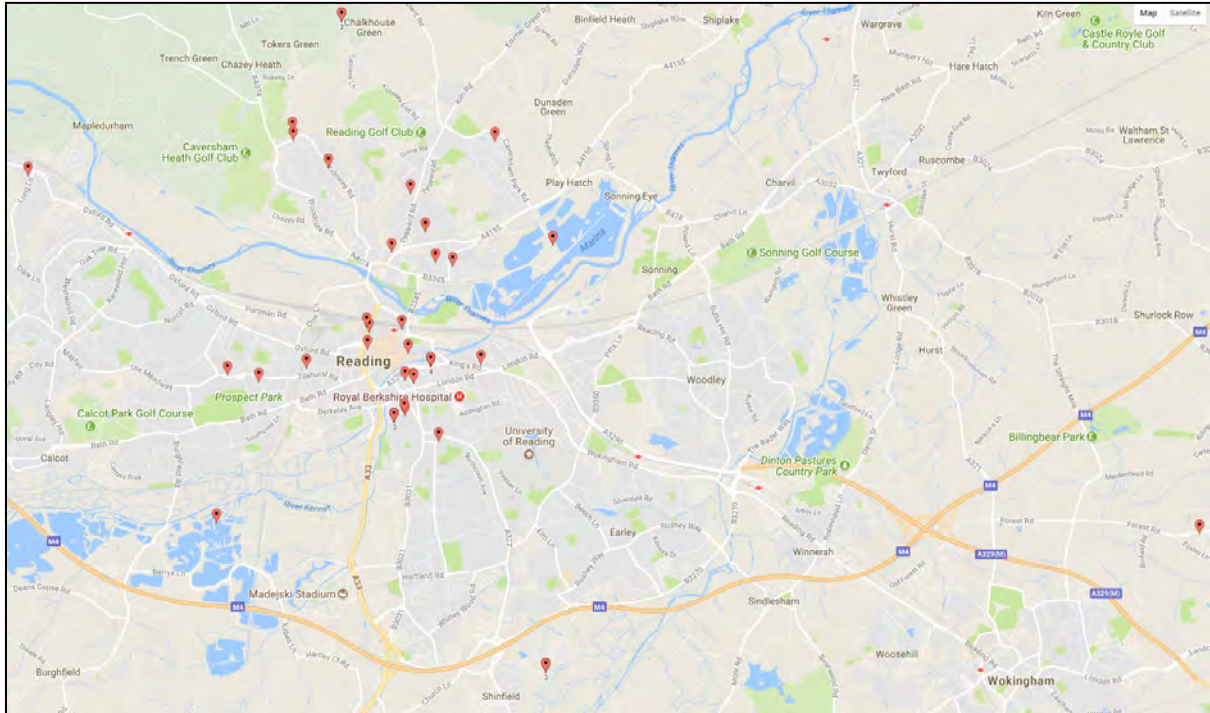
! Busy junction, no cycling facilities, caution advised

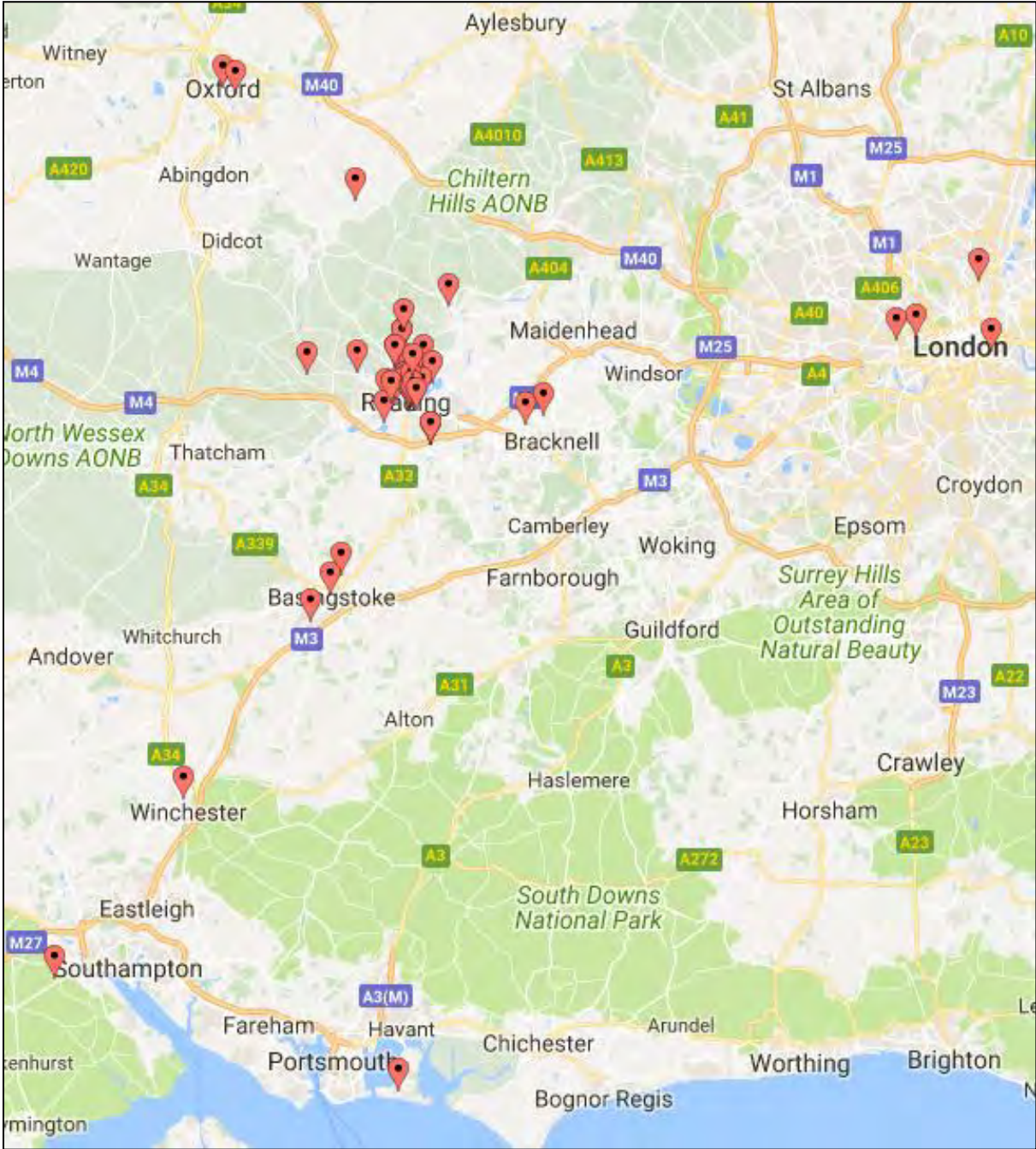
A Cycle parking facilities

RR Railway Station

APPENDIX D – Car park survey & questionnaire results

Post code plot







The White Building, Kings Road, Reading

Questionnaire no: (for Transport Planning Consultants Ltd to complete)

Travel Survey (to assist with the office development Travel Plan)

PLEASE COMPLETE ONLY ONE QUESTIONNAIRE PER PERSON

Q1 What time, day and date was your visit to The White Building:

Time:

Day:

Date:

Q2 Where have you just travelled from today to visit The White Building? *(Please provide a postcode, area or street name)*

1 HOME (postcode or road name please)

2 WORK (postcode or road name please)

3 OTHER (postcode or road name please)

Q3 What was the main means of transport for your journey to The White Building today? *(the longest distance part of your journey - please circle as appropriate)*

1 WALK

2 CYCLE

3 TRAIN

4 BUS

5 CAR/PEOPLE CARRIER

6 TAXI

7 SCOOTER/MOTORCYCLE (below 125cc)

8 MOTORCYCLE (above 125cc)

9 MINI-BUS

10 OTHER (please specify.....)

Q4 If you travel for business during the day what means of transport do you currently use?

Q5 What other means of transport would you want to use to travel to The White Building but currently do not/cannot use?

FOR PEOPLE TRAVELLING TO THE WHITE BUILDING, READING BY CAR TODAY (DRIVER ONLY):

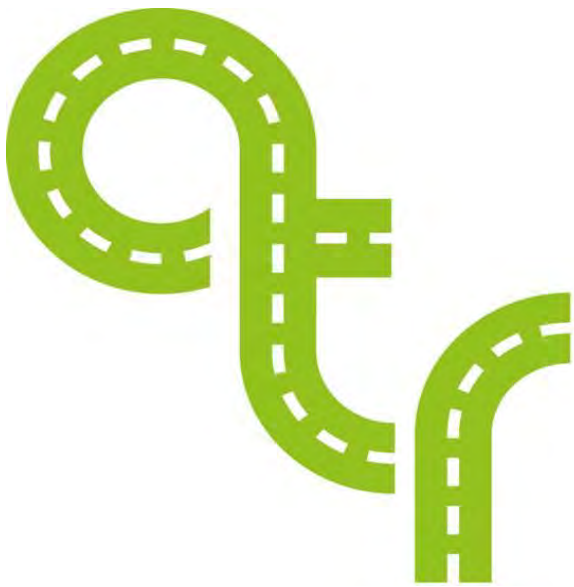
Q6 Only if you are the car driver, how many passengers were with you?

Q7 Where did you park your vehicle?

You have now completed the survey. Thank you. Please return this to your office manager/supervisor.

If you have any queries please contact:

Colin Miles - Transport Planning Consultants Ltd on 01708 343425 or e-mail: cmiles@tpc.uk.com



**advanced
transport
research**

Job Number & Name: 15118 The White Building

Site Number/Name: The White Building

Client: TPC

Date: 14/09/2017

Weather: Cloudy, Dry

Comments: Some spaces taken up with building materials

Advanced Transport Research

The White Building

Job Number & Name: 15118 The White Building

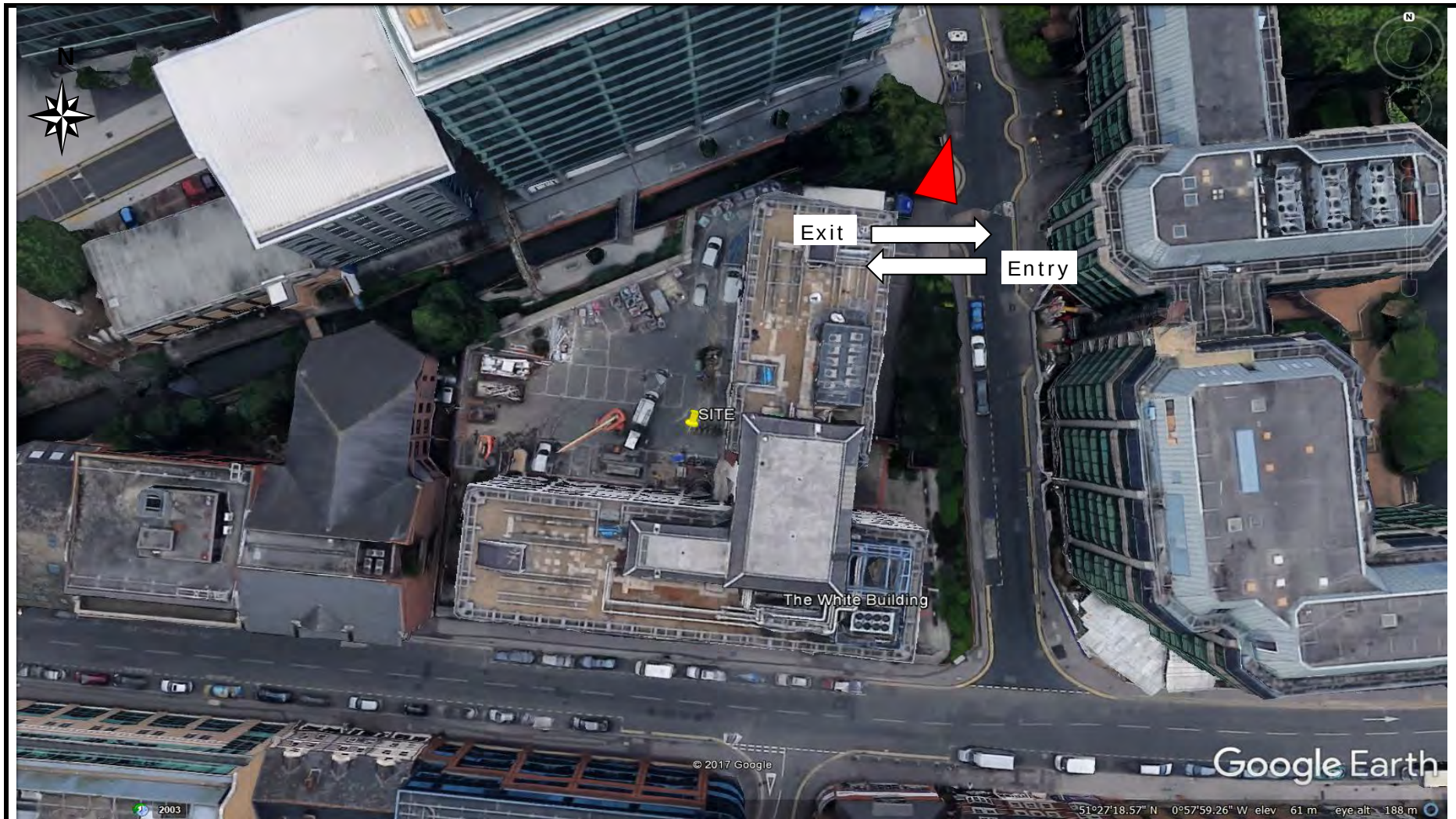
Date: Thursday 14 Sep 2017

Job Type: Car Park Count

Co-ordinates: 51°27'18.48"N,0°57'59.54"W

Postcode: RG1 3BA

Times: 0000-2400



NOTE - 11 Spaces taken up by building materials

[illegible]

15118 The White Building
Car Park Accumulation - Thursday 14th September 2017

