connect
CONSULTANTS

PROPOSED OFFICE DEVELOPMENT
Chapel House Farm, Chipping Norton

Adalta Real
Travel Plan

March 2022

Travel Plan

Proposed Office Development

Chapel House Farm, Chipping Norton

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1.2 Travel Plan Background

1.2.1 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.

1.2.2 The document Delivering Travel Plans through the Planning Process[1] has been reviewed with reference to the development of the store Travel Plan.

1.2.3 Research[2] 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.

- 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.

1.3 References

1.3.1 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.

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[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

- 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).

1.3.2   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.

1.3.3   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.*"

1.3.4   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.*"

1.4   Status

1.4.1   This Travel Plan has been prepared for the proposed office focusing primarily on staff as opposed to visitor travel. 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.

1.4.2   Staff surveys will be carried out six months after the office is occupied. A period of three months will then be allowed to complete the survey response analysis and draft the Travel Plan. At that time a copy of the updated Travel Plan will be submitted to the Local Authority.

1.5   Objectives

1.5.1   The plan is a strategy for reducing dependence of office-based staff on travel by private car. The primary objective of the strategy is to:

- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff.

- 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.

1.5.2   Secondary objectives are to:

- Minimise the impact on the local community of traffic associated with the office 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 office 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.

1.5.3 The Travel Plan will also be of benefit to the operator from a business perspective. By minimising the number of car-based staff journeys to the office, optimum use will be made of the office car park by maximising the number of spaces which are available for the use. 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 store.

1.6 Travel Plan Content

1.6.1 A key feature of the 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 store-specific basis, for the five-year life of the Plan.

1.6.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 0.

1.6.3 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.

1.6.4 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 for the modal split of staff travel to the development. This section of the Travel Plan provides details of the existing local modes of travel for employment purposes, 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 site is located to the northeast of Chipping Norton, and adjoins the A3400. The site isof mixed-use agriculture in nature with farmhouse buildings within the curtilage, many of which are in need of repair.

2.2.2 The proposal site is principally bound by agricultural farmland, with the A3400 to its eastern side.

2.2.3 The location of the proposal site, in the context of the urban area, is presented at Figure 2.1 below.

Figure 2.1 – Site Location Plan
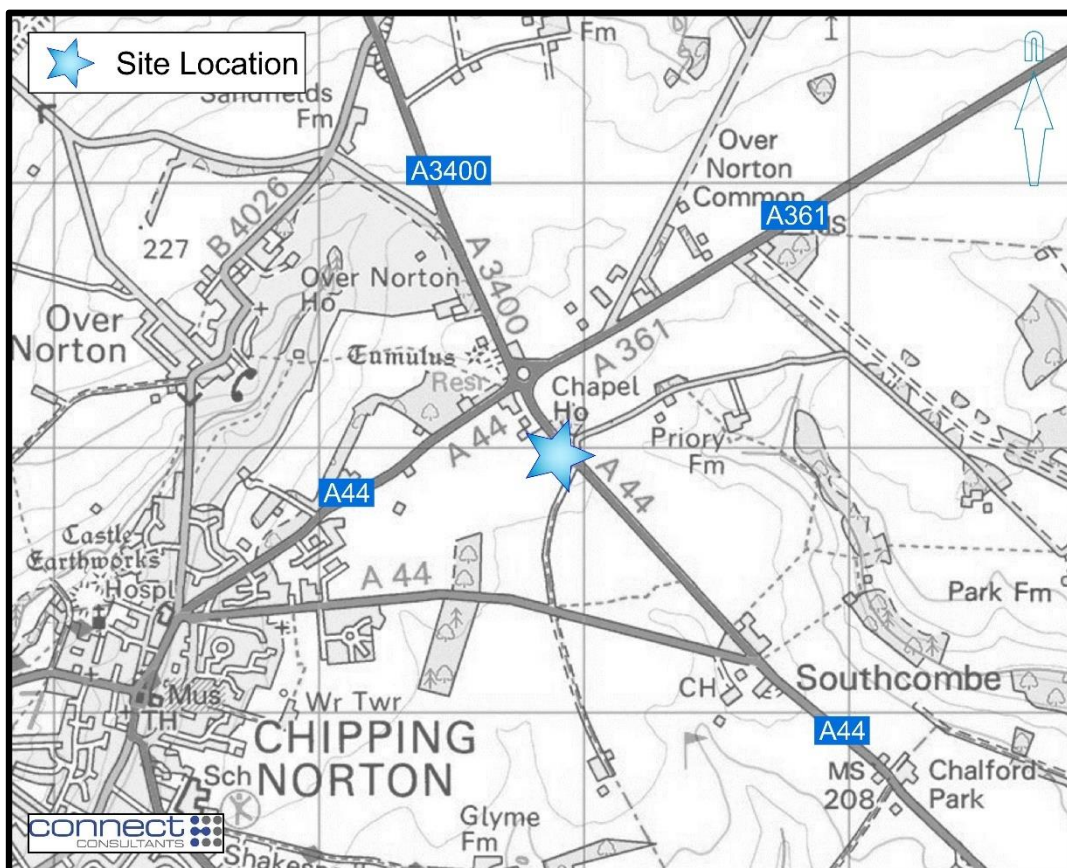
Source: Promap

2.3 Local Transport Facilities

<u>Walking</u>

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 work-based office trips, people are likely to be prepared to walk the full 2km referred to in 'Providing for Journeys on Foot' as well as trips to the 1.2km 'elsewhere' category.

2.3.4 Based on maximum walk distances of 1.2km and 2km the walk catchments are shown at Figure 2.2.

Figure 2.2 – 1.2km and 2km Walk Catchment
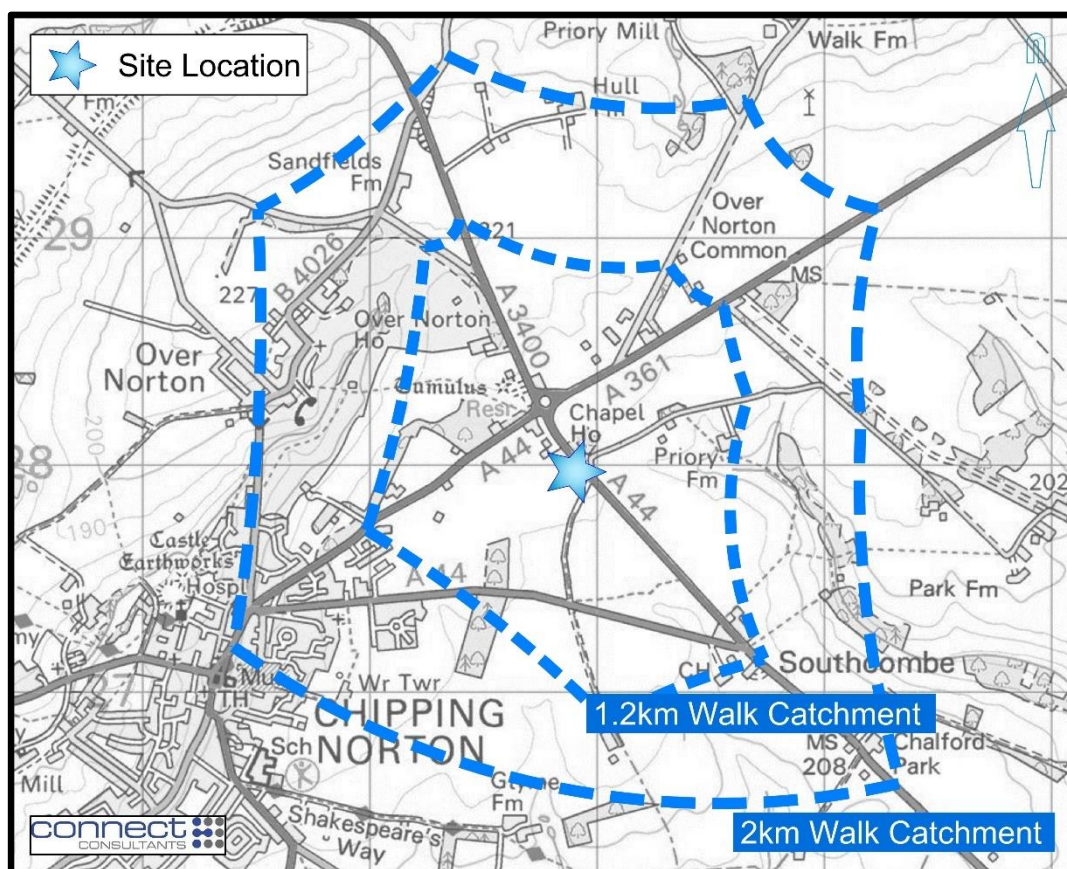
Map source: Ordnance Survey / Bing Maps

2.3.5 Figure 2.2 indicates that there are a number of residences within the 1.2km walk catchment area as well as the 2km walk catchment covering the majority of Chipping Norton to the west.

2.3.6 There is a footway on the A3400 adjoining the site that runs to the north and south. To the north, the footway runs west along Banbury Road which in turn allows for journeys to be made to and from the direction of Chipping Norton.

2.3.7 In light of the local pedestrian facilities, the site is connected to the local pedestrian network with opportunities for individuals visiting the site to make employee trips by foot.

2.3.8 In light of the local pedestrian facilities, the site is well connected to the local pedestrian network with opportunities for staff to make trips to the office development on foot.

Cycling

2.3.9 The 2019 National Travel Survey specified average journey lengths, by cycle in England of c.5.3km. This suggests that cycling can offer an alternative to car travel particularly for trips of less than 5km.

2.3.10 For the purposes of this assessment, it has been assumed that cycling has the potential to replace short car trips, particularly for journeys of less than 5km in length.

2.3.11 Based on the average cycle distance of 5km, the approximate cycle catchment is shown at Figure 2.3.

Figure 2.3 – Cycle Catchment Area
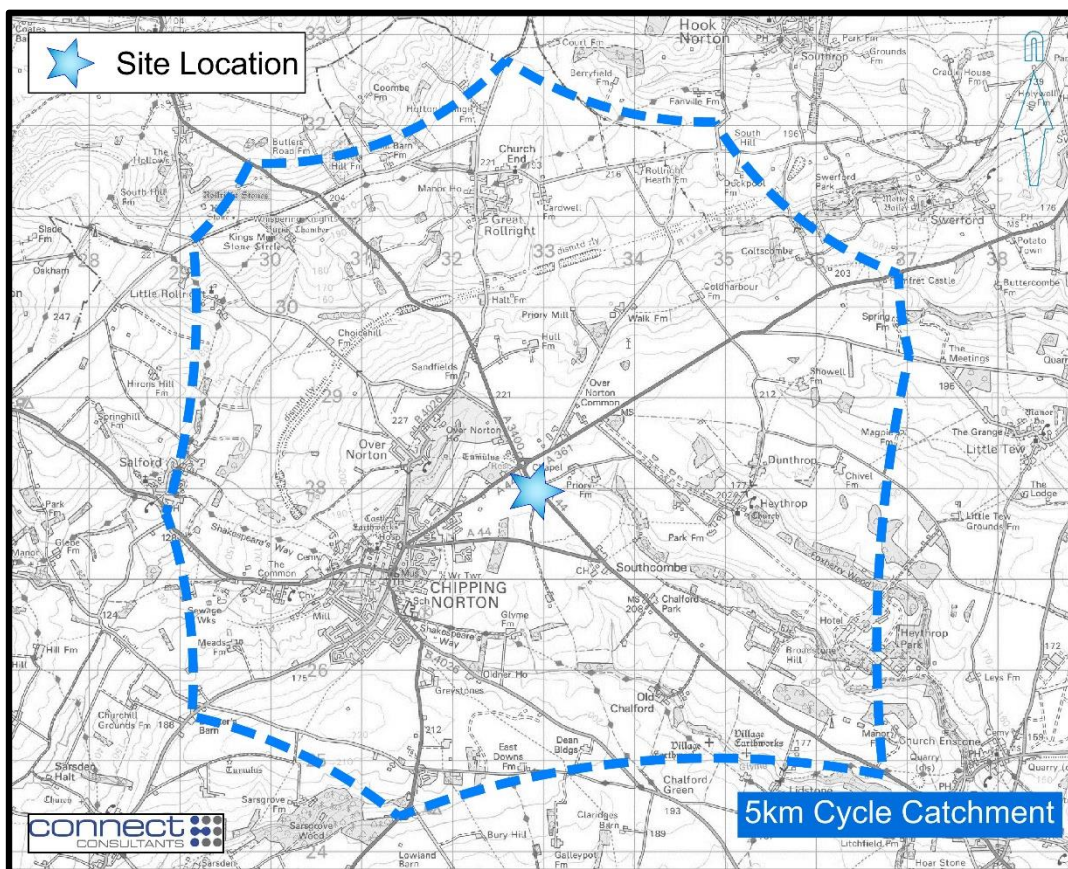
Source: Promap

2.3.12 The 5km cycle catchment includes all of Chipping Norton to the west/southwest as well as the outlying villages of Great Rollright and Over Norton.

2.3.13 This provides a significant local population within cycle distance of the site.

2.3.14 Figure 2.4 shows a cycle map for Chipping Norton and the surrounding areas taken from OpenStreetMap, showing local and national cycle ways in the area.

Figure 2.4 – National Cycle Network Map
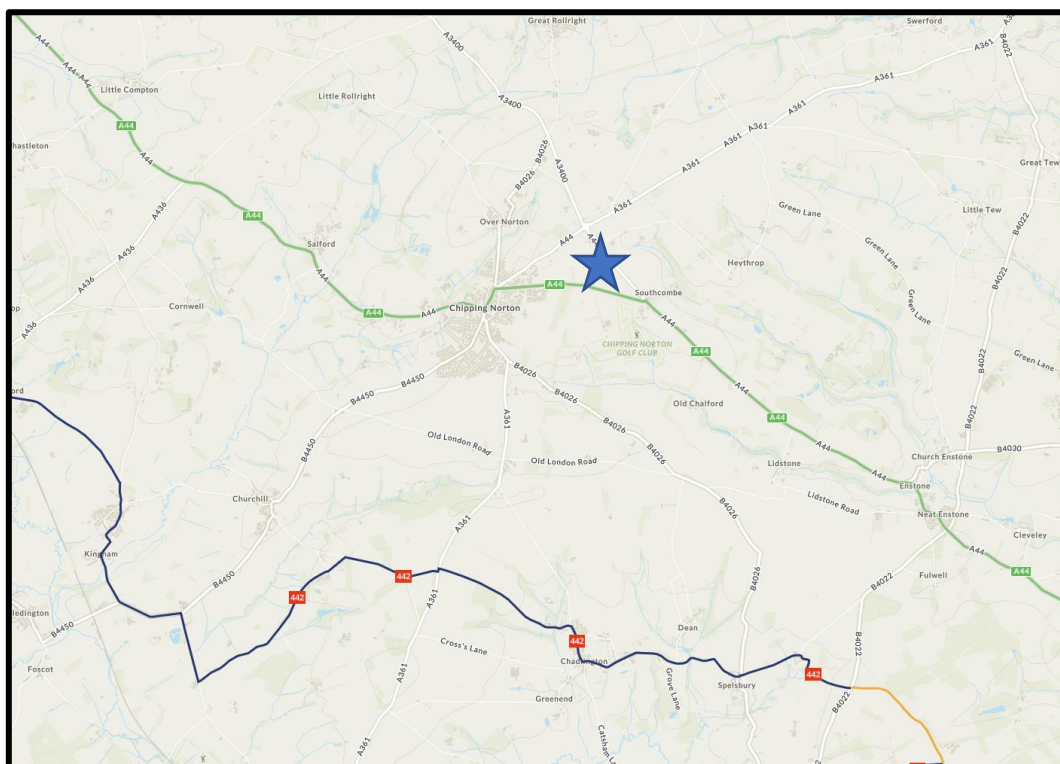
Source: OpenStreetMap. N.B. The proposal site is indicated by a blue star.

2.3.15 National Cycle Route 442 is located approximately 5km to the southwest of the site. The route, which is shown on blue in Figure 2.4 is an on-road route that runs from Honeybourne and Hanborough in Oxfordshire.

2.3.16 Based on the above. cycling provides an opportunity to access the store by a sustainable mode of transport for members of staff..

Public Transport

2.3.17 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.

2.3.18 The nearest bus stops to the site are located approximately 250m to the north of the site, on Banbury Road. These bus stops are within close proximity to the site boundary. There is an existing footway that links the site in with the bus stops. A private footpath will also be provided from the site, to these bus stops, as part of the development proposals.

2.3.19 The stops cater for eastbound and westbound bus services respectively, and have the bus stop identifiers of oxfgdgwm and oxfgdgwj. The stops are known by Traveline as the 'Chapel Island' bus stops.

2.3.20 The stops give access to service 489 that is operated by Stagecoach and runs between Banbury to the northeast and Chipping Norton.

2.3.21 The service operates 7 days a week. For the period Monday to Saturday, the service is typically hourly, commencing at around 06:30 and finishing around 18:30. On a Sunday, the service is every 2 hours, starting around 08:30 and finishing around 18:30.

2.3.22 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 public transport.

Vehicular Access and the Local Highway Network

2.3.23 The proposal site will be served from the existing simple priority t-jucntion formed with the A3400 to the east of the site.

2.3.24 The A3400 runs in a broad northwest-southeast alignment along the sites eastern boundary. Approximately 1.1km to the south the A3400 forms a 3-arm roundabout with the A44 (from the southeast) and the A44 London Road (to the northwest). The A44 London Road heads into Chipping Norton, with the south-eastern A44 arm heading to the village of Neat Enstone, to the southeast.

2.3.25 North of the site, the A3400, some 250m distant meets the A361 at a four-arm roundabout. The A3400 form the southern and northern arms, with the A361 forming the east-west arms. To the west, the A361 is known as the A361 Banbury Road and heads into Chipping Norton. The northern A3400 arm leads to Long Compton and the easternmost A361 arm heads to Banbury, approximately 17km distant.

2.3.26 Overall, the site has a prominent location in relation to the local road network from which it is readily accessible.

2.4 Staff Travel Patterns

2.4.1 In order to establish the initial travel patterns of staff, a comprehensive staff travel survey will be conducted six months after occupation of the office.

2.4.2 One of the key outputs of the survey will be the modal split for the journey to work. A list of subjects that will be surveyed have been provided:

- Name, home location, and gender.
- 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 2.5 below.

Figure 2.5 – Example Survey Questionnaire

CONFIDENTIAL

STAFF 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)
☐ Drive Private Vehicle Alone (Car / Motorbike)
☐ Carshare
☐ Other (Please Specify in the box below):

3ii. If you carshare, 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, 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
(Please Specify in the box below):

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
(Please Specify in the box below):

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
(Please Specify in the box below):

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

☐ Yes
☐ No

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

2.4.4 Once the questionnaires have been completed and the results analysed, the modal split information for the office will be inserted here.

Table 2.1 – Modal Split of Staff Travel

Mode of Travel	Percentage of Staff
Car driver alone	
Carshare	
Public Transport	
Cycle	
Walk	
Other	
Total	100%

2.4.5 Following the staff survey, a comprehensive analysis of the results of the staff survey will be included here.

2.5 Census Review and Targets

Census Review

2.5.1 As the office has not yet been built or occupied, a preliminary review of local community travel habits has been undertaken to establish an initial indication of how future staff may travel to the store.

2.5.2 The preliminary review of the modal proportions of staff trips is based on the 2011 census data for 'Method of Travel to Work' for the Middle Super Output Area of E02005994 : West Oxfordshire 002

2.5.3 The average proportion of trips by each travel mode, as identified by the 2011 census, is set out at Figure 2.6.

Figure 2.6 –Travel to Work Census Statistics – Travel Mode

Underground, metro, light rail, tram, 0.2%

Other method of travel to work, 1.1%

Train, 4.2%

Bus, minibus or coach, 3.2%

On foot, 9.1%

Taxi, 0.2%

Bicycle, 1.5%

Motorcycle, scooter or…

Passenger in a car or van, 4.5%

Driving a car or van, 75.2%
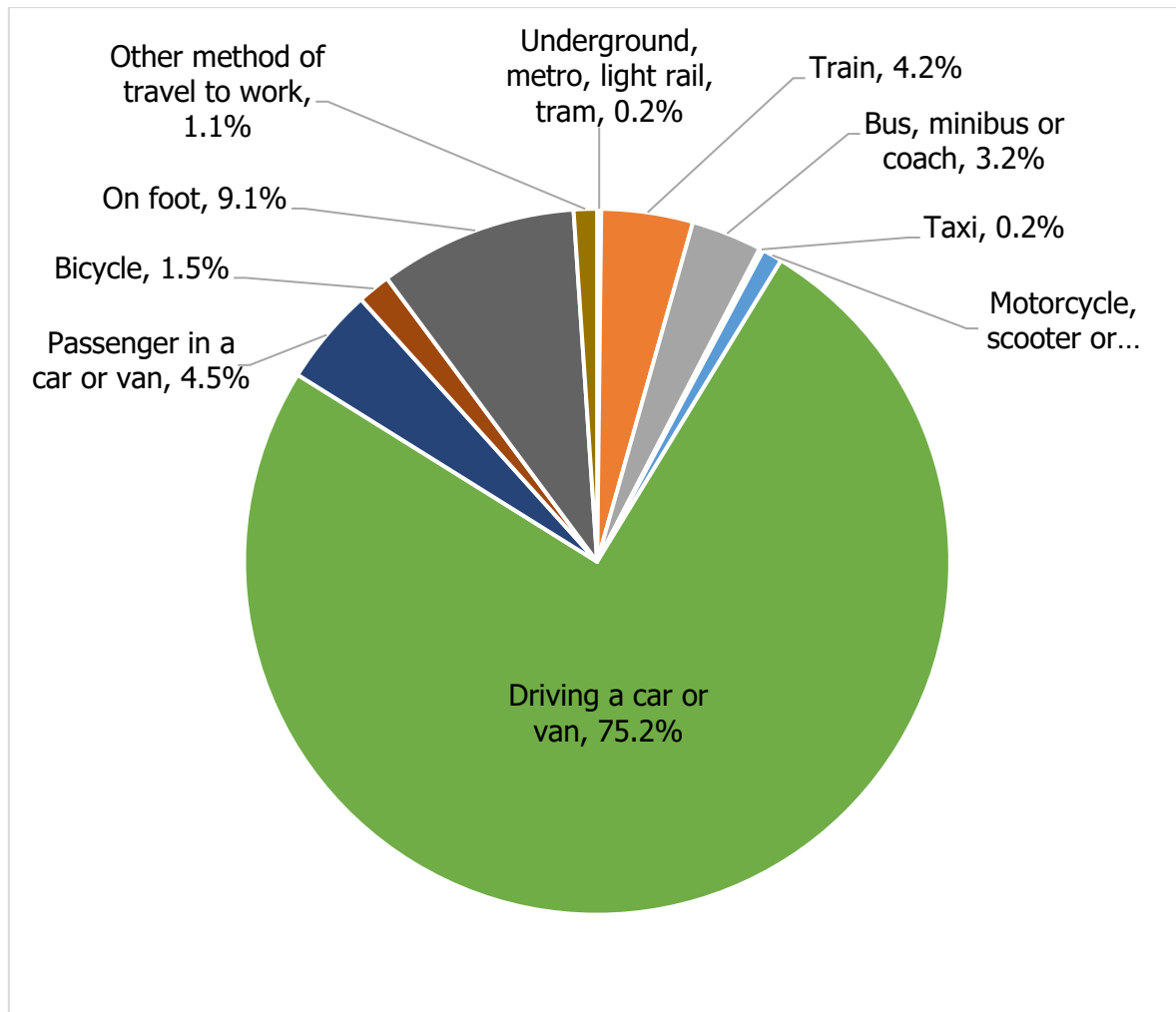
Targets

2.5.4   The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.

2.5.5   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 2.6 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) will contribute towards achieving the main objective of the Travel Plan.

Table 2.2 – Travel Mode Targets (Example)

Mode of Travel	Staff Target – Initial	Staff Target – 5 Years
Car driver alone	71%	66% (-5%)
Car driver sharing	4%	5% (+1%)
Car passengers	4%	5% (+1%)
Bus / Rail	8%	9% (+1%)
Cycle	2%	3% (+1%)
Walk	9%	10% (+1%)
Other	2%	2%
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 a member of management. 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 contact details of the TPC 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 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 office on foot; the following measures will be implemented:

- A promotional poster highlighting the benefits of walking will be displayed in the staff room and communal areas.

- The TPC will liaise with the Highway Authority to report any issues with local pedestrian walk routes.

- Staff will be provided with secure lockers 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 cheap, quick and sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the store by cycle, the following measures will be implemented:

- Consider joining the government's 'Cycle to Work' scheme and actively encourage existing and new members of staff to participate.

- The TPC will liaise with the Highway Authority to report any issues with local cycle routes.

- Cycle parking spaces will be provided for staff. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand 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.bikeweek.org.uk.

4.4 Bus Services

4.4.1 Measures for encouraging bus travel will include:

- Up to date information on bus services, including route information and service frequencies, will be available in the staff room and communal areas.

- The TPC will liaise with the local authority and the local bus operators to ensure that the information remains valid.

- The TPC will bring to the attention of the relevant bus 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 of local bus timetables and maps.

- Contact details for local taxi companies.

- 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. The TPC will be free to investigate other potential ways of encouraging staff 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 store.

- Monitoring of the number of staff vehicles parked on site.

5.3 Process and Review

5.3.1 Within six months of the office 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)	3 months prior to 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
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers	Before the Launch of the Plan	TBC
Issue Staff Travel Packs	At the Launch of the Plan	TBC
Organise the initial staff travel survey	6 Months after the Launch of the Plan and then annually for a 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 staff parking on-site	On-going* to inform annual review	-