



Aldwych House, Reading

Framework Travel Plan

June 2015

UNITED
KINGDOM &
IRELAND



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1. INTRODUCTION

1.1. Background

- 1.1.1. This outline Travel Plan has been prepared to support the redevelopment of Aldwych House, which is located in Reading town centre. This is an updated version of the plan that was submitted as part of planning application 10/00989/FUL. This latest version has been amended to take into account changes in planning policy and transport facilities in the area. The Travel Plan will be updated further when an occupant of the building has been identified and the Travel Plan Co-ordinator has been appointed.
- 1.1.2. Aldwych House is positioned 200 metres south east of Reading train station and is in close walking distance to the retail area. The site is opposite the local Town Hall, Library and Museum, and is situated in the Abbey Ward within the town. The site is bounded to the north by Forbury Road, to the west by Blagrove Street and to the south by Valpy Street. To the east of the site are two restaurants and similar office developments. The site location is shown on a plan included as Figure 1-1.
- 1.1.3. The proposed development involves the demolition of the existing office building and construction of new 6-storey office building with associated basement car park and external works. The amount of B1 office space will increase from 7,521 sq. m. to 13,467 sq. m. (Gross External Area) as a result of the proposed plans. A total of 43 car parking spaces will be provided at basement level including three disabled spaces along with one space for servicing vehicles, and two motorcycle parking spaces. The disabled parking spaces are located close to the entrance to the basement lobby area and the four lifts.
- 1.1.4. The space for the servicing vehicles has dimensions sufficient to accommodate a long wheelbase Transit van. There will also be secure cycle storage for 40 bicycles.
- 1.1.5. The pedestrian walkway around the development will be characterised by its uncluttered and accessible design, with full step free accessibility available to the building for pedestrians, wheelchairs and scooters. Where steps are required at the main entrance due to the existing change in level, these will be designed with colour contrast and non-slip surfaces, and incorporate appropriate advance warning into their design. Due to the necessity of steps, a ramped access has been included in accordance with Part M of the Building Regulations 2001.
- 1.1.6. The proposed access to the development car park will be gained via a ramp leading to the basement level from Forbury Road. The pedestrian access will be located on the corner of Forbury Road and Blagrove Street in the north west corner of the site.



Figure 1-1: Site Location Plan

- 1.1.7. The existing lawful use at the site is classified as B1 office use. Foster Wheeler previously occupied the building and it is currently vacant. The existing building comprises four floors and a basement level that accommodates 30 car parking spaces.
- 1.1.8. It is envisaged that this Travel Plan will provide a framework from which the end Occupier(s) of the site will produce a detailed Travel Plan on occupation.
- 1.1.9. The Applicant is committed to reducing the impact of the proposed development on the environment. Therefore this Travel Plan is submitted as part of the planning application in order to ensure it is taken forward by the end Occupier(s). By committing to a number of measures at this stage, it is hoped that the proposed development can minimise the number and length of car trips generated, whilst also supporting more sustainable forms of travel and reducing the overall need to travel.
- 1.1.10. In common with all Travel Plans it should be emphasised that it only provides a framework that will need to be adaptable and progressive if it is to be successful. Therefore, it will be imperative for the Occupier(s) to hold frequent reviews to ensure that the objectives of the Travel Plan are being met. Regular monitoring of the performance of the measures that are promoted in the Travel Plan will also form an important part of the process.

2. POLICY CONTEXT

2.1. National Planning Policy

2.1.1. In July 2011 the Government issued the draft National Planning Policy Framework for consultation. Following a period of consultation the Government introduced the National Planning Policy Framework (NPPF) at the end of March 2012. The Framework brings the Government's planning policies for England into a single document and describes how it expects these to be applied. The purpose of the planning system is to contribute to the achievement of sustainable development.

2.1.2. The National Planning Policy Framework replaces previous planning policy statements and planning policy guidance notes. With respect to transport the most relevant document that has been replaced is Planning Policy Guidance 13 Transport (PPG13).

2.1.3. There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

- **an economic role** – contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;
- **a social role** – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and
- **an environmental role** – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.

2.1.4. At the heart of the NPPF is a presumption in favour of sustainable development, which the Government states should be seen as a golden thread running through both plan-making and decision-taking. The Framework identifies a set of core land-use planning principles that should underpin both plan-making and decision-taking. The most relevant to transport is that planning should, '*actively manage patterns of growth to make the fullest possible use of public transport,*

walking and cycling, and focus significant development in locations which are or can be made sustainable'.

2.1.5. In paragraph 29 of the NPPF the Government states that transport policies have an important role to play in facilitating sustainable development. It also states that the transport system needs to be balanced in favour of sustainable transport modes. In the following paragraph the document says that encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. Local Authorities are advised that in preparing Local Plans they should support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.

2.1.6. All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:

- the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
- safe and suitable access to the site can be achieved for all people; and
- improvements can be undertaken within the transport network that limits the significant impacts of the development in a cost effective way. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

2.1.7. In paragraph 35 of the NPPF guidance is given that plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. It then goes on to provide the following series of bullet points where 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.

2.1.8. Paragraph 36 goes on to state that 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 NPPF defines a Travel Plan as a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed.

2.1.9. *Using the Planning Process to Secure Travel Plans* was published by the Office of the Deputy Prime minister (ODPM) and the Department for Transport (DfT) in July 2002 to set out best practice guidance on securing travel plans through the planning process. This document provides guidance to local authorities and applicants with respect to both speculative and committed development. It highlights the need for a consistent but flexible approach to travel plans and recommends a staged process, in which framework travel plans inform the more detailed travel plans once the end-user is confirmed.

2.2. Local Planning Policy

Local Development Framework

2.2.1. At the time of writing this version of the Travel Plan, the 'development plan' consists of the following documents:

- Core Strategy (adopted 2008);
- Reading Central Area Action Plan (adopted 2009);
- Sites and Detailed Policies Document (adopted 2012);
- Proposals Map (adopted 2012);
- Saved policies from the Replacement Minerals Local Plan;
- Saved policies from the Waste Local Plan; and
- One remaining policy (NRM6) from the now-revoked South East Plan.

2.2.2. In paragraph 7.18 of the Core Strategy the approach towards sustainable travel and travel plans is set out. The Council considers that 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. To that end developments should include provision that enables walking, cycling and the use of public transport. For developments that are likely to have significant transport implications, Green Travel Plans will be sought. This is set out in the following policy.

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.

3. OBJECTIVES

3.1.1. This Travel Plan has been prepared in support of the redevelopment of Aldwych House. It is envisaged that this outline Travel Plan will act as a framework from which the end Occupier(s) will prepare a detailed Travel Plan. The purpose of this Plan is to demonstrate the commitment of the Applicant and end Occupier(s) to playing their part in minimising the impact of travel on the environment by reducing the level of unnecessary travel and encouraging those who have to travel, to do so in a more environmentally friendly way.

3.1.2. Through changes in travel habits this Travel Plan will provide benefits for:

- **Individuals** - through improved health, reduced stress and potential cost savings;
- **The Business** - through healthier and more motivated staff, reduced congestion and improved access to the site for employees and visitors; and
- **The Environment** - through improved air quality - with less noise, dirt and fumes, as well as by reducing the impact of other national and global environmental problems such as photochemical smog and global warming.

4. SITE CONTEXT

4.1. Existing Public Transport Facilities

4.1.1. The site is located less than 200 metres from Reading train station which is presently undergoing major transformation programme as part of the wider £850m Reading Improvement scheme. The routes operating through Reading station provide a comprehensive range of destinations for train passengers. Train services at Reading station are provided by three train operators:

- First Great Western (FGW);
- South West Trains; and
- Cross Country.

4.1.2. FGW has an extensive network of destinations across the south west of England and south Wales. They also provide local services in the Reading area. The London terminus for First Great Western services is London Paddington. Sixteen fast train services arrive in Reading from London Paddington during the morning peak between 07:00 and 09:00 and there are also sixteen return services during the evening peak period (16:30 to 18:30). In addition FGW operates services between Reading and Redhill/Gatwick running with a frequency of two trains per hour and between Reading and Basingstoke, also with a frequency of two trains per hour. There are two trains per hour in each direction running between Reading and Oxford that call at Tilehurst. These are a sample of train services provided by First Great Western a network diagram displaying all destinations is contained within Appendix A. Timetables for the various routes can be obtained through the FGW website¹.

4.1.3. In 2018 the route will be enhanced by the opening of Crossrail. Although the western terminus for Crossrail trains will be Maidenhead, there will be a convenient interchange at Paddington which will make available the connection to central London and Canary Wharf.

4.1.4. South West Trains has an expansive network of services with trains providing connections between London Waterloo and destinations in Surrey, Hampshire, Berkshire, Sussex, and Dorset. A full network diagram is contained within Appendix A. Services between Reading and London Waterloo operate via stations that include Earley, Winnersh, Wokingham, Bracknell, Ascot, Staines and Richmond. The frequency of this service to and from Reading during the

¹ <http://www.firstgreatwestern.co.uk/Train-times-and-tickets/Train-times/Current-Timetable>

morning and evening peak is two trains per hour. Timetables for trains operated by South West Trains can be found on the company's website².

- 4.1.5. Cross Country trains provide an extensive rail service across the United Kingdom. A copy of the network diagram is located in Appendix A. Reading is located on the line between Brighton and Bournemouth in the south and Manchester, Aberdeen and Glasgow in the north. Oxford and Basingstoke are the stations located directly to the north and south of Reading respectively. There are two services that arrive in from Oxford and two that arrive from Basingstoke during the morning peak hour. There are two return services to each Oxford and Basingstoke during the evening peak hour. Cross Country also provides current timetables on its website³.
- 4.1.6. There is step-free access into and throughout Reading station.
- 4.1.7. There is also a comprehensive network of bus routes that serve bus stops in the vicinity of the site. Premier bus routes in Reading provide direct high frequency bus services that are reliable and have a high capacity. Improved bus facilities such as more bus lanes and bus priority measures have helped to provide this high level of service. All Premier routes are operated by Reading Buses and are local services within Greater Reading. Table 3-1 outlines the areas served by the Premier routes and also indicates the location of the outbound bus stops closest to the site that are served by each service.
- 4.1.8. There are two Park and Ride locations in Reading. One is located at Madejski Stadium near junction 11 of the M4. The second is located just off the A329(M) at Loddon Bridge. Both Park and Ride services provide frequent services into Reading Town Centre with buses every seven to eight minutes during the peak hours.
- 4.1.9. There are also several out of town bus routes that operate in the Reading area and serve destinations such as Aldershot, Bracknell, High Wycombe, Newbury, Pangbourne, Oxford, Twyford, Wokingham, and Wallingford.
- 4.1.10. Maps showing the location of bus stops in central Reading and the local bus network are provided in Appendix B.

² <http://www.southwesttrains.co.uk/Pocket-timetables1305.aspx>

³ <http://www.crosscountrytrains.co.uk/tickets-timetables/train-timetables>

Table 4-1: Premier Bus Routes in Greater Reading

Services	Area of Reading Served	Outbound Bus Stops
5/6	South	Station Road / Market Place
9	South	Station Road / Market Place
11	South West	Market Place
13/14	East	Blagrove Street
15/16	West / North West	Friar Street East
17	East – West Link	Blagrove Street / King's Road
20/21	South East	Forbury Road
22/23/24	North	Forbury Road
26	South West	Forbury Road
33	West	Friar Street East
63/64	East	Station Hill/ Friar Street East

- 4.1.11. Reading Buses journeys are normally operated by low-floor, wheelchair-accessible buses. The Company is committed to extending access to all passengers, especially for those who find steps difficult and those with disabilities. All buses have an entrance ramp and many can be lowered to the kerb to allow easier access to the bus.

4.2. Existing Facilities for Pedestrians and Cyclists

- 4.2.1. When considering the distance over which walking is an effective mode of transport, the now superseded document PPG13 stated that 'walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2 kilometres'.
- 4.2.2. Viewed within this context, the site scores highly in terms of local sustainability. It is located within a comfortable walking distance of a range of public transport facilities and other local facilities that satisfy the criteria that were set out in PPG13. The adjacent road network contains a network of footways that enhance the accessibility of the proposed development and provide direct and safe routes to local facilities, both of which are factors in encouraging walking trips. The

footways are well lit and closed-circuit television (CCTV) monitors some areas. There is a CCTV camera located at the junction of Blagrove Street and Valpy Street, on the south west corner of the site.

- 4.2.3. Focusing upon the site, the distance to several local facilities is set out in Table 3-2. The distance is measured from the proposed pedestrian entrance to the site.

Table 3-2: Distance to Local Facilities	
Local Facility	Approximate Distance (m)
Reading Train Station	140
Friar Street East Bus Stops	210
Market Place Bus Stops	260
Station Hill Bus Stops	260
Forbury Gardens	290
The Oracle Shopping Centre	400

- 4.2.4. The Institution of Highways and Transportation in its publication 'Guidelines for Providing for Journeys on Foot' (2000), suggests an average walking speed of 1.4 metres per second (m/s) can be assumed. Based on this assumption it is expected that people could walk 250m in three minutes, 500m in six minutes, one kilometre in 12 minutes and two kilometres in 24 minutes. With reference to Table 3-2 it is therefore feasible to expect that people could walk from the site to these local facilities in under five minutes.
- 4.2.5. It is also important to consider that several residential areas, such as Lower Caversham, Caversham, Coley, New Town, the north of Whitley and residential areas between the town centre and the University are also within walking distance of the site.
- 4.2.6. The footway along the west side of the building has a width of 3.5 metres. There are pedestrian crossings on Forbury Road, to the east and west of the proposed pedestrian access to the site, which enhances the safety and convenience of routes to facilities and services in the local area. These crossings incorporate dropped kerbs and tactile paving. The locations of signal controlled pedestrian crossings and in the vicinity of the site are marked in Figure 4-1.

- 4.2.7. Cycling is an important mode of travel at the local level and was identified in the now superseded PPG13 as having the potential to replace short car trips especially those less than five kilometres. Home to work trips are a particular target for local authorities seeking to encourage cycling as an alternative mode of travel to the private car.
- 4.2.8. There are several cycle routes that provide convenient access to the site. The National Cycle Network runs along the River Thames to the north of the site and provides an east-west link across Reading. The National Cycle Network also provides a north-south link across Reading. The route travels from the north of Caversham to link with the route along the River Thames. The route then travels south along the River Kennet and forks to either continue along the river in a westerly direction or continue south towards junction 11 on the M4.
- 4.2.9. There is also an extensive network of advisory cycle routes on quieter road throughout the Greater Reading area, but particularly in Central Reading. Cycle routes in the vicinity of the proposed development site are shown in Figure 4-1.
- 4.2.10. 'Cycling at Crossings and Junctions' (Local Transport Note 1/86) suggests an average cycling speed of 24.14 km/h. With this assumption it is clear that the site is within easy reach of many local facilities and neighbourhood centres. By travelling at this speed a five kilometres journey by bicycle could be completed in approximately 20 minutes. The following areas of Reading are within five kilometres from the site:
- North Reading;
 - The western part of Woodley;
 - Tilehurst; and
 - The majority of locations to the south of Reading that are north of the M4.

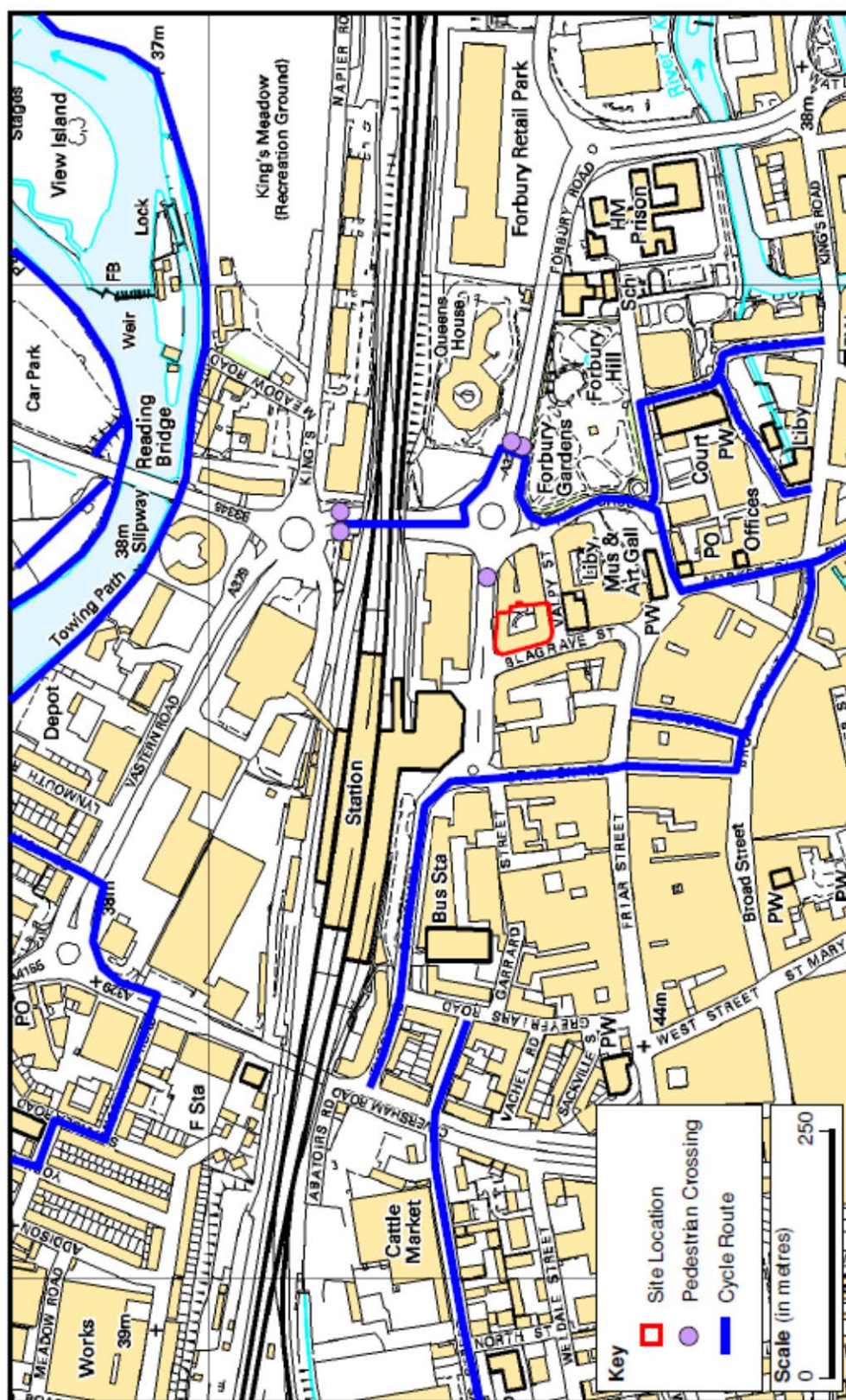


Figure 4-1: Pedestrian and Cycle Facilities

5. DELIVERING THE PLAN

5.1. Introduction

- 5.1.1. A number of initiatives will be provided at the site to encourage the use of sustainable modes of travel. By committing to the provision of these services at an early stage, the Applicant not only re-affirms the commitment to delivering a sustainable development, but also establishes the requirement for any future occupiers to continue to provide these measures through the Travel Plan.

5.2. Travel Plan Co-ordinator

- 5.2.1. It is recognised that a successful Travel Plan needs commitment from staff at all levels. The Occupier(s) will appoint a Travel Plan Co-ordinator, who with the support of senior management will have the authority to implement the plan. The Travel Plan Co-ordinator will be based on site and their contact details will be provided to Reading Borough Council (RBC). Consideration will be given to the formation of a Travel Plan working group to help generate ideas and assist in implementing the Plan.

- 5.2.2. The Travel Plan Co-ordinator identified by the Occupier(s) will be responsible for:

- Securing the commitment and support of senior management, other employees and union representatives (where applicable);
- Promoting the objectives and benefits of the Travel Plan to staff and visitors;
- Administering the car sharing scheme;
- Assisting with the establishment of clear, realistic and monitorable targets for the use of alternative modes of travel;
- Monitoring the success of the travel policy against the targets;
- Providing feedback to the Occupier(s) on the success of the Plan; and
- Acting as the point of contact for information and for exchanging ideas and best practice with other organisations.

- 5.2.3. The Travel Plan Co-ordinator will be responsible for the monitoring of the progress achieved. The nature of the monitoring process will be developed on occupation.

5.3. Travelling by Car

- 5.3.1. In recognition of the fact that travelling by car is sometimes the only realistic option, especially where there is no public transport alternative, particular attention will be given to the encouragement of car sharing. Staff will be encouraged to submit their names for car sharing upon occupation and all new employees will be given an opportunity to join the scheme.
- 5.3.2. A database of car sharers will be created and reviewed on a regular basis to ensure it is kept up to date. The database will identify individuals travel patterns and make the opportunity for car sharing more viable.
- 5.3.3. The following measures will be undertaken to maximise the potential for car sharing at the development:
- Maintain and provide a database of car sharers, including information on employee postcodes and shift patterns;
 - Provide an emergency 'get you home' service in the event of emergency/sickness for groups of staff not travelling to work in their own car;
 - Provide practical advice on car sharing;
 - Promote the potential financial savings that employees will make by sharing their car;
 - Provide space on general notice boards for potential car sharers to communicate; and
 - Agree clear and realistic targets for car sharing.
- 5.3.4. The Occupier(s) will also be encouraged to offer incentives to those who participate in the car-sharing scheme. This could include free entry into prize draws and a contribution towards the cost of an MOT or membership to a roadside recovery scheme.
- 5.3.5. Due to the small number of car parking spaces available at the site it is likely that employees who take part in the car sharing scheme will utilise the Park and Ride facilities. Therefore, as an additional incentive the Occupier(s) could subsidise bus fares for employees who car share and utilise the Park and Ride bus services.
- 5.3.6. The Occupier(s) will have to police the use of the left in/left out access to the basement level car park. This principle has been introduced due to the proximity

of a bus stop adjacent to the car park access and persistent non-compliance with this direction will result in the offending driver's car park pass being withdrawn.

5.4. Public Transport

5.4.1. To encourage greater use of public transport the Travel Plan Co-ordinator will:

- Publicise existing local transport services and travel information for staff and visitors;
- Provide details for internet access for public transport information and identify sites that have local information;
- Provide interest free loans for employees to purchase season tickets; and
- Provide an emergency 'get you home' service in the event of emergency/sickness for groups of staff travelling by public transport.

5.5. Cycling

5.5.1. Cycling is an efficient, healthy and environmentally friendly mode of transport. As part of the development of the site 44 cycle parking spaces will be provided for staff as well as shower and changing facilities.

5.5.2. In addition to these facilities and in order to encourage cycling, the following measures will be undertaken:

- Set up a bicycle user group;
- Promote "bike to work" days;
- Provide interest free loans or subsidise employees purchase of a bicycle;
- Publicise the health benefits of cycling; and
- Provide an emergency 'get you home' service in the event of emergency/sickness for groups of staff travelling to work by bicycle.

5.6. Walking

5.6.1. To encourage walking the following actions will be undertaken:

- Publicise the health benefits of walking;

- Produce maps showing recommended walking routes from local bus stops, underground stations, train stations and nearby residential areas; and
- Provide an emergency 'get you home' service in the event of emergency/sickness for groups of staff walking.

5.7. Travel Plan Website

5.7.1. One of the most important aims of a detailed Travel Plan is to provide information to staff and guests about the alternatives to using the single occupancy car journeys to travel to the site. In order to provide detailed information in an easy to access format, the Travel Plan will have its own website. The Travel Plan Co-ordinator will implement the website, which will include the following:

- Travel Plan news;
- Information on travel initiatives;
- Details of safe walking and cycling routes to the site;
- Public transport timetable information;
- Portal to the car sharing database;
- Links to shopping at work websites;
- Links to local cycling groups; and
- Links to public transport ticket ordering websites and details of local taxi companies and if appropriate, links to their websites.

5.7.2. This information will be available to staff through their computer terminals and, where appropriate, via communal IT facilities located in reception or rest areas. A communal IT facility in reception would also offer the opportunity for visitors to obtain information on sustainable travel to the site.

5.8. New Employees

5.8.1. The end Occupier(s) of the development will make known the existence of their Travel Plan to all prospective employees. It will be given the same emphasis as other aspects of the employment package.

- 5.8.2. All new employees will be issued with an induction pack on or before the first day of working at the site and will be encouraged to submit their names to the car sharing database.

5.9. Flexible Hours/ Teleworking

- 5.9.1. The Occupier(s) will be encouraged to promote flexible working hours that will provide scope for staff to avoid peak traffic times when travel is least efficient. It will also provide the opportunity for those travelling by public transport to tailor their working hours to match public transport services. Encouragement will be given to the provision of facilities that enable employees to work from home if practicable. Employers will also encourage the use of teleconferencing to reduce the need for work related journeys.

6. TARGETS

6.1. General

- 6.1.1. One of the prime objectives of an active Travel Plan is to set clear and realistic targets. This will be achieved through the end Occupier(s) of the site undertaking a travel survey of all its employees prior to occupation. The travel survey provides a baseline from which mode share targets can be set and a summary of the main findings will be available within three months of completion of the survey.
- 6.1.2. Once the results of the travel survey are known, the findings will be used to agree targets and the time period over which they should be achieved with RBC. The targets set will need to consider a number of local circumstance including, likely employee residence locations, passenger transport accessibility and achievability. In this respect there will be no prescribed targets within this outline Travel Plan, but targets will be developed in consultation with RBC and included within the final Travel Plan produced by the Occupier(s).
- 6.1.3. In order to inform this target a modal split has been obtained from the 2001 National Census journey to work data for the Abbey ward. This modal split is presented in Table 6-1 below. An indicative target mode has been included on the basis that the level of provision of on-site parking spaces would reduce car usage by 40%. The other modes have been increased in proportion to the

Table 6-1: Primary Modal Split for Journeys to Work in Abbey Ward

Mode of Travel	Census Proportion by Mode	Indicative Target Modal Split Proportion
Car Driver	43.88%	26%
Bus	18.59%	24%
Train	14.34%	19%
Walk	13.75%	18%
Car Passenger	4.45%	6%
Cycle	3.42%	5%
Motorcycle	1.06%	1%
Taxi	0.26%	0%
Other	0.25%	0%
TOTAL	100.00%	100%

- 6.1.4. A key focus of the Travel Plan prepared by the end Occupier(s) will be to reduce the number of car drivers through measures to increase the use of other modes, such as those outlined in Section Five above. As can be seen, a high percentage within the Abbey ward use bus train or walking as their journey to work and this is due to the extensive public transport in the area.
- 6.1.5. On occupation, travel surveys will be provided to determine the likely travel patterns of new workers. A more accurate modal split will then be calculated against which realistic targets for reducing the proportion of car trips can then be set. Data obtained from questionnaires will also enable home postcodes to be entered into the car sharers database and provide the scope to search for car share opportunities.

7. IMPLEMENTATION

7.1. General

- 7.1.1. Prior to occupation, the Occupiers will appoint a Travel Plan Co-ordinator. That person will oversee the distribution and collection of an employee travel survey. The travel survey will be used to determine the likely travel patterns of new workers. This will enable home postcodes to be submitted to the car-sharing database during the early stages of occupation and provide the scope to search for sharing opportunities. The results from this travel survey will also provide the baseline travel information from which the revised targets will be derived.
- 7.1.2. These targets, and the measures to be put in place to help to achieve them, can then be contained within the Travel Plan, which will be developed and approved in consultation with the Council before being formally adopted by the Occupier

8. MONITORING AND REVIEW

8.1. General

- 8.1.1. It is important that the Travel Plan is monitored on a regular basis to ensure that the key objectives are being met and that the Travel Plan evolves to adapt to changing circumstances. At this stage unrealistic targets can be replaced with ones that are more realistic and that encourage rather than discourage those responsible for trying to achieve the targets. The success of the actions contained within the Travel Plan can also be reviewed and modified as necessary.
- 8.1.2. The employee travel survey will be repeated on an annual basis in order to measure the success of the Travel Plan and the progress achieved towards the targets. The funding and organisation of the surveys will be the responsibility of the Occupier. Results of the travel survey will be displayed in communal areas for the interest of the employees.
- 8.1.3. The results of the employee travel survey can be used to modify the targets and actions contained within the Travel Plan to ensure that it is an on-going process. By continually reviewing the Plan it will help to develop and improve it and ensure that the measures introduced are consistent with the Occupier's requirements.
- 8.1.4. Monitoring will continue for a five year period from occupation and the Occupier will prepare a report on an annual basis summarising the main findings from the monitoring and identifying the main issues that have arisen during the previous year.
- 8.1.5. The monitoring process will be agreed and carried out in consultation with the Council and the Travel Plan Co-ordinator.

9. TIMESCALES

9.1. General

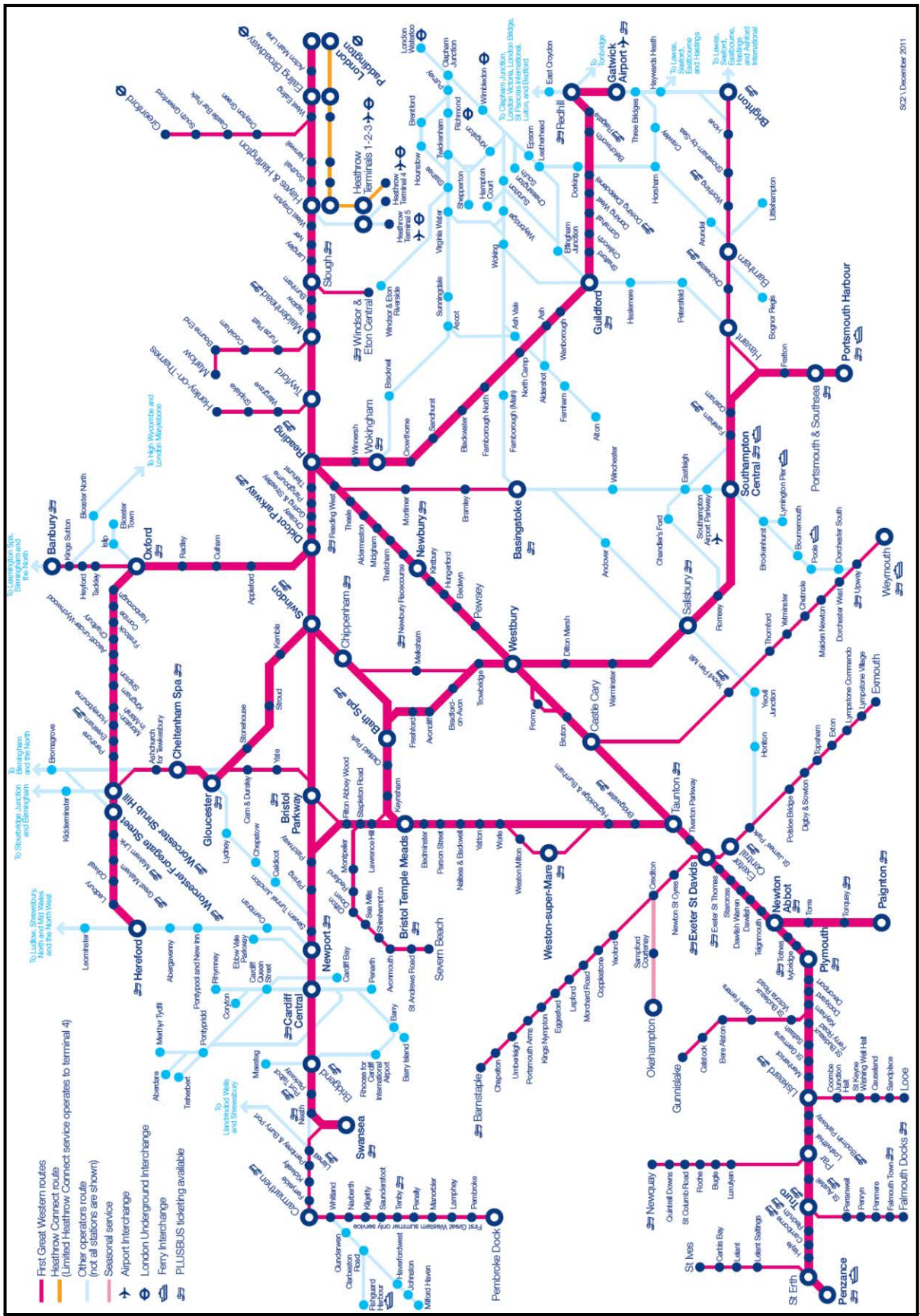
- 9.1.1. Although the end Occupier of the site is not yet known, an outline timetable for the production and ongoing monitoring and review of the Travel Plan has been produced, which details the key elements of the process and the approximate timescales. This is shown in Table 9-1 below.

Table 9-1: Travel Plan Timetable	
Action	Timescale
Appoint Travel Plan co-ordinator	Prior to Occupation
Undertake staff travel survey	Within 3 months of Occupation
Produce baseline staff travel information	3 months after Occupation
Develop draft Travel Plan in consultation with the Council	4 months after Occupation
Finalise and adopt Travel Plan	6 months after Occupation
Monitor success of Travel Plan actions and progress towards targets. Amend Travel Plan if necessary.	Ongoing following adoption of Travel Plan; monitoring intervals to be agreed with the Council
Undertake travel survey to measure success of Travel Plan and discuss findings with the Council. Review Travel Plan and amend if necessary.	Ongoing. Every 12 months following adoption of Travel Plan

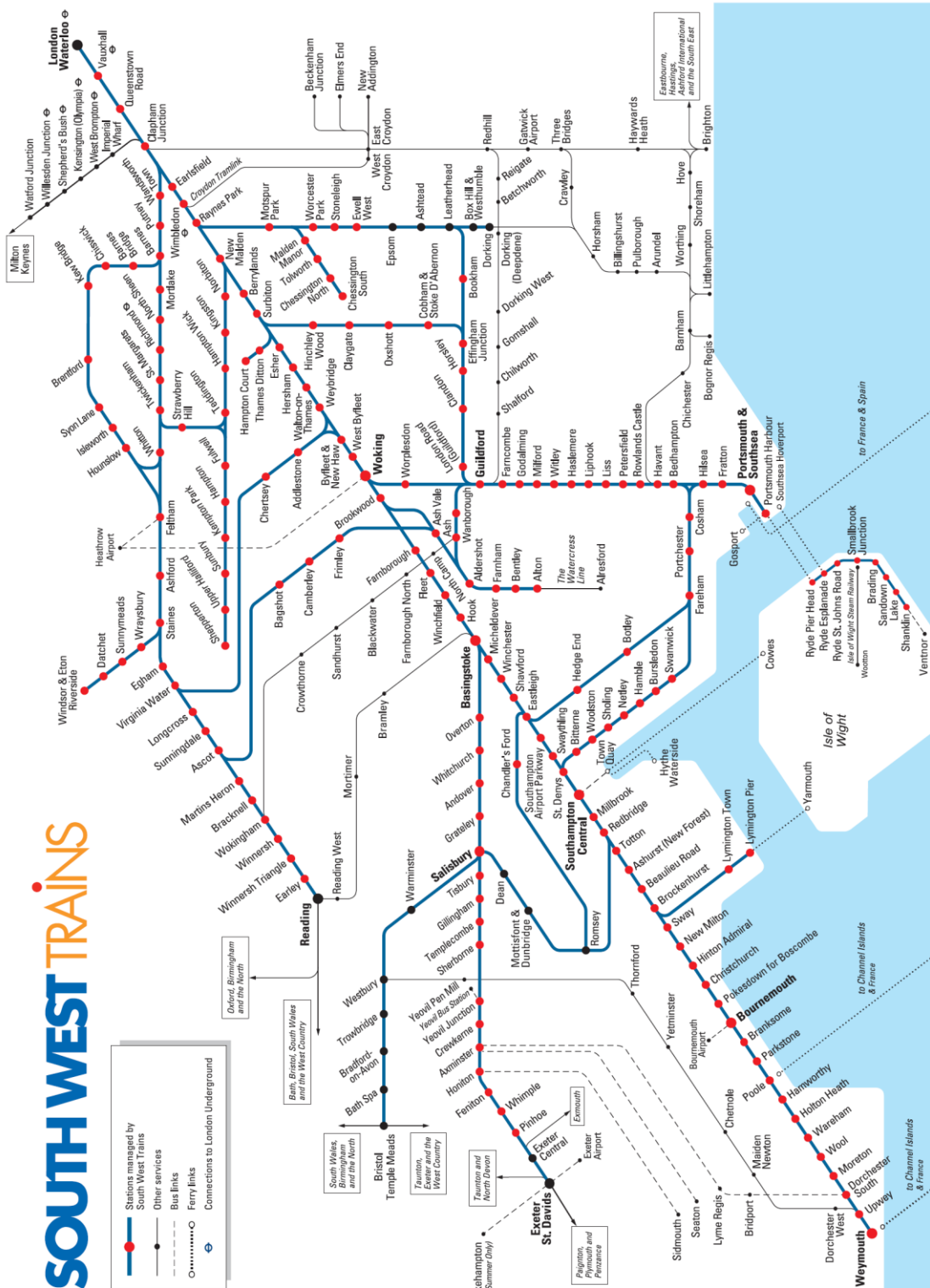
- 9.1.2. As with all elements of the Travel Plan process, these timescales are not prescriptive, but should be modified according to circumstances to ensure that they allow the Occupier to produce a Travel Plan that benefits the company and all employees, and remains relevant throughout.

Appendix A

Train Operator Network Diagrams



London Waterloo



Stations managed by South West Trains

Other services

Bus links

Ferry links

Connections to London Underground

CrossCountry routes

Change at one of these stations to avoid changing at Birmingham New Street.



Appendix B
Central Reading Bus Stops and Bus Network



Town Centre Bus Stops

