

PROPOSED CHANGE OF USE

UNIT 2, BARTON PARK, EASTLEIGH

Travel Plan

September 2026

TRANSPORT IMPACTS OF PROPOSED ALTERATION OF USE CLASS

Unit 2, Barton Park, Eastleigh

TRAVEL PLAN

Document Control Sheet

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing and maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of Industrial Property Investment Fund (IPIF) c/o JLL's proposals to expand the use of Unit 2, Barton Park, Eastleigh, the developer will be implementing a Travel Plan to focus primarily on staff travel, as well as that by visitors.

1.2 Development Proposals

- 1.2.1 Unit 2 has been vacant since May 2025. It was previously occupied by Earnshaw Engineering Ltd, a metal fabricator. There is a record of them having occupied the Site since October 2008. On that basis, and given the passage of time, it has been assumed that the Site's use to be B2 General Industry.
- 1.2.2 The proposal seeks approval to expand the use of Unit 2 to include Class B8 (Storage and Distribution) and E(g)(iii) (Light Industrial), as well as retaining the current Class B2 (General Industry) use.
- 1.2.3 No physical changes to the unit or access arrangements are proposed.
- 1.2.4 This document has therefore been prepared as a Travel Plan for the development.
- 1.2.5 The Local Planning Authority is Eastleigh Borough Council; the Local Highway Authority is Hampshire County Council.

1.3 Travel Plan Background

- 1.3.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.3.2 The document Delivering Travel Plans through the Planning Process¹ has been reviewed with reference to the development of this Travel Plan.
- 1.3.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities, and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:
- Increases in walking and cycling, with associated health gains.
 - Improved social inclusion.
 - Better conditions for employees.
 - Improved staff recruitment and retention.

¹ Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

² Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

- The opportunity to contribute to environmental management standards such as ISO 14001.
- Good PR for businesses.
- Financial savings.
- Increases in bus use and associated ticket revenue.
- Better estate management.
- Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
- Better security and less fear of crime from better car parking management.

1.4 References

1.4.1 The Travel Plan has been prepared with reference to the following documents: -

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons from UK Case Studies (July 2002).
- 'Delivering Travel Plans through the Planning Process', Department for Transport, April 2009.
- <https://www.hants.gov.uk/transport/developers/travelplans/writeatravelplan>.

1.4.2 This Travel Plan has been prepared with due regard to the Government's National Planning Practice Guidance note 'Travel Plans, Transport Assessments, and Statements in Decision-Taking'. The guidance note provides advice on when transport assessments and travel plans are required and what they should contain.

1.4.3 Under the heading 'What are Travel Plans?' the guidance indicates the following:

"Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

1.4.4 Under the heading 'How do Travel Plans, Transport Assessment and Statements relate to each other?' the guidance goes on to say the following:

"The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as way of unfairly penalising drivers."

1.5 Status

- 1.5.1 This Travel Plan has been prepared for the proposed unit, focusing primarily on staff travel, as well as that by visitors. The Travel Plan will be updated to provide the details of the Travel Plan Co-ordinator / Champion (TPC) when appointed, and when the measures have been implemented and the necessary staff surveys have been completed.
- 1.5.2 If required, staff surveys will be carried out within six months of the unit being brought into use. A period of three months will then be allowed to complete the survey response analysis and update the Travel Plan. At that time a copy of the updated Travel Plan will be submitted to the Local Authority.

1.6 Objectives

- 1.6.1 The plan is a strategy for reducing dependence of staff and visitors on travel by private car. Within the context of this Travel Plan, the word 'car' or 'vehicle' is used as a catch-all term to cover cars or vans that are powered in part or whole by fossil fuels. Electric vehicles are considered to be a more sustainable form of travel and thus within this Travel Plan have the same environmental benefit as travelling by public transport, walking or cycling.
- 1.6.2 The primary objective of the strategy is to:
- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff and visitors.
 - Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.
 - Reduce single occupancy, single purpose vehicle use by staff.
- 1.6.3 Secondary objectives are to:
- Minimise the impact on the local community of traffic associated with the Unit by minimising noise and pollution.
 - Show a commitment to improving traffic conditions within the local area.
 - Reduce the adverse effects on health associated with increased car use.
 - Reduce air pollution and the consumption of fossil fuels.
 - Increase the attractiveness and hence the proportion of journeys made to and from the Unit by sustainable modes of transport such as walking, cycling and public transport.
 - Promote walking and cycling as a health benefit to staff.
 - Promote social inclusion by widening the travel options available for non-car owning staff.
 - Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly.
 - Reduce the perceived safety risk associated with the alternatives of walking and cycling.

- 1.6.4 The Travel Plan will also be of benefit to the operator from a business perspective. The adoption of the Plan will also help the operator to project a more environmentally friendly image to both its staff and the local community. Therefore, it will be beneficial for the operator to fully support the adoption of the Travel Plan at the unit.

1.7 Travel Plan Content

- 1.7.1 A key feature of any Travel Plan is a review of existing staff travel patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point and will go on to inform the various Plan measures and the identified targets. Over time the staff travel review surveys will provide the monitoring framework whereby historical travel to work data will allow key trends to be identified on a unit-specific basis, for the five-year life of the Plan.
- 1.7.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 4.0.
- 1.7.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.
- 1.7.4 The remainder of this report is divided into four further sections, which are as follows: -

Section 2.0 Current Travel Patterns

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 CURRENT TRAVEL PATTERNS

2.1 Introduction

2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target share of travel modes by staff travelling to the Unit. This section of the Travel Plan provides details of the existing local modes of travel which are available for employment purposes, and existing use of the available modes based on local Census statistics; in the updated Travel Plan, this section will present the results of the staff travel survey and will specify the modal share targets.

2.2 The Site and the Surrounding Area

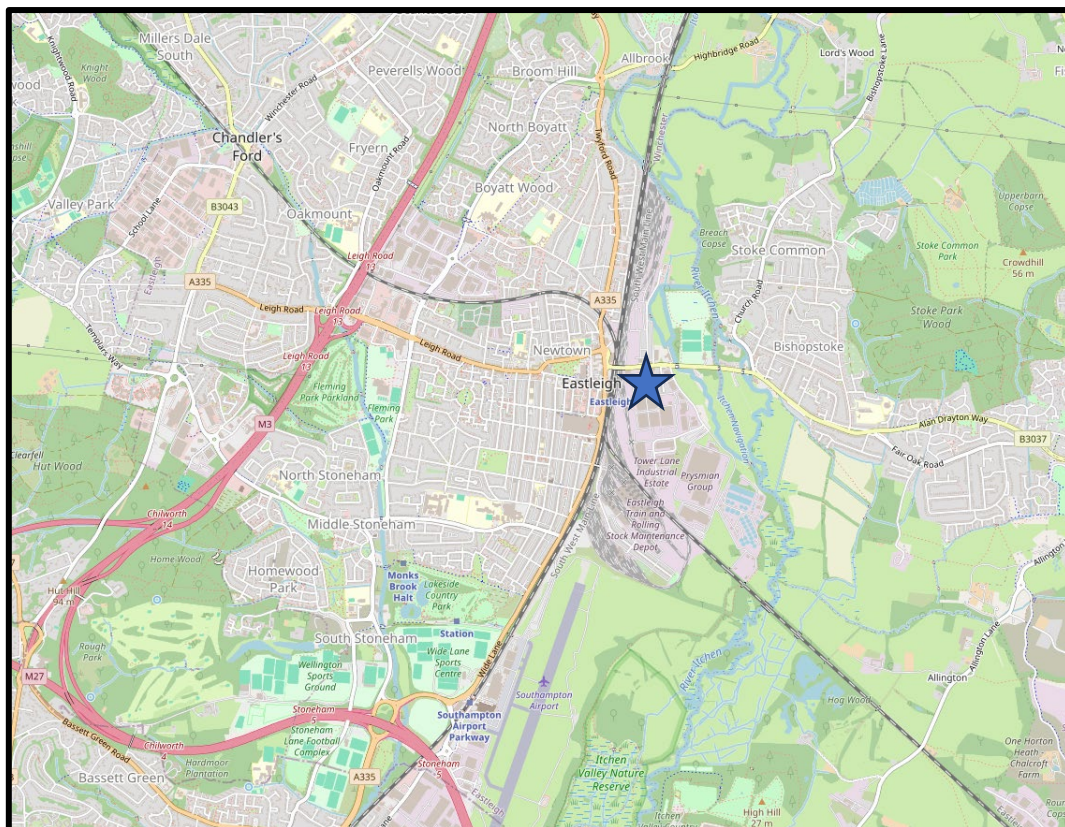
2.2.1 The proposal Site (herein referred to as 'the Site') is located within Barton Park Industrial Estate on the eastern side of Eastleigh, in Hampshire.

2.2.2 The Site is located in close proximity of Eastleigh Town Centre and Train Station and is located near to Southampton Airport.

2.2.3 Barton Park Industrial Estate is accessed from Chickenhall Lane to the east of the estate. This connects to the B3037 and A335 providing routes to the M3 and M27.

2.2.4 The location of the Site is shown at Figure 2.1 below.

Figure 2.1 – Site Location Plan

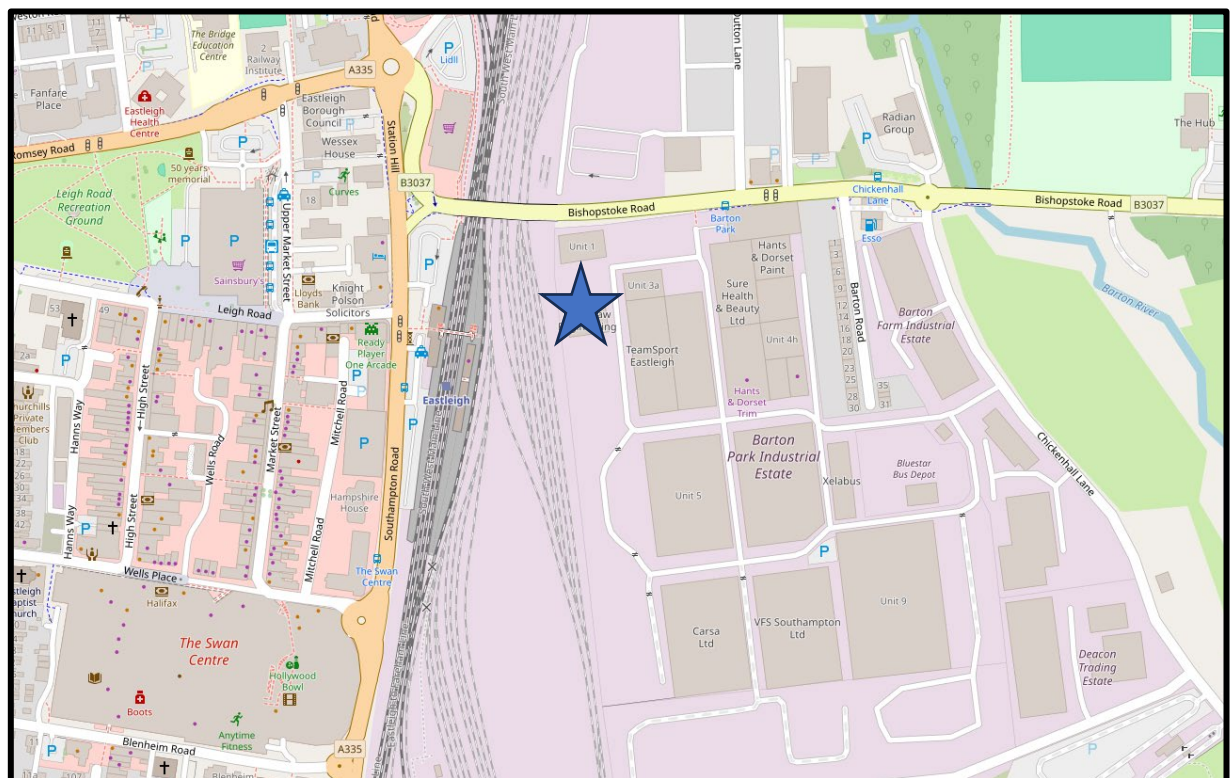


Source: OpenStreetMap. N.B. The Site location is denoted by a blue star.

2.2.5 Barton Park Industrial Estate is bound to the north by the B3037 Bishopstoke Road, to the east by Chickenhall Lane, to the south by Tower Lane Industrial Estate and to the west by the South West Main Line rail line and Eastleigh Station.

- 2.2.6 The Site itself is bound to the north by an adjacent industrial unit and yard (Unit 1), to the east by an internal access road, to the south by an adjacent yard and to the west by the South West Main Line rail line and Eastleigh Station.
- 2.2.7 Unit 2 has been vacant since May 2025. It was previously occupied by Earnshaw Engineering Ltd, a metal fabricator. There is a record of them having occupied the Site since October 2008. On that basis, and given the passage of time, it has been assumed that the Site's use to be B2 General Industry.
- 2.2.8 Figure 2.2 below identifies the context of the Site in relation to the local area.

Figure 2.2 – Site in its Local Context



Source: OpenStreetMap. N.B. The Site is denoted by a blue star.

2.3 Local Transport Facilities

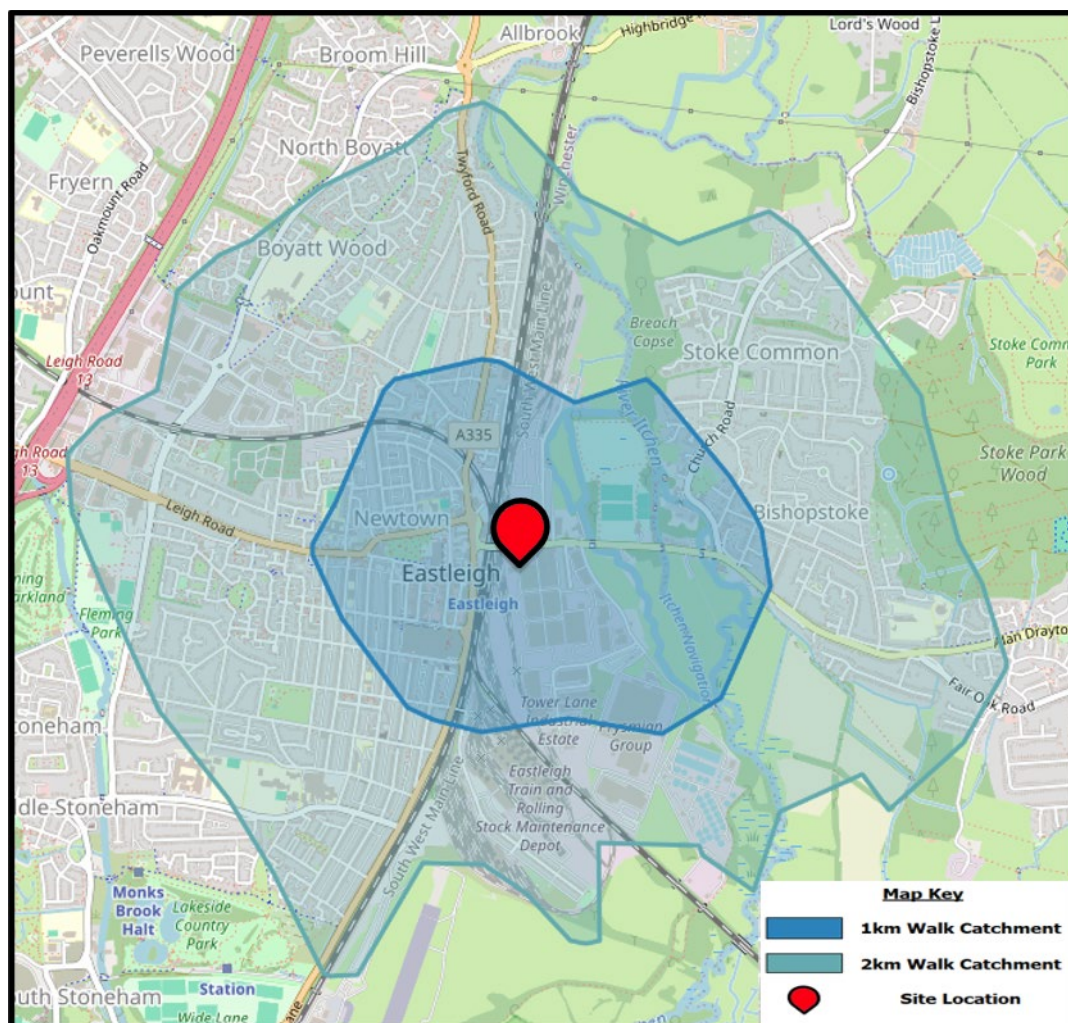
Walking

- 2.3.1 The Department for Transport's (DfT) document titled 'Manual for Streets' (MfS), dated 2007, provides guidance in relation to walk distances. Section 4.4 of MfS gives the following advice:

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot."

- 2.3.2 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.3 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings and terrain. For retail trips, the likely maximum walk distance is 800m due to the fact that shoppers will be carrying bags on their return journey, while for work-based trips, people are likely to be prepared to walk the full 2km referred to in 'Providing for Journeys on Foot'.

Figure 2.3 – Indicative 1km and 2km Walk Catchments

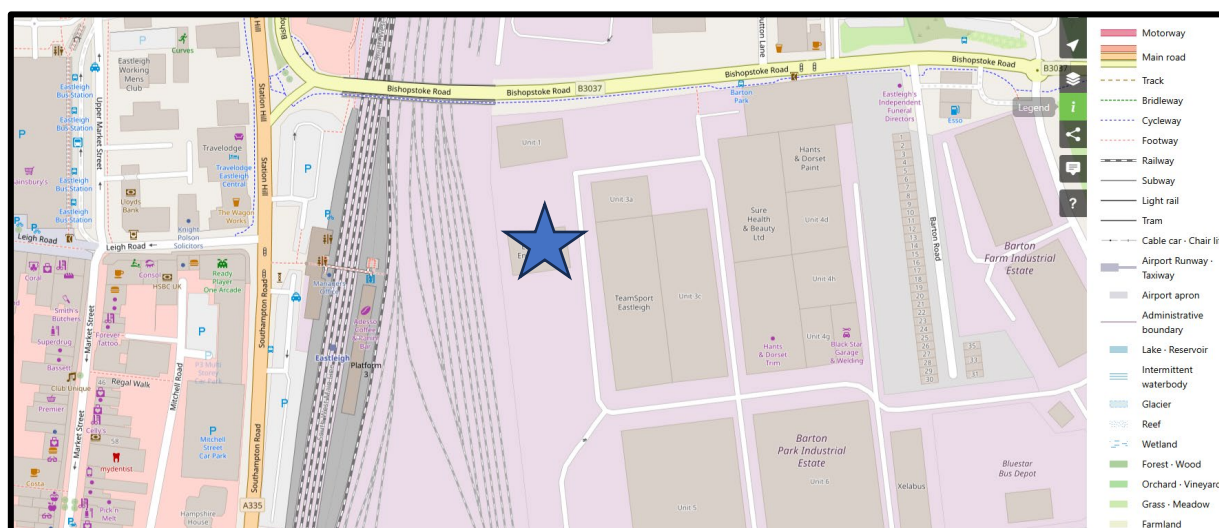


Source: Openrouteservice.

- 2.3.4 The walk catchments above indicate that Eastleigh Town Centre and Train Station are within the 1km walk catchment as well as a number of residential dwellings. The majority of Eastleigh also lies within the 2km walking catchment.
- 2.3.5 In the vicinity of the Site there are no dedicated footways, however suggested walk routes are provided through the industrial estate, marked on the ground with paint. A gated pedestrian connection is provided to the B3037 Bishopstoke Road, c100m north east of the Site. This connects the Site to the local pedestrian network.

- 2.3.6 The B3037 Bishopstoke Road is flanked by a footway on the northern side of the road and a footway/cycleway on the southern side of the road. The B3037 Bishopstoke Road connects to Station Hill and Leigh Road to the west of the Site. These provide direct pedestrian links to the train station, bus station, and pedestrianised town centre.
- 2.3.7 Pedestrian access is also provided to Barton Farm Industrial Estate via the main vehicle access from Chickenhall Lane. The internal estate road is flanked by a footway on its northern side.
- 2.3.8 Chickenhall Lane is flanked by a footway on the western side of the road. A refuge island crossing with dropped kerbs and tactile paving is present at the mini-roundabout with the B3037 Bishopstoke Road.
- 2.3.9 A signalised pedestrian crossing is also present on the B3037 Bishopstoke Road, between the pedestrian access point and Chickenhall Lane mini-roundabout.
- 2.3.10 As shown in Figure 2.4, there are a number of footpaths and rights of way within the vicinity of the proposal Site. These provide a range of walking routes within the local area for the future occupants of the proposed development.

Figure 2.4 – Local Footpaths and Public Rights of Way



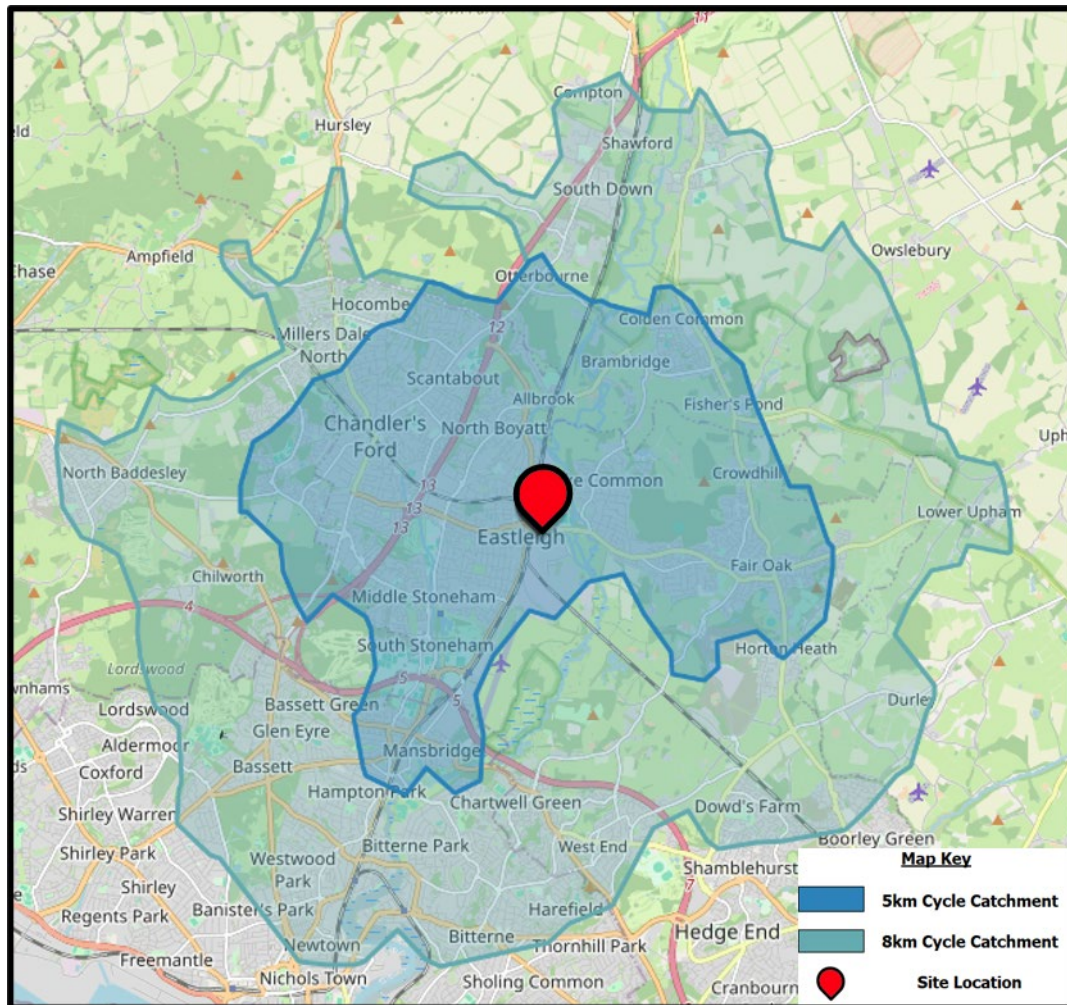
Source: OpenStreetMap. N.B. The proposal Site is indicated by a blue star.

- 2.3.11 In light of the local pedestrian facilities, the Site is well connected to the local pedestrian network with opportunities for employees to make trips by foot.

Cycling

- 2.3.12 The 2024 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.5.3km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.13 Indicative cycle catchments are shown at Figure 2.5 below, being a 5km catchment (representing the 5.3km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

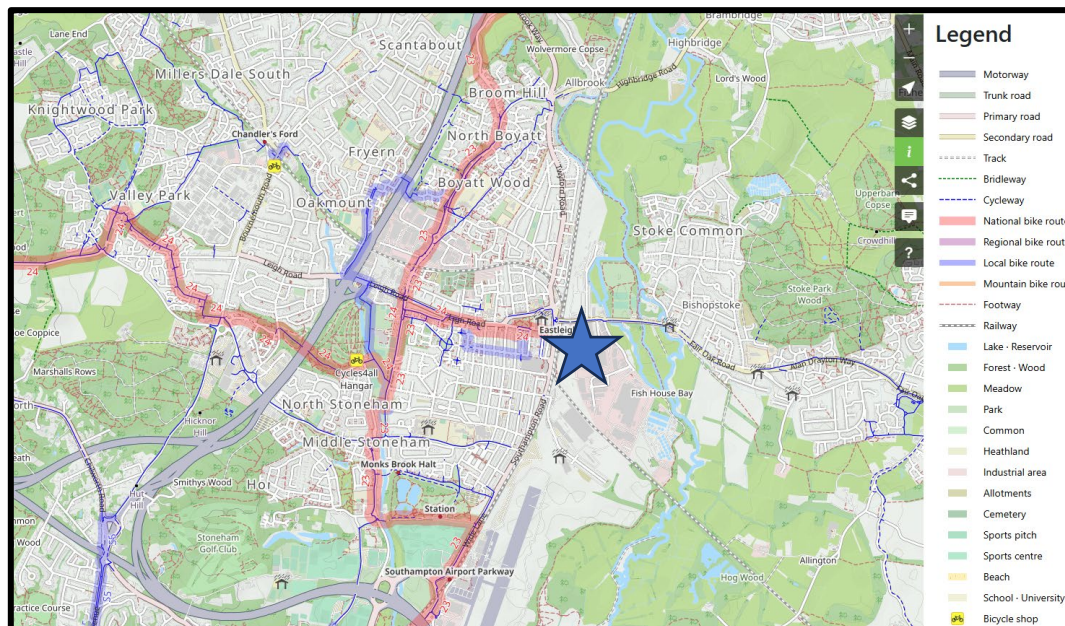
Figure 2.5 – Cycle Catchment Area



Source: Openrouteservice.

- 2.3.14 The 5km cycle catchment includes all of Eastleigh, Chandlers Ford and surrounding villages. The 8km catchment also includes parts of Southampton. There is therefore a significant local population within cycling distance of the Site.
- 2.3.15 Figure 2.6 below, shows a cycle map for Eastleigh taken from OpenStreetMap, showing local and national cycle ways in the area.

Figure 2.6 – Local Cycle Map



Source: OpenStreetMap. N.B. The proposal Site is indicated by a blue star.

- 2.3.16 As detailed above, a footway/cycleway flanks the southern side of the B3037 Bishopstoke Road, connecting the Site to the local cycle network. This also provides cycle connections between the bus and train station and the Site.
- 2.3.17 National Cycle Route (NCR) 24 runs from Leigh Road to the west of the Site to/from Romsey and Sailsbury. It also connects to NCR 23 providing a route to/from Southampton.
- 2.3.18 Local cycleways are also located within central Eastleigh and further afield.
- 2.3.19 Considering that the roads local to the Site are urban in character, and that the local topography is generally gentle, and the presence of cycle infrastructure, there are realistic and viable opportunities for employees to make trips by cycle.

Bus Access

- 2.3.20 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop.
- 2.3.21 The nearest bus stops to the Site are located on the B3037 Bishopstoke Road, c180m and c290m walk distance respectively.
- 2.3.22 Both the westbound stop (Dutton Lane Stop) and eastbound stop (Chickenhall Lane Stop) benefit from lay-bys, and poles with timetable information.
- 2.3.23 The bus stops are served by the frequent Blue Star services 2 (Southampton-Eastleigh-Bishopstoke-Fair Oak) and 3 (Southampton-Eastleigh) up to a service every 10 minutes during weekdays and Saturdays.
- 2.3.24 Eastleigh Town Centre Bus Station is also located within 500m of the Site and includes a extensive range of services.
- 2.3.25 Having regard to the proximity of the bus stops, the frequency of buses and the areas that the existing local buses serve, the Site is accessible by bus.

Rail Access

- 2.3.26 Eastleigh Train Station is located on the Sites western boundary, c450m walk distance from the Site.
- 2.3.27 The station is operated by South Western Railway, with frequent trains between Southampton Central, Romsey, Winchester, Portsmouth Harbour and London Waterloo.
- 2.3.28 It is therefore feasible that some longer journeys to/from the proposed development can be made by train, with the connection between the station and the Site being made on foot.

Vehicular Access and the Local Highway Network

- 2.3.29 Vehicular access to the unit will be unaltered via the proposals. The unit will continue to be accessed from the internal industrial estate access road, which is private.
- 2.3.30 The estate road connects to Chickenhall Lane on the Sites eastern boundary.
- 2.3.31 Chickenhall Lane connects to the B3037 Bishopstoke Road at a mini-roundabout to the north east of the industrial estate. The B3037 goes on to connect to the A335 Station Hill providing routes to the Town Centre and M3 and M27 motorways.
- 2.3.32 Figure 2.1 shows the Site in its local highway context, demonstrating that the Site is readily accessible from the local and strategic road network.

2.4 Staff Travel Patterns

- 2.4.1 In order to establish the initial travel patterns of staff, if required, a staff travel survey will be conducted within six months of the unit being brought into use.
- 2.4.2 One of the key outputs of the survey will be the modal split for the journey to work. A list of the key information that will be obtained through the surveys is set out below:
- Name and home location
 - Usual mode of travel, travel distance and travel time.
 - Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.
- 2.4.3 An example staff travel survey questionnaire is provided at Figure 2.7 below.

Figure 2.7 – Example Survey Questionnaire

CONFIDENTIAL

TRAVEL SURVEY

1: Name (BLOCK CAPITALS):

2: Home Post Code (BLOCK CAPITALS):

3. What are your typical working hours?

3i. Start Time:

3ii. Finish Time:

3iii. Do your hours vary significantly from the above?
☐ Yes
☐ No

3.iv How many days do you typically work a week?

3i. What is your main mode of transport when travelling to work?
(I.e. The mode that makes up the majority of your trip)

Walk

Cycle

Public Transport (Bus / Train)

Motorcycle or Scooter

Electric Car or Van

Carshare or lift

Drive Private Car/Van alone

Other (Please Specify in the box below):

3ii. If you carshare or get a lift, do you:

Share with other members of staff

Share with non-staff (e.g. Partners, Friends)

Share with both staff & non-staff

3iv. If you drive to work in car/van powered in part or in whole by fossil fuels, do you:

Drive to work for Health / Disability reasons

Drive as part of your job (Outside of Commuting)

Regularly visit other destinations as part of your trip (e.g a School, Partner's workplace)

Drive to work for an alternate secondary purpose (Please specify in the box below):

4i. What would encourage you to walk to work?

A walking buddy

Showers and Locker Facilities at work

Information on Walk Routes

Nothing, not willing to walk

Alternative Incentive

4ii. What would encourage you to cycle to work?

A cycling buddy

Ability to purchase bicycles at a discount

Showers and Locker Facilities at work

Improved Cycle Parking at Work

Information on Cycle Routes

Nothing, not willing to cycle

Alternative Incentive

4iii. What would encourage you to take Public Transport?

Information on local bus routes

Discounted Bus Tickets

Nothing, not willing to take public transport

Alternative Incentive

4iv. Would you be interested in joining a Carshare scheme?

Yes

No

5. Do you have any other comments regarding your journey?

- 2.4.4 Once the questionnaires have been completed and the results analysed, the modal split information for the Unit will be inserted in Table 2.1.

Table 2.1 – Modal Split of Staff Travel

Mode of Travel	Percentage of Staff
Car driver alone	
Carshare	
Public Transport	
Cycle	
Walk	
Motorcycle or Scooter	
Electric car or van	
Other	
Total	100%

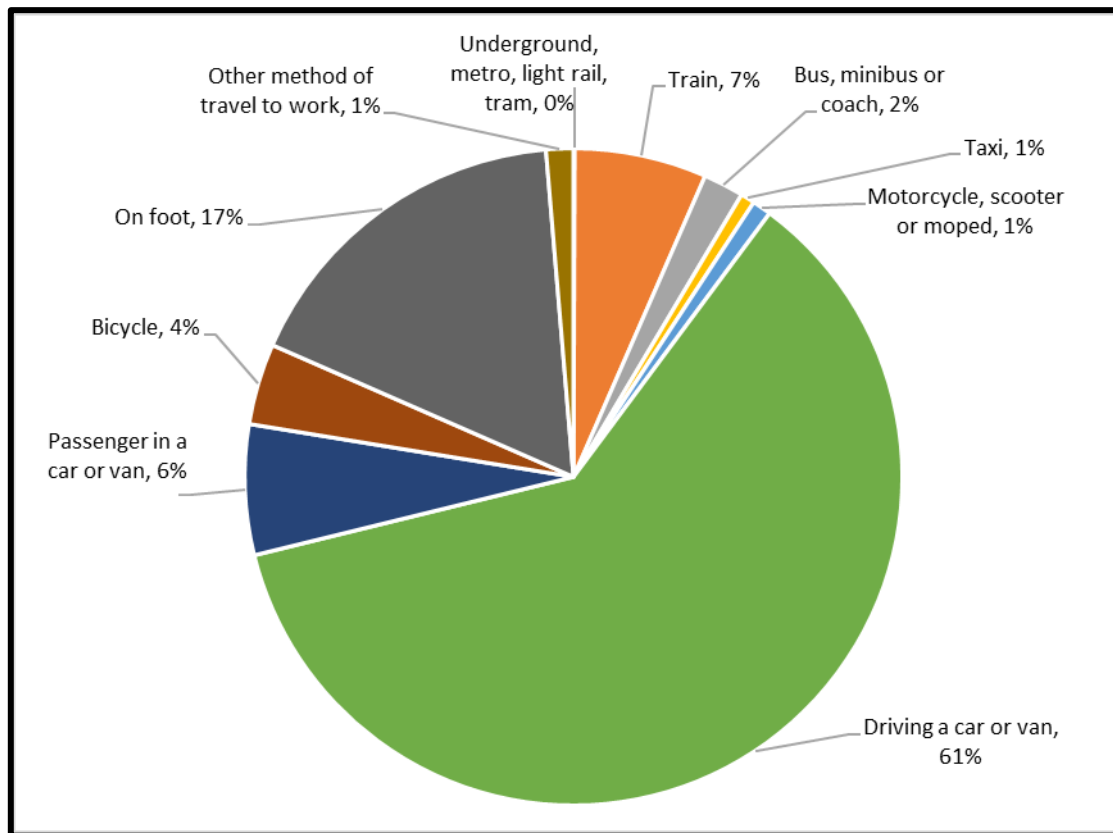
- 2.4.5 Following the staff survey, a comprehensive analysis of the results of the staff survey will be included within its own sub-heading.

2.5 Census Review and Targets

Census Review

- 2.5.1 As the unit is vacant, a preliminary review of local travel patterns has been undertaken to establish an initial indication of how future staff may travel to the Unit.
- 2.5.2 The preliminary review of the modal proportions of staff trips is based on the 2021 census data for 'Method of Travel to Work' for the Middle Super Output Area of Eastleigh 007.
- 2.5.3 The average proportion of trips by each travel mode, as identified by the 2021 census, is set out at Figure 2.8.

Figure 2.8 –Travel to Work Census Statistics – Travel Mode



Targets

- 2.5.4 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic, and Time-bound.
- 2.5.5 If required, the initial target of the Travel Plan (i.e. the results of the first travel survey) will be to achieve a modal split in line with the average figures at Figure 2.8 above, and set out at Table 2.2 below, and to then reduce the proportion of staff driving single occupancy single purpose private car journeys to work by 5%, absolute, within five years of the Travel Plan being adopted. However, the future target will take into consideration the modal split identified from the initial staff surveys.
- 2.5.6 Targets for individual mode shares have been set; however, the reduction of single occupancy private car journeys, with an associated transfer to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing, electric car and electric scooter) will contribute towards achieving the main objective of the Travel Plan.

Table 2.2 – Travel Mode Targets (Example)

Mode of Travel	Target – Initial	Target – 5 Years
Car driver	61%	56% (-5%)
Carshare	6%	7% (+1%)
Public Transport	9%	10% (+1%)
Cycle	4%	5% (+1%)
Walk	17%	18% (+1%)
Motorcycle, scooter or moped	1%	2% (+1%)
Other	2%	4%
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 The role of Travel Plan Co-ordinator / Champion (TPC) will be undertaken by a member of on-site staff. The TPC is responsible for implementing and administering the plan. The TPC will be responsible for implementing the Travel Plan on-site and will be allocated sufficient time to complete all of their TPC duties, as well as for investigating potential Travel Plan measures and sustainable travel opportunities. The amount of time needed for this is likely to vary from week to week
- 3.1.2 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.3 Once appointed, the TPC's contact details will be supplied to the council and their contact details will be inserted below: -

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

- 3.2.1 The duties of the TPC are permanent. The TPC will be responsible for the operation and implementation of the Travel Plan, which includes the following actions:
- Implementing the Travel Plan.
 - Monitoring the Travel Plan.
 - Liaison with the Local Authority and other Travel Plan Coordinators where appropriate.
 - Liaison with the local bus operators where appropriate.
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority.

3.3 Promotion of the Travel Plan

- 3.3.1 All staff, including new employees upon commencement of employment, will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these objectives.
- 3.3.2 On confirmation of employment, new staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their journey prior to commencement of employment

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

- 4.1.1 This section of the Plan outlines the specific physical and management measures to be implemented as part of the Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Plan.
- 4.1.2 As far as possible, the measures and initiatives outlined in this section are designed to be suitable for review and monitoring. The list is not exhaustive and the TPC will be free to investigate other potential initiatives. This list will be reviewed following the completion of the staff travel survey and the setting of the Travel Plan targets. An Action Plan has been included at Section 5.0.

4.2 Walking

- 4.2.1 The TPC will promote walking as a healthy and cheap means by which to travel. In order to encourage travel to the Unit on foot; the following measures will be implemented:
- A promotional poster highlighting the benefits of walking will be displayed in the unit.
 - Information regarding Hertfordshire Health Walks, including timetables, contact details, and registration process, will be displayed in the unit.
 - The TPC will liaise with the Highway Authority to report any issues with local pedestrian walk routes.
 - Staff will be provided with secure lockers / areas for storage of wet clothes, umbrellas, etc.
 - Walk to Work Week will be promoted by the TPC. Information will be obtained from www.livingstreets.org.uk.

4.3 Cycling

- 4.3.1 Cycling is a sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the Unit by cycle, the following measures will be implemented:
- The TPC will liaise with the Highway Authority to report any issues with local cycle routes.
 - Cycle parking spaces will be provided for staff and visitors. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by either staff or visitors warrant it.
 - Promotional material on bicycle maintenance will be available in the staff room.
 - Should demand warrant it, the TPC will investigate the potential for a staff Bicycle User Group (BUG).
 - Bike week will be promoted by the TPC. Information can be obtained from www.cyclinguk.org/bikeweek

4.4 Bus and Rail Services

- 4.4.1 Measures for encouraging bus and rail travel will include:

- Up to date information on services, including route information and service frequencies, will be available in the unit.
- The TPC will liaise with the local authority and the local bus and rail operators to ensure that the information remains valid.
- The TPC will bring to the attention of the relevant bus / rail operators any issues raised periodically by staff.

4.5 Car Sharing

- 4.5.1 Car sharing represents a relatively convenient alternative form of travel. It can reduce the total vehicle mileage by staff, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to both staff members and the environment.
- 4.5.2 Some staff members may be concerned about the logistics and security of car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk
- 4.5.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.

4.6 General

- 4.6.1 Upon commencement of employment each staff member will be provided with a Travel Plan Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys. The pack will comprise the following:
- A summary page introducing the Travel Plan.
 - Copies or hyperlinks to local bus timetables and maps.
 - Promotional material about walking and cycling.
 - Promotional material about public transport.
 - A plan showing local walk and cycle routes.
 - A promotional leaflet about car sharing.
 - A list of informative websites which promote sustainable travel.
 - Information on personal travel planning options such as the TraveLine website.
- 4.6.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.
- 4.6.3 The TPC will be free to investigate other potential ways of encouraging visitors to travel by sustainable modes.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

- 5.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

5.2 Monitoring

- 5.2.1 The outputs of an on-going monitoring programme will be used to inform the content of the Travel Plan reports (as detailed in Section 5.3) and will include the following:
- Monitoring the use of the cycle parking.
 - Monitoring the demand for additional cycle parking by staff.
 - Monitoring the number of staff registered for car sharing.
 - Recording of comments received from staff on transport and travel to the unit.
 - Monitoring of the number of staff vehicles in the car park.

5.3 Process and Review

- 5.3.1 Within six months of the unit opening, the operator will conduct travel surveys to assess the existing travel patterns of employees. Three months from that date a copy of the updated Travel Plan will be submitted to the Local Authority.
- 5.3.2 A staff survey will be conducted annually after the initial survey, after each of which a Travel Plan Review Report will be submitted to the Local Authority.
- 5.3.3 The Travel Plan Review Report will be produced following the results of each staff survey, and will include the following:
- Analysis of the latest questionnaire responses.
 - The latest targets (existing targets will need evaluation and refinement in light of the updated staff survey results. The success in achieving existing targets will also be considered).
 - Any additional measures and any changes or refinements to existing measures.
 - Evaluation of the success of the various measures implemented to date.

5.4 Action Plan

5.4.1 The Action Plan for the Travel Plan is provided at Table 5.1.

Table 5.1 – Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	Before the Launch of the Plan	TBC
Display promotional walking material	Before the Launch of the Plan	TBC
Display promotional cycle maintenance poster in staff room	Before the Launch of the Plan	TBC
Display bus and rail timetables	Before the Launch of the Plan	TBC
Display contact details for local taxi companies in staff room and unit	Before the Launch of the Plan	TBC
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers / areas	Before the Launch of the Plan	TBC
Issue Staff Travel Packs	At the Launch of the Plan	TBC
Organise the initial staff travel survey	Within 6 Months of Unit opening and every year for a total period of 5 years	TBC
Analyse results of annual staff travel surveys, conduct annual review and produce Full Travel Plan (or prepare annual review report as appropriate)	Within 3 Months of each Travel Survey	TBC
Report any relevant findings from the staff travel survey to the Local Authority	Within 3 Months of each Travel Survey	TBC
Record and address any comments made verbally	On-going to inform annual review	-
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Inform new staff about Travel Plan and issue them with a Staff Travel Plan Pack	On-going	-
If demand warrants it, organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, staff registered with car share websites, and parking on-site	On-going to inform annual review	-