

Reading Borough Council

Hexagon Studio Theatre

BREEAM Travel Plan

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1 INTRODUCTION

- 1.1 This BREEAM Travel Plan has been prepared by Caneparo Associates on behalf of Reading Borough Council ("the Applicant") to support the planning application for the proposed extension to the Hexagon Theatre ('the site') where the local authority is Reading Borough Council ('RBC').
- 1.2 The proposed planning application seeks the extension of the existing Hexagon Theatre to provide a new studio auditorium, flexible rehearsal space, community studio with workshop space and back of house space. This will provide an addition to the existing Hexagon Theatre site. The application also seeks to improve the public realm by providing a new podium connection between the new proposed extension and Queen's Walk.
- 1.3 This BREEAM Travel Plan (hereafter referred to as 'Travel Plan') puts in place the management tools deemed necessary to enable employees and visitors of the theatre to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping employees and visitors from using sustainable and active modes.
- 1.4 This Travel Plan has been prepared in accordance with the policies set out in the Reading Local Plan as well as BREEAM (Building Research Establishment Environmental Assessment Method) guidance.

BREEAM Travel Assessment Checklist

- 1.5 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the Travel Plan and considered both employees and visitors travel. Many of the measures are already in place, given the Development's accessible location to public transport, walking and cycling modes, which will be further outlined in Section 3.

Table 1.1: BREEAM Checklist

Measures	Checklist	Comment
The existing AI calculated in Tra 01 achieves the following: ≥ 4 for prison or MOD sites, rural location sensitive buildings, and other building group 3 ≥ 8 for all other building types	✓	An Accessibility Index score of 31.79 is achieved.
Negotiate with local bus, train or tram companies an increase in the local service provision for the development	N/A	The impact of the development (Section 3 – Baseline Conditions) does not warrant an increase of local provision.
Provision of a public transport information system in a publicly accessible area	✓	Public transport information will be provided digitally on all websites related to The Hexagon theatre.
Provision of electric recharging stations	x	1 EV charging point will be provided.
Provision of parking priority spaces for car sharers	x	No priority car sharing spaces proposed.
Consultation with the local authority on the state of the local cycling network and on improvements.	N/A	The area offers a wide range of existing cycle infrastructure in the form of cycle routes which operate across Reading City Centre. The proposal will also contribute to improvements by offering additional long-stay cycle parking associated with the theatre.
Provision of dedicated and convenient cycle storage.	✓	A new external cycle store will be provided as part of the works.
Provision of cyclists' facilities	✓	End of trip facilities including a single accessible shower, female and male showers and lockers will be provided for staff of the development.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas.	N/A	The surrounding area has excellent pedestrian facilities in place on the surrounding highway. The podium extension proposed as part of the development improves the pedestrian access to the Theatre.
Restrictions or charging for car parking	✓	Limited car parking provided on site for staff and accessible users only. All other visitors will be required to use alternative public car parks within the area.
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities,	✓	Already in place – see Section 3– Accessibility.

Table 1.1: BREEAM Checklist		
Measures	Checklist	Comment
public transport nodes and adjoining off-site pedestrian and cycle routes		
Provision of suitable taxi drop-off or waiting areas	✓	Taxis will be able to make use of the existing highway facilities to drop off / collect passengers. This will occur as per the existing situation.
Ensure rural buildings have appropriate access to transport to serve the local community adequately (where procured to do so, e.g. community centre).	N/A	Not applicable for an urban site.

Scope

1.6 The remainder of this document is structured as follows:

- Section 2 – outlines the accessibility and expected travel patterns;
- Section 3 – sets out the objectives and targets;
- Section 4 – outlines the Travel Plan strategy;
- Section 5 – sets out the measures that will be implemented;
- Section 6 – outlines the monitoring and review programme; and
- Section 7 – sets out an Action Plan.

2 ACCESSIBILITY

Site Location

- 2.1 The site is located to the north of the existing Hexagon Theatre, situated to the east of the A329 and the slip road which connects Broad Street Mall to the roundabout junction in the south. The site is situated within the centre of Reading, located approximately 1km (13-minute walk) south of Reading Rail Station. The site is located within a predominantly commercial area, surrounded by offices to the north and Broad Street Mall Car Park to the east.
- 2.2 The site's location with respect to the local highway network and public transport services is shown at **Figure 2.1** below.

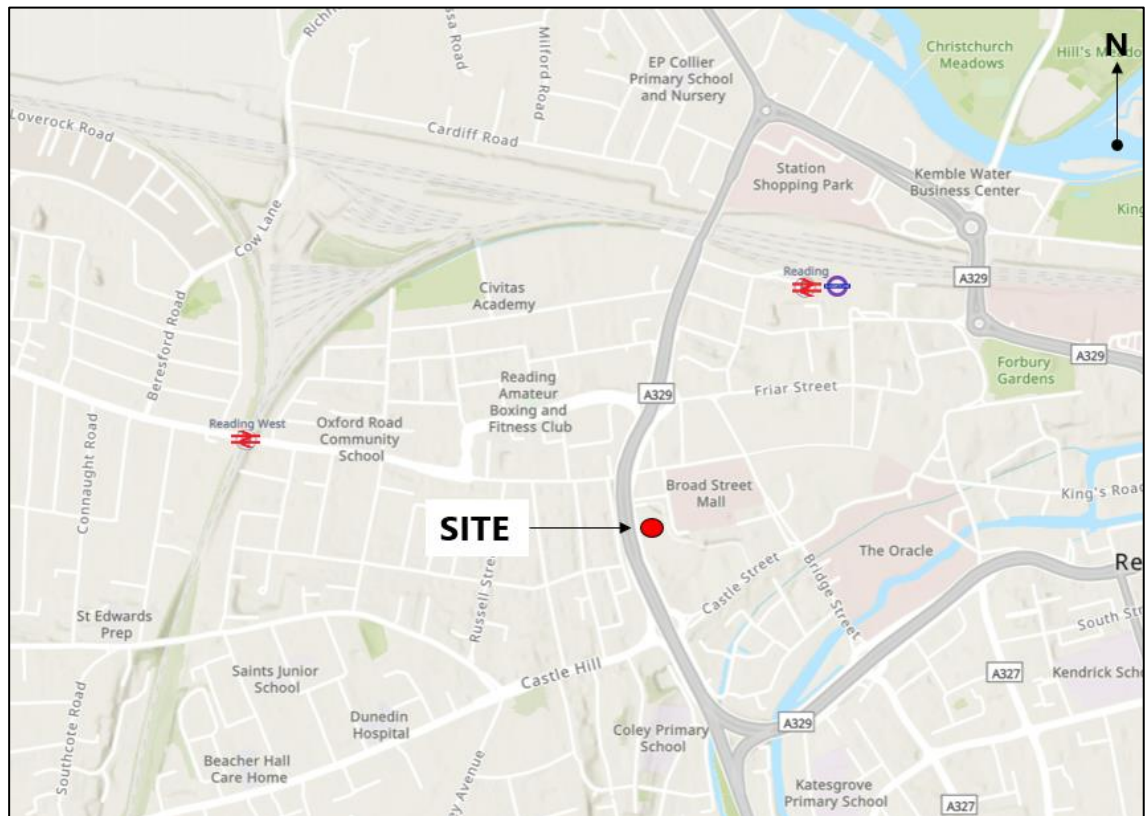


Figure 2.1: Site Location Plan

Source: ArcGIS Pro 2024

The Hexagon Theatre

- 2.3 The Hexagon Theatre is the largest cultural venue in Reading, with a maximum capacity of 1,686 people for standing events. With the exception of a limited number of car parking spaces which are reserved for staff, performers and blue badge holders, other parking for guests takes place within the town centre car parks. The Hexagon Theatre hosts a range of different performances across the year including music events, drama performances, school events, dance performances and comedy events.

Local Highway Network

- 2.4 The A329 operates to the west of the site, providing two-way traffic flow connecting with the roundabout junction with Caversham Road / Vastern Road in the north and the A33 in the south. The A329 offers three lanes of traffic operating in each direction adjacent to the site subject to a speed limit of 40 mph. An additional slip road which operates between the site and the A329 provides direct vehicle access to the west side of the Theatre for southbound traffic with road markings indicating Mall Deliveries and Car Park, giving access to what will be the main servicing area for the Theatre, linking one-way access southbound towards the roundabout junction to the south. The slip road is controlled by double yellow lines preventing parking on-street.
- 2.5 To the south-east vehicular access is also available via Castle Street, which gives access to the Civic B car park, the Mall Car Park and the disabled and staff parking to the eastern side of the Hexagon Theatre.

Active Modes

Walking

- 2.6 A person's willingness to walk is dependent on many factors including access to a car, safety, road congestion, weather, gradients, parking, health, direction of route and purpose of journey.
- 2.7 It is generally accepted that for journeys of up to 2km, walking is an appropriate mode to replace a private car. This is set out in The Chartered Institution of Highways and Transportation Guidelines (*'Providing for Journeys on Foot, CIHT'*), which suggests a maximum 'acceptable' walking distance, for pedestrians without mobility impairment, of 2km.

2.8 **Table 2.1** below sets out details of approximate distances between the site and local amenities. Assuming an average walk speed of 80 metres per minute, the table below identifies a number of local amenities located within a reasonable walk distance of the site. In accordance with BREEAM guidance, the number and type of existing facilities within 500m of the site have been considered.

Table 2.1 Approximate Distances to Local Amenities			
Amenity	Location	Distance (m/km)	Approx. Walking Time (minutes)
Public Transport Opportunities			
Bus Stops	Castle Street (Stop CP)	280m	4 minutes
	Castle Street (Stop CQ)	400m	5 minutes
	Cheapside (Stop CX)	600m	8 minutes
	Cheapside (Stop CY)	600m	8 minutes
	Cheapside (Stop CV)	600m	8 minutes
	Cheapside (Stop CW)	600m	8 minutes
Rail Station	Reading Station	1km	13 minutes
Facilities and Amenities			
Broad Street Mall	Broad Street	500m	7 minutes
Post Office	Broad Street Mall	550m	8 minutes
ATM	Oxford Road	650m	9 minutes
Iceland Supermarket	Broad Street Mall	650m	9 minutes
Medical Centre	Russell Street	1km	13 minutes

2.9 **Figure 2.2** below details a 2km walking distance from the site which includes most of Reading Town Centre, including bus stops and Rail Stations.

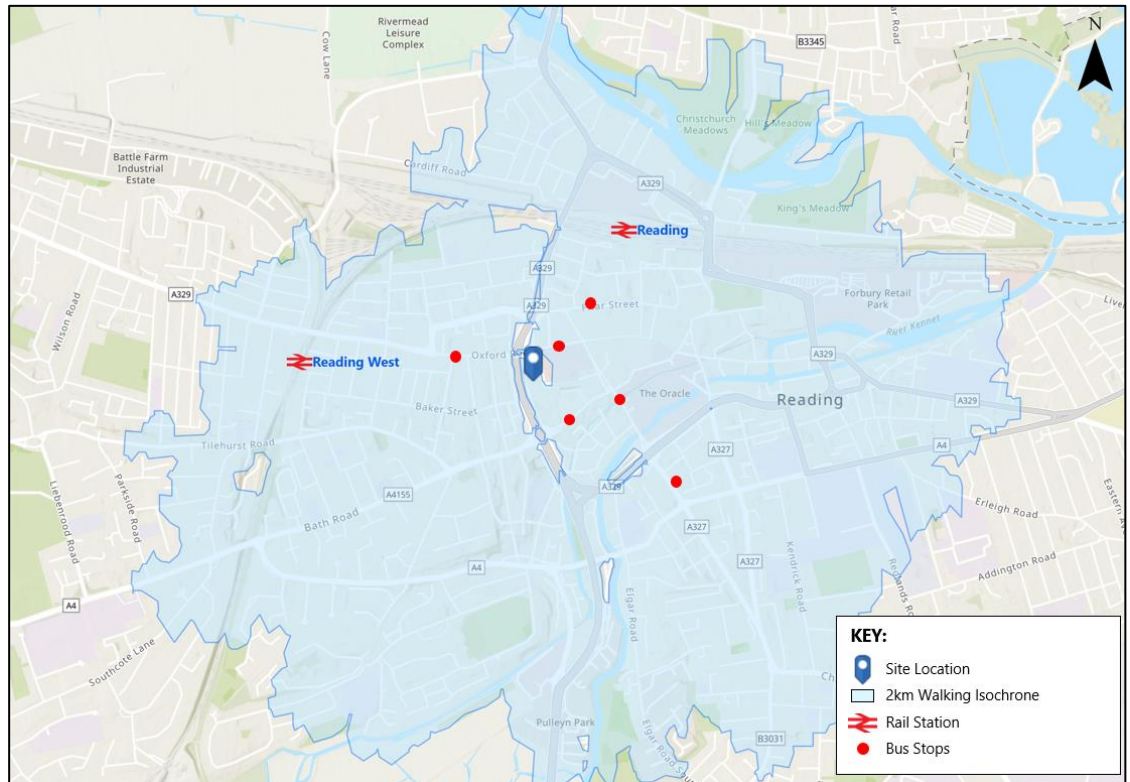


Figure 2.2: 2km-minute Walking Isochrone

Source: ArcGIS Pro 2024

Cycling

- 2.10 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the CIHT. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km) of which 60% are by car. Reading Town Centre and the surrounding conurbations, including Purley on Thames, Emmer Green, Lower Earley and Winners are located within a 5-mile cycling distance of the site which is demonstrates in **Figure 2.3**.

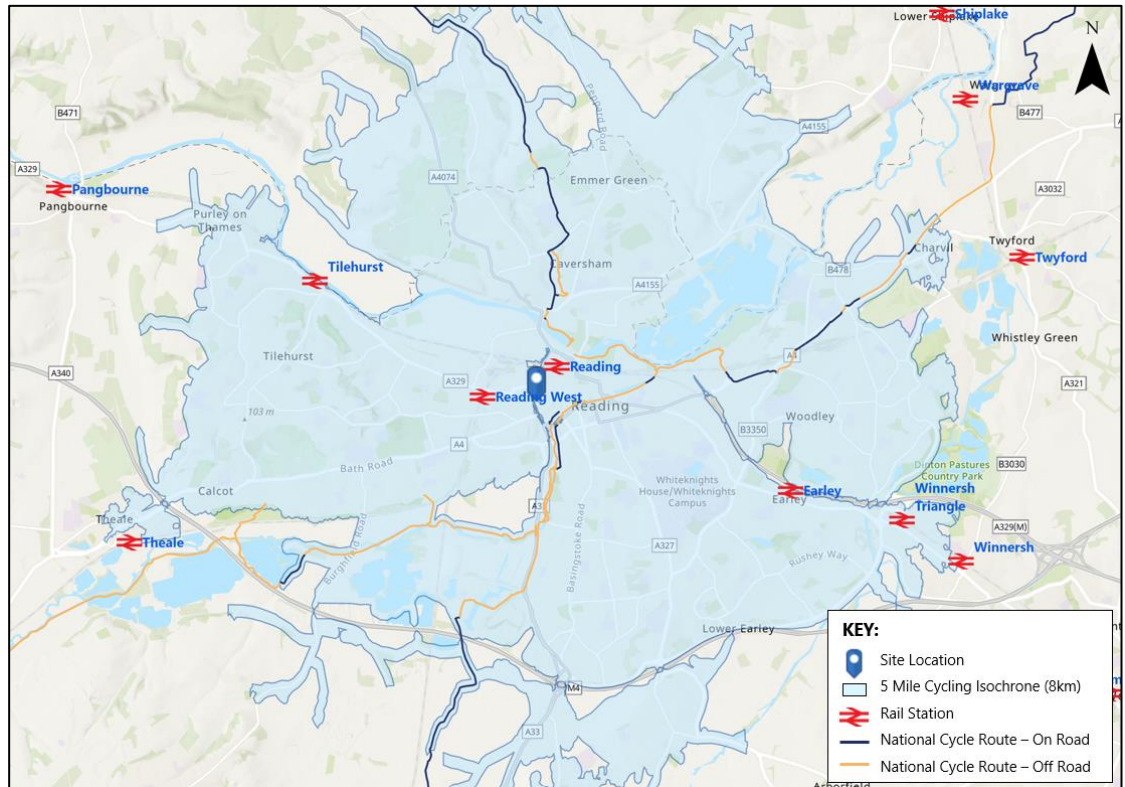


Figure 2.3: 5-mile Cycle Isochrone

Source: ArcGIS Pro 2024

- 2.11 The site is well served by existing National Cycle Routes which operate within Reading. To the south of the site there is the National Cycle Route 4 which operates along Katesgrove Lane providing access northeast towards Maidenhead and southwest towards Hungerford.
- 2.12 The site is also served by a number of local cycle routes which operate within the centre of Reading, recommended by RBC. There is a Town Centre route which operates along Queens Walk which connects with an on-road cycle route operating along Oxford Road. **Figure 2.4** details the local cycle routes within the immediate vicinity of the site.

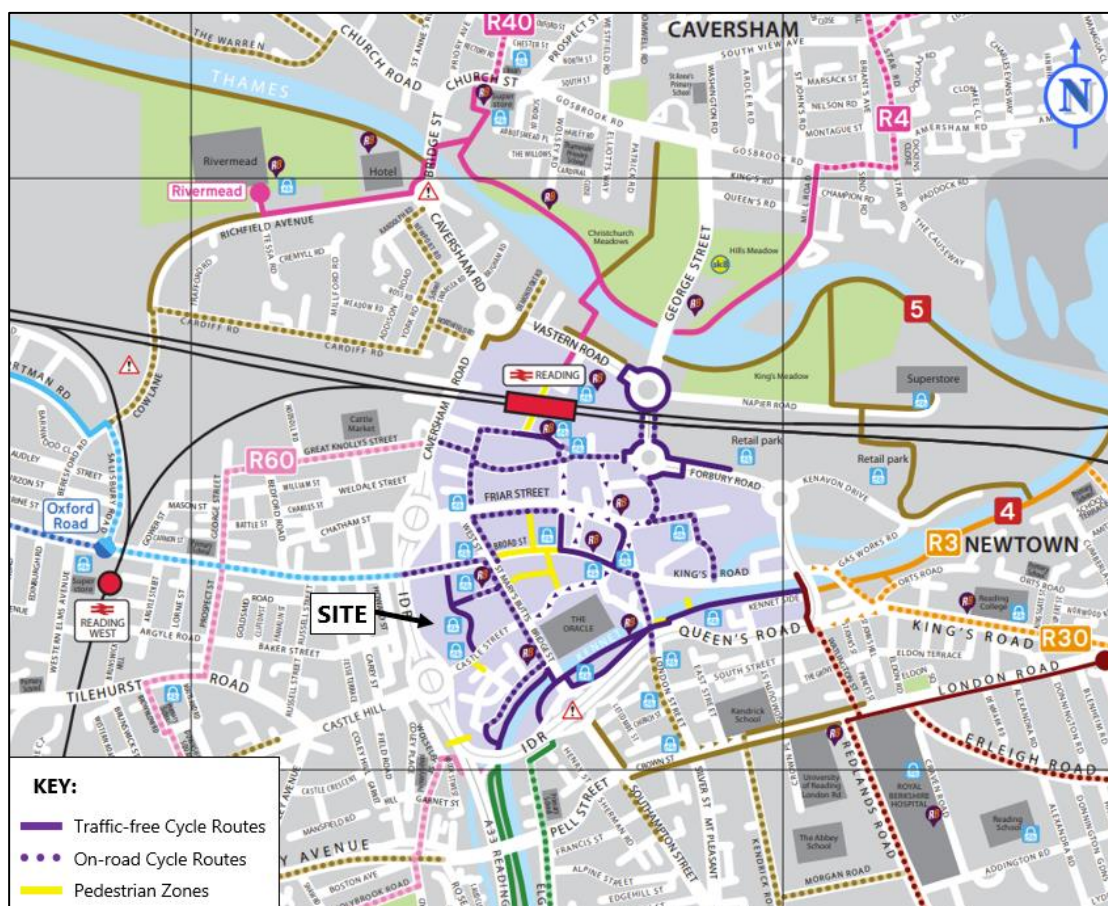


Figure 2.4: Reading Cycling Map

Source: RBC

Public Cycle Parking

2.13 The site is located within close proximity to a number of on-street cycle parking facilities. **Table 2.3** below highlights the location, type of cycle parking facility, number of spaces and approximate walking distance and time to the cycle parking to / from the site.

Table 2.3: On-Street Cycle Parking				
Location	Type of Cycle Parking	Number of Cycle Spaces	Walking Distance (metres)	Approximate Walking Time (minutes)
Dusseldorf Way	Sheffield Stands	8	70m	1
San Francisco Libre Walk	Sheffield Stands	10	90m	1
St Mary's Butts	Sheffield Stands	4	210m	3
Oxford Road	Sheffield Stands	10	220m	3
Oxford Road / Broad Street Roundabout	Sheffield Stands	18	310m	4

Public Transport

Accessibility Index Score

2.14 The Accessibility Index for the site has been determined as 31.79.

Bus Services

2.15 The nearest bus stops to the site (Castle Street Stop CP/CQ) are located 280-400m from the site with bus stop CQ providing a bus shelter and seating. There are additional bus stops located to the north of the site on Oxford Road (Cheapside CW, CX, CY, CV) approximately 600m / 8-minute walk from the site.

2.16 **Table 2.4** below details the variety of bus services within walking distance of the site.

Table 2.4: Bus Services Accessible from the Site				
Service No.	Route	Frequency (minutes)		
		Mon-Fri	Saturday	Sunday
1	Newbury – Thatcham – Midgham – Theale – Calcot – Reading	30	30	60
2	Reading – Southcote – Burghfield – Mortimer	60	60	120
2a	Reading – Southcote – Burghfield – Mortimer	60	60	120
3	Reading – Royal Berkshire Hospital – Lower Earley – Shinfield – Arberfield – Wokingham	20	20	30
4	Reading – Earley – Winnersh – Emmbrook – Wokingham – Great Hollands – Bracknell	30	30	60
X4	Reading – Earley – Winnersh – Emmbrook – Wokingham – Bracknell	60	60	60
5	Reading – Whitley – Whitley Wood	12	12	20
6	Reading – Whitley – Whitley Wood	12	12	20
9	Reading – Royal Berkshire Hospital – University of Reading – Whitley – Whitley Wood	60	N/A	N/A
10	Reading – Coley – Kennet Island	30	30	30
11	Reading – Coley – Coley Park	20	20	30
15	Reading – Reading West – Dee Park – Tilehurst – Calcot – IKEA Reading – Theale	60	60	30
15a	Reading – Reading West – Dee Park – Tilehurst	30	30	N/A
16	Reading – Reading West – Tilehurst Station – Purley on Thames	20	20	30

17	Tilehurst – Norcot – Reading West – Reading – Earley	10	10	12
19a	Reading – Royal Berkshire Hospital – Earley – Winnersh Triangle – Woodley – Reading	60	60	N/A
19b	Reading – Royal Berkshire Hospital – Earley – Lower Earley – Reading	60	60	N/A
19c	Reading – Royal Berkshire Hospital – Earley – Woodley – Winnersh Triangle – Reading	60	60	N/A
21	Reading – University of Reading – Lower Earley	20	20	20
21a	Reading – University of Reading (Term time)	15	20	20
22	Reading – Caversham – Caversham Heights – Reading	30	60	N/A
23	Reading – Caversham Park – Emmer Green – Reading	30	30	60
24	Reading – Emmer Green – Caversham Park – Reading	30	30	60
25	Reading – Caversham – Emmer Green – Sonning Common – Peppard Common	60	60	120
26	Reading – Southcote – Fords Farm – Calcot – IKEA Reading	15	15	30
29	Reading – Caversham – Lower Caversham – Reading	60	60	60
33	Reading – Reading West – Churchend – Tilehurst – Little Heath	20	20	30
42	Reading – Rivermead Leisure Centre	30	30	N/A
50	Reading – Coley – Green Park – Costco Reading – Reading FC Stadium	10	40	N/A
143	Reading – Tilehurst Station – Purley on Thames – Pangbourne – Streatley / Upper Basildon	4/day	120	N/A
600	Reading – Whitley – MereOak Park & Ride – Spencers Wood – Shinfield / Wiseley	30	15	N/A
603	Reading – Whitley – MereOak Park & Ride	30	N/A	N/A

2.17 In total there are approximately 75 bus services passing close to the site per hour, or approximately 1 departure every 50 seconds in each direction from the bus stops within Reading town centre located within 600m of the site.

2.18 All Reading Buses journeys (all services listed except the 143 route) are operated by low-floor wheelchair accessible buses which feature an entrance ramp.

Rail Services

2.19 Reading Rail Station is located approximately 1km (13-minute walk) from the site and provides access to Great Western Railway, CrossCountry and Elizabeth Line services. Reading Station also features 344 cycle parking spaces which can be found across several covered stores.

- **Great Western** – 26 services per hour to destinations such as; Swansea, Didcot Parkway, Plymouth, London Paddington, Heathrow Central, Basingstoke, Newbury, Cardiff Central, Oxford, Bristol Temple Meads, Cheltenham Spa, Gatwick Airport, Carmarthen, Hereford, Redhill, Penzance and Western-super-Mare.
- **CrossCountry** – 3 services per hour to destinations such as; York, Manchester Piccadilly and Bournemouth.
- **Elizabeth Line** – 4 services per hour to Abbey Wood.

Public Car Parks

2.20 The site is surrounded by a number of public car parks which serve the site. The nearest car parks to the site are detailed in **Table 2.5**, along with their total number of parking spaces.

Table 2.5: Public Car Parks			
Location	Number of Spaces	Walking Distance (metres)	Approximate Walking Time (minutes)
Broad Street Mall Car Park	750	240m	3 minutes
Civic Centre B Car Park	170	400m	6 minutes
Q-Park Chatham Place	586	400m	6 minutes

Baseline Travel Patterns

2.21 A baseline mode split has been derived from travel survey questionnaires undertaken in September & October 2023 by the Applicant for staff and visitors to the existing Hexagon Theatre. The travel survey questionnaire identifies how employees and visitors travel to / from the site at the existing theatre.

2.22 The employee questionnaire received 41 responses in total. **Table 2.6** below displays the results of this survey.

Table 2.6: Employee Modal Split	
Mode	Percentage
Walk	22.0%
Cycle	7.3%
Bus	7.3%
Rail	2.4%
Car Driver	51.2%
Car Share (Driver)	4.9%
Car Share (Passenger)	4.9%
Taxi	0.0%
Motorcycle	0.0%

2.23 The visitor questionnaire received 1,917 responses. **Table 2.7** below displays the results of this survey.

Table 2.7: Visitor Modal Split	
Mode	Percentage
Walk	8.6%
Cycle	0.5%
Bus	11.7%
Rail	10.5%
Car Driver	43.4%
Car Share (Driver)	11.9%
Car Share (Passenger)	12.1%
Taxi	1.1%
Motorcycle	0.1%

- 2.24 For the purpose of this Travel Plan and its emphasis on employment and visitor travel, the mode split as shown in **Table 2.6** and **Table 2.7** will be used for monitoring and target setting purposes until a travel survey can be undertaken. Targets will be reviewed and agreed with RBC once the baseline survey is implemented.

3 OBJECTIVES AND TARGETS

Introduction

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

- **Objectives** help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable parameters by which progress will be assessed. The Travel Plan sets out targets which the site will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage employees and visitors to use more sustainable ways of travelling to / from the development site through more effective promotion of active modes. This will minimise the impact of the development on the surrounding highway network and public transport network.

3.3 The sub-objectives are:

- Sub-objective 1: To increase employee and visitor awareness of the advantages and availability of sustainable/ active modes of transport;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all users;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate employee and visitor travel by sustainable modes; and therefore,
- Sub-objective 4: To reduce unnecessary use of the car for the journey to and from the site by employees and visitors.

Targets

- 3.4 Targets are essential for monitoring progress and the success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.
- 3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 3.6 The key action targets are set out below:
- A Travel Plan Coordinator (TPC) will be appointed prior to the opening of the improved theatre post refurbishment;
 - Baseline travel surveys will be undertaken within 3 months from completion of the refurbishments; and
 - Each monitoring survey will occur within one month of the anniversary of the baseline survey in each survey year (as detailed in the Monitoring section).

Aim Targets

- 3.7 The aim targets of this Travel Plan are focused on the employees and visitors attending all facilities at the site.
- 3.8 **Table 3.1** outlines the Aim Targets set out for the site. The targets are set to measure progress towards the main objectives over five years once the renovated theatre has been completed.
- 3.9 The baseline figures are taken from the mode split, as detailed in Section 2. This Travel Plan recognises that it is not possible to set accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). Given this, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 3.1: Travel Plan AIM Targets				
Target	Indicator	Mode Split		
		Baseline (Year 0)	Interim (Year 3)	Final (Year 5)
Employees				
Achieve a 10% decrease in car driver trips by Year 5	Modal split monitoring surveys for car driver use	51.2%	46.2%	41.2%
Achieve a 5% increase in the public transport trips by Year 5	Modal Split monitoring surveys for public transport use	9.7%	12.2%	14.7%
Achieve a 5% increase in the active transport trips by Year 5	Modal Split monitoring surveys for active transport use	29.3%	31.8%	34.3%
Theatre Visitors				
Achieve a 10% decrease in car driver trips by Year 5	Modal split monitoring surveys for car driver use	43.4%	38.4%	33.4%
Achieve a 5% increase in the public transport trips by Year 5	Modal Split monitoring surveys for public transport use	22.2%	24.7%	27.2%
Achieve a 5% increase in the active transport trips by Year 5	Modal Split monitoring surveys for active transport use	9.1%	11.6%	14.1%

3.10 The aim targets set for visitors look to discourage public transport trips and promote visitors to make use of active modes.

4 TRAVEL PLAN STRATEGY

Employee Travel Plan Management

- 4.1 The site management team will appoint a Travel Plan Coordinator (TPC) at least three months prior to the completion of the works at the site. The TPC will be an existing employee of the theatre, potentially a member of management who will take on this additional role.
- 4.2 The TPC is the most important aspect of a Travel Plan, and their willingness and enthusiasm will be a key factor in the successful implementation of a Travel Plan that will achieve good modal shift results.
- 4.3 The TPC will be fully funded by the site management team.

Travel Plan Coordinator Responsibilities

- 4.4 The TPC will be responsible for overseeing the Travel Plan for the theatre. The contact details for the TPC will be provided prior to occupation.
- 4.5 Details of the person responsible for the Travel Plan until this point are provided below:
- 4.6 The primary responsibilities of this role include:
- The implementation of measures as set out in the Travel Plan.
 - Reporting to and consultation with other involved stakeholders such as residents' associations (if applicable) and RBC, regarding the implementation and progression of the Travel Plan.
 - Managing the development and implementation of the Travel Plan measures;
 - Promoting the objectives and benefits of the Travel Plan;
 - Liaising with the management of the theatre regarding surveys and travel targets;
 - Monitoring the success of the Travel Plan against the agreed targets;
 - Reporting the results of the Travel Plan to the stakeholders especially Travel Plan Officers; and
 - Acting as a point of contact for all employees regarding travel and the Travel Plan.
- 4.7 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

- 4.8 The role of the TPC is part-time and will have a fluctuating workload throughout the duration of the Travel Plan. The occupier will make sure that the TPC has enough time to undertake their duties. The staff member appointed will need to be at a senior enough level to effectively communicate with management within their organisation regarding the Travel Plan.

Marketing Strategy

- 4.9 Each employee will be provided with a branded Induction Pack following completion of the refurbishments. The pack will include a summarised version of the Travel Plan along with information on public transport, the local walking and cycling network, contact details for taxi operators, as well as general details on the arrival and departure of visitors.
- 4.10 Employees based at the site will be made aware of the existence of the Travel Plan upon the commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.
- 4.11 The following could be used as a means of disseminating information to employees to promote events/campaigns/promotions/services/initiatives:
- Induction pack;
 - Staff Newsletters; and
 - Company internet/intranet sites.

5 MEASURES AND INITIATIVES

Introduction

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan. Measures are grouped together broadly under 'mode of transport' headings.

Car Parking

- 5.2 The Hexagon Theatre will reduce the level of staff parking on site to 14 spaces, whilst retaining the existing 8 accessible parking spaces. Other parking for guests takes place within the town centre car parks.
- 5.3 Guests who are required to travel by vehicle to the site will be expected to make use of the local public car parks surrounding the site. Details of the nearby car parks are provided on the Theatre's website.

Walking

- 5.4 The development proposals provide improved pedestrian connectivity in the form of a new access from Queens Walk at podium level to the extension to the theatre.
- 5.5 The TPC will report the results of the travel survey to the relevant Travel Plan Officer. Other initiatives to help promote walking to employees / visitors of the site are as follows:
- Employees and visitors will be provided with information and advice concerning safe pedestrian routes to the site.
 - Organisation of social cycling and walking events, e.g. lunch time or after work/shift walks, possibly led by trained walk leaders (e.g. Blue Badge Guides).
 - Health benefits of walking to be promoted e.g. '10,000 steps a day campaign.'

Cycling

- 5.6 A new external cycle store will be provided adjacent to the parking bays, accessible from street level.
- 5.7 End of trip facilities including a single accessible shower, a female shower, a male shower and lockers will be provided for staff of the development. This is an improvement to the existing situation which currently does not provide any end of trip facilities.
- 5.8 Employees will be provided with information and advice concerning cycle routes which will be posted at a prominent location. The TPC will also seek to ensure that cycle routes are appropriately maintained. This will be achieved through a regular dialogue with the Highway Authority.
- 5.9 The TPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to employees of the development. The take up of this discount will be monitored.
- 5.10 Other cycle promotions will include the following:
- Promotion of the health benefits of cycling;
 - Cycle routes and other cycling information provided on the website of The Hexagon Theatre, and in Induction Packs; and
 - Investigating whether tax incentives schemes such as the Government's Cycle Scheme are appropriate for the employees at the site.
- 5.11 RBC offer free adults cycling delivered in partnership with Avanti Cycling (further details and an online booking system can be found at <https://avanticycling.co.uk/well-give-you-the-confidence-to-ride/>). The following three levels of training are offered:
- Learn to ride – For complete beginners – develop balancing skills, pedalling in straight line, steering and braking.
 - Confidence Sessions- Back to Bike – Refresh your skills and confidence in cycling ahead of moving onto roads. Starting with basic bike check – also covers steering, braking, using gears and signalling.
 - Commuting and explorer skills – Gain the skills and confidence to tackle busier commuter routes with more complex junctions and infrastructure – along with route planning.

Public Transport

5.12 The TPC will ensure that the following tasks are undertaken:

- All rail and bus services are well publicised and promoted to all employees and visitors on The Hexagon's website;
- Route and timetable information will be included within the Induction Packs and on the travel section of The Hexagon's website; and
- Contact details will be provided for public transport operators and National Rail.

Induction Packs

5.13 All employees of the Theatre will be given information about the Travel Plan and travel options in the form of an Induction Pack. The pack will contain at least the following information:

- A summarised version of the Travel Plan document, that sets out the purpose and benefits etc;
- Detail and promote the on-site cycle parking facilities for employees.
- Timetables and route maps for public transport, particularly buses;
- Contact numbers and web details for National Rail Enquiries;
- Local taxi company details;
- Cycling and walking maps for the local area; and
- Any relevant employer specific company policies related to transport.

Taxis

5.14 The promotion of alternative modes of travel will be key to moving visitors away from taxi use to travel to and from the Development. The following measures will actively discourage taxi use:

- Promotion of cycling – staff will promote cycling to and from the site, highlighting the local cycling infrastructure and nearby cycle hire docking stations, as well as on-site cycle parking availability;

- Public Transport Information – staff will be able to provide information on the local public transport available within walking distance of the site, enabling users to make informed choices on their travel mode; and
- Booking information – the theatre space will investigate the provision of travel information with all bookings to promote sustainable modes of travel (and exclude taxi information).

5.15 In addition to the above measures, electric taxis will be suggested where a taxi is required by visitors.

Electric Taxis

5.16 The TPC may promote the use of electric taxis to visitors of the site. Should employees or visitors require a private vehicle to access the site, the use of electric vehicles mitigates against the pollution which a normal taxi would produce, improving the emissions levels within the Borough.

Travel Information Provision

5.17 The Hexagon's website will feature a prominently located travel section which will be available from the outset of the completion of works and will display material designed to promote sustainable travel modes such as public transport, walking and cycling but also details of the Travel Plan itself and the contact details of the TPC.

5.18 The website travel section can also be used as a marketing tool to promote associated transport events and the implementation of new initiatives.

Visitor Travel

5.19 Employees will be provided with advice to ensure that visitors are advised to travel by modes other than the private car/taxi wherever possible, ideally utilising active modes of travel over public transport.

5.20 Finally, the TPC and the occupier will be responsible for including travel information on both the booking website and theatre tickets detailing modes of travel to the site other than the private car and taxi, specifically walking and cycling.

Provision for People with Disabilities and Visual Impairment

- 5.21 Provision for people with disabilities has been built into the design of the building.
- 5.22 The following initiatives / design features / measures are present:
- The stairs have a refuge point
 - Step-free access throughout the building;
 - A wheelchair accessible lift; and
 - 4 new disabled toilets.
- 5.23 The TPC, through dialogue with RBC (if necessary / appropriate), will also seek to ensure that routes to/from public transport access points have appropriate provision for people with disabilities and people with visual impairment.
- 5.24 The existing blue badge parking provision will be retained.

6 MONITORING AND REVIEW

Monitoring

- 6.1 The employment monitoring programme will begin with the initial baseline travel survey (Year 0), to be undertaken no later than three months after occupation of the venue.
- 6.2 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the site. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0. The Applicant is willing to provide all necessary costs associated with the monitoring strategy in conjunction with RBC.
- 6.3 The standard employee travel questionnaire requests the following information:
- Questionnaire surveys of employees to identify the mode share for travel method to / from work / home, focusing on barriers to more sustainable travel in the longer term, especially active modes of travel;
- 6.4 The following would be monitored and kept under review:
- Changes to any information provided on travel section of The Hexagon website, e.g. timetables;
 - Cycle parking utilisation survey to enable provision of additional cycle parking if there is sufficient demand;
 - Condition of on and off-site pedestrian and cycle facilities;
 - Comments received from employees relating to the operation and implications of the Travel Plan; and
 - Visitor questionnaire surveys.

Review

- 6.5 The TPC will compile a report each year (Annual Monitoring) for a period of 5 years that will include the results of any monitoring. The report will be issued to RBC by email.

Securing and Enforcement

- 6.6 If the targets are not achieved further discussions will be held with Travel Plan officers over what additional travel measures could reasonably be introduced and additional funding and time will be committed to the TPC role.

7 ACTION PLAN

7.1 The Travel Plan Action Plan is outlined in **Table 7.1** below. The Action Plan will be revised every year following each Annual Travel Plan Review.

Table 7.1: Travel Plan Action Plan (Employees / Visitors)				
Action	Note	Target	Measure	Responsibility
Appointment of Travel Plan Coordinator	The TPC role will be part-time	To be appointed prior to occupation	Appointment of Travel Plan Co-ordinator	Occupier
Provision of Cycle Parking	Cycle parking to be provided for both employees and visitors	Before occupation	On completion of fit out	Developer
Employee discount on cycle and safety equipment	Cycle to Work Scheme (if appropriate)	Within 6 months of first occupation	Employee discount	TPC
Provide cycle routes / maps relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing map etc is used	Within 6 months of first occupation	TPC to monitor uptake	TPC
Maintenance of Cycle Parking	TPC will monitor the use and maintenance of cycle parking	On-going	On-going	TPC
Travel Information (Employees)	Employees provided with information on safe walking routes, social walking events (walk to work week etc), public transport and taxi information.	On-going	On-going	TPC
Travel Information (Visitors)	Theatre tickets as well as the booking website will include travel information for visitors encouraging sustainable modes of travel. Taxi contact details as well as appropriate collection / drop-off locations will be provided.	On-going	On-going	TPC
Provision of Travel Information	Travel information will be placed in a prominent location on The Hexagon's website, accessible by employees and visitors. This will be regularly updated by the TPC.	Before occupation	TPC to monitor	Occupier / TPC
Production of Staff Induction Packs	All employees will receive a travel pack outlining the sustainable options for travelling to the theatre, company policy related to transport (for employees), the existence and purpose of the Travel Plan and location of cycle parking etc.	Before occupation	Completed Travel Pack	TPC

Baseline Surveys	Year 0	Prior to completion of works	Receipt of survey results	TPC
Set Targets	Based on baseline surveys	Within 1 month of Baseline Surveys	Receipt of survey results	TPC
Interim Surveys	Year 3 and 5	At years 3 and 5 following the Baseline Survey	Receipt of survey results	TPC
Review of Travel Plan	At Year 5	Within 1 month of the Interim Surveys	Receipt of survey results	TPC
Achieve Targets	Review Travel Plan	5 years after Baseline Survey	Receipt of survey results	TPC