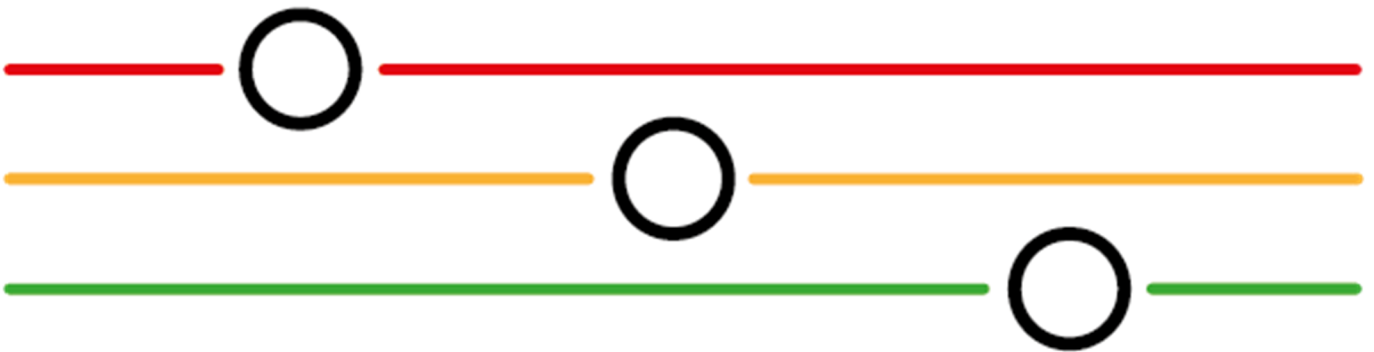




EG Group Ltd

Proposed Mixed-Use Development,
A6193, Kingsway Business Park, Rochdale

Travel Plan

3705023



OCTOBER 2023

Report Details

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2 Travel Plan Background

2.1 General

A Travel Plan (TP) is an important process for delivering sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive actions.

TPs can also support the need to promote more healthy lifestyles through increased walking and cycling opportunities. As a result, TPs form a key stage in the forward planning process and forms a live document that needs to be regularly reviewed in order to ensure its effectiveness.

2.2 Benefits of a Travel Plan

TPs can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Reducing congestion and peak time traffic conflicts;
- Reducing energy use and harmful transport related emissions;
- Tackling social exclusion and improving accessibility; and
- Facilitating improved public transport through economies of scale and transport efficiency.

2.3 Planning Policy

This TP has been developed in accordance with the Department for Transport (DfT) policy document; “*Good Practice Guidelines: Delivering Travel Plans through the Planning Process*”, this document is an update to previous guidance published in response to changes in travel planning and understanding and awareness of transport contributing to global warming and affecting aspects such as health.

The guidance document promotes the use of sustainable methods of transport, some examples of the recommended measures including:

- Giving people better information about their existing travel options;
- Marketing sustainable travel options more effectively, so they are better used; and
- Providing incentives for changing behaviour such as smartcards.

2.4.1 National Planning Policy Framework (2023)

In September 2023 the Ministry of Housing, communities and Local Government published the revised National Planning Policy Framework (NPPF) which is the latest revision of the NPPF since it was first published in 2012. The NPPF sets out the Government's planning policies for England and how the policies should be applied to a range of development types, providing a structure for localised plans to be produced.

Paragraph 104 of the latest NPPF discusses the key link between new developments and the transport network, stating that transport issues should be considered from the earliest stages of planning so that;

- *“The potential impacts of any development can be assessed;*
- *Opportunities for changing transport technologies and usage are realised – particularly within relation to scale;*
- *Opportunities to promote walking, cycling and public transport use are identified and pursued;*
- *Environmental impacts of traffic and transport infrastructure can be identified and assessed – allowing time to mitigate, manage and improve negative impacts; and*
- *Patterns of movement – streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places.”*

The National Planning Policy Framework (NPPF) emphasises that sustainable development should be supported and advises environmental conditions should be considered alongside economic and social matters. Whereby Paragraph 105 discusses that developments should limit the need to travel and offer genuine choice of transport modes to reduce congestion, stress on highway networks and overall emissions. Aiming towards areas where infrastructure and service are existing, decreasing the need for motor vehicle trips.

NPPF states, in Paragraph 112, that development plans should exploit opportunities for use of sustainable transport modes and where practical to:

- Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate, establishing home zones;
- Incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- Consider the needs of people with disabilities by all modes of transport.

Paragraph 111 states that *“Developments should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”*.

Furthermore, Paragraph 113 states that all developments that generate significant amounts of movement should be required to provide a Travel Plan, supported by a Transport Statement or Transport Assessment.

2.4 Local Policy

2.4.1 Rochdale Adopted Core Strategy (2016)

The Rochdale Core Strategy (RCS) was adopted in October 2016, which sets out the long term spatial strategy for the future development of Rochdale Borough, guiding regeneration through to 2028.

The RCS highlights the Kingsway Business Park area as an economic growth corridor given its proximity to the M62 J21 and residential areas. The RCS also recognises that mixed-use developments are required to support the developing industrial uses in the employment area.

Policy SO5 of the RCS aims to improve accessibility and enhance sustainable transport in the area, where sustainable modes of travel should be presented as a genuine viable option to minimise single occupancy car journeys. Policy T1 discusses the need for new developments to work with existing infrastructure to help promote ‘smarter choices’ where TPs are to be implemented to ensure the delivery of agreed outcomes to aid behavioural changes within the transport network.

Policy T2 ‘Improving Accessibility’ discusses RBCs accessibility hierarchy, where the needs of people with impaired mobility, pedestrians and cyclists are to be put above all other site users. The policy also sets out the thresholds for proposals that warrant a TP, where developments that generate 30 or more vehicle movements in any hour are required to provide a TP.

2.5 Kingsway Business Park Sustainable Travel Plan (2016)

In 2005 a site wide TP for Kingsway Business Park was approved by RBC, to aid the sustainable development within the Kingsway Business Park area. The associated TP has been subject to several formal/informal reviews and updates, the most recent update was submitted in 2016.

The Business Park TP outlines the benefits of Travel Plans and sets out the objectives for the Business Park area:

- To reduce the need for single car usage;
- Maximise public transport use;
- Encourage walking and cycling; and
- Reduce the need to travel for work.

Where developments are to be located within close proximity to the existing public transport infrastructure, for example the Kingsway Metrolink tram stop. Developments should also reduce the need to travel, where employment and services are to access within 20-minute neighbourhoods.

2.6 Consideration of the Application Site with Policy Background

In general, the relevant transport policies set out above follow similar themes and promote common aims. These are to provide sustainable development to encourage non-car modes of transport, to ensure that the highways impact of new developments is acceptable or mitigated against and to promote good site design, aided by the use of a TP to help site users plan journeys using sustainable transport methods.

The proposed development is located adjacent to the highway network which it will serve, resulting in fewer newly generated trips and attracting those already using the local road network. Additionally, the site is located next to pedestrian footways and cycle paths, which will allow staff who live in the local area to use sustainable transport methods on their commute.

3 Site Overview

3.1 Proposed Development

The development proposals comprise the construction of an eight-bay PFS, with an associated retail store of around 500m² GFA (Gross Floor Area), a drive-thru coffee shop of approximately 185m² GFA and a drive-thru restaurant of around 250m² GFA, on a parcel of land, north of Sir Isaac Newton Way.

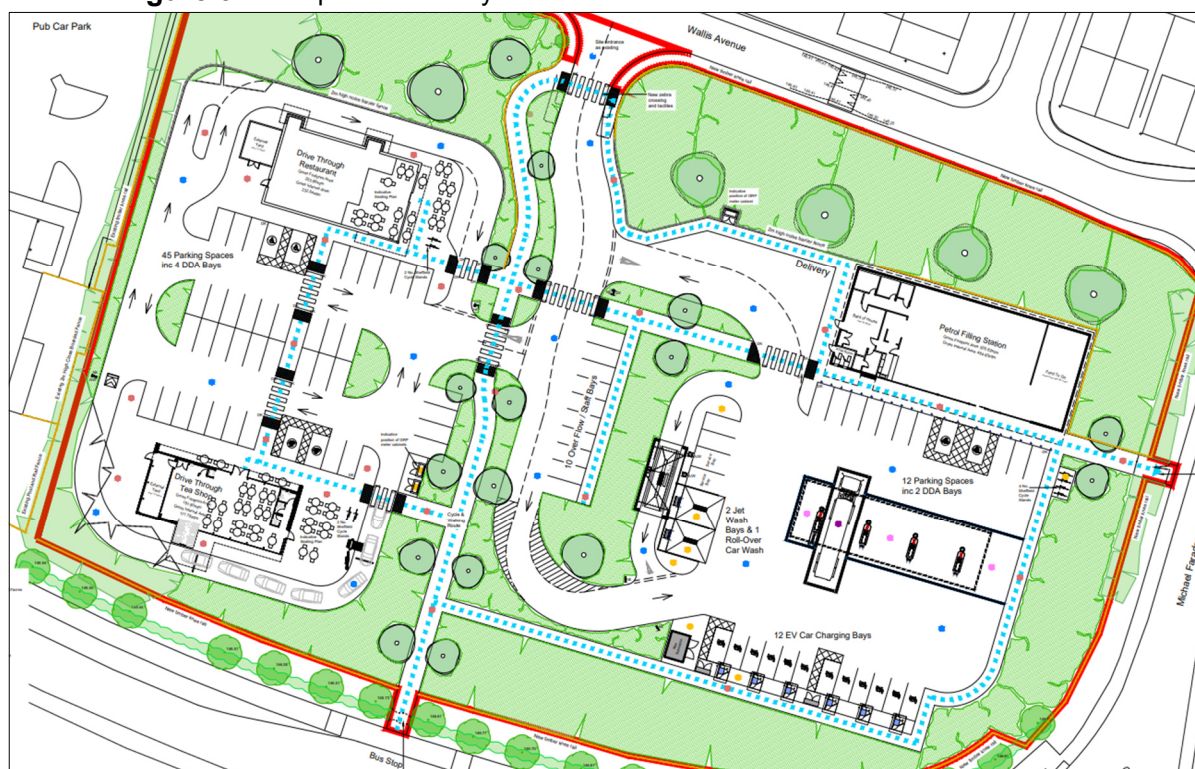
All elements of the site will be supported by dedicated car parking facilities for customers, inclusive of Electric Vehicle (EV) charging bays and mobility impaired standard bays throughout the site. An overflow/staff parking area will also be provided on the site.

As part of the proposals the PFS, associated retail store and EV bays will be to the east of the site, and the drive-thru units located within the western portion of the site.

Four jet washing bays and a rollover car wash will also be provided to the west of the PFS forecourt.

The proposed layout of the site is shown at **Figure 3.1**:

Figure 3.1: Proposed Site Layout



(Source: ADS Design)

3.2 Proposed Site Access and Servicing Arrangements

The existing vehicular access and egress arrangements of the site will be retained with minor amendments to serve the proposed development, with access and egress provided via a priority-controlled junction off Wallis Avenue.

An internal access road will facilitate access to all elements of the site, where access and egress of the drive-thru units will be taken via a new two-way priority-controlled junction off the northbound lane of the internal access road.

The PFS element of the site will operate an anticlockwise one-way system, with access taken to the south of the site and all vehicles returning to the internal access road via a priority-controlled egress junction.

Internal shared use cycle/pedestrian footways and zebra-style crossing facilities will be constructed to allow pedestrian access to all uses located at the site, as well as access from the existing footway provision along Wallis Avenue. Additional pedestrian/cyclist access of the site will be provided via new connections to the existing footways along Michael Faraday Avenue and Sir Isaac Newton Way to the east and south of the site, respectively.

To allow safe and easy access to all users of the site, level access (i.e., no steps up and into any of the buildings) will be ensured. All parking bays for mobility impaired users will be situated close to the main entrances of all uses on site.

3.3 Parking Provision

As part of the development proposals, a total of 80 car parking spaces will be provided across the wider site, inclusive of eight bays to a mobility impaired standard.

A total of 12 parking spaces will serve the PFS unit, inclusive of two bays to a mobility impaired standard. An EV charging hub comprising 12 bays, inclusive of two bays to a mobility impaired standard will be situated to the south of the PFS forecourt.

Within the western portion of the site, 44 parking bays will be provided to serve the drive-thru coffee shop and drive-thru restaurant, with two mobility impaired standard bays situated along the frontage of both the units.

The remaining 10 car parking bays will be located to the centre of the site, accessible off the main internal access road for overflow/staff parking.

Cycle parking will be provided on site in the form of 'Sheffield' parking stands, four stands will be located to the south-east of the PFS retail store, and two stands at both of the drive-thru units. A total of 16 pedal cycle parking spaces will therefore be provided across the development.

Two jet washing bays and two servicing air/water/vacuum bays will be situated to the west of the PFS forecourt.

3.4 Local Highway Network

3.4.1 Wallis Avenue

Wallis Avenue is formed of a single carriageway which runs in a general east/west orientation, running along the site's northern boundary. The road provides access to the site, existing pub/restaurant building, and a residential development to the north of the site.

To the north-eastern corner of the development site, Wallis Avenue meets Michael Faraday Avenue at a two-way priority-controlled junction. The road extends west of the existing site access point to provide access to a pub/restaurant car park situated to the north-western corner of the site.

The road has an approximate carriageway width of 6m, is subject to a 30mph speed limit, and benefits from street lighting provision. Pedestrian footways run along both sides of the carriageway, with dropped kerbs and tactile paving provided at the minor junctions along Wallis Avenue including the existing access/egress point to the site.

3.4.2 Michael Faraday Avenue

Michael Faraday Avenue is formed of a single carriageway which runs in a general north-east/south-west orientation within the vicinity of the site. The road connects to the site from a roundabout junction with the A6193 Sir Isaac Newton Way to the south of the site.

Within the vicinity of the site, Michael Faraday Avenue has an approximate carriageway width of 6.5m and is subject to a 30mph speed-limit, supported by street-lighting provision and double yellow-line parking restrictions along its length.

Shared footway/cycleway provision is provided on the eastern side of the carriageway and a pedestrian footway runs along the western side of the carriageway. Both footways are supported by dropped kerb crossings with tactile paving located at various points along the road.

4 Access by Non-Car Modes

4.1 General

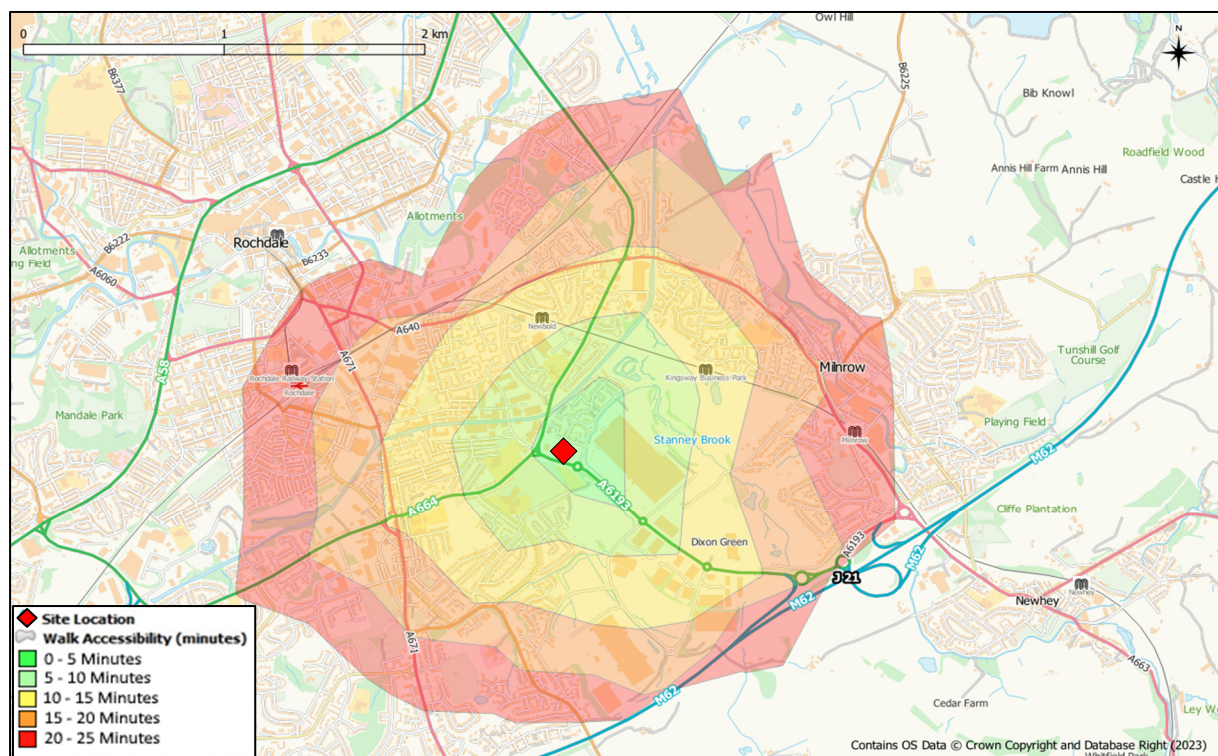
A key element of both national and local policy is to ensure all new developments are situated in areas where they are easily accessible via sustainable transport modes, including walking, cycling and public transport.

4.2 Pedestrian Access

Relevant guidance provided in Manual for Streets (MfS) states that walking offers the greatest potential to replace short car trips, particularly those under 2km.

A walk accessibility plan is provided at **Figure 4.1**, highlighting the accessible walking area within a 2km catchment of the site, equivalent to around a 25-minute walk.

Figure 4.1: Walk Accessibility Plan



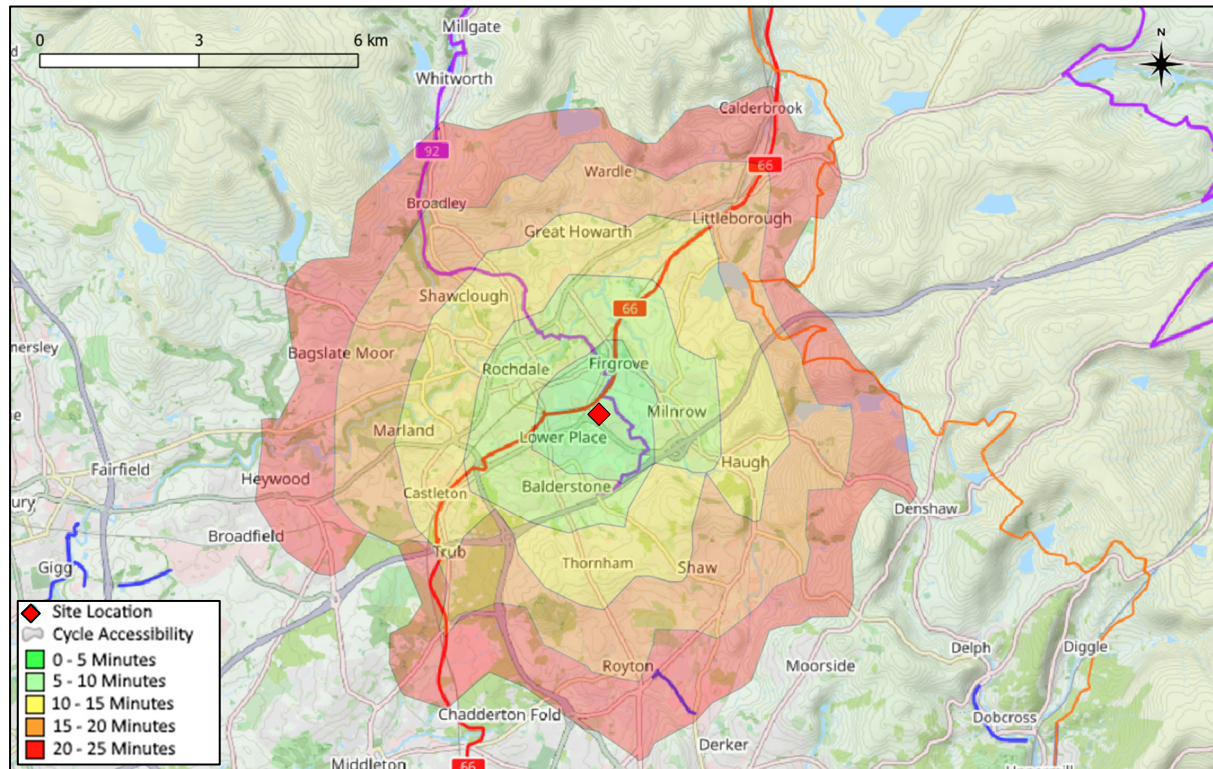
The plan indicates that a number of local residential developments are accessible within a 10-minute walking journey of the site. Several Metrolink tram stops along the Oldham and Rochdale Line can also be accessed within a 25-minute walking journey of the site. To the south-east of the site, the wider Kingsway Business Park can be accessed within a 25-minute walking journey.

Pedestrian access into the site is supported by the existing infrastructure associated with Wallis Avenue and the surrounding local highway network within the vicinity of the site.

4.3 Cycle Access

It is widely recognised that cycling has the potential to substitute shorter car journeys for work and leisure purposes. The areas reachable within a 25-minute cycle journey are identified within **Figure 4.2**:

Figure 4.2: Cycle Accessibility Plan



The plan indicates that Rochdale Town Centre and the residential areas of Lower Place, Balderstone and Milnrow are accessible within a 10-minute cycle journey of the site. A number of railway stations and Metrolink tram stops can also be accessed within a 10-minute cycle journey, including Rochdale Railway Station and Rochdale Town Centre tram stop.

National Cycle Network (NCN) Route 66 is situated to the north-west of the proposed site, accessible within a 5-minute cycling journey. Within the vicinity of the site, NCN Route 66 runs in an overall south-west/north-east orientation, offering mixed traffic-free and on-road cycling provision, that connects Manchester City Centre to Spurn Head.

NCN Route 92 known as 'The Valley of Stone Greenway' also runs in close proximity to the site accessible within a five-minute journey of the site. NCN Route 92 runs through Kingsway Business Park, routing northwards to Cloughfold, situated north-west of the site.

Off-road cycle lanes are also provided along the Wallis Avenue and Michael Faraday Avenue carriageways to the north and east of the site, linking with the local surrounding infrastructure within the site's vicinity.

4.4 Public Transport Access

4.4.1 Bus

The nearest available bus stop is situated along the Rochdale Bypass, approximately 250m south-west of the site access, equivalent to a three-minute walking journey.

A summary of the local bus services is provided in Table 5.1:

Table 5.1 – Bus Service Summary

Service	Route Description	Core Weekday Frequency
R7	Rochdale – Middleton via Kirkholt	Hourly
R4	Rochdale – via Milnrow and Kingsway	Hourly
R6	Rochdale – Newhey	Hourly

As the table demonstrates, regular bus services are accessible from the site, providing access to destinations within Rochdale including Milnrow.

4.4.2 Train and Light Rail

Rochdale Railway Station is the nearest station to the development site, approximately 2km north-west of the site, equivalent to a 25-minute walking journey or an eight-minute cycling journey. The station sits on the Caldervale Rail Line, and the Oldham and Rochdale Metrolink. The multi-modal transport hub provides services operated by Northern and Metrolink.

Six trains per hour depart the station to Manchester Victoria, where two services are direct. Northern also provide three trains per hour to Leeds and an hourly service to Blackburn via Burnley Manchester Road. Eastbound, a half hourly service operates to Bradford Interchange.

The nearest Metrolink tram stop to the site is Kingsway Business Park, approximately 1km north-east of the site, equivalent to an 11-minute walk, or a three-minute cycling journey. Accessible via a dedicated footpath/cycleway north-east of the proposals off Michael Faraday Avenue. The tram stop provides access to Manchester City Centre and Rochdale Town Centre, where services on all routes run approximately every 12-minutes.

4.5 Accessibility Summary

Overall, it can be summarised that the site offers good potential for some journeys, particularly those by staff, to be undertaken by modes other than car.

5 Travel Plan Targets

5.1 General

This Travel Plan will promote a combination of measures aimed at encouraging staff to travel by sustainable modes of transport whilst discouraging travel by car, particularly single occupancy car journeys.

5.2 Objectives

The objectives for this TP are outlined below and form the basis for setting reasonable timescales to implement measures to provide a successful TP:

- To provide incentives and/or disincentives for users of a development to reduce the need to travel by non-sustainable modes of such as alone by car to and from the site;
- To contain a package of measures to encourage alternative and more sustainable means of transport (such as bus, train, bicycle, walking, powered two wheelers and car sharing and car clubs) to a development; and
- To consider all the journeys that may be made to and from a site by anyone who may have a need to visit or stay there.

5.3 Timescales

TPs are evolving documents that need to remain adaptable to changing working practices and local conditions. Unless specified, the TP for a site is usually operational for a minimum of five years, which allows targets to be implemented over three timescales to adjust the targets for a site, although a TP requires commitment from occupiers and partners and is not simply means of securing planning permission.

Therefore, the TPs targets are given over three timescales:

- Short-term (within one year of the implementation of the TP);
- Medium-term (within three years of the implementation of the TP); and
- Long-term (within five years of the implementation of the TP).

These timescales allow two types of targets to be developed as part of the TP process. These are Aims, which consider modal share and Actions which are non-quantifiable and represent milestones.

5.4 Aims

Travel surveys will be carried out to establish the travel patterns of staff employed at the site within twelve months of the site becoming operational. Visitors will not be surveyed due to the ad-hoc nature of their visit to the development site. In order to achieve the prime objectives of the TP, the analysed travel survey questionnaire results will be used to set updated and realistic short term annual targets for modal share based on the surveyed travel patterns.

The survey will also provide information as to the reasons why some modes of transport are preferred over others. This gives an indication of what measures will be required and realistic targets that can be set.

The setting of targets is essential to ensure that the objectives of the travel plan are met. The key targets will need to be realistic and achievable, therefore, they will be subject to agreement with RBC following a detailed review of the initial staff travel surveys.

Until such time that the employee travel to work survey is undertaken and the data is processed, initial targets for the site will be set utilising travel to work data from the 2011 UK national Census for the local area. The site is located within the area of Rochdale 013 MSOA covering the Kingsway Business Park area Firgrove and Milnrow areas, which has been used to generate targets for staff based on-site until surveys are carried out.

Travel Plan guidance asks for Travel Plans to provide SMART targets which are achievable and realistic. The targets have been set below in relation to the current census whilst also taking into account the national average of journey to work choices.

The mode share split for persons travelling to work, excluding those who are currently not in employment and work from home, are as follows:

Table 5.1 – Travel Targets

Mode of Travel	Current Census JTW (%)	Target Change (5 Years) (%)
Light rail or tram	0.0*	+5.0
Train	0.5	-
Bus, minibus or coach	8.5	+1.0
Taxi	0.3	-
Motorcycle/scooter/moped	0.0	-
Driving a car or van	77.0	-10.0
Passenger in a car or van	4.4	+1.0
Bicycle	0.0	+2.0
On foot	8.8	+1.0
Other method of travel to work	0.4	-

Source – 2011 Census Data. *Note – based on 2011 census data, the Rochdale line of the Metrolink was not operational.

The targets will be in place for the duration of the TP (five years) and are only provided as a guideline until the site is occupied and surveys are carried out.

Following the initial surveys and dependent upon the results, if these targets are exceeded then the targets will be revised accordingly to further encourage a reduction in single occupancy car travel and an increase for sustainable modes of transport.

A monitoring framework involving the completion of travel surveys at regular intervals will be agreed. These are envisaged to occur annually over a five-year period following full occupation of the development.

5.5 Actions

The initial milestone target will be to ensure that all staff receive a TP information pack before commencing employment at the development site to ensure they are aware of the travel options available to them, as well as allowing staff to make an informed decision on their mode of travel to work.

6 Implementation of the Travel Plan

6.1 Travel Plan Co-ordinator

The implementation and supervision of a successful TP will involve commitment to the plan by senior management and administered by a Travel Plan Co-ordinator (TPC).

Overall responsibility for the TP will lie with a suitable person or people located full-time on-site or by a management company for the buildings, who will provide a key role in delivering a successful TP. The contact detail of the appointed TPC(s) will be issued to RBC once the position has been confirmed.

The TPC will be responsible for setting up and launching the Travel Plan in accordance with the following schedule, which will be agreed amongst the businesses on site:

- Ensure that relevant information is provided to users for the Travel Plan, and that information is kept up-to-date and is visible on notice boards;
- Set travel plan targets in consultation with RBC;
- Undertake annual surveys of staff travel patterns;
- Update RBC annually;
- Promote and encourage the use of travel modes other than the car, including publicity events and ensure that information is kept up-to-date;
- Maintain a database of relevant contacts associated with the TP; and
- Approach local businesses and clubs to negotiate discounts/arrange joint ventures.

Once results are reviewed by the steering group, a comprehensive review of the TP will commence, where revisions will be proposed to continue sustainable travel at the development site.

6.2 Funding

Initial funding will be allocated for the launch and implementation of the TP, whilst an annual budget will be set for the day-to-day operation of the plan, including monitoring and reviewing.

The TP will be funded by the developer and the funding stream will allow the TP to operate for five years.

7 Travel Plan Measures

7.1 General

A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development, which means that consultation with tenants is crucial to achieving support for the development of the TP and the measures contained within the document.

The measures that will be promoted by the TPC are outlined below and will be implemented with assistance from RBC.

7.2 Travel Awareness

Good accurate information on the range of services and travel initiatives available at the site will be a critical element of a successful TP. The TPC will make new employees aware of the existence of the TP and issue a welcome pack on appointment of their position at the development site. Any parking management policies will be explained to members of staff during the recruitment process.

The welcome pack should include the following:

- Information about the health benefits of walking and cycling to work;
- A map showing local cycle routes;
- Bus timetables of existing local services from nearby bus stops, including routes;
- Information about car-sharing; and
- Local taxi firms and telephone numbers in case of an emergency.

Travel information boards should be placed in common areas, with copies of the same information being available in a welcome pack. Any changes to the TP or any of the relevant information included within the welcome pack will be updated and publicised on the travel information boards.

National events, such as Change for Life, Walk to Work Week, Bike Week and European Mobility Week will be promoted to encourage travel by sustainable modes.

7.3 Walking and Cycling

The National Institute for Health and Care Excellence (NICE) outline the importance of increasing the amount someone walks or cycles for the betterment of both physical and mental health, as well as the sustainability of the environment.

NICE guidance proposes that in order to facilitate an increase in walking and cycling, a more supportive transport environment must be created.

7.4.1 Walking

The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material; and
- The promotion of online journey planners, such as Google Maps.

Employees at the development will be encouraged to join health programmes that are widely available and aimed at encouraging individuals to get active and improve their levels of fitness, as well as being involved in events, such as 'Walk to Work' week, 'Walk4Life' and 'The 10,000 steps challenge'. More information can be found on the NHS website (www.nhs.uk).

7.4.2 Cycling

The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Promote the availability of cycling information, including route maps, free cycling training, maintenance as well as useful tips and guidance on the Sustrans website and RBC website;
- Ensure that adequate cycle parking provision is being offered and arrange for additional installations to be carried out if demand is sufficient; and
- Ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site through liaison with the cycling officer at the Council.
- Encourage staff to trial cycling to work using 'borrow a bike' from the bike library in Kirkholt, Rochdale (<https://beeactive.tfgm.com/cycling/bike-libraries/>).

7.4 Public Transport Information

The use of public transport is encouraged as a mode of travel to work with the following initiatives:

- Provide up-to-date public transport information, including available route maps and timetables, with welcome packs and on travel information boards;
- Provide details of local taxi companies in case of an emergency; and
- Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including Traveline (<https://www.traveline.info>) and Transport for Greater Manchester (<https://tfgm.com/plan-a-journey>)

7.5 Accessibility

The parking provision will be split between the three units, with pedestrian links connecting the PFS, drive-thru coffee shop and drive-thru restaurant and associated car parks. The development includes a total parking provision of 80 bays, inclusive of six mobility impaired access bays, in line with current local guidelines.

To allow safe and easy access to all users of the site, level access (i.e., no steps up and into any of the buildings on site) will be ensured across the development. All parking bays for mobility impaired users will be situated close to the main entrance of all of the uses on site.

7.6 Personalised Journey Planners

Targeting individual journeys can be the most effective way of reducing car travel and encouraging use of sustainable modes. This initiative is most effective for those who currently travel by car and have no constraints to travel by sustainable modes.

The personalised journey planners could include:

- Maps showing the location of the correct bus stops to use at either end of the journey along with the accompanying walk route to their origin and destination;
- Details of how and where to buy tickets, including the current cost for travel; and
- Timetable information for public transport services used on their journey.

7.7 Site Access and Servicing Arrangements

The existing vehicular priority-controlled access and egress junction off Wallis Avenue will be retained with minor amendments to facilitate access to all vehicles associated with the site including staff, visitors and service vehicles.

8 Travel Plan Monitoring

A successful TP must have in place an effective monitoring and review process to ensure that the TP is compliant and assess the effectiveness of the measures and provide the opportunity for review.

8.1 Monitoring

The TPC will monitor travel patterns associated with the site on a regular basis for the first five years upon opening of the development site, or as agreed.

The monitoring of the plan is important for the following reasons:

- It will demonstrate to RBC the effectiveness of the measures implemented and the progress being made towards the aims and objectives of the travel plan;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the TP by reporting successes; and
- It helps to identify any deficiencies within the TP, including any measures that are not effective.

Questionnaires will be distributed to all staff to monitor travel to and from the site and gain an understanding of travel habits and can be used to monitor the number of staff and customers walking, cycling, travelling by car and public transport to the site. The results will be used to provide a comparison with the mode share targets identified and update accordingly, if required.

The TPC will agree the monitoring programme at the site to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key TP targets based on the results of the travel surveys.

8.2 Reviewing

The TPC will undertake a review of the TP following the results of each monitoring stage. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary.

The TPC will compare the mode share statistics obtained from the annual monitoring to the targets set for the development. The TPC may choose to revise these targets, with agreement with the local authority, in order to maintain a realistic goal for the aims and objectives of the TP.

9 Action Plan

The measures summarised in the TP will be implemented in order to target specific objectives of within particular timescales. The action plan below provides a list of actions and timescales for the TP, from its initial setup through to the monitoring and reviewing of the document for its duration:

Action	Target	Timescale	Cost
Initial Setup of Travel Plan			
Setup Travel Plan Database	Open a working file for the TP	As soon as possible - before opening of building	N/A
Exchange Details throughout the development site	Provide phone number and email address details to the Travel Plan Officer(s)	As soon as possible - before opening of building	N/A
Objectives			
To reduce the number of single car occupancy vehicles travelling to the development site	Provide priority car parking spaces for disabled and EV users	Before opening	Cost TBC – to be installed before opening
	Implement Travel Plan	As soon as possible and for agreed duration	N/A
	Promote car sharing to the site	Upon opening of building and in perpetuity	N/A
Promote travelling to site by walking, cycling and public transport	Provide secure cycle parking	Before opening	Cost TBC
	Review adequacy of cycle provision	Ongoing with formal annual review	N/A unless further cycle stands required
	Provide information on public transport within the vicinity of the development site	Before occupation and updated annually	Possible cost for printing leaflets
	Provide information on the health benefits of walking and cycling	Before occupation and updated annually	Possible cost for printing leaflets

Monitoring and Reviewing			
Issue and analyse travel surveys to all occupants on the site	-	Within 12 months of the site being fully occupied and annually	Cost for surveys
Submit progress report. Update/modify TP where appropriate	-	Report to be issued within 3 months of survey analysis being completed and annually	N/A
Issue progress update to all staff	-	Within 3 months of survey analysis being completed	N/A

It should be noted that whilst the majority of the actions listed above are the responsibility of the TPC, in conjunction with support from the management on-site, some actions will require being carried out during the construction period and costs are subject to confirmation at the time of launch.