

Reading Borough Council
Planning Department
Bridge Street
Reading
RG1 2LU

11 June 2024

Dear Sirs

Planning reference nr.190835 – submission of travel plan

Please find attached our submission of a Travel Plan in accordance with condition 17 of our planning permission for your approval.

We were advised when calling the Planning department to upload the document onto the planning portal but having looked we could not see how to do this hence having to issue this by post.

Your faithfully



Ian Webb
Head of Construction

Enc – Travel plan dated June 2022



Peter Evans Partnership
**Transport Planning
& Highway Consultants**

Signature at Caversham
Permitted Care Home
Henley Road
Caversham
Reading

Signature Senior Lifestyle Ltd

Travel Plan

June 2022

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Peter Evans Partnership Ltd has been appointed to prepare a Travel Plan on behalf of Signature Senior Lifestyle Ltd in respect of a permitted care home with some 86 suites for the frail elderly on the south side of Henley Road in Caversham, Reading.
- 1.1.2 Planning permission reference no. 190835 was granted by Reading Borough Council in December 2019 for '*Demolition of 199-203 Henley Road and erection of part four, part three and part two storey 82 unit residential care home building (C2 use class) with associated external structures, access from Henley Road, car parking and landscaping*'.
- 1.1.3 The Travel Plan has been prepared based on discussions and agreement with Signature Senior Lifestyle who have implemented Travel Plans at the majority of their existing care homes. All measures and requirements included in this Travel Plan will be implemented prior to occupation by residents excluding the travel surveys.
- 1.1.4 Based on DfT guidance this Travel Plan is an 'Interim' document at this stage because the occupying staff are not yet known. Staff details including home locations and travel to work modes will be obtained as part of the initial and ongoing staff travel surveys. In any event the 2011 Census data has been reviewed to provide a typical travel mode split for people working in the local area.
- 1.1.5 The Travel Plan also complies with the general BREEAM criteria set out in the Technical Manual SD5078 'New Construction 2018 3.0' for Non-Domestic Buildings.

1.2 Policy Background

NPPF

- 1.2.1 This Travel Plan has been prepared in accordance with government guidance set out in the latest version of the National Planning Policy Framework (NPPF) published in July 2021. This document provides information as to how the Government expects planning policies across England to be applied.
- 1.2.2 The NPPF indicates that Travel Plans are required for all developments that generate significant amounts of movement (para. 113). In terms of transport it states that planning should actively manage patterns of growth in support of the opportunities to promote walking, cycling and public transport use. (paras. 105).

1.2.3 Applications should also:

- give priority to pedestrian and cycle movements, and public transport access;
- address the needs of people with disabilities;
- create safe, secure and attractive places;
- allow for efficient delivery of goods, and access by emergency vehicles; and
- enable charging of plug-in and low emission vehicles. (para. 112).

Reading Core Strategy (2015)

1.2.4 Policy CS4 outlines that new developments should be accessible by a range of modes of transport. Therefore the most favourable locations for new developments are those accessible by walking and cycling to a wide range of employment, services and facilities.

1.2.5 Policy CS5 states that all new developments should be sited so that they are accessible by all potential users including disabled people.

1.2.6 Policy CS23 states that all major developments should implement measures to promote sustainable travel choices other than the private car.

1.3 Contents

1.3.1 The document is structured as follows:

- Section 2 - outlines the accessibility of the site and development details;
- Section 3 - outlines the principles of the Travel Plan;
- Section 4 – outlines the Travel Plan strategy including how it will be managed;
- Section 5 - sets out the measures to be implemented;
- Section 6 - outlines the monitoring and review programme including targets;
- Section 7 - summarises timescales for implementation of measure;
- Section 8 – sets out the Action Plan; and
- Section 9 – provides useful contact information for the Travel Plan.

2.0 SITE CONTEXT AND ACCESSIBILITY

2.1 Site Location and Local Area

- 2.1.1 The site is south of the A4155 Henley Road in Caversham, some 3.5km north east of Reading town centre as shown at Appendix 1. The site is bounded by the A4155 Henley Road to the north, residential properties to the east and west and undeveloped grassland to the south.
- 2.1.2 Some 70m west of the site Henley Road meets Ruskin and All Hallows Road at a traffic signalised crossroads junction. Ruskin is a cul-de-sac road and provides access to a residential estate with some 110 dwellings to the west of the site. All Hallows Road is also a residential cul-de-sac to the north.
- 2.1.3 Henley Road continues west for a further 110m before meeting the B3345 Lower Henley Road at a signal controlled junction. Lower Henley Road continues south west to provide access to the residential areas in the south western part of Caversham.
- 2.1.4 Some 1.3km west of the site the A4155 meets the B481 Peppard Road at a traffic signal controlled junction. Peppard Road passes through residential areas in the northern part of Caversham and continues to Emmer Green. The A4155 continues a further 350m south west into the main retail area of Caversham.
- 2.1.5 Some 300m east of the site Micklands Road meets Henley Road at a priority junction. Micklands Road continues north and serves the eastern residential areas in Caversham. A further 500m east of this junction Henley Road meets Caversham Park Road at a traffic signal controlled junction. Caversham Park Road continues north along the eastern boundary of Caversham to Emmer Green.

2.2 Local Facilities

Retail and Leisure

- 2.2.1 A petrol filling station and Londis convenience store are provided some 180m west of the site on Henley Road. Some 70m further west along Henley Road is the Travellers Rest public house.
- 2.2.2 A small parade of shops is also provided along the A4155 Henley Road approximately 550m west of the site and includes:
- a Co-operative food store with Post Office;
 - newsagent with ATM;
 - a pharmacy;
 - a hairdressers;
 - a cycle shop; and
 - an Indian takeaway and fish and chip shop amongst others.

2.2.3 The A4155 is the main route from Reading into Caversham. The majority of the retail and leisure facilities within the Caversham area are provided on the A4155 some 1.7km south west of the site including a Waitrose supermarket and a number of banks, pubs and restaurants.

2.2.4 The Rivermead Leisure Complex is provided some 2.8km south west of the site on Richfield Avenue.

Healthcare

2.2.5 The closest doctor's surgery to the site is Balmore Park Surgery on Hemdean Road some 1.7km west of the site. Peppard Road Surgery is a health care centre on Peppard Road some 1.8km north west of the site.

2.2.6 The Village Dental Practice is some 1.1km north east of the site within Farnham Drive Precinct. Prospect Street Dental Practice is some 1.6km west of the site on the A4155 Prospect Street.

2.3 Existing Pedestrian and Cycle Facilities

2.3.1 A 4m wide footway is provided immediately adjacent to the site frontage on the south side of the A4155 Henley Road. A segregated footway/cycleway is also provided on the north side of Henley Road in the vicinity of the site. To the east of the site the footway on the south side of Henley Road continues for some 350m where an uncontrolled pedestrian crossing with dropped kerbs and a refuge island is provided to allow foot journeys to continue along the north side of Henley Road. The footway/cycleway on the north side of Henley Road continues east from the site for some 500m before reverting to a footway.

2.3.2 An uncontrolled pedestrian crossing with dropped kerbs and a refuge island is provided some 75m east of the site. A Puffin crossing with dropped kerbs and tactile paving is provided on Henley Road some 160m further east. This Puffin crossing is 20m west of Micklands Road where a continuous footway is provided to Micklands Primary and Pre-School.

2.3.3 West of the site a segregated footway/cycleway is provided adjacent to both sides of Henley Road. The foot/cycleway on the south side of Henley Road stops adjacent to number 199. The Henley Road/Ruskin/All Hallows Road traffic signalised junction has pedestrian/cycle crossing facilities with dropped kerbs and tactile paving on the Ruskin, All Hallows Road and eastern Henley Road arms. Footways are provided on both sides of Ruskin and All Hallows Road.

2.3.4 There is continuous footway provision and pedestrian crossing points from the site to the parade of shops 550m to the west and onwards towards the A4155 Church Road where the Waitrose Supermarket and various other retail facilities are available.

2.3.5 The existing pedestrian facilities provide suitable routes through the local area and up to the site and therefore allow users of the site including young children to walk to the site.

2.3.6 The segregated footway/cycleways on either side of Henley Road provide cycle routes to local facilities and connect with a number of other local on and off-road cycle routes within the vicinity of the site. The local cycle routes connect with National Cycle Route 5 some 2km south west of the site. Route 5 is a long distance route connecting Reading and Holyhead via Oxford and Birmingham. Locally Route 5 provides an off-road cycle path along the banks of the River Thames.

2.3.7 A map indicating local cycle routes is provided at Appendix 2.

2.4 Public Transport

Bus Services

2.4.1 The closest bus stops to the site are provided adjacent to the site on each side of Henley Road. At the westbound bus stop a shelter, flags and timetables are provided. At the eastbound bus stop a flag and timetables are provided.

2.4.2 The three bus services served by these stops are:

Services from All Hallows Road bus stop		Service Frequency (minutes)					
Service	Route	Monday - Friday		Saturday		Sunday	
		Day	Eve	Day	Eve	Day	Eve
23/24*	Central Reading - Reading Bridge - Caversham Park	30	60	30	60	60	60
800	Reading - Marlow - High Wycombe	60	-	60	-	60	-

*Premier Service

2.4.3 A bus services summary and bus route plan are provided at Appendix 3.

Train Services

2.4.4 The closest train station to the site is Reading Station some 3km to the south west. Services run typically every 5 minutes from Reading to London whilst four trains per hour run between Reading and Swindon. Two trains per hour run between Reading and Bath, Bristol, and Cardiff. Trains to local stations such as Twyford typically operate every 15 minutes.

2.4.5 The number 23 and 24 bus services stop on Forbury Road some 80m from the train station.

Accessibility Index (AI)

- 2.4.6 The public transport Accessibility Index for the care home has been calculated using the BREEAM 2018 Tra01/02 Accessibility Index calculator and the bus stops on Henley Road adjacent to the care home. The walking distance from the care home entrance to the bus stops along the new access road is some 120m.
- 2.4.7 The Accessibility Index is 2.01.

3.0 CARE HOME DETAILS

3.1 Scheme Details

- 3.1.1 The scheme comprises an 86 bedroom care home development with new vehicular access from the A4155 Henley Road, an internal estate access road, parking for some 39 cars and 14 bicycles and a servicing area.
- 3.1.2 The new 5.5m wide access road will continue south from a new junction off Henley Road turn east to end at the eastern site boundary to provide access for potential future development on the adjacent site. Two minibus/maintenance parking bays will be provided off the east end of the proposed access road adjacent to a new sub-station.
- 3.1.3 Pedestrian access is via 1.8m wide footways from the south side of Henley Road along each side of the access road. Footway links including dropped kerbs at level crossing points will continue into the care home site and provide a route to the main building entrance.
- 3.1.4 A secondary pedestrian route is proposed directly from the footway on Henley Road in the north west corner of the site. A ramp and steps arrangement is proposed along the western side of the building to connect to an entrance at first floor level.
- 3.1.5 The proposed 39 car spaces comprise some 20 in an undercroft car park in the northern part of the site and 17 within the site in front of the building. Two disabled bays will be provided opposite the main care home building entrance.
- 3.1.6 Some 10 cycle parking spaces for staff will be provided in a secure store adjacent to the sub-station. A further four cycle parking spaces for visitors will be provided near the care home entrance.
- 3.1.7 Rooms for staff use are proposed on the first floor and lower ground floor with access to showers and lockers provided.
- 3.1.8 The care home site layout is shown at Appendix 4.

3.2 Off-Site Highway Improvements

- 3.2.1 The existing footway/cycleway along the south side of Henley road will be extended across the extent of the site frontage as far as the proposed access.
- 3.2.2 The westbound bus stop adjacent to the site will be set back further from the kerb to allow for the extension of the footway/cycleway.

3.3 Staff Information

- 3.3.1 The nature of employment at care homes is that staff are generally employed from the local area. The typical catchment area for both staff and residents for a residential care home is around five miles or eight kilometres. Practically this means that the majority of staff will come from Reading and neighbouring areas including Twyford, Winnersh and Shinfield.
- 3.3.2 Signature care homes provide a 24 hour operation with typically three shifts for care and nursing staff comprising mornings, afternoons and a night shift. The morning shift typically commences between 06:00 and 07:30, the afternoon shift at 14:00-15:30 and the night shift between 20:00 and 22:00. In addition some care staff could work 12 hour shifts.
- 3.3.3 Ancillary staff such as kitchen and housekeeping can also work outside normal hours with start and end times of around 07:00 and 14:00-15:00 respectively. Some administrative as well as management staff work normal daytime hours of around 09:00-17:00. No staff will live on site.
- 3.3.4 Shift patterns as well as the overall level of staffing on site depend on the needs of the residents staying in the home at the time. The main shift is generally in the morning to provide for the care required and activities undertaken during the daytime. In the afternoon fewer staff are required on site because of resident activities and trips away from the home.
- 3.3.5 Given the timing of shifts the majority of staff arrivals and departures avoid the local peak traffic periods and are also staggered throughout the day to minimise congestion at staff shift changeover times. Care staff numbers on site generally only increase marginally at shift changeover times as the handover process is done gradually over a period as staff on the following shift arrive.
- 3.3.6 When the care home is at or near full occupation some 120 full and part-time jobs could be provided. However the maximum number of staff on site at any one time is likely to be about 35. The night shift will have the lowest staff levels with up to around 8 staff likely to be on duty.

3.4 Visitors

- 3.4.1 Visitors will be permitted to visit friends and relatives resident at the care development at any time during the day. Trips are likely to be shared with other tasks such as shopping or journeys from work or school. This means that many of the vehicle trips to the site will already be on the wider road network in any event.

3.5 Development Traffic

3.5.1 Based on the TRICS data analysis undertaken in the PEP Transport Statement, April 2019 for the planning application the permitted care home will generate the following vehicle trips:

3.5.2 On the basis of the TRICS data the proposed 86 bedroom care home would generate the following trips:

TRICS Care Home (86 Bedrooms)	Arrivals		Departures		Two-way
	Rate per bed	Trips	Rate per bed	Trips	Trips
Morning Peak Hour (08:00-09:00)	0.071	6	0.068	6	12
Evening Peak Hour (17:00-18:00)	0.044	4	0.076	7	11

3.5.3 Compared with a previously permitted residential scheme the care home will result in a net reduction of some 3 and 6 two-way vehicle movements during the morning and evening road network peak periods respectively. The reduction in traffic is therefore an improvement over the permitted scheme and will not affect existing traffic or safety conditions.

3.6 Servicing

3.6.1 The care home will typically be serviced by small delivery vehicles with up to one large lorry arriving per day. This will be a multi-compartment vehicle with dry/ambient as well as frozen goods jointly included in the same delivery for efficiency and fewer trips. Refuse and waste will typically be collected two or three times per week.

3.6.2 Bin storage facilities are proposed near the entrance to the undercroft parking with direct access from the road for wheeling bins. The internal road and car parking layout incorporates a turning head to allow service vehicles including a large refuse collector and delivery lorry to enter and leave the site in a forward gear.

4.0 PRINCIPLES OF THE TRAVEL PLAN

4.1 Aim of Travel Plans

- 4.1.1 A Travel Plan is a general term for a package of measures tailored to the needs of an individual site and occupier and aimed at promoting more environmentally friendly travel choices and reducing overall reliance on the private car, particularly for single occupancy journeys.
- 4.1.2 A Travel Plan is a dynamic process that develops over a period of time in accordance with the operation of the site and the surrounding environment. Once implemented regular monitoring determines the trend in travel mode split. Annual reviews assess changes in modal split and identify potential improvements to encourage alternative means of transport to the car.
- 4.1.3 This Travel Plan has been designed to encourage staff and visitors at the care home to use sustainable modes of transport. It contains a number of incentives to help implement both national and local government's aspirations for sustainable development including encouraging walking, cycling, the use of public transport and car sharing and discouraging the use of single occupancy car journeys.
- 4.1.4 A Travel Plan can bring a number of benefits to an organisation, staff and the local community and environment. These include:
 - reduced congestion and journey times;
 - improved health and reduced stress;
 - potential time and cost savings;
 - improved public transport services; and
 - reduced demand for car parking.

4.2 Encouraging Walking

- 4.2.1 Walking can play a significant role in reducing unnecessary car trips. Journeys on foot improve health and cost nothing. The Chartered Institution of Highways and Transportation (CIHT) 'Guidelines for Providing for Journeys on Foot' indicates acceptable walk distances for commuting as 1km with the preferred maximum 2km. People are discouraged from walking by:
 - indirect routes;
 - routes adjacent to heavy/fast traffic;
 - routes that are not overlooked;
 - poorly lit routes;
 - poorly maintained surfaces; and
 - perceived security issues.

4.2.2 Travel Plans offer the opportunity to improve facilities to provide safer and better maintained routes for pedestrians.

4.2.3 Caversham and central Reading are all within a 2km walking distance of the site. Staff living in these areas could walk to work at the care home and will be encouraged to do so.

4.3 Encouraging Cycling

4.3.1 Cycling is an economical and healthy means of transport. Journeys by cycle are suggested as an alternative for commuter journeys by car of up to 5-8km. Local Transport Note (LTN) 2/08, Cycle Infrastructure Design, 2008 indicates that many utility cycle journeys are under three miles (5km) and that for commuter journeys a trip distance of over five miles (8km) is not uncommon.

4.3.2 People are discouraged from cycling by:

- lack of changing and washing facilities at work;
- lack of secure, dry and lit parking spaces;
- inclement weather;
- personal security and fear of accidents; and
- not owning a bicycle in the first place (cost).

4.3.3 This Travel Plan offers the opportunity to encourage trips by cycle by removing or reducing these obstacles and overcoming common concerns.

4.3.4 All of Reading including Shinfield and Winnersh are within a 5km cycling distance from the site with on and off-road cycling facilities connecting these locations to the site. Staff living in this wider area could therefore cycle to work and will be encouraged to do so.

4.4 Encouraging Use of Public Transport

4.4.1 Public transport provides a practical alternative to the private car. However people are discouraged from using buses because of:

- lack of knowledge of local services;
- slow, infrequent and unreliable services;
- fear for safety when travelling outside daylight hours; and
- high fares.

4.4.2 This Travel Plan overcomes some of the issues of travelling by public transport by informing staff and visitors of available bus and underground services and timetables as well as nearest locations. This information will be kept up to date.

4.5 Encouraging Car Sharing

4.5.1 Where other modes of transport become inconvenient car sharing can be a useful means of reducing the number of private vehicles travelling to a site. Car sharing not only potentially saves money but also helps ease congestion, enabling better usage of road space and reducing the impact of road traffic on the environment.

4.5.2 People are discouraged from car sharing by:

- inconvenience of relying on other people;
- inconvenience of persons being dependent on the driver; and
- inconvenience of having to detour to pick up other people.

4.5.3 This Travel Plan will help overcome these issues by organising and structuring a system to connect potential car sharers. Subject to operational requirements car sharers will also be permitted to park on site.

5.0 TRAVEL PLAN MANAGEMENT

5.1 Management Support

5.1.1 The general approach to staff management at the site will recognise the requirement to promote the Travel Plan and support staff in their ability to travel by alternative modes of transport to single occupancy car trips. The Travel Plan Coordinator will liaise with management on all travel related matters at the care home.

5.1.2 A budget to support ongoing and new measures will be incorporated into the general operational budget for the care home. This will cover administrative costs such as stationary, promotional material, walking/cycling safety equipment and computer usage.

5.2 Travel Plan Coordinator

5.2.1 A Travel Plan Coordinator will be appointed prior to opening of the care development and will have responsibility for promoting the Travel Plan to all levels of staff. The Coordinator is likely to be a member of staff appointed on the basis of enthusiasm, interest and commitment to ensuring the promotion of sustainable travel choices but could be an external consultant.

5.2.2 The general duties of the Coordinator are to ensure the full provision of the agreed measures of the Travel Plan, organise staff travel surveys when required, prepare monitoring reports when necessary and liaise with the appropriate contact at Reading Borough Council when required. Development of strategies for achieving the future targets set within the Travel Plan will also be undertaken.

5.2.3 The Travel Plan Coordinator will initially hold meetings with the General Manager typically every fortnight to review Travel Plan matters and ensure that all measures are in place for when the operational staff arrive. Meetings will then be undertaken on a monthly basis for updates and to discuss new ideas.

5.2.4 A key role of the Coordinator during the early stages will be to highlight and promote the Travel Plan to potential staff as part of the recruitment process and to potential residents' visitors as part of the marketing of the care development.

5.2.5 The Coordinator will draw up an Action Plan based on the table at Section 8. This includes ensuring that all the measures proposed as part of the scheme are implemented prior to first resident occupation with a timetable and ideas for marketing and promotion of the Plan. Potential new measures will be added as required.

5.2.6 If the Coordinator leaves the company or moves to a position that does not allow continuation of Travel Plan duties another current member of staff, a new member of staff or external consultant will be appointed to take over the role. If possible a period of overlap between the current and new Coordinator will be provided to allow a convenient handover of ongoing tasks and any required training.

6.0 SUSTAINABLE TRAVEL MEASURES AND INITIATIVES

6.1 Travel Information Boards

6.1.1 A staff travel information board will be provided in the staff room prior to occupation of the care home. The board will display the following information:

Walking

- details of safe and convenient pedestrian routes to areas within 2km;
- information regarding general pedestrian safety;
- details of the WalkBUDI scheme; and
- notice of national publicity events such as 'Walk To Work Week'.

Cycling

- details of designated cycle routes in the area;
- details of on-site cycle parking and shower/changing facilities;
- information regarding Cycle-to-Work scheme, if available;
- general safety information on cycling; and
- notice of national publicity events such as 'National Bike Week'.

Public Transport

- bus maps and timetable information, including site specific information;
- contact and web address details for journey planner websites including Traveline;
- location of bus stops and train station;
- information regarding tickets and discounted fares; and
- information on local taxi firms.

Car Sharing

- promotional information regarding the benefits of car sharing;
- details of informal car share scheme at the care home;
- details of the 'liftshare' online car sharing scheme; and
- a list of staff members offering or requesting a lift to or from work with details of times and points of departure.

6.1.2 The information boards provide a point of reference for staff members in all respects of the Travel Plan, identifying the organisation's commitment to the Travel Plan and information on the designated member of staff to contact for more information.

- 6.1.3 The board will also be used for displaying travel information, correspondence between the Coordinator and staff members, information on joining a steering group (if interested), relevant promotion and advertising and providing updates on the performance of the Travel Plan.
- 6.1.4 All staff will be informed of the available travel information as part of the induction process including public transport routes and timetables and details of local cycle and walking routes. Visitors to the site will also have access to this travel information.
- 6.1.5 Internet access will be made available to all staff to allow them to view relevant sustainable travel websites, including the TraveLine websites, and obtain up-to-date local travel information such as public transport timetables as required.
- 6.1.6 A number of sustainable travel contact details are provided in Section 11. This list is not exhaustive and any further useful contact information will also be provided on the Travel Plan Information Board.
- 6.2 Walking and Cycling**
 - 6.2.1 Changing facilities including lockers and showers will be provided for all staff to use. These will be provided as part of the building fit out prior to occupation.
 - 6.2.2 Detailed information for pedestrians and cyclists, such as safer route advice, will be provided on the travel information boards. Promotions such as National Bike Week will also be provided on this board.
 - 6.2.3 Details of the Liftshare WalkBUDi scheme will also be provided on the information board which can be accessed via the www.walkbudi.liftshare.com website. This scheme matches individuals with others walking the same route so they can walk together.
 - 6.2.4 A total of 14 cycle spaces will be provided with 10 secure cycle spaces for staff and four cycle spaces for visitors.
 - 6.2.5 The Travel Plan Coordinator will keep a cycle repair kit in the reception area for convenience for use by staff if a problem with their bicycle occurs. Any used spares will be replaced as required.
 - 6.2.6 A Bicycle User Group (BUG) could be established for cyclists to discuss cycling issues with each other and the Travel Plan Coordinator. The Coordinator will liaise with cyclists to consider whether a group would be welcomed.
 - 6.2.7 A Cycle-to-Work scheme for the tax-free purchase of bicycles for staff is managed from the Signature head office. Staff will be able to apply to the scheme after their probationary period. The scheme also provides funding for cycling accessories such as helmets, lights and reflective clothing.

6.3 Public Transport

- 6.3.1 Public transport information including internet addresses for journey planning websites will be made available on the staff travel information board and maintained up-to-date by the Travel Plan Coordinator.
- 6.3.2 Staff working times will be reviewed, if feasible and subject to operational requirements, to help coordinate with bus arrival and departure times adjacent to the site.
- 6.3.3 The Coordinator will provide staff with information on purchasing season tickets and any further discounts available.

6.4 Car Sharing

- 6.4.1 An internal car sharing scheme will be implemented by the Travel Plan Coordinator to promote car sharing amongst staff for commuter trips where two or more persons share a vehicle rather than drive separately. The information board will be used to display contact and journey details of staff looking for or offering a lift with colleagues.
- 6.4.2 Staff will also be encouraged to join London Liftshare and other car share schemes in London which are available on the internet. Liftshare offers a larger database of potential car lifts from the wider area. Information on how to join the scheme will also be provided on the staff information board and internet access will be made available to all staff to enable them to apply to the scheme.
- 6.4.3 Staff travelling to training courses/meetings will be encouraged to car share or to travel together by taxi.
- 6.4.4 Subject to operational requirements and demand a number of car parking spaces could be reserved for regular car sharers. The number of car share spaces will be reviewed on an ongoing basis.

6.5 Guaranteed Lift Home

- 6.5.1 A guaranteed lift home will be offered to staff that regularly travel to work by sustainable means such as car sharing but need to return home under emergency circumstances or have been let down by a car sharing driver.
- 6.5.2 The Coordinator will help to arrange the lift home and will consider the following available options subject to availability and the gravity of the emergency:
 - alternative options by public transport;
 - another car driver/car sharer;
 - use of the appointed taxi firm; and
 - use of one of the on-site minibuses.

6.6 Use of Minibus

- 6.6.1 One or two minibuses will be based on site for transporting residents to and from off-site activities and medical centres as required. Trips out will be organised as part of the residents' daily activity programme.
- 6.6.2 One of the minibuses could be used as a guaranteed lift home for staff that have travelled to work by sustainable means and require a lift home because of personal emergencies or a failed car share journey.

6.7 Flexible Working

- 6.7.1 The care home manager will review whether flexible working is feasible subject to resident care and operational requirements. This would enable employees to start and finish at times suitable to allow travel arrangements such as bus travel and car sharing. Such flexibility would also reduce the increase in parking demand at staff changeover times.

6.8 Promotion and Marketing

- 6.8.1 The Travel Plan will be introduced to all potential staff during the recruitment process including during the interview of all new employees with reminders as part of the induction process. This includes making relevant information on alternative travel options available to staff. All staff will therefore be made aware of the Travel Plan commitment prior to accepting the job as well as when starting.
- 6.8.2 Ongoing information relating to the Travel Plan and travel options available will be conveyed to staff through the staff Travel Information Boards or other internal communication means such as newsletters. The Travel Plan Coordinator will also actively promote national green travel events such as 'Bike Week' and 'World Car Free Day' throughout the year.
- 6.8.3 Subject to agreement with the care home operator details of the Travel Plan commitment could be included on general promotional material and the operator's website. Relevant sustainable travel information available could be linked from the operator's website to inform visitors as well as staff.
- 6.8.4 Regular meetings will be undertaken between the Coordinator and management to discuss ongoing Travel Plan matters, identify any issues and advise on upcoming events and promotion opportunities.

6.9 Visitors

- 6.9.1 Information on public transport availability, local walking and cycle routes and on-site cycle facilities will be made available to regular visitors such as residents' families and friends. This aims to encourage them to arrive at the care home by means other than the car. The Travel Plan Coordinator will be responsible for the preparation of the appropriate information for visitors.
- 6.9.2 The travel information will be provided to potential residents and their families prior to the residents moving in to the care home. Travel information will also be provided to professional visitors including external medical staff, hairdressers and entertainers etc. prior to their visit.

7.0 TRAVEL PLAN MONITORING AND REVIEW

7.1 Baseline Travel Surveys

- 7.1.1 As staff will gradually be recruited from the local area as residents move in over the first few months it will not be efficient or accurate to undertake the first survey any earlier than six months after opening as staff and resident numbers may still be low. If possible the survey will be undertaken in spring or autumn to avoid distortions that can be created by the summer holidays or cold weather conditions in winter.
- 7.1.2 The staff travel surveys will be undertaken using the form shown in Appendix 5 or similar. The Coordinator will target a response as close to 100% as is reasonably practical. A timescale of one to two weeks will be allowed for collecting completed survey forms to take into account staff on shifts and staff on leave.
- 7.1.3 The results of the travel surveys will be collated by the Travel Plan Coordinator. The results will form the baseline for mode of travel at the site and will allow suitable modal share targets to be established. The targets will seek to minimise the level of single occupancy car trips to the site whilst encouraging walking, cycling, use of public transport and car sharing as alternatives.
- 7.1.4 The Coordinator will liaise with Travel Plan officers at Reading Borough Council to confirm and discuss the survey results and agree on any plan of action, if required. Following agreement the survey modal split information, targets and any new measures proposed will be appended to the Travel Plan.

7.2 Travel Plan Monitoring

- 7.2.1 The Coordinator will be responsible for regularly monitoring the progress of the Travel Plan throughout the period of occupancy including monitoring the uptake of each measure, car park and cycle parking usage and identifying potential new measures such as reserved spaces for car sharing staff.
- 7.2.2 Ongoing staff travel surveys will be undertaken by the Travel Plan Coordinator annually on the anniversary of the first survey for a period of five years to identify changes in mode of travel.
- 7.2.3 This review will be undertaken whilst considering the feasibility of changing travel habits, the care home's operational requirements and the home locations of staff.

8.0 TRAVEL PLAN TARGETS

8.1 As the care home has not yet been constructed and is therefore not occupied by residents or staff it is not practical to set realistic targets at this stage.

8.2 Appropriate targets will be set in liaison with management after the first travel surveys have been completed and an actual modal split is identified. The proposed targets should adhere to the widely adopted 'SMART' principle whereby targets should be:

- **Specific:** Well defined and clear to those with basic knowledge of transport;
- **Measurable:** Concrete criteria for measuring progress;
- **Achievable:** Challenging and ability stretching, but still reasonable;
- **Realistic:** Within the availability of resources, time and knowledge; and
- **Time-bound:** Grounded within a timeframe.

8.3 Workplace statistics from the 2011 Census have been reviewed to identify the average modal split for employees working within the specific workplace zones E02003392, which includes the site and E02003389, which is the neighbouring Middle Layer Super Output Area (MSOA) of Reading Borough Council. This data is shown in the table below:

Travel Mode	Census Modal Split
Driving a car or van	65.5 %
On foot	14.1 %
Passenger in a car or van	4.3 %
Bus, minibus or coach	6.4 %
Bicycle	4.1 %
Train	4.2 %
Underground, metro, light rail, tram	0.2 %
Motorcycle, scooter or moped	0.6 %
Taxi	0.4 %
Other method of travel to work	0.3 %

8.4 The 2011 Census information will be used to compare with the first staff travel survey results and to help set appropriate targets going forward.

9.0 ACTION PLAN

9.1 The table below sets out the timeframe for the implementation of the proposed measures associated with this Travel Plan:

Action	Timescale	Responsibility
Provision of cycle parking for staff and visitors	Prior to building occupation	Signature
Provision of showers and changing facilities for staff	Prior to building occupation	Signature
Appointment of Travel Plan Coordinator	Prior to building occupation. As necessary thereafter to replace departing Coordinator	Signature
Provision of travel information board	Prior to occupation plus ongoing updates	Signature/TPC
Provision of travel information to staff	During recruitment and induction processes and ongoing	TPC
Set up internal Car Share Scheme	From occupation and ongoing	TPC
Provision of travel information to visitors	Prior to their visit where possible	TPC
Staff and Visitor Travel Surveys	Initial survey 6 months after first occupation and annually thereafter for 5 years	TPC
Monitoring review	After each staff/visitor survey for 5 years	TPC
Promotion of Walk to Work Week	Annually 1 month prior to event in May	TPC
Promotion of National Bike Week	Annually 1 month prior to event in June	TPC
Promotion of National Liftshare Week	Annually 1 month prior to event in October	TPC
Review of measures in place	Annually after travel surveys	TPC/Signature

10.0 SUMMARY

- 10.1 The list of BREAAAM assessment criteria set out in Technical Manual SD5078 section Tra 01 *Transport Assessment and Travel Plan* has been addressed in this document. The table sets out the criteria with reference to the corresponding paragraph numbers in this Travel Plan:

Tra 01 Criteria	Travel Plan Paragraph Nos.
1. <i>No later than Concept Design stage, undertake a site-specific transport assessment (or develop a travel statement) and draft travel plan, which can demonstrably be used to influence the site layout and built form.</i>	This document and a PEP Transport Statement
2. <i>The site-specific travel assessment (or statement) shall cover as a minimum:</i>	
2a. <i>If relevant, travel patterns and attitudes of existing building or site users towards cycling, walking and public transport, to identify relevant constraints and opportunities.</i>	To be identified in staff travel survey
2b. <i>Predicted travel patterns and transport impact of future building or site users.</i>	3.3.1 – 3.3.6 3.5.1 – 3.5.3 8.3
2c. <i>Current local environment for pedestrians and cyclists, accounting for any age-related requirements of occupants and visitors.</i>	2.3.1 – 2.3.7
2d. <i>Reporting of the number and type of existing accessible amenities within 500m of the site.</i>	2.2.1 – 2.2.6
2e. <i>Disabled access accounting for varying levels and types of disability, including visual impairment.</i>	2.3.1 – 2.3.3 3.1.3, 3.1.5
2f. <i>Calculation of the existing public transport Accessibility Index (AI).</i>	2.4.6 – 2.4.7
2g. <i>Current facilities for cyclists.</i>	2.3.1, 2.3.3, 2.3.6 - 2.3.7
3. <i>Following a Transport Assessment develop a site-specific Travel Plan that provides a long term management strategy which encourages more sustainable travel. The Travel Plan includes measures to increase or improve more sustainable modes of transport and movement of people and goods during the building's operation.</i>	3.1.3, 3.1.4, 3.1.6 3.1.7, 3.6.1 6.1.1 – 6.9.2
4. <i>If the occupier is known, involve them in the development of the Travel Plan.</i>	1.1.3
5. <i>Demonstrate that the travel plan will be implemented and supported by the building's management in operation.</i>	5.1.1 – 5.2.6 7.1.1 – 7.2.3

11.0 USEFUL CONTACTS

TRAVELINE – Public Transport Information

Web: www.traveline.info

SUSTRANS – Cycle Information

Tel: 0845 113 00 65

E-Mail: info@sustrans.org.uk

Web: www.sustrans.org.uk

READING BUSES – Public Transport Information

Web: www.reading-buses.co.uk

WalkBUDi – Walking

Web: www.walkbudi.liftshare.com

BikeBUDi – Cycling

Web: www.bikebudi.liftshare.com

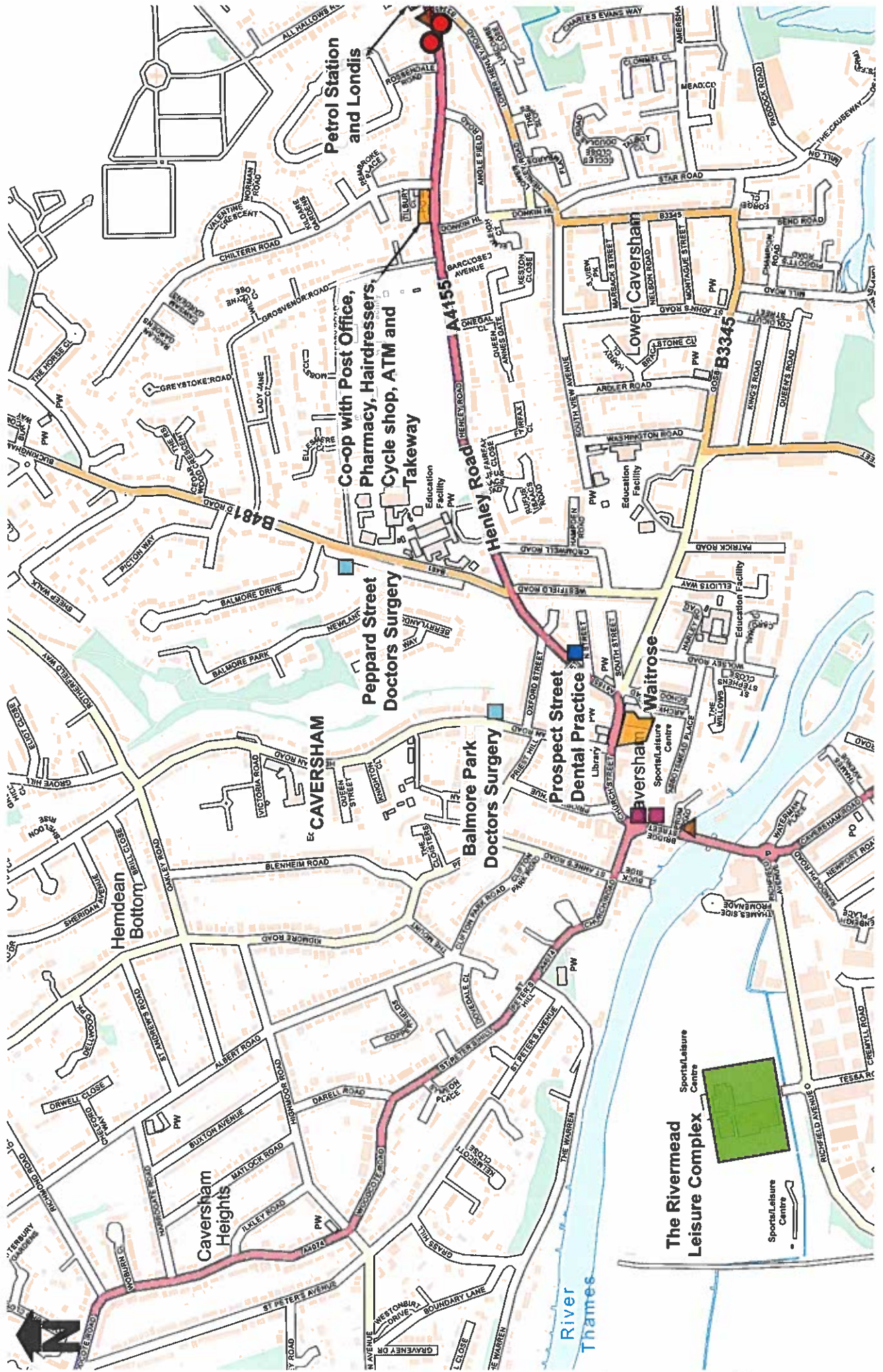
Living Streets – Walking

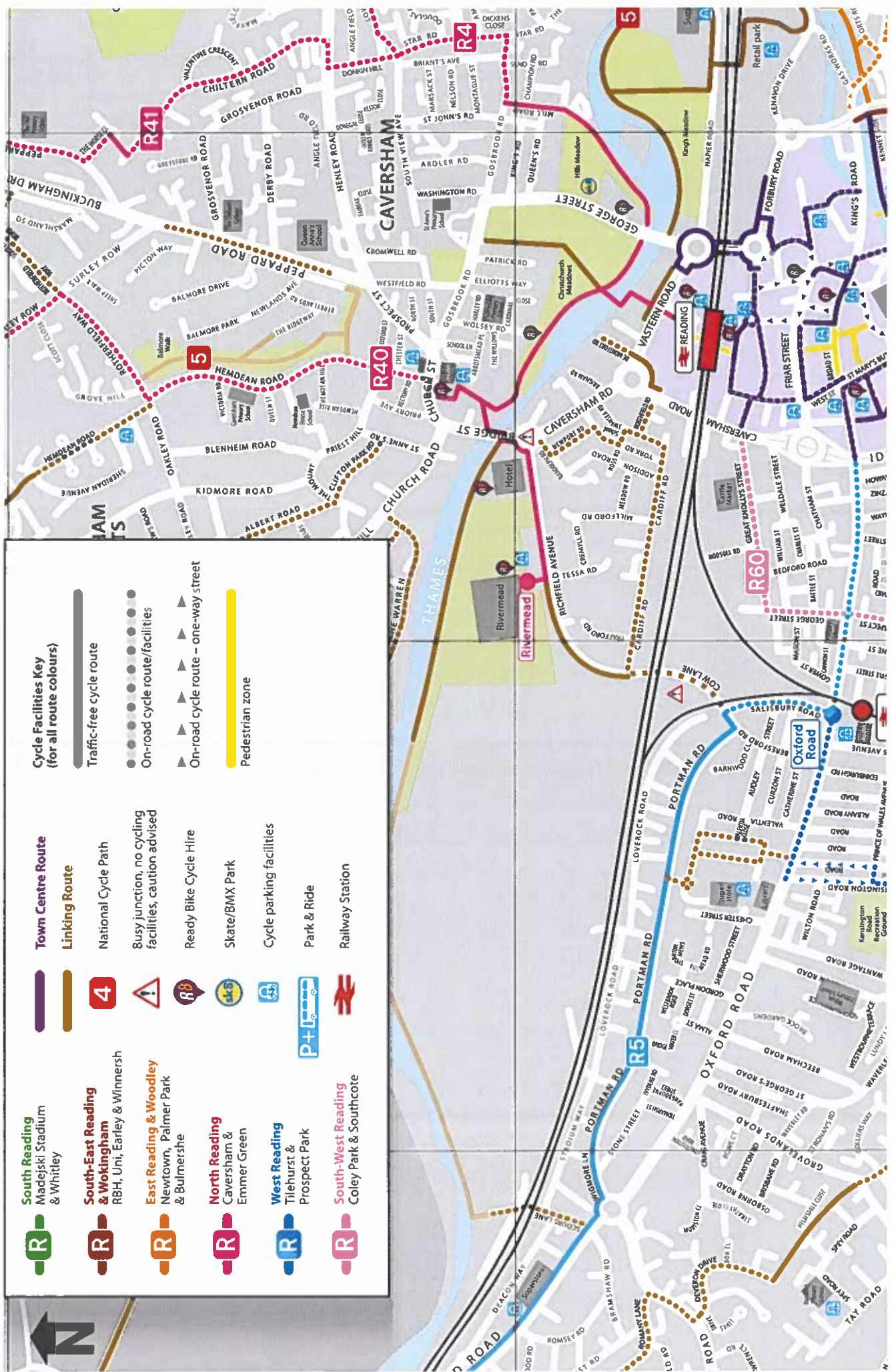
Tel: 020 73774900

Web: www.livingstreets.org.uk

Cycle to Work Scheme

Web: www.cyclescheme.co.uk





South Reading
 Madejski Stadium & Whitley

South-East Reading & Wokingham
 RBH, Uni, Earley & Winnersh

East Reading & Woodley
 Newtown, Palmer Park & Bulmershe

North Reading
 Caversham & Emmer Green

West Reading
 Tilehurst & Prospect Park

South-West Reading
 Coley Park & Southcote

Town Centre Route

Linking Route

National Cycle Path

Busy junction, no cycling facilities, caution advised

Ready Bike Cycle Hire

Skate/BMX Park

Cycle parking facilities

Park & Ride

Railway Station

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

Reading | Caversham Park | Emmer Green | Reading

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Mondays to Fridays except public holidays

	am	am	am	am	am	am	am	am	pm	pm	pm	pm	pm	pm	pm	pm	pm
Central Reading Friar St FL	5.30	5.55	6.30	6.55	7.15	7.50		8.55	9.30	2.30	3.00	3.30	4.00	4.30	5.00	5.30	6.00
Devon Drive	5.40	6.05	6.40	7.05	7.25	8.06		9.08	9.43	2.43	3.13	3.46	4.18	4.48	5.18	5.48	6.18
Queensway	5.42	6.07	6.42	7.07	7.27	8.09		9.11	9.46	2.46	3.16	3.49	4.21	4.51	5.21	5.51	6.21
Peppard Road Kiln Road	5.43	6.08	6.43	7.11	7.31	8.13		9.12	9.47	2.47	3.17	3.50	4.22	4.53	5.23	5.53	6.23
Chalgrove Way	5.45	6.10	6.45	7.17	7.37	8.19	8.49	9.14	9.49	2.49	3.20	3.53	4.25	4.57	5.27	5.57	6.27
St Barnabas Church	5.46	6.11	6.46	7.19	7.39	8.21	8.51	9.16	9.51	2.51	3.22	3.55	4.27	4.59	5.29	5.59	6.29
Caversham Library	5.52	6.17	6.54	7.28	7.48	8.32	9.01	9.26	9.59	2.59	3.30	4.03	4.35	5.07	5.37	6.07	6.37
Reading Stn Southwest WN	5.57	6.22	6.59	7.33	7.53	8.40											
Central Reading Friar Street	6.00	6.25	7.03	7.37	7.57	8.45	9.12	9.35	10.07	3.07	3.38	4.11	4.44	5.16	5.46	6.16	6.45
Central Reading Friar St FL	7.30	8.00	8.30	9.30	10.30	11.30											
Devon Drive	7.45	8.15	8.43	9.43	10.40	11.40											
Queensway	7.47	8.17	8.45	9.45	10.42	11.42											
Peppard Road Kiln Road	7.48	8.18	8.46	9.46	10.43	11.43											
Chalgrove Way	7.50	8.20	8.48	9.48	10.45	11.45											
St Barnabas Church	7.51	8.21	8.49	9.49	10.46	11.46											
Caversham Library	7.59	8.29	8.56	9.56	10.52	11.52											
Central Reading Friar Street	8.06	8.36	9.02	10.02	10.58	11.58											

Saturdays

Sundays and public holidays

	am	am	am	pm	pm	pm	pm	pm	pm	am	pm	pm	pm	pm
Central Reading Friar St FL	6.35	7.30	8.00	7.00	7.30	8.00	8.30	9.30	10.30	11.30	8.30	6.30	7.30	8.30
Devon Drive	6.45	7.40	8.13	7.13	7.43	8.13	8.43	9.43	10.40	11.40	8.43	6.43	7.43	8.43
Queensway	6.47	7.42	8.16	7.16	7.45	8.15	8.45	9.45	10.42	11.42	8.46	6.46	7.45	8.45
Peppard Road Kiln Road	6.48	7.43	8.17	7.17	7.46	8.16	8.46	9.46	10.43	11.43	8.47	6.47	7.46	8.46
Chalgrove Way	6.50	7.45	8.19	7.19	7.48	8.18	8.48	9.48	10.45	11.45	8.49	6.49	7.48	8.48
St Barnabas Church	6.51	7.46	8.21	7.21	7.49	8.19	8.49	9.49	10.46	11.46	8.51	6.51	7.49	8.49
Caversham Library	6.59	7.54	8.29	7.29	7.57	8.27	8.56	9.56	10.52	11.52	8.59	6.59	7.57	8.56
Central Reading Friar Street	7.05	8.00	8.37	7.37	8.04	8.34	9.02	10.02	10.58	11.58	9.07	7.07	8.04	9.02

Reading | Emmer Green | Caversham Park | Reading

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Mondays to Fridays except public holidays

	am	am	am	am	am	am	am	pm	pm	pm	pm	pm	pm	pm
Central Reading Friar St stop FL	5.10	6.10	6.35	7.10	7.30	8.00	8.30	9.10	2.40	3.10	3.40	4.10	4.40	5.10
Reading Station North stop NA	5.12	6.12	6.37	7.14	7.34	8.05	8.35	9.14	2.44	3.15	3.45	4.16	4.47	5.17
Caversham Library	5.16	6.16	6.41	7.19	7.40	8.11	8.41	9.20	2.50	3.21	3.51	4.23	4.55	5.25
St Barnabas Church	5.20	6.20	6.45	7.23	7.44	8.17	8.47	9.25	2.55	3.28	3.58	4.30	5.02	5.32
Chalgrove Way	5.22	6.22	6.47	7.26	7.47	8.20	8.50	9.28	2.58	3.31	4.01	4.33	5.05	5.35
Peppard Road Kiln Road	5.24	6.24	6.49	7.29	7.52	8.26	8.55	9.31	3.01	3.35	4.05	4.37	5.10	5.40
Barnard Close	5.27	6.27	6.52	7.32	7.56	8.32	8.59	9.34	3.04	3.39	4.09	4.41	5.15	5.45
Central Reading Friar Street	5.42	6.42	7.07	7.51	8.24	9.00	9.24	9.54	3.24	3.59	4.29	5.01	5.35	6.05
Central Reading Friar St stop FL	6.45	7.10	8.10	9.10	10.10	11.10								
Reading Station North stop NA	6.50	7.15	8.14	9.13	10.13	11.13								
Caversham Library	6.57	7.21	8.19	9.18	10.18	11.18								
St Barnabas Church	7.02	7.26	8.23	9.22	10.22	11.22								
Chalgrove Way	7.05	7.29	8.25	9.24	10.24	11.24								
Peppard Road Kiln Road	7.09	7.33	8.28	9.26	10.26	11.26								
Barnard Close	7.12	7.36	8.31	9.29	10.29	11.29								
Central Reading Friar Street	7.27	7.54	8.45	9.44	10.44	11.44								

Saturdays

Sundays and public holidays

	am	am	am	pm	pm	pm	pm	pm	am	pm
Central Reading Friar St stop FL	6.00	7.10	8.10	7.10	8.10	9.10	10.10	11.10	8.40	6.40
Reading Station North stop NA	6.02	7.14	8.14	7.14	8.14	9.13	10.13	11.13	8.44	6.44
Caversham Library	6.06	7.19	8.19	7.19	8.19	9.18	10.18	11.18	8.49	6.49
St Barnabas Church	6.10	7.23	8.23	7.23	8.23	9.22	10.22	11.22	8.53	6.53
Chalgrove Way	6.12	7.26	8.26	7.26	8.25	9.24	10.24	11.24	8.56	6.56
Peppard Road Kiln Road	6.14	7.29	8.29	7.29	8.28	9.26	10.26	11.26	8.59	6.59
Barnard Close	6.17	7.32	8.32	7.32	8.31	9.29	10.29	11.29	9.02	7.02
Central Reading Friar Street	6.32	7.54	8.54	7.54	8.45	9.44	10.31	11.44	9.24	7.24

via Marlow and Henley - Valid from Monday, June 6, 2022 to Thursday, September 8, 2022

	800	850	800 ¹	800	850	800	800 ¹	850	800	850	800	850	850	850	850 ¹	800	850	850 ¹	800	850 ¹	850	800	850	800	850		
High Wycombe Marlow Hill Schools	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1553	--	--	--	--	--			
High Wycombe Bus Station	0535	--	0625	0635	0705	0735	0745	0800	0835	0905	35	05	1335	1405	--	1435	1505	1455	1535	--	1605	1635	1705	1735	1805		
Cressex Marlow Road	0542	--	0632	0642	0712	0743	0753	0814	0849	0913	43	13	1343	1413	--	1443	1513	1503	1543	1555	1617	1643	1713	1743	1813		
Marlow Wiltshire Road	0548	--	0638	0648	0719	0750	0800	0821	0856	0920	50	20	1350	1420	--	1450	1520	1510	1550	1602	1624	1650	1720	1750	1820		
Marlow West Street	0553	--	0643	0653	0726	0757	0807	0830	0903	0927	57	27	1357	1427	--	1457	1527	1517	1557	1609	1631	1657	1727	1757	1827		
Medmenham The Dog & Badger PH	0600	--	0650	0700	0733	0804	0814	0837	0910	0934	04	34	1404	1434	--	1504	1534	1524	1604	1616	1638	1704	1734	1804	1834		
Henley-on-Thames Hart Street	0615	0645	0705	0715	0750	0820	0829	0855	0925	0950	Then at these mins	20	50	past each hour until	1420	1450	--	1520	1550	1550	1620	1630	1655	1720	1750	1820	1850
Wargrave Station Road	--	0657	--	--	0804	--	--	0907	--	1002	--	02	--	1502	1515	--	1602	1602	--	1642	1707	--	1802	--	1902		
Twyford Old Silk Mill	--	0705	--	--	0813	--	--	0916	--	1011	--	11	--	1511	1524	--	1611	1611	--	1651	1716	--	1811	--	1910		
North Earley Shepherds Hill Top	--	0714	--	--	0822	--	--	0925	--	1020	--	20	--	1520	1533	--	1620	1620	--	1700	1725	--	1820	--	1919		
Reading College	--	0722	--	--	0831	--	--	0933	--	1028	--	28	--	1528	1541	--	1628	1628	--	1708	1733	--	1828	--	1927		
Lower Shiplake Station Road	0625	--	0715	0725	--	0832	--	--	0936	--	31	--	1431	--	--	1531	--	--	1631	--	--	1731	--	1830	--		
Binfield Heath Heathfield Close	0631	--	0721	0731	--	0838	--	--	0942	--	37	--	1437	--	--	1537	--	--	1637	--	--	1737	--	1836	--		
Caversham Church Street	0644	--	0734	0744	--	0853	--	--	0957	--	52	--	1452	--	--	1552	--	--	1652	--	--	1752	--	1851	--		
Reading Town Centre Friar Street	0654	0730	0744	0754	0839	0903	--	0941	1007	1036	02	36	1502	1536	1549	1602	1636	1636	1702	1716	1741	1802	1836	1901	1935		

	800	800	800	800
High Wycombe Marlow Hill Schools	-	-	-	-
High Wycombe Bus Station	1840	1950	2050	2150
Cressex Marlow Road	1848	1956	2056	2156
Marlow Wiltshire Road	1855	2002	2102	2202
Marlow West Street	1902	2007	2107	2207
Medmenham The Dog & Badger PH	1909	2014	2114	2214
Henley-on-Thames Hart Street	1925	2026	2126	2226
Wargrave Station Road	-	-	-	-
Twyford Old Silk Mill	-	-	-	-
North Earley Shepherds Hill Top	-	-	-	-
Reading College	-	-	-	-
Lower Shiplake Station Road	1935	-	-	-
Binfield Heath Heathfield Close	1941	-	-	-
Caversham Church Street	1954	-	-	-
Reading Town Centre Friar Street	2004	-	-	-

[†] Term Time Only

	800	800	850	800 ¹	800	850	800 ¹	800	800 ¹	850		800	850		850	850	800	800 ¹	800 ¹	850	800	850	800	850	800	850	800	
Reading Town Centre Friar Street	-	0615	0645	-	0715	0745	0750	0815	-	0845		15	45		1415	1445	1515	-	-	1545	1615	1645	1715	1745	1815	1845	1915	
Caversham Church Street	-	0621	-	-	0721	-	0800	0825	-	-		23	-		1423	-	1523	-	-	-	1625	-	1725	-	1823	-	1922	
Binfield Heath Heathfield Close	-	0635	-	-	0737	-	0815	0840	-	-		38	-		1438	-	1538	-	-	-	1640	-	1740	-	1838	-	1936	
Lower Shiplake Station Road	-	0641	-	-	0743	-	0821	0846	-	-		44	-		1444	-	1544	-	-	-	1646	-	1746	-	1844	-	1942	
Reading College	-	-	0655	-	-	0755	-	-	-	0853		-	53		-	1453	-	-	-	-	1553	-	1653	-	1753	-	1852	-
North Earley Shepherds Hill Top	-	-	0703	-	-	0803	-	-	-	0901		-	01		-	1501	-	-	-	-	1601	-	1701	-	1801	-	1858	-
Twyford Waitrose	-	-	0711	-	-	0813	-	-	-	0911		-	11		-	1511	-	-	-	-	1611	-	1711	-	1811	-	1906	-
Wargrave The Greyhound	-	-	0717	-	-	0822	-	-	-	0918		-	18		-	1518	-	-	-	-	1618	-	1718	-	1818	-	1912	-
Henley-on-Thames Bell Street	0550	0650	0730	0745	0755	0835	0835	0900	0900	0930		00	30		1500	1530	1600	-	1625	1630	1700	1735	1800	1835	1855	1925	1955	
Madmenham The Dog & Badger PH	0601	0701	0741	0756	0806	0846	0846	0911	0911	0941		11	41		1511	1541	1611	-	1636	1641	1711	1746	1811	1846	1906	1935	2005	
Marlow Dean Street Car Park	0614	0714	0754	0809	0819	0859	0859	0924	0924	0953		23	53		1523	1553	1623	-	1648	1653	1723	1758	1823	1858	1916	1945	2015	
Marlow Wiltshire Road	0619	0719	0759	0814	0824	0904	0904	0929	0929	0958		28	58		1528	1558	1628	-	1653	1658	1728	1803	1828	1903	1919	1948	2018	
Cressex Marlow Road	0627	0727	0807	0822	0832	0912	0912	0936	0936	1005		35	05		1535	1605	1635	1555	1700	1705	1735	1810	1835	1910	1926	1955	2025	
Hiah Wycombe Bus Station	0637	0737	0817	0834	0844	0924	0924	0946	0946	1015		45	15		1545	1617	1647	1647	1712	1717	1745	1820	1845	1920	1936	2005	2035	

	850	800	800	800
Reading Town Centre Friar Street	1945	2015	-	-
Caversham Church Street	-	2022	-	-
Binfield Heath Heathfield Close	-	2036	-	-
Lower Shiplake Station Road	-	2042	-	-
Reading College	1953	-	-	-
North Earley Shepherds Hill Top	2001	-	-	-
Twyford Waitrose	2011	-	-	-
Wargrave The Greyhound	2018	-	-	-
Henley-on-Thames Bell Street	2030	2050	2130	2230
Medmenham The Dog & Badger PH	2040	2059	2139	2239
Marlow Dean Street Car Park	2050	2109	2149	2249
Marlow Wiltshire Road	2053	2112	2152	2252
Cressex Marlow Road	2100	2119	2159	2259
High Wycombe Bus Station	2110	2129	2209	2309

' Term Time Only

Saturday - Reading Town Centre Friar Street

	800	850	800	850	800	800	800	800	800	800
High Wycombe Bus Station	0640	0710	0735	05	35	1805	1840	1950	2050	2150
Cressex Marlow Road	0648	0718	0743	13	43	1813	1848	1956	2056	2156
Marlow Wiltshire Road	0655	0725	0750	20	50	1820	1855	2002	2102	2202
Marlow West Street	0702	0732	0757	27	57	1827	1902	2007	2107	2207
Medmenham The Dog & Badger PH	0709	0739	0804	34	04	1834	1909	2014	2114	2214
Henley-on-Thames Hart Street	0725	0755	0820	50	20	1850	1925	2026	2126	2226
Wargrave Station Road	--	0807	--	02	--	1902	--	--	--	--
Twyford Old Silk Mill	--	0816	--	11	--	1911	--	--	--	--
North Earley Shepherds Hill Top	--	0825	--	20	--	1920	--	--	--	--
Reading College	--	0833	--	28	--	1928	--	--	--	--
Lower Shiplake Station Road	0736	--	0831	--	31	--	1936	--	--	--
Binfield Heath Heathfield Close	0742	--	0837	--	37	--	1942	--	--	--
Caversham Church Street	0757	--	0852	--	52	--	1957	--	--	--
Reading Town Centre Friar Street	0807	0841	0902	36	02	1936	2007	--	--	--

Saturday - High Wycombe Bus Station

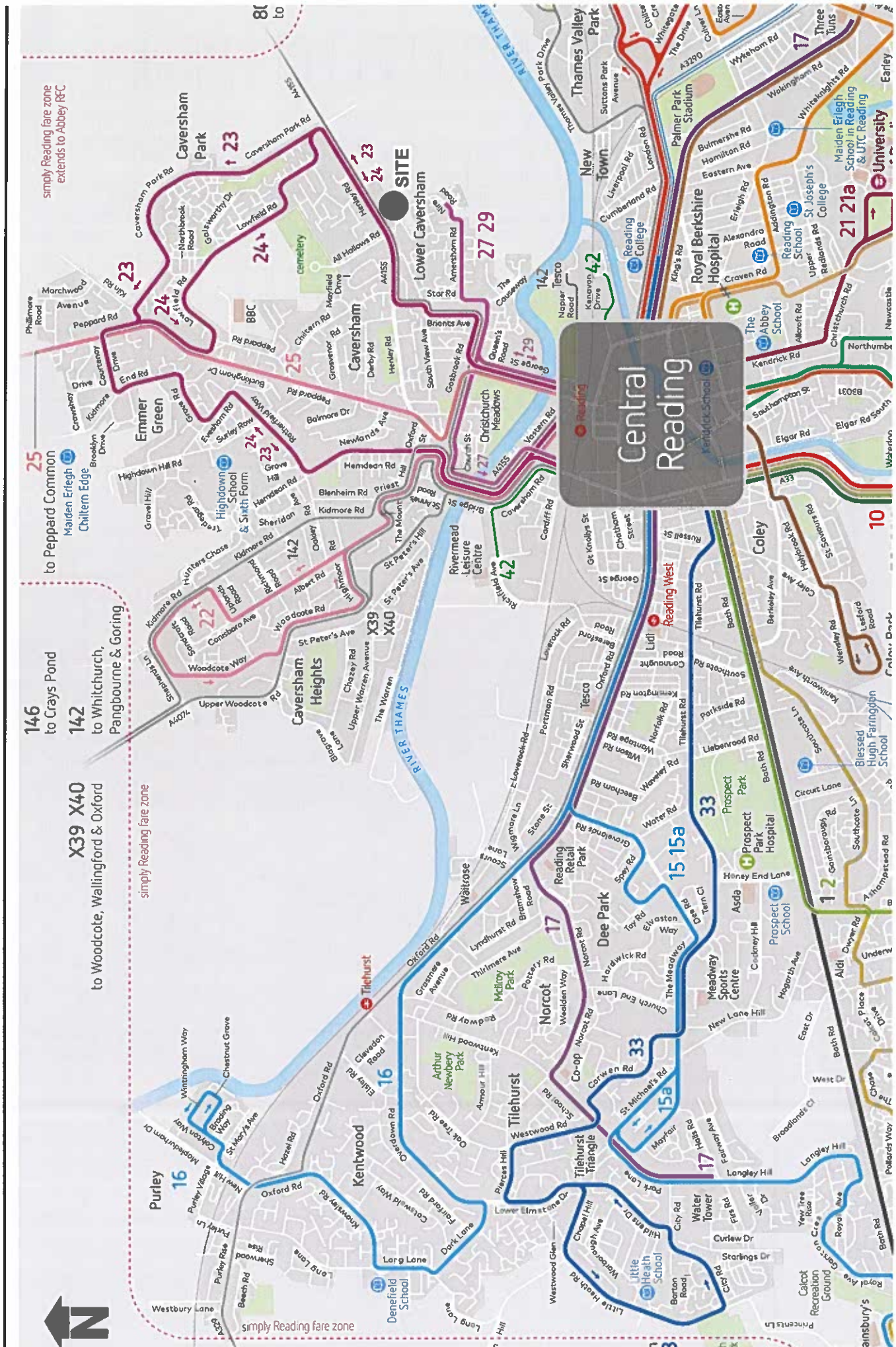
	800	850	800	850	800	850	800	800	800	800
Reading Town Centre Friar Street	--	0745	0815	0845	15	45	1915	2015	--	--
Caversham Church Street	--	--	0823	--	23	--	1923	2022	--	--
Binfield Heath Heathfield Close	--	--	0838	--	38	--	1938	2036	--	--
Lower Shiplake Station Road	--	--	0844	--	44	--	1944	2042	--	--
Reading College	--	0753	--	0853	--	53	--	--	--	--
North Earley Shepherds Hill Top	--	0801	--	0901	--	01	--	--	--	--
Wargrave The Greyhound	--	0811	--	0911	--	11	--	--	--	--
Henley-on-Thames Bell Street	0730	0830	0900	0930	00	30	2000	2050	2130	2230
Medmenham The Dog & Badger PH	0741	0841	0911	0941	11	41	2011	2059	2139	2239
Marlow Dean Street Car Park	0753	0853	0923	0953	23	53	2023	2109	2149	2249
Marlow Wiltshire Road	0758	0858	0928	0958	28	58	2028	2112	2152	2252
Cressex Marlow Road	0805	0905	0935	1005	35	05	2035	2119	2159	2259
High Wycombe Bus Station	0815	0915	0945	1015	45	15	2045	2129	2209	2309

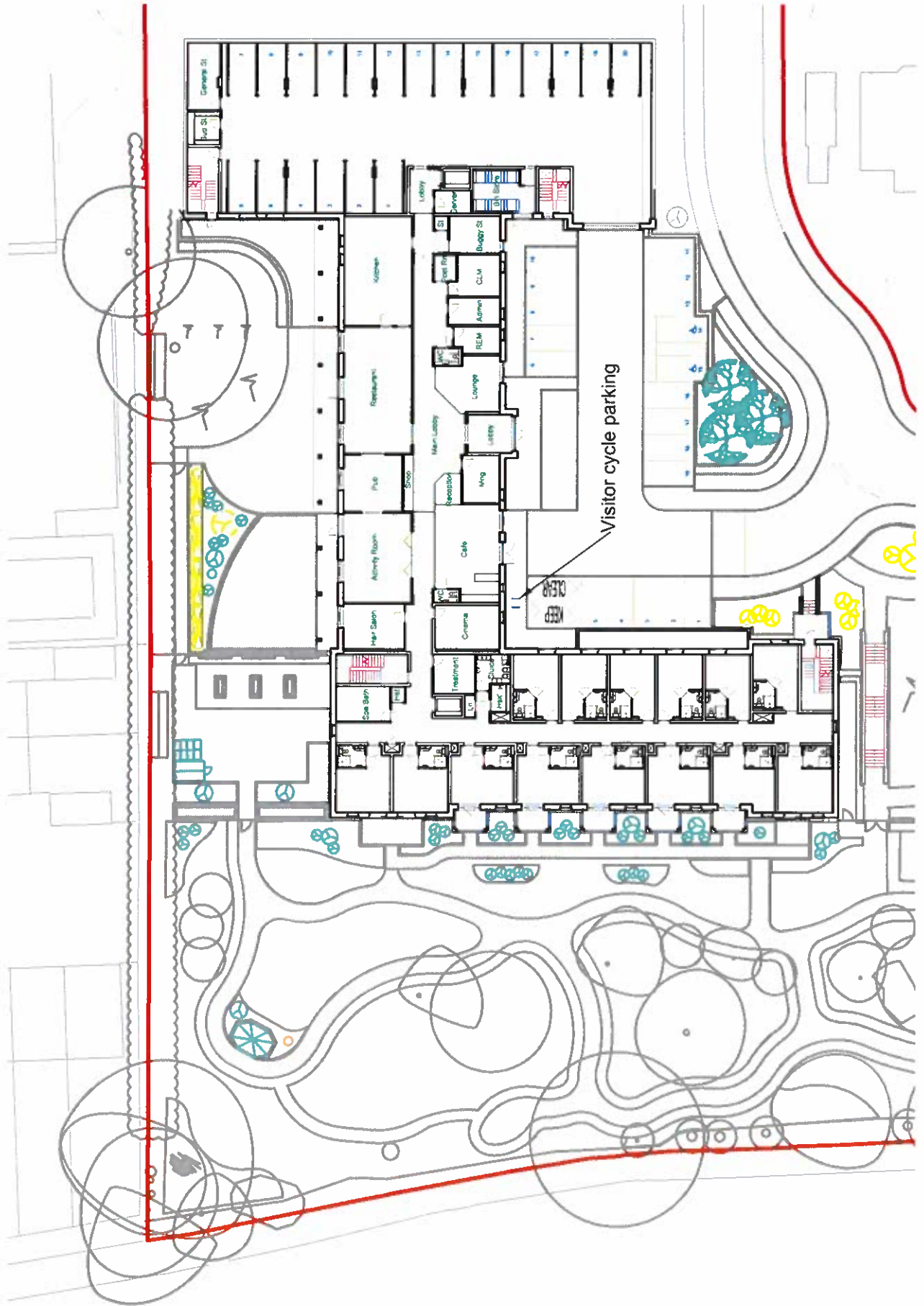
Sunday - Reading Town Centre Friar Street

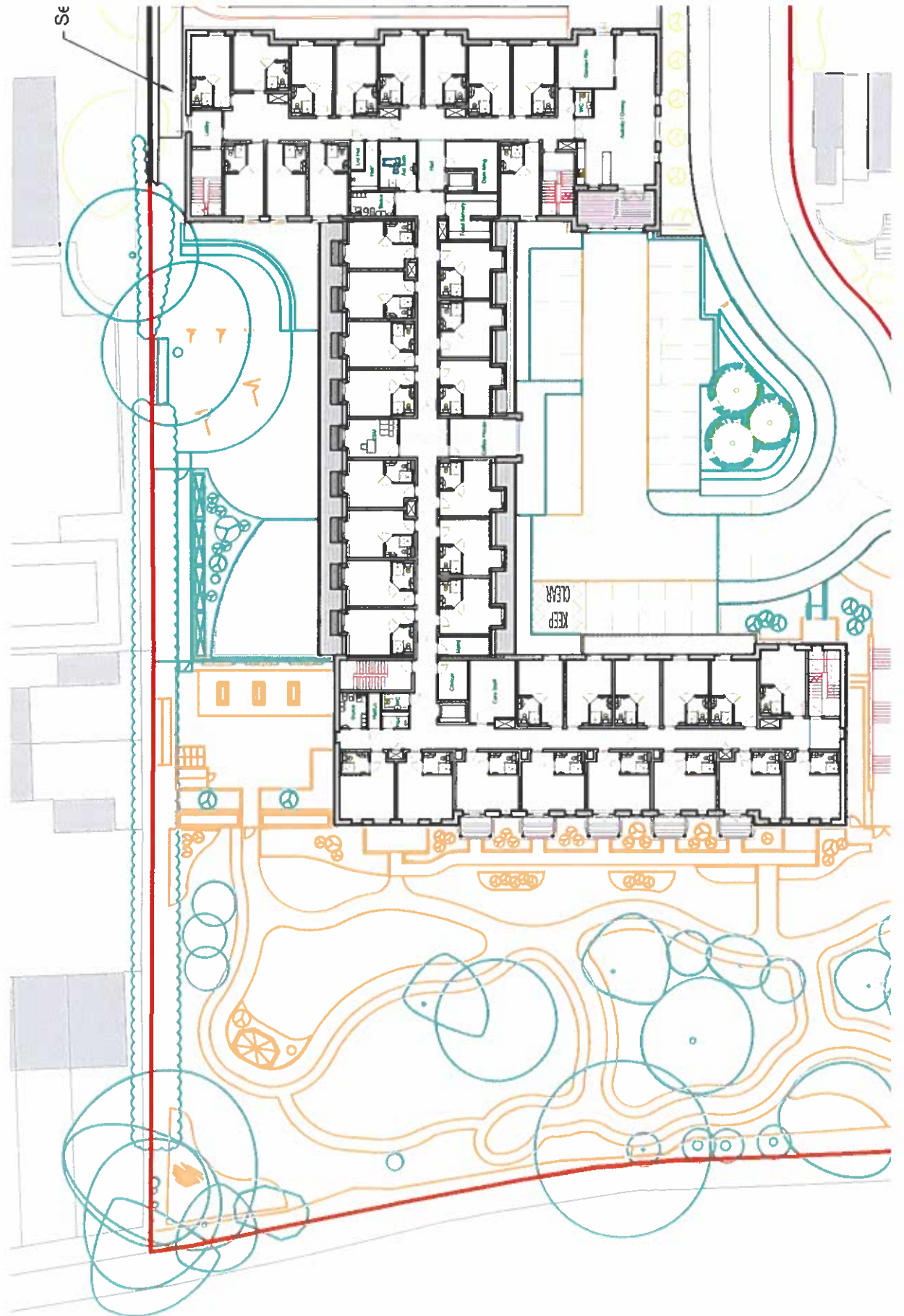
	800	800	800	800	800	800
High Wycombe Bus Station	0735	0835	35	1735	1835	1935
Cressex Marlow Road	0742	0842	42	1742	1841	1941
Marlow Wiltshire Road	0749	0849	49	1749	1847	1947
Marlow West Street	0754	0854	54	1754	1852	1952
Medmenham The Dog & Badger PH	0801	0901	01	1801	1859	1959
Henley-on-Thames Hart Street	0815	0915	15	1815	1911	2011
Lower Shiplake Station Road	0823	0923	23	1823	--	--
Binfield Heath Heathfield Close	0828	0928	28	1828	--	--
Caversham Church Street	0843	0943	43	1843	--	--
Reading Town Centre Friar Street	0853	0953	53	1853	--	--

Sunday - High Wycombe Bus Station

	800	800	800	800	800	800
Reading Town Centre Friar Street	--	0900	1000	00	1800	1900
Caversham Church Street	--	0907	1007	07	1807	1907
Binfield Heath Heathfield Close	--	0922	1022	22	1822	1922
Lower Shiplake Station Road	--	0928	1028	28	1828	1928
Henley-on-Thames Bell Street	0840	0940	1040	40	1840	1940
Medmenham The Dog & Badger PH	0850	0950	1050	50	1850	1950
Marlow Dean Street Car Park	0902	1002	1102	02	1902	2000
Marlow Wiltshire Road	0906	1006	1106	06	1906	2003
Cressex Marlow Road	0913	1013	1113	13	1913	2010
High Wycombe Bus Station	0923	1023	1123	23	1923	2020







Signature at Caversham - Staff Travel Survey

Please answer all questions as accurately as possible by ticking the appropriate boxes or filling in the spaces provided and striking through questions not applicable to you. All information will be treated in the strictest of confidence.

1. **Home Location:**
Full Postcode: _____

Town/Village: _____
2. **What is your job title & department?**

3. **What are you usual work hours?**
☐ Days
☐ Mixed Shift
☐ Nights
☐ Other (please specify): _____

Start & finish times: _____ - _____
4. **Do you work full or part-time?**
☐ Full
☐ Part
☐ Bank/Casual
5. **What is your current MAIN method of travel to and from work?**
(Please tick one box only in each column):

TO	FROM
☐	☐ Car driver (alone)
☐	☐ Car driver with passengers
☐	☐ Car passenger with colleague
☐	☐ Car passenger with other
☐	☐ Bus
☐	☐ Train
☐	☐ Cycle
☐	☐ Motorcycle/Scooter
☐	☐ Walk
☐	☐ Taxi

Other: _____
6. **Do you occasionally use other means of transport to and from work?**
How often?
(Please tick all that apply)
(Times per week)
☐ Car driver (alone)
☐ Car driver (with passengers)
☐ Car passenger
☐ Bus
☐ Train
☐ Cycle
☐ Motorcycle/Scooter
☐ Walk
☐ Taxi
☐ Other: _____
7. **How long does it currently take you to travel to work?**
☐ 0 – 15 mins ☐ 16 – 30 mins
☐ 31 – 45 mins ☐ 46 – 60 mins
☐ Over 60 minutes:
 (please give approximate time): _____

8. If you drive to work where do you currently park? Usually (U) or Occasionally (O). (Please tick one box in each column):

U O

- ☐ ☐ On site in the car park;
☐ ☐ On street, no charge located at:

- ☐ ☐ On street with charge located at:

Cost/day: £ _____

- ☐ ☐ In off-site car park, located at:

Cost/day: £ _____

- ☐ ☐ Other: _____

9. How far do you currently travel to work?

- ☐ Less than 1 mile
☐ 1 - 2 miles
☐ 3 - 5 miles
☐ 6 - 10 miles
☐ 11 - 20 miles
☐ 20 - 30 miles
☐ Over 30 miles (please give approx. distance): _____

10. Could you realistically walk, cycle or use public transport to get to work? (please tick all that apply):

- ☐ Walk ☐ Bus
☐ Cycle ☐ Train

11. Reasons that prevent you from WALKING:

- ☐ Too far to walk
☐ Safety concerns
☐ Health reasons

12. Please tick any measures that would encourage you to WALK to work:

- ☐ Introduce new footways
☐ Better maintained footpaths
☐ Safer road crossings
☐ Better street lighting in the local area
☐ Other measures: _____

13. Reasons that prevent you from CYCLING:

- ☐ Too far to cycle
☐ Do not own a bicycle
☐ Cost of purchasing a bicycle
☐ Safety concerns
☐ Health reasons

14. Please tick any measures that would encourage you to CYCLE to work:

- ☐ Cycle paths on the journey to work
☐ On-site secure cycle parking
☐ Cycle changing facilities & lockers at work
☐ Cycle purchase scheme/loan in place
☐ Cycle route information
☐ Formation of Bike User Group
☐ Other measures: _____

15. Reasons that prevent you from using PUBLIC TRANSPORT:

- ☐ Too expensive
☐ Infrequent services
☐ Incompatible schedule
☐ Takes too long
☐ Unreliable
☐ Not enough information available
☐ No local services available

16. Please tick any measures that would encourage you to use PUBLIC TRANSPORT to travel to work:

- ☐ More direct bus routes
☐ Frequent public transport services
☐ Public transport services in line with work patterns
☐ Flexibility in work times to match public transport schedule
☐ Discounted public transport travel available from work
☐ Public transport information available
☐ More convenient bus drop-off points
☐ Better waiting facilities
☐ Better connections to Caversham by bus or train; if so state which: _____

17. If you do not car share currently, would you be interested in car sharing to work?
☐ YES ☐ NO
18. Please tick any measures that would make **CAR SHARING** more effective or encourage you to car share:
☐ Help in finding car share partners with similar work patterns
☐ Help with alternative lift home if let down by car share driver
☐ Reserved parking for car sharers
☐ Other, please state: _____
19. If you use a **CAR** to travel to work what are your main (M) and secondary(S), if applicable, reasons?
M S
☐ ☐ Car required as part of job
☐ ☐ Dropping off/collecting children
☐ ☐ Car sharing with colleagues
☐ ☐ Car sharing with non-colleagues
☐ ☐ Health reasons
☐ ☐ Personal security
☐ ☐ Time savings
☐ ☐ Lack of alternative transport
☐ ☐ Cost of alternative transport
☐ ☐ Convenience
☐ ☐ Other reasons: _____
20. If you use a **CAR** to travel to work what would make you switch to another method of travel?
☐ Worsening traffic conditions
☐ Rises in petrol prices
☐ Discounted travel card
☐ Addition of parking costs
☐ Improvements to existing alternatives
☐ Loss of on-site parking facility
☐ Pool cars available for business related trips
☐ Other; please state:

21. Please add here or on a separate sheet any further travel related comments you may like to make:

Thank you very much for your co-operation. All your answers will remain confidential.