

WORKPLACE TRAVEL PLAN

# Canmoor

Plot B, Windrush Industrial Park, Witney

February 2024

---

Workplace Travel Plan

---

## Contents

1	Introduction .....	1
2	Site Location and Accessibility by Non-Car Modes .....	3
3	Baseline Travel Patterns.....	10
4	Objectives and Targets .....	12
5	Travel Plan Strategy.....	15
6	Measures and Initiatives.....	17
7	Monitoring and Review .....	21
8	Action Plan .....	22

## Figures

Figure 2.1	– Strategic Site Location
Figure 2.2	– Local Site Location
Figure 2.3	– Key Amenities
Figure 2.4	– Key Walking and Cycling Routes

## Appendices

Appendix A	– BREEAM AI Output
------------	--------------------

## 1 Introduction

- 1.1 Vectos have been appointed to provide transport advice on behalf of Canmoor in relation to the proposed development of Plot B, Windrush Industrial Park located to the west of Witney. The site is located within the administrative boundaries of West Oxfordshire District Council (WODC) and Oxfordshire County Council (OCC).
- 1.2 Plot B is located in the south-west corner of the Windrush Industrial Park and consists of an existing industrial unit which is currently occupied and operating under Use Class B2/B8.
- 1.3 Other industrial units which are part of the Windrush Industrial Park surround the site in all directions. Plot B ('the site') is bound by Windrush Park Road to the north, vacant land and Glenmore Business Centre Road to the south, Eastwood Road to the east and another industrial unit to the west.
- 1.4 Access to the site is currently provided to the northwest corner of the site from Windrush Park Road and the southwest corner via Glenmore Business Park Road that routes in an easterly direction from Range Road. The development proposals are to provide seven new warehouse units with ancillary office space, providing 111,050 sqft of E(g)(iii)/B2/B8 use. In addition, 120 car parking spaces will be provided across all units.
- 1.5 This Workplace Travel Plan (WTP) has been prepared taking into consideration Travel Plan guidance from the National Planning Practice Guidance (NPPG), West Oxfordshire District Council (WODC) and Oxfordshire County Council (OCC). This WTP has been prepared in line with BREEAM (2018) criteria which emphasises the need for a long-term management strategy which encourages more sustainable travel by implementing measures to encourage the use of sustainable modes of transport.

### Mission Statement

- 1.6 The predominate aim of this WTP is to put in place the management tools deemed necessary to enable employees of the development to make more informed decisions about their travel, which minimises the adverse effects of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping employees from using sustainable modes which in effect self manages single-occupancy vehicle use.

### Scope

- 1.7 This WTP has been written as a standalone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan itself.
- 1.8 The remainder of this document is structured as follows:
  - **Section 2** – Outlines the site location and accessibility by non-car modes;
  - **Section 3** – Outlines the baseline travel patterns for employees at the site;
  - **Section 4** – Sets out the objectives and targets of the Travel Plan;

- **Section 5** – Outlines the Travel Plan strategy;
- **Section 6** – Sets out the measures that will be implemented to help achieve the objectives and targets of the Travel Plan;
- **Section 7** – Outlines the monitoring and review programme which will ensure the Travel Plan continues to develop;
- **Section 8** – Sets out the Action Plan for the site.

## 2 Site Location and Accessibility by Non-Car Modes

2.1 This section of the WTP provides an overview of the current accessibility of the site in terms of sustainable travel.

### Site Location

2.2 The location of the site in both a strategic and local context is shown in **Figure 2.1** and **Figure 2.2**, respectively.

**Figure 2.1: Strategic Site Location**

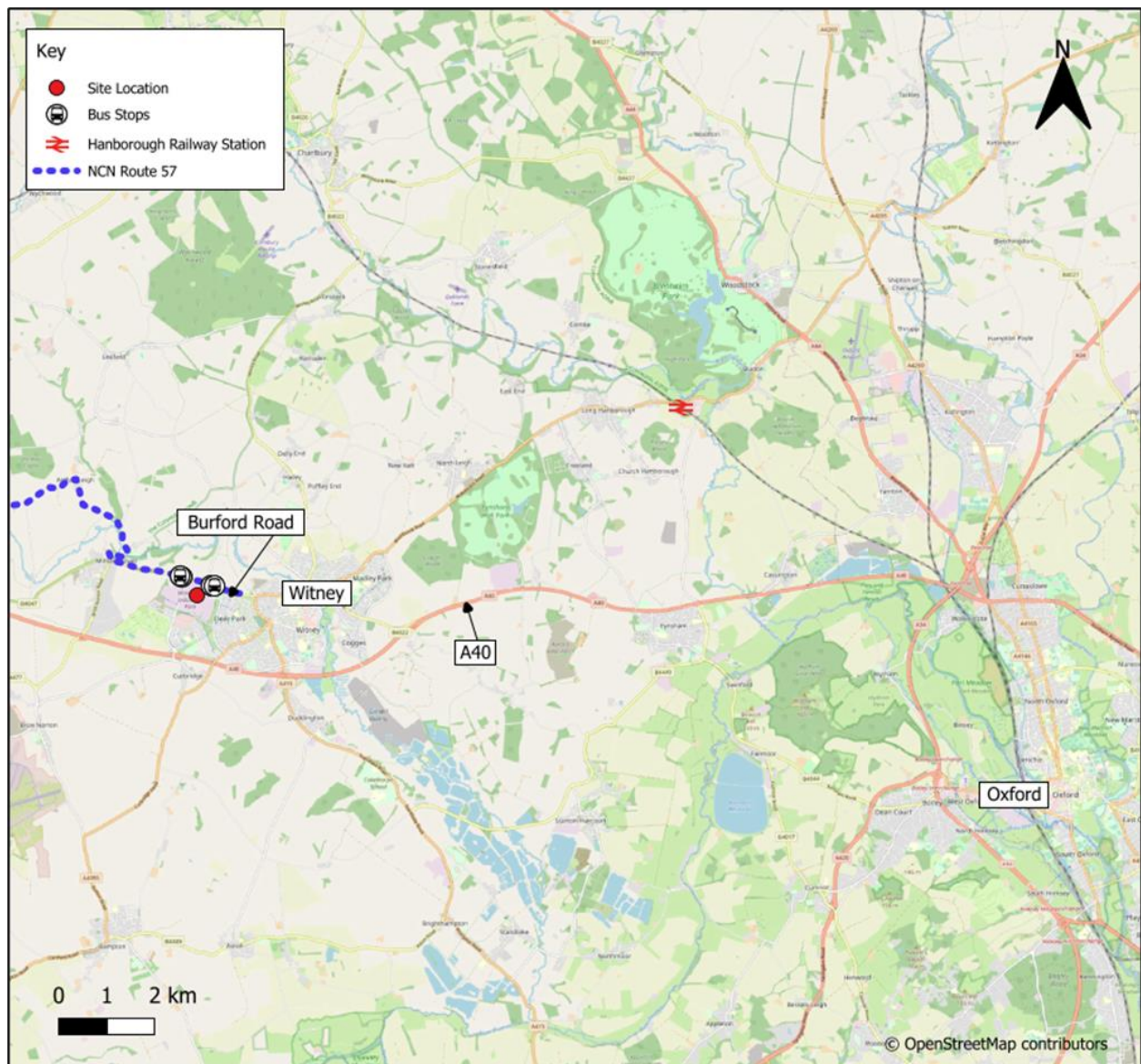
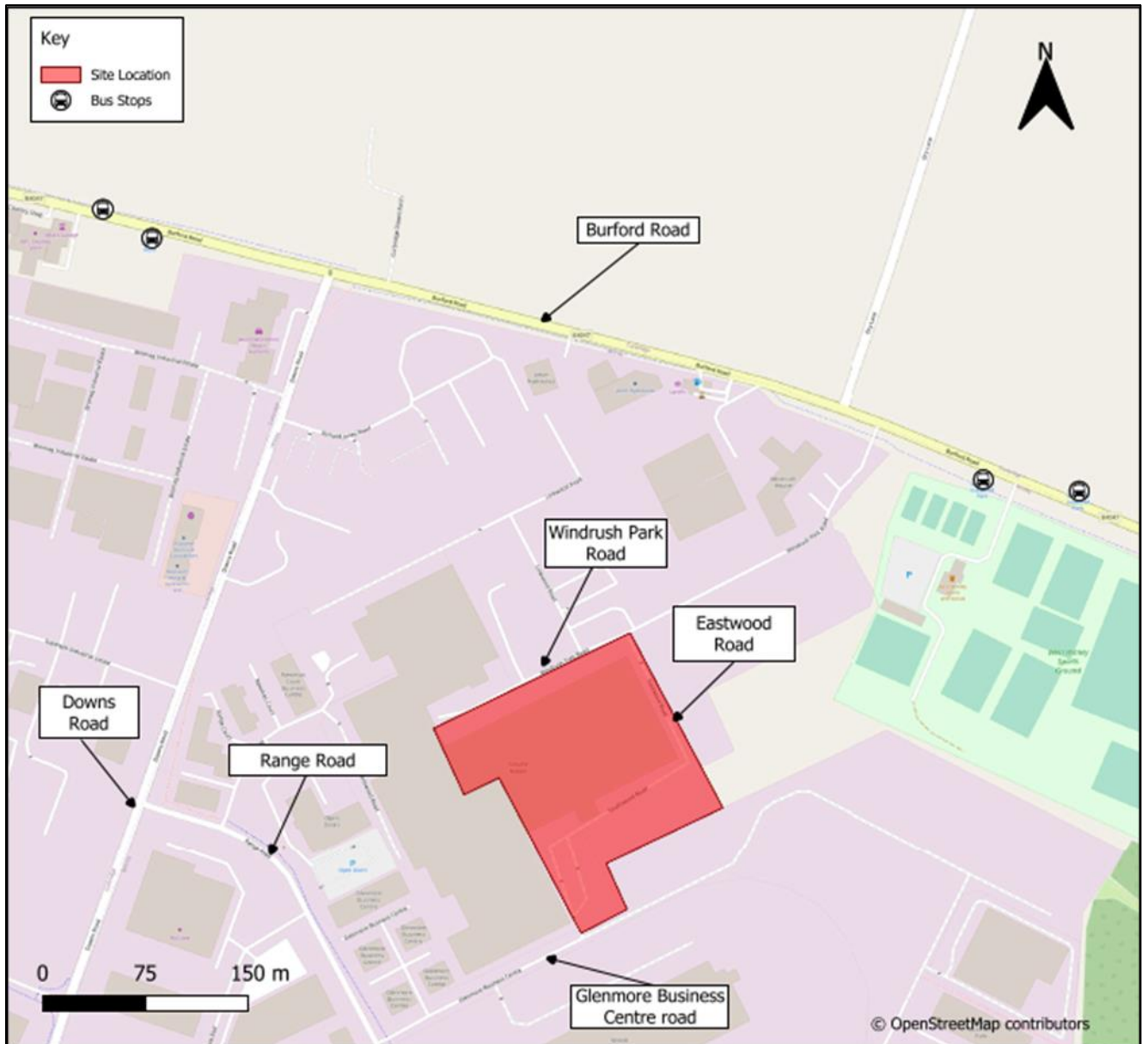


Figure 2.2: Local Site Location



- 2.3 Other industrial units which are part of the Windrush Industrial Park surround the site in all directions. Plot B ('the site') is bound by Windrush Park Road to the north, vacant lane and Glenmore Business Centre Road to the south, Eastwood Road to the east and another industrial unit to the west.
- 2.4 Eastwood Road forms part of the site and is accessed from Windrush Park Road. There is a second access to the site from Glenmore Business Centre road accessed off Range Road to the southwest of the site.
- 2.5 The site consists of an existing industrial unit which is currently occupied and operating under Use Class B2/B8.

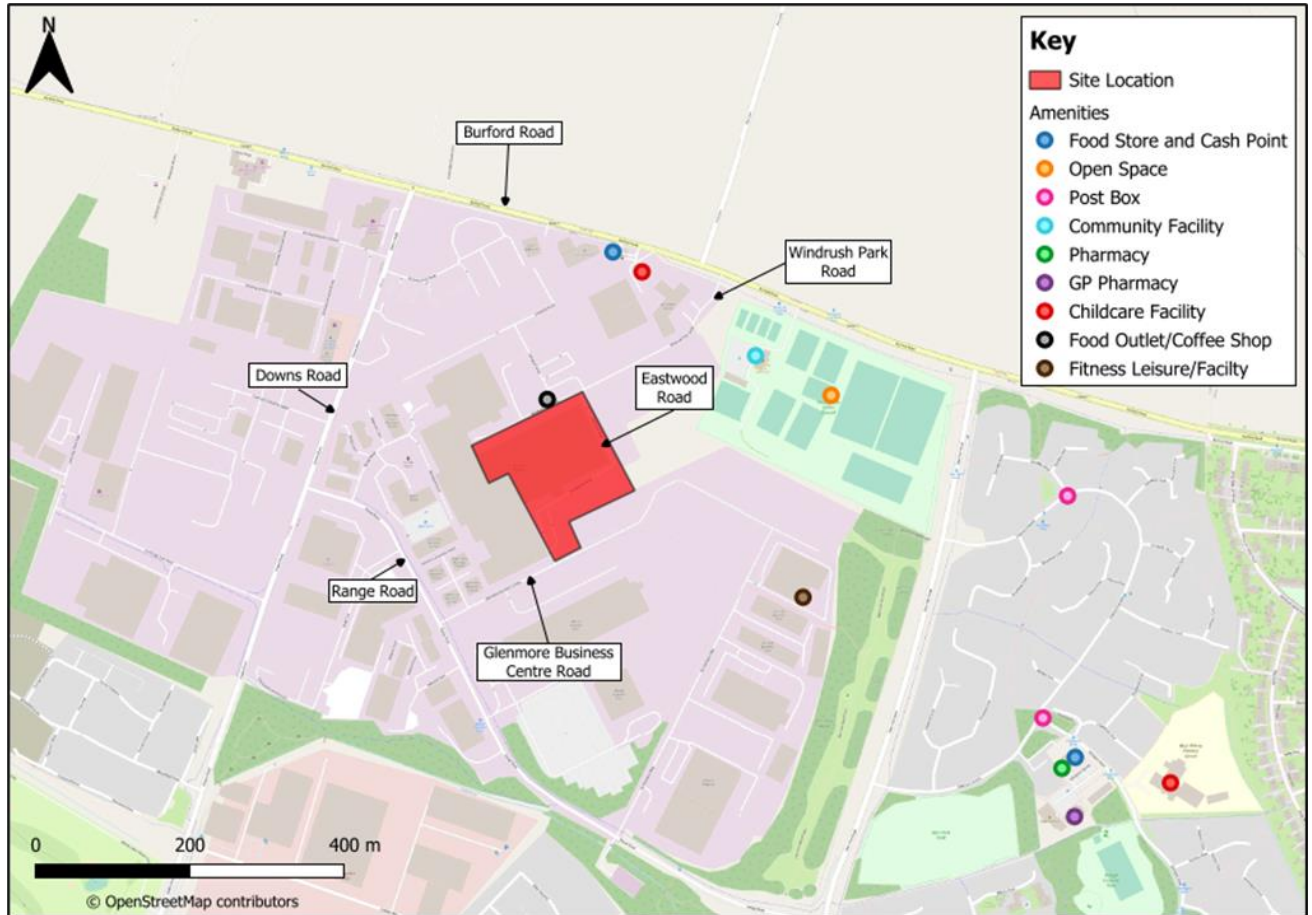
**Key Amenities**

- 2.7 A review of key amenities in proximity to the site has been undertaken. Although BREEAM criteria states a review of amenities within only 500m of the site is necessary, a review of amenities in the residential area of Witney to the east of the site has also been undertaken as these are within a comfortable cycling distance.
- 2.8 **Table 2.1** provides a summary of the key amenities in proximity to the site while **Figure 2.3** sets out the location of the noted amenities.

**Table 2.1: Key Amenities**

<b>Amenity</b>	<b>Location</b>	<b>Distance from Site</b>
<b>Food Outlet/Coffee Shop</b>	Ue Coffee Roasters Roastery Cafe & Kitchen	100m
<b>Childcare Facility</b>	Little Dots Daycare, Windrush Park Road	450m
<b>Food Store and Cash Point</b>	Petrol Station, Burford Road	500m
<b>Community Facility</b>	West Witney Sports and Social Club	550m
<b>Open Space</b>	West Witney Sports Ground	550m
<b>Post Box</b>	Valence Crescent	950m
<b>Fitness/Leisure Facility</b>	Evo Fitness and Wellness Centre	950m
<b>Food Store and Cash Point</b>	Tesco Express, Edington Square	1,300m
<b>Pharmacy</b>	Boots, Edington Square	1,300m
<b>GP Surgery</b>	Deer Park Medical Centre, Edington Square	1,300m
<b>Childcare Facility</b>	West Witney Primary School, Edington Road	1,500m

**Figure 2.3: Key Amenities**



2.9 As can be seen in **Table 2.1** and **Figure 2.3**, a number of amenities are located in proximity to the site providing future site users the opportunity to access facilities on foot and by bike.

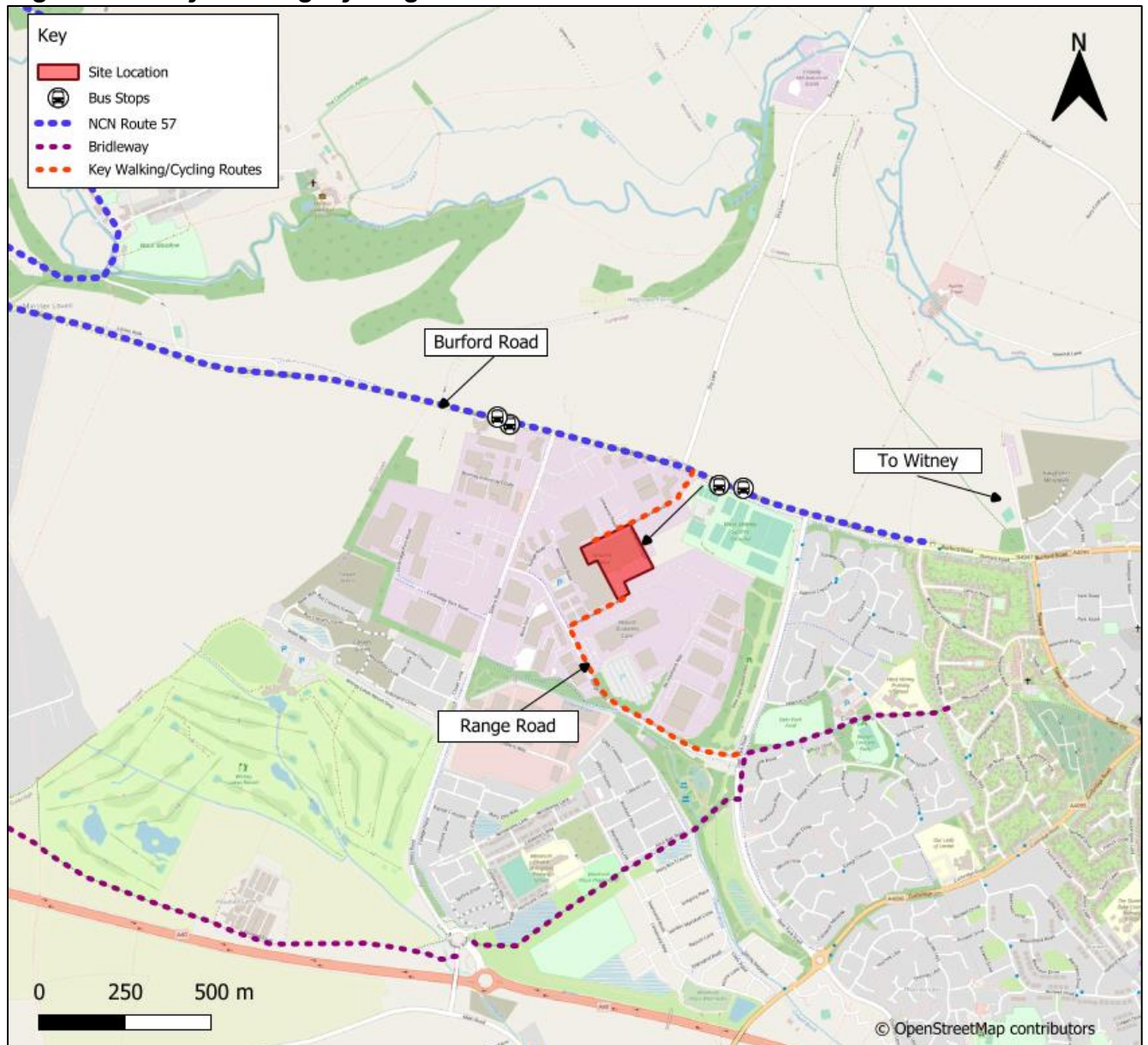
**Accessibility by Non-Car Modes**

**Walking and Cycling**

2.10 The key walking and cycling routes from the site are shown in **Figure 2.4** below.



**Figure 2.4: Key Walking/Cycling Routes**



- 2.11 Pedestrian and cyclist access to the site is currently achieved via the existing access from Windrush Park Road. Access is also provided via Glenmore Business Centre Road to the south of the site.
- 2.12 A footway is provided on the southern side of Windrush Park Road which continues to the entrance to Windrush Industrial Park. A zebra crossing is provided towards the entrance to the industrial park which allows pedestrians to cross to a footway on the northern side of Windrush Park Road. In addition, street lighting is provided throughout the industrial park. At the entrance to Windrush Industrial Park, dropped kerbs and tactile paving are provided to enable ease of crossing for visually impaired users and those with reduced mobility.
- 2.13 Windrush Park Road meets Burford Road to the north east of the site, at the entrance to the industrial park. Burford Road benefits from a segregated footway/cycleway along its southern side, with a footway present along its northern side. Bus stops are located on Burford Road, approximately 100m

east to the entrance to Windrush Industrial Park and can be accessed via the footway/cycleway for westbound services and the footway for eastbound services.

- 2.14 Along Burford Road (B4047), the shared footway / cycleway forms part of National Cycle Network (NCN) Route 57 and provides access to the westbound bus stop. NCN Route 57 provides a connection east to Witney and west towards the residential areas of Minster Lovell and Burford. In addition, a footway is provided on the northern side of Burford Road (B4047) which provides access to the eastbound bus stop. Street lighting is provided along the length of Burford Road (B4047).
- 2.15 To the south of the site, a footway is present on the southern side of Glenmore Business Centre Road, providing pedestrian access to the southern access point. The footway continues along the length of the road to meet Range Road to the south east of the site.
- 2.16 There is a segregated footway/cycleway on the eastern side of Range Road which provides access to the facilities within Witney. Range road provides streetlighting, in addition to dropped kerbs and tactile paving at crossing points.
- 2.17 To the south of the site, bridleway 410/44/10 and 410/44/20 provide a connection east to the residential area of Witney and south towards the A40 and onwards to the Minster Lovell residential area.

**Public Transport**

- 2.18 Accessibility Index (AI) calculations have been undertaken using the BREEAM AI tool giving a value of 1.32. The output is provided at **Appendix A**.

**Bus Services**

- 2.19 The nearest bus stops are located approximately 450m walking distance to the north east of the proposed development on Burford Road (B4047). Both the eastbound and westbound bus stops provide timetable information and a flag and pole arrangement. These stops are served by several bus services providing connections to Burford, Witney and Minster Lovell.
- 2.20 A summary of the bus services available in proximity to the site is provided in **Table 2.2**.

**Table 2.2: Existing Bus Services**

Service	Route	Weekday Frequency
<b>210</b>	Witney - Leafield - Ascott-under-Wychwood - Shipton-under-Wychwood - Milton-under-Wychwood	3 per day
<b>233</b>	Burford - Carterton - Minster Lovell - Witney	1 per hour
<b>234</b>	Witney-Market Square- Burford Primary School	1 per hour
<b>H2S</b>	JR Hospital – Witney via Eynsham	1x a day

Note: Services V20, V21, V23, V25 and V26 have not been included due to only running one service on one day per week

**Rail Services**

- 2.21 It is recognised that access to the site by rail is very limited. Hanborough Railway Station is the most easily accessible station to the proposed development. The station is located approximately 11.7km north-east of the site. Sheltered storage facilities for 24 bicycles are available at the station. In addition, step free access is available to the platform, with ramps available for train access creating ease of access for mobility impaired users.
- 2.22 Hanborough Railway Station is managed by Great Western Railway and provides frequent services to destinations including Worcester, Hereford, Great Malvern and London as detailed in **Table 2.3**.

**Table 2.3: Existing Rail Services from Hanborough Railway Station**

Destination	Route	Weekday Frequency
<b>Great Malvern</b>	Hanborough - Charlbury - Kingham - Moreton-in-Marsh - Evesham - Worcestershire Parkway - Worcester Shrub Hill - Worcester Foregate Street - Malvern Link - Great Malvern	1 per hour
<b>London Paddington</b>	Hanborough - Oxford - Reading - Slough - London Paddington	1 per hour
<b>Worcester Foregate Street</b>	Hanborough - Charlbury - Kingham - Moreton-in-Marsh - Evesham - Worcestershire Parkway - Worcester Shrub Hill - Worcester Foregate Street	1 per hour
<b>Hereford</b>	Hanborough - Charlbury - Kingham - Moreton-in-Marsh - Evesham - Worcestershire Parkway - Worcester Shrub Hill - Worcester Foregate Street - Malvern Link - Great Malvern - Colwall - Ledbury - Hereford	1 per hour
<b>Worcester Shrub Hill</b>	Hanborough - Charlbury - Kingham - Moreton-in-Marsh - Evesham - Worcestershire Parkway - Worcester Shrub Hill	1 per hour

**Summary**

- 2.23 It has been demonstrated that the site is located in a sustainable location with its proximity to good pedestrian and cycle links, most notably NCN Route 57. In addition, nearby bus stops provide connections to key residential areas. The site’s proximity to a number of key amenities will enable future site users to access them on foot or by bike.

### 3 Baseline Travel Patterns

#### Summary

3.1 This section will set out the baseline mode split information for employees of the proposed development. These will be used as a basis for setting future targets in this WTP.

#### Mode Share

- 3.2 Within the first six months of 50% occupation of the site, employee travel surveys will be completed which will accurately identify the travel patterns of employees to the site. These will be carried out in the form of travel survey questionnaires and will identify an employee’s main mode of travel to work. The exact nature of the survey will need to be discussed and agreed in advance with WODC and OCC. The baseline data will be a useful guide in the setting of realistic targets for mode shift over the life of the development. Details of the management of the survey are set out in **Sections 5 and 7**.
- 3.3 In the interim, and for the purpose of setting indicative targets as part of this WTP, the method of travel to work mode split has been derived from 2011 Census data (WU03EW) for employees of West Oxfordshire 009 Middle Super output Area (MSOA) which encompasses the site. This has been used to give an indication of the expected mode split for employees. This is summarised in **Table 3.1**. It should be acknowledged that the mode share presented is likely to change to reflect the baseline travel surveys undertaken once the site is operational. These changes will be discussed with WODC and OCC.

**Table 3.1: Workplace Mode Split (West Oxfordshire 009)**

Mode	Mode Split
Train	0%
Bus, minibus, or coach	3%
Taxi	0%
Motorcycle, scooter or moped	1%
Driving a car or van	80%
Passenger in a car or van	6%
Bicycle	6%
On foot	5%
Other method of travel to work	0%
<b>Total</b>	<b>100%</b>

3.4 **Table 3.1** indicates that, for West Oxfordshire 009, approximately 14% of employees use sustainable and active modes of transport such as walking, cycling or public transport to travel to work.

- 3.5 The mode share shown above will be used to derive interim WTP targets. If, after the baseline travel surveys have been undertaken, it is found that the expected mode split is not accurate, the targets will be adjusted to reflect the actual mode split.
- 3.6 The undertaking of the baseline surveys represents the start of the WTP for monitoring purposes and will provide a basis for ratifying and adjusting the targets as set out in the WTP.

## 4 Objectives and Targets

### Introduction

4.1 This section of the report sets out the overarching objectives for the WTP, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the WTP can be found in **Section 7**.

- **Objectives** are the high-level aims of the WTP. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The WTP sets out targets which will be sought to be achieved within the period covered by this Travel Plan.

### Objectives

4.2 The WTP's overriding objective is:

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

4.3 The sub-objectives are:

- **Sub-objective 1:** To increase employee awareness of the advantages and availability of sustainable / active modes of transport;
- **Sub-objective 2:** To promote the health and fitness benefits of active travel to all users; and therefore
- **Sub-objective 3:** To reduce the dependence of staff on travelling alone by private vehicles.

4.4 These objectives will be achieved by introducing a package of physical and management measures that will facilitate employee travel by sustainable modes.

### Targets

4.5 Travel Plan targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 7**) to ensure they remain SMART (Specific, Measurable, Achievable, Realistic and Timed).

4.6 There are two types of targets, namely: 'Action' and 'Aim' targets.

- **Action Targets** are non-quantifiable actions that need to be achieved by a certain time.

- **Aim Targets** are quantifiable and in the case of this WTP relate to the degree of modal shift the plan is seeking to achieve.

**Action Targets**

- 4.7 The action targets for this Travel Plan in the short term are:
- To appoint a Travel Plan Co-Ordinator within first six months of first occupation; and
  - To coordinate baseline travel surveys (see **Section 7**) within six months of 50% occupation of the development.
- 4.8 A further action plan has been completed within **Section 8** of this WTP which provides the key actions.

**Aim Targets**

- 4.9 The aim targets of this WTP are focused on employee travel to the site.
- 4.10 The interim baseline travel patterns (as shown in **Table 3.1**) will be used to set targets until baseline travel surveys can be carried out by the future occupier. These will be carried out within six months of 50% occupation of the development.
- 4.11 For this WTP, targets are set over a five-year period from the time of the initial baseline travel survey. The final target for this WTP should be achieved by the fifth anniversary of the first travel survey. There will be an interim review of the progress towards targets on the third anniversary of the initial baseline travel surveys. If the targets are not met by year five, the lifecycle of this WTP may be extended to a date agreeable with WODC, OCC and the occupier. **Table 4.1** shows the target mode split for the development once the WTP has been implemented.

**Table 4.1: Travel Plan Aim Targets**

Target	Indicator	Mode Split		
		Baseline (Year 0)	Interim Review (Year 3)	Final Target (Year 5)
Achieve a 5-percentage point increase in sustainable mode share	Travel Surveys	14%	17%	19%
Achieve a 5-percentage point decrease in single occupancy vehicle movements	Travel Surveys	80%	77%	75%

- 4.12 The targets listed in **Table 4.1** are based on census data and therefore may need to be adjusted once an accurate baseline mode share has been established from the baseline travel surveys. Any adjustments to the targets will be discussed and agreed with WODC and OCC.

- 4.13 Indicators are the elements which will be measured in order to assess progress towards meeting the final target. For the most part this will be the main mode listed by employees of the site in the monitoring surveys conducted annually up to and including year five.
- 4.14 This target will be achieved by introducing a package of physical and management measures that will facilitate employee travel by sustainable modes. A description of these measures is set out in **Section 5**.
- 4.15 Details on the review and monitoring of these targets are set out in **Section 7**.



## 5 Travel Plan Strategy

### Management

- 5.1 A Travel Plan Co-Ordinator (TPC) will be appointed whose role will be to encourage and foster a sustainable approach to the development where possible. A TPC will be named within the first six month of first occupation of the development.
- 5.2 The role of the TPC will be part-time and will vary throughout the year in response to campaigns / sustainable transport events / monitoring surveys taking place. The TPC will be allocated enough time to effectively manage and implement the WTP as agreed.

### Funding

- 5.3 The WTP, its accompanying measures and initiatives, and the TPC role will be funded by the developer throughout the five-year period. The developer will ensure that the TPC has sufficient funding to effectively implement the WTP.

### Travel Plan Coordinator Responsibilities

- 5.4 The TPC will be responsible for the administration of the WTP, the implementation of measures, and for the on-going monitoring and review of the WTP. They will have overall responsibility for ensuring that the measures are successfully delivered on time and to budget.
- 5.5 The TPC will report to WODC, OCC and other involved stakeholders regarding the implementation and progression of the WTP.
- 5.6 The duties of the TPC will therefore include:
- Providing guidance to, and be the main point of contact, for staff and issue travel information to staff;
  - Liaising with staff to inform them of upcoming promotions and to gather feedback on the day-to-day operations of the WTP;
  - Communicating information to staff regarding relevant national and local initiatives related to the promotion of sustainable travel;
  - Undertaking the travel surveys over the five-year period and supply evidence of this to WODC and OCC;
  - Taking responsibility for data collection and review of the WTP;
  - Designing and implementing effective marketing and awareness-raising campaigns to promote the WTP;
  - Liaising with external organisations, e.g., local authorities and retailers;

- Co-ordinating the monitoring programme for the WTP, including target setting (in agreement with WODC and OCC) and make necessary changes if the targets are not being met; and
- Establishing and maintaining a filing system for recording all correspondence relating to the WTP.

### **Marketing Strategy**

- 5.7 An essential element of the strategy identified in this WTP, and one which largely determines its success, is the promotion of the WTP. In order to promote and increase awareness of the WTP, the following measures will be adopted:
- Display of key WTP information within employee travel packs;
  - Arrange Q&A sessions and offer a personalised travel planning service if demand is identified;
  - Promote national travel initiatives and organise events such as organised cycle rides; and
  - The provision of Information Packs.
- 5.8 The Information Packs will be distributed to all staff at the commencement of their employment or upon recruitment.

## 6 Measures and Initiatives

### Introduction

- 6.1 This section of the WTP outlines the specific physical and management measures to be implemented as part of the WTP. The implementation of these measures includes both 'hard' and 'soft' measures and is considered to be the core of the WTP.
- 6.2 The measures outlined below will be agreed with WODC and OCC as being suitable for the situation at the site. However, this list is not exhaustive and the TPC will be free to investigate other potential initiatives.
- 6.3 An Action Plan is also included in this report, at **Section 8**, which shows the measures / initiatives and a possible timescale for implementation.

### Measures

#### Management and Promotion

- 6.4 A TPC will be appointed to manage the WTP. It will be ensured that the TPC has sufficient time and resources to undertake their responsibilities.
- 6.5 The TPC will be responsible for overseeing the implementation of the WTP. The TPC will provide personalised travel planning advice to staff should demand be identified, as well as providing Information Packs to all new staff.
- 6.6 This Information Pack will contain information regarding:
- Walking and cycling routes;
  - Bus and train station locations and timetable information;
  - Journey Planner tools;
  - Car sharing opportunities;
  - Contact details for the TPC; and
  - Brief overview of the WTP.
- 6.7 The TPC will continuously promote the WTP and its initiatives and will be responsible for investigating new ways for staff to become involved. The TPC will also publicise the on-going progress and successes of the WTP in order to encourage staff to start to travel or continue to travel sustainably.

#### Walking

- 6.8 The TPC will report the results of the travel survey to the relevant WODC and OCC officers and will liaise with them to establish the potential for improvements to existing off-site facilities.

6.9 The TPC will be responsible for promoting the benefits of walking to staff of the site. As well as providing information regarding local walking routes within the Information Packs, the TPC will promote public health campaigns such as Change 4 Life (NHS programme) and walking challenges such as the 10,000 steps a day campaign. These highlight the health benefits associated with active travel.

### **Cycling**

- 6.10 A total of 68 cycle parking spaces (34 Sheffield stands) will be provided within two covered cycle parking storage shelters. One shelter will be provided at the western side of the north car park, with the second shelter provided between Unit 17 and Unit 18. Appropriate facilities for cyclists will also be provided, such as showers, drying space, changing space, and lockers for personal belongings.
- 6.11 The proposed number of parking spaces falls within the middle of the range for the maximum number permitted for E(g)(iii), B2 and B8 land uses. Given the end user of the site could be any of these, this is considered to be an appropriate level of provision.
- 6.12 The TPC will investigate the opportunity for a cycle to work scheme which allows employees to obtain a bike and cycle accessories through a salary sacrifice scheme. This scheme is provided through employers and also allows employees to spread the cost over 12 months.
- 6.13 As described previously, information regarding local cycle routes will be provided within Information Packs provided to staff upon commencement of their employment. Employees will be provided with information and advice concerning safe cycle routes to the site.
- 6.14 The TPC will also liaise with WODC and OCC to discuss ideas for awareness raising events and initiatives. Participation in national and local events for specific campaigns will also form a central role in raising awareness of travel options such as National Bike Week.
- 6.15 The TPC will investigate cycle training for staff, on either an individual or group basis, depending on the number and ability of participants and availability of trainers. The aim is to make cyclists more confident and comfortable cycling on the road, therefore encouraging them to cycle to / from the site on a regular basis.

### **Public Transport**

- 6.16 Up-to-date timetables and journey planning tools, including route information and service frequencies, will be provided within the staff Information Packs. In addition, links to the National Rail and Traveline websites as well as enquiry phone numbers will be advertised through all relevant means. Contact details for local taxi operators will be available on within the staff Information Packs.

### **Car Sharing**

- 6.17 A car sharing database, such as Liftshare, will be promoted to staff through Information Packs. If enough interest is shown in car sharing, a database for the proposed development could be set up that matches staff travelling from similar locations.
- 6.18 As part of the development 31 EV spaces will also be provided.



**Other Measures**

- 6.19 Travel awareness measures should play a key part of the WTP, for example:
- Car-free days to be promoted;
  - Personalised travel information if the demand is identified;
  - Promote participation in National Bike Week events; and
  - Promoting the health and cost benefits of using sustainable transport.

## 7 Monitoring and Review

### Introduction

- 7.1 The WTP is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This section sets out the proposals for monitoring and review of the WTP.

### Monitoring

- 7.2 All monitoring will follow the most up to date DfT, WODC and OCC best practice guidance and will be the responsibility of the TPC.
- 7.3 The monitoring programme will begin with the initial baseline travel survey, to be undertaken within six months of 50% occupation of the development.
- 7.4 The WTP will be monitored on a five-year cycle. Monitoring surveys will be undertaken in years 0, 3 and 5 on the anniversary of the initial baseline travel survey. The baseline survey represents the start of the travel plan for monitoring purposes.
- 7.5 The interim (Year 3) target set out in this WTP may be revised on the results of the initial baseline travel survey if the modal split is found to be considerably different from the census data modal split. The targets will be discussed with WODC and OCC before being finalised.
- 7.6 If sustainable travel targets have not been met by the end of the WTP's five-year lifespan, monitoring could be extended.
- 7.7 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- Comments received from employees relating to the operation and implications of the WTP; and
  - Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to WODC and OCC.

### Reporting

- 7.8 A WTP review will be undertaken by the TPC in years 3 and 5 to assess the progress of the WTP. This will outline the results of the survey, measures that have been implemented and any changes to targets and measures as a result of the survey data. The report will also incorporate the results of monitoring throughout the preceding period. The report will be issued to WODC and OCC within three months of completion of the survey. Any revisions to targets or measures will be agreed with WODC and OCC.

## 8 Action Plan

- 8.1 The Action Plan outlined in **Table 8.1** sets out the measures included within the WTP that are directed at influencing employee travel.



**Table 8.1: Action Plan for Travel Plan Measures**

Measures	Notes	Timescale	Monitoring Method	Responsibility
General				
Appointment of Travel Plan Coordinator	Part time role	Within six months of first occupation of development	N/A	Developer
Information Packs for all employees	Staff to be provided with relevant information	Upon recruitment	N/A	TPC
Cycling				
Provision of cycle parking	Provision of 68 cycle parking spaces (34 Sheffield stands)	As part of construction	N/A	Developer
Provide cycle route maps and other information relating to cycle facilities	Staff to be provided with relevant information	Ongoing	Monitor uptake through travel surveys	TPC
Investigate the provision of cycle to work schemes	Making cycling cheaper and more convenient	Ongoing	TPC to monitor uptake through travel surveys	TPC
Promote available cycle training	Making cycling more accessible	Ongoing	TPC to monitor uptake through travel surveys	TPC
Walking				
Health benefits of walking to be promoted (10,000 Steps a Day)	Promoted in conjunction with the organisation of social walks and walk to workdays	Spring and Summer (annually)	Monitor uptake through travel surveys	TPC

Measures	Notes	Timescale	Monitoring Method	Responsibility
Employees provided with information related to safe walking routes	Staff to be provided with relevant information	Upon recruitment	Monitor uptake through travel surveys	TPC
Public Transport				
Journey planner information to be provided	Staff to be provided with relevant information	Ongoing	N/A	TPC
Car Sharing				
Promote a car sharing database such as Liftshare	Staff to be provided with relevant information	Ongoing	Monitor uptake through travel surveys	TPC
Other				
Promote initiatives to encourage sustainable travel such as commuter challenges and car-free days	Investigate local/national and regional options	Ongoing	TPC to monitor	TPC

# Appendix A

## BREEAM 2018 Tra01/02 Accessibility Index calculator

Using the drop down boxes make the relevant selections and press the 'Select' button

Building type

No. nodes required

### NODE 1

Public transport type	Bus						
Distance to node (m)	450						
Average frequency per hour	0.27	1	1				

Accessibility Index 1.32

## Contact

---

### **London**

Network Building,  
97 Tottenham Court Road,  
London W1T 4TP.  
Tel: 020 7580 7373

### **Bristol**

5th Floor, 4 Colston Avenue,  
Bristol BS1 4ST  
Tel: 0117 203 5240

### **Cardiff**

Helmont House, Churchill Way,  
Cardiff CF10 2HE  
Tel: 029 2072 0860

### **Exeter**

6 Victory House,  
Dean Clarke Gardens,  
Exeter EX2 4AA  
Tel: 01392 422 315

### **Birmingham**

Great Charles Street,  
Birmingham B3 3JY  
Tel: 0121 2895 624

### **Manchester**

Oxford Place, 61 Oxford Street,  
Manchester M1 6EQ.  
Tel: 0161 228 1008

### **Leeds**

7 Park Row, Leeds LS1 5HD  
Tel: 0113 512 0293

### **Bonn**

Stockenstrasse 5, 53113,  
Bonn, Germany  
Tel: +49 176 8609 1360  
[www.vectos.eu](http://www.vectos.eu)

### **Registered Office**

**Vectos (South) Limited**  
**Network Building,**  
**97 Tottenham Court Road,**  
**London W1T 4TP**  
**Company no. 7591661**