

# FINAL TRAVEL PLAN FOR

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.....

In support Of The Planning Application  
Ref: DC.....

Certificate Of Planning Permission  
Granted .....  
Containing A Travel Plan As A Condition

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**ABBREVIATIONS USED IN THIS DOCUMENT:**

- .....
- **CPMS**            **Car Parking Management Strategy**
- **DfT**             **Department For Transport**
- 
- .....            .....
- .....            .....
- .....            ..... **New Main Site At ...**
- ..... **Interchange (Bus Station)**
- ..... **International Stadium**
- ..... **Stadium Station**
- 
- **LTP**             **Local Transport Plan**
- **CS**              ..... **Central Station**
- **PT**              **Public Transport**
- **P2WV**          **Powered 2 Wheeled Vehicles (Motorbikes, Mopeds And Scooters)**
- 
- **SEC**             **Sports And Education Centre**
- **TIA**             **Transport Information Area**
- **TP**              **Travel Plan**
- **TPC**             **Travel Plan Co-ordinator**
- .....            .....
- **UDP**             **Unitary Development Plan**

1. **INTRODUCTION**

This Travel Plan (TP) aims to:

- Positively influence staff, student (both full and part time), those with mobility problems, visitor and delivery travel patterns at ..... (.....) ..... (.....)
- Encourage the use of more sustainable transport to and from ..... when the site, on the ..... (.....) is operational in September .....
- Reduce the dominance of single occupancy car travel
- Ensure the services and facilities which transport operators, PTE and local authorities provide are in line with ..... users' needs.

This TP has been put together in association with ....., ..... Council and transport providers. It identifies policies and measures which are being put in pl..... to support sustainable travel to and from ....., and in order to fulfil the Planning Conditions for the new building.

The measures are being put in pl..... to enhance accessibility and will not discriminate against those with special transport needs, or reduce the viability of the College's core services.

This TP will be managed by the Travel Plan Co-ordinator (TPC) ....., Campus Services Manager. This TP has the full support of the Principal and the Senior Management Team of ....., who have allocated significant resources and time to its development.

The TP is a working document which will be reviewed regularly.

It is noted that if ever ..... no longer occupies the ..... site then successive occupiers will take over the responsibility of the TP and report to ..... Council.

## **2. CURRENT TRANSPORT POLICIES**

This TP follows current policy and guidance at national, regional and local level.

### **2.1 NATIONAL TRANSPORT POLICY**

Building on the Government's commitment to sustainable development, the Department for Transport (DfT) is actively working to deliver the sustainable development objectives by:

- Tackling congestion, (which damages economic competitiveness, worsens local air quality, and adds to the stress of our daily lives)
- Reducing the environmental and health impacts of transport, (including transport's impact on air quality, greenhouse gas emissions, noise pollution and public safety)
- Reducing social exclusion related to transport and accessibility
- Integrating transport and land-use planning to produce more sustainable patterns of development.

This TP document has been developed by following the guidelines from the DfT in:

- The "Future of Transport" White Paper, July 2004

- The document “Smarter Choices”, July 2004
- Planning Policy Guidance 13: Transport, Office of the Deputy Prime Minister July 2002
- Government’s Sustainable Development website.

## 2.3

### 2.4 LOCAL TRANSPORT POLICY

The Local Transport Plan (LTP) .....

### 2.4 ..... COUNCIL CYCLING STRATEGY

The Council’s Cycling Strategy aims to:

- Promote cycling as a realistic and healthy mode of transport
- Work with local businesses and schools so that cycling is taken into account in Travel Plans
- Consider the needs of cyclists in all planning matters.

..... TP for ..... supports the aims of this strategy.

### 2.5 ..... ENVIRONMENTAL POLICY

This TP forms part of ..... Environmental / Sustainable Development Policy which is currently under discussion. The production of this Policy is one of the targets within this TP.

## 3. BENEFITS OF THE TRAVEL PLAN

This TP describes the details and measures which will be introduced to ensure its aims will be realised. The measures will provide a viable and sustainable alternative to single occupancy car travel through:

- Encouraging the use of other, more sustainable forms of transport, i.e. walking, cycling, use of public transport, use of powered 2 wheeled vehicles (P2WV - motorbikes, mopeds and scooters) and car sharing
- Giving a means of transport to those who do not wish to use their car to travel to and from .....
- Giving a means of transport for those without access to a car and who otherwise may be excluded from accessing .....
- Reducing the need to travel.

### 3.1 BENEFITS TO ....., .....

..... will gain from increased numbers by attracting staff and students with limited access to a private vehicle; increased productivity from a healthier, more motivated workforce; possible cost savings; a reduced demand for car parking; less congestion and better access for employees, visitors and deliveries; being seen as a good neighbour; and a step towards ISO 14001/EMAS accreditation.

### 3.2 BENEFITS TO STAFF AND STUDENTS

Staff and students will benefit from a greater choice of methods of travel, which will lead to improved health, saving costs and time, less stress and a better quality of life.

### **3.3 BENEFITS TO THE LOCAL COMMUNITY**

The local community will appreciate ..... acting as a “good neighbour” by creating less on street parking; reduced traffic congestion and shorter journey times. The community will benefit from any improvements in public transport services which ..... secures around .....

### **3.4 BENEFITS TO THE ENVIRONMENT**

The measures in this TP aim to lead to a reduction in the growth of car journeys to and from ..... This in turn will reduce the growth of road congestion in the local area and reduce the growth in transport related atmospheric pollution and noise.

## **4. BACKGROUND INFORMATION**

A College’s purpose is to educate for the future. Sustainable development, of which a TP plays a part, ensures there will be a viable future to participate in. Young people should be in an environment which allows them to treat as normal forms of transport other than the reliance on the car, and not be excluded from learning. Many local authorities have a school TP Officer supporting TP in schools. Consequently many young people come to ..... having been part of an organisation with a TP. The next stage in their education, if this is not to be wasted, should build on their background so they can be part of such a system operating in a more adult world.

..... will work with ..... Council, transport operators and other partners, as and when necessary, to ensure the TP fulfils the needs of those using the ..... site.

..... will continue, as it has started, to allocate resources to fulfil its obligations and design on the site (i.e. from buildings to systems and procedures).

This TP for ..... includes:

- The various measures which are to be included in .....’s policies which will support anyone who is travelling to one of its sites in a more sustainable way, other than by single occupancy car
- The developments at ..... which support more sustainable travel
- Objectives for ..... and measurable targets.

As a learning organisation ..... will continue to develop its ..... TP, after it has occupied the site, as part of the College’s commitment to becoming a more sustainable organisation.

### **4.1 DESCRIPTION OF .....**

#### **4.1.1 COURSES AT .....**

..... will provide courses based on automobiles (autotronics, maintenance and paint shops), and have manufacturing, productivity and logistics centres.

#### **4.1.2 DESCRIPTION OF SITE**

..... is on a level brown field site, formerly occupied by a bus depot, covering an area of 4,200 square meters. Development on the site started in April 2004. It was completed in Spring 2005 and students will occupy ..... in September 2005.

..... is located on a prime site, situated on the main dual carriageway thoroughfare through the ....., which is served by public transport.

..... is situated towards the southern end of the ..... on the east side of ....., where ..... joins 9<sup>th</sup> Avenue. The A1 ..... is easily accessible by a nearby roundabout to the south of the site. There is a large supermarket, and retail units at Retail World, within ¼ mile of .....

The nearest station is ..... Interchange within ..... town centre which is approximately 2 miles away. As a result, in terms of public transport, the bus will be the main mode used to reach the site. Direct public transport provision is currently limited, although there have been recent improvements (see 6.4). Currently there is a huge reliance on cars for travelling to work on the ....., and many cars park on the road.

Although well served by roads, access to ..... (and to the whole of the ..... ) is limited by the main line railway to the east and the ..... to the west which makes the few access roads very congested at peak travel times. Although the site is level the nearest residential area from ..... is approximately 1 mile away, up a long, relatively steep incline.

#### **4.1.3 ..... TP FEASIBILITY STUDY**

..... Council is currently working with the Highways Agency to conduct a ..... TP Feasibility Study with a view to developing an overriding TP for the ..... The project is being undertaken by..... This is a pilot project aiming to explore new ways of working within the planning system. The aim is that all new developments on the ..... will have a TP ingrained right from the start with a view to reducing traffic congestion. .... are currently in the process of contacting the major employers on the ....., via ....., to consult them on their employees transport modal split. They are soon (no date available) to present the outline of the project to ..... (..... security organisation), to which members of ..... TP Steering Group will be invited.

..... will benefit from being part of this study, and the future development of the ..... TP. The TP for ..... will benefit by:

- Learning from the findings of the Feasibility Study
- Working with other organisations on travel issues which affect the whole of the ..... rather than working independently (e.g. improving bus services)
- Sharing information and resources.

#### **4.2 MAP OF SITE (Appendix 12.D)**

#### **4.3 NUMBERS USING THE SITE**

..... will create the movement of approximately 250 staff and students, which may increase in the future. This number does not include deliveries and visitors, whose travel arrangements will also be addressed in the TP (7.4).

#### **4.3.1 STAFF NUMBERS**

There will be a maximum of 50 staff at ..... This includes full time, part time and support staff.

#### **4.3.2 STUDENT NUMBERS**

There will be a maximum of 200 students at ..... This includes full time and part time students.

#### **4.3.3 TIMING OF MOVEMENTS OF STAFF AND STUDENTS**

Approximately two thirds of students will access the site during the day between 8.30am and 5pm, but there will also be a significant movement to and from evening classes until 9.30pm. There will be a movement of service staff earlier in the day for the servicing of the building.

There will be some travelling between the ..... sites:

- .....
- ....., at ..... International Stadium (.....)
- The new Main Site, ....., occupation September 2007 (.....)
- The current Main Site on .....
- Outreach centres.

This travelling will be supported through the TP (7.7).

#### **4.4 CURRENT TRAVEL PATTERNS (from a survey, June 2004)**

(Documents outlining results in detail, and post codes are available.)

A survey was carried out at ..... in June 2004 to identify current travel patterns and attitudes towards travelling to and from ..... This was given to all staff and a sample of students. It should be noted that a year group of students at ..... will have left before the move.

##### **4.4.1 CURRENT STAFF TRAVEL SUMMARY**

There was a ...% response rate to the survey. Staff travel from a wide area to reach ....., some better served by public transport than others. ...% of Staff have a disability which might affect their travel arrangements. ...% staff work between 8am and 9pm. ...% of staff live within a 2 mile radius of .....

...% of staff travel to ..... in a car by themselves. This is mostly for convenience, some for child care arrangements and some for carrying materials. ...% of staff travel to different sites, including outreach centres. ...% of staff park on the street in the residential areas if there is no parking available in ..... car park. ...% of staff would be open to suggestions about alternative methods of transport, if there was some incentive.

Many of the concerns staff indicated have been incorporated into the TP.

##### **4.4.2 CURRENT STUDENT TRAVEL SUMMARY**

There was a ...% response rate to the survey. Students travel from a wide area to reach ....., some better served by public transport than others. ...% of students have a disability which might affect their travel arrangements. Approximately ...% of students study between 9am and 5pm at ..... % of students live within a 2 mile radius of .....

...% of students travel to ..... in a car by themselves (this includes part time / adult / evening classes), mostly for convenience, but for some they use their car to reach their pl..... of work before or after College. ...% of students do not travel to different sites and outreach centres during the course of a day. ...% of students park on the street in the residential areas if there is no parking available in ..... car park. ...% of students would be open to suggestions about alternative methods of transport, if there was some incentive.

Many of the concerns students indicated have been addressed within this TP.

## 5. OBJECTIVES OF THE TRAVEL PLAN

The objectives of ..... TP will give focus and direction:

- *To enable staff, current students, potential students and visitors to have a greater choice in the way they travel to and from ....., by providing them with alternatives through new measures*
- *To help reduce road congestion in the area surrounding .....*
- *To help reduce the demand for parking at .....*
- *To reduce the need for unnecessary travel to and from ....., and ensure those who must travel do so in a more sustainable way*
- *To promote .....’s commitment to environmental principles*
- *To regularly monitor progress on transport to and from ..... and inform staff, students and visitors so the TP is seen as a working document*
- *To improve ..... staff and student’s physical and mental health at ..... – a choice of travel methods creates a healthier, more motivated workforce.*

## 6. TRAVELLING TO .....

This section gives details of all methods of travelling to ....., together with support offered by .....

..... is currently producing a “**Transport Information Area**” (TIA) to support the TP. This will be in a virtual and physical form at ..... See 7.2 for further details.

Information about travelling to ..... by all methods will be available within this TIA before student occupation in September 2005.

### 6.1 WALKING TO .....

The whole of the ..... is level making it very suitable for walking (or jogging). These measures intend to promote walking, by providing direct, safe, secure and convenient pedestrian routes, with safe crossing points, as a first choice for short distances. The measures will also encourage walking for pleasure and hence improve overall fitness and health levels, reduce air and noise pollution and traffic congestion. It is considered these measures meet the 5 main criteria of the .....

pedestrian (and cycle) access strategy for safety, security, convenience, access for all and quality of the environment.

The key difficulties for those who are walking to or from ..... are:

- Crossing ..... which is a busy dual carriageway
- Difference in levels between the site and the residential areas
- Limited number of access routes between the ..... and the residential areas, due to the railway to the east and the ..... to the west
- Lack of dropped kerbs.

..... is situated at least 1 mile from the nearest residential area, up a relatively steep incline, so the number of people who will walk to and from home to ..... will be limited. This TP will therefore address people who are walking to and from transport links, people who choose to walk to access local facilities, and people who choose to walk or jog for pleasure. The facilities available for walkers and cyclists can also be used for joggers.

There is a crossing point on ..... directly outside ..... The crossing has dropped kerbs on to the central reservation, but currently has no lights or signage.

There are footpaths from the cycle/motorcycle store (with a Zebra crossing) and car parking areas on the ..... site to the main door of the building. The footpaths within the site are all direct, lit and overlooked by CC..... There are lit footpaths linking the bus stops and shopping areas (Sainsburys and Retail World) to the site.

Facilities for pedestrians at ..... include 2 showers, pl.....s to hang clothes, change and dry hair. There are 35 lockers available for £1 deposit on a first come first served basis. Work pl..... cages are being installed to store staff and student's items. There is a café at .....

Personal alarms are currently provided to staff/students at ..... if they have concerns about safety.

Current numbers of pedestrians (from those who took part in the survey):

Staff = ...%    Students = ...%

#### ..... **Support For Walking To** .....

- *Produce information describing safe pedestrian routes to common destinations within reasonable walking distance from ..... (eg. public transport links and shops) as part of the TIA / Travel Guide*
- *Continue to raise awareness of health/social/financial benefits associated with walking and jogging and promote as part of the TP*
- *Ensure footpaths on the ..... site are direct, well lit and well maintained with convenient, safe, crossing points*
- *Liaise with ..... Council to ensure clear signposting and safe routes to and from public transport connections, shops and any other pl..... likely to be visited regularly from ..... (e.g. Bus stops, shops)*
- *Use the staff and student Intranet feedback mechanism to be open to suggestions from staff and students about improvements in pedestrian routes around .....*
- *Work in partnership with Police and ..... Council on safety issues (Through Pedestrian User Groups)*
- *Provide services at ..... to save travelling at lunch times (café provided. Other services to be identified after occupation)*

- *Provide safe storage for all so materials are not having to be carried to and from ..... (a reason given for using a car)*
- *Encourage a “Walking Buddy” scheme at ..... so groups of staff or students can walk together rather than alone (Part of developing more of a culture for being involved in “Clubs”).*

## **6.2 CYCLING TO .....**

This TP aims to ensure all cycling journeys people choose to make can be achieved safely and conveniently. In particular, the links between the site and key areas within a reasonable cycling distance of the site (8km assumed in the LTP).

The intention of these measures are, by providing direct and safe cycle routes and facilities, cycling will be promoted as an alternative mode of transport to the car.

The key difficulties for those who are cycling are:

- Crossing ..... which is a busy dual carriageway
- Difference in levels between the site and the residential areas
- Limited number of access routes between the ..... and the residential areas due to the railway to the east and the ..... to the west
- Lack of dropped kerbs.

The proposals for ..... meet the 5 main criteria of the ..... Cycle Access Strategy for safety, security, convenience, access for all and quality of the environment.

The ..... occupies a level site which is ideal for cyclists. On the ..... Cycling map, 2005, ..... is located next to a “proposed signed route” which will link to signed local routes through ..... and ..... to and from ..... Town Centre. These routes link into the regional network of cycle routes. ..... Cycle Maps are available from ..... and ..... Council TPC.

..... is 2 miles from ..... . The journey involves a steep slope.

..... has provision for the secure storage of 10 bicycles on 2 racks. These are located to the left of the main entrance. They are lit, covered and overlooked by CC..... There is a Zebra crossing to enable cyclists, who have left their cycles in the Cycle Store, to safely reach the footpath which leads to the main door.

Facilities for cyclists at ..... include 2 showers, pl.....s to hang clothes, change and dry hair. There are 35 lockers available for £1 deposit on a first come first served basis. Work pl..... cages are being installed to store staff and student's items. There is a café at .....

..... is working with the “Cycle Centre” in ..... hosted a “Bike Doctor” event at the Main Site in May 2005. Future “Bike Doctor” events will be held at ..... This partnership will provide support for cyclists in terms of discounted bicycles, equipment and repairs.

There are covered cycle storage facilities and cycle lockers at stations for those who choose to cycle there and then use a bus to reach ..... (note only folding bicycles are allowed on .....).

Current numbers of cyclists (from those who took part in the survey):

Staff = ...% Students = ...%

..... **Support For Cycling To** .....

- *Provide a map showing safe cycling routes to and from ..... and up to date information about cycling to ..... within the TIA/Travel Guide*
- *Provide safe storage at ..... so materials do not always have to be carried to and from ..... sites (a reason given for the use of a car)*
- *Continue to promote cycling as a way of keeping fit and having fun during the working day, as part of the TP. Also promote financial saving of cycling*
- *Start a Bicycle User Group (BUG) at ..... site to share cycling information, promote safety and address cycling needs (Part of developing more of a culture of being involved in "Clubs")*
- *Continue to negotiate discounts for purchase of bicycles and equipment (arrange with Cycle Centre), and preferential insurance rates. Future Bike Doctor events to be held at .....*
- *Provide a "spares" box at ..... for cyclists, puncture repair kits etc. at ..... through link with Cycle Centre*
- *Provide a cycling mileage allowance for business use for staff*
- *Liaise with ..... Council to ensure there are safe, well lit, attractive, sign posted cycle routes, with safe crossing points, linking with the local cycling network around .....*
- *Tie cycle awareness events with national campaigns (eg. National Bike Week)*
- *Consider the provision of a "Pool Bike" at ..... (folding bikes are most useful as they can be taken on public transport).*

**6.3 USING A POWERED TWO WHEELED VEHICLE (P2WV) TO REACH**

.....

Motorbikes, mopeds and scooters (P2WV) can offer a more "environmentally friendly" alternative to travel by private car. They are more sp..... efficient than other vehicles, particularly in terms of parking and congestion. P2WV are increasingly attractive to students as they are cheap to purchase and maintain, and are presently seen as a fashionable/quirky mode of travel. Given the age of most learners and subjects being studied it would seem reasonable to assume some students and staff will use a P2WV to reach .....

It is the intention of these measures to promote the use of P2WV as an alternative mode of transport to the car.

..... has provision for storage of 8 P2WV on 2 racks which are lit and covered. The number required will be revised after occupation. There is a Zebra crossing to enable drivers of P2WV, who have left their vehicle in the P2WV store, to safely reach the footpath which leads to the main door.

Facilities for P2WV drivers at ..... include 2 showers, pl.....s to hang clothes, change and dry hair. There are 35 lockers available for £1 deposit on a first come first served basis. Work pl..... cages are being installed to store staff and student's items, including P2WV helmets and equipment. There is a café at .....

Current number of P2WV riders (from those who took part in the survey):

Staff = ...% Students = ...% (This figure for students is very low as there are currently 8 motorcycles parked regularly next to the Main Site where the Automotive courses currently run. It is assumed that the students currently attending ....., who are soon to move to ....., did not fill in the survey, or a high percentage were missed out of the sample).

..... **Support For Using A P2WV To Reach .....**

- *Provide information about access, secure parking and other facilities for P2WV at ..... as part of the TIA/Travel Guide*
- *Provide safe storage for helmets and equipment belonging to P2WV drivers*
- *Provide safe storage for all so materials do not always have to be carried (a reason given for using a car)*
- *Encourage safety training for staff and students who use, or would like to use, a P2WV to travel to and from ..... Liaise with Police for this*
- *Start a P2WV User Group at ..... so motorcyclists can discuss routes and problems.*

**6.4 USING PUBLIC TRANSPORT (PT) TO REACH .....**

..., the nearest station to ....., is approximately 2 miles away so the bus will form the main method of public transport to access ....., although some journeys will be made using bus and Metro.

..... are working in partnership with service providers to provide information about services and pass schemes to reduce the cost of travel (bus and ... Passes) to ..... A Travel Surgery will be held by ... at ..... after occupation.

..... has flexible working hours for preparation and study time, only taught classes times are fixed, which enable staff and students to plan their days to enable access to and from ..... by public transport.

..... have a "Hardship Fund" for students to help with transport costs. This is a gift rather than a loan

**6.4.1 BUS**

According to a survey carried out by ..... in May 2002 the majority of companies occupying the ..... felt public transport was inadequate. Just under 50% of these companies operate shift systems, so many people are travelling when public transport is not as frequent. The current provision was geared towards peak hours.

Recently the services ..... have been awarded ..... funding to increase the frequency from every 30 minutes to every 15 minutes. This service is now in operation (from January 2005 for 3 years).

There is now a higher level of PT accessibility than was reported in the ..... survey. Information about the improved bus services is included in the TIA /Travel Guide.

There is a bus stop with a bus pull-in on both sides of ..... ..... have negotiated improvements to the waiting facilities with ... (TPC). The bus stops have recently been refurbished by ..... (June 2005). The bus stops have shelters, seats and lighting, and are directly outside ....., on both sides of ..... will provide Real Time Information within the bus shelters (no date given).

The bus stop on the east side of ..... is directly outside ..... There is a crossing point outside ..... on ..... to enable access to and from the bus stop on the west side of .....

There is a small bus station at the southern end of the ..... which is used mainly by works services and commercial services. .... has plans to refurbish this bus station, but no start date has been agreed.

..... are working in partnership with ..... to promote information about bus services, and travel passes to reduce the cost of travel to ..... (“Work’n’Save” and “Go’n’Save” schemes). This partnership will identify improvements required in services in the long term. .... is the Pricing and Ticketing Manager for, ..... manages the Travel Club.

**Bus Services To And From .....**

The most frequent services to ..... run from ..... . Traveline recommends the services ... to access ..... from all directions via... The ... is the most direct service to ..... from ... and it stops directly outside ....., the ... stops on the opposite side of .....

There are very limited services directly to ..... from all directions, including the ....., other than by travelling via ....

**Table To Show Frequencies Of Services** (From .... Monday to Friday, and Saturday morning services are currently applicable to .....

Day	Service provider	Bus number	Times					
Mon-Fri			<b>5am-8am</b>	<b>8am-9.30am</b>	<b>9.30am-4pm</b>	<b>4pm-6pm</b>	<b>6pm-9.30pm</b>	<b>9.30pm-11.35pm</b>
			30mins	15mins	15 mins	15mins	30mins	30mins
			30mins	15mins	15mins	15mins	30mins	30mins
			<b>5am-9am</b>					<b>5pm-12.20am</b>
Sat			30mins	15mins	15mins	15mins	15mins	30mins
			30mins	15mins	15mins	15mins	15mins	30mins
Sun					30mins	30mins	30mins	30mins
					30mins	30mins	30mins	30mins

(N.B. Timings for ... are from ... to ..... Correct to 20.5.05)

Current numbers of bus users (from those who took part in the survey):

Staff = ...% Students = ...%

**..... Support For Bus Travel To Reach .....**

- Provide information about bus travel in the TIA /Travel Guide
- Provide stands for paper copies of information (timetables and costs). .... have supplied stands. .... to contact .... when supplies of leaflets required
- Continue to liaise with service providers to provide information about bus / ... passes. Promote passes to reduce the cost of bus travel
- Start a Bus / PT User Group scheme for ..... to help people who are unsure about travelling by bus
- Encourage individuals to find their own Personal Travel Information, This is an individual plan of a student’s or staff’s journey to ..... (by promoting Traveline/online Journey Planner on the ... website). ... are willing to provide someone to attend to help with this if requested. Software will be available

from ... for individual for TP for a small charge to ..... (not available until October 2005 at the earliest)

- Provide safe storage at ..... to remove the need to carry items home for safety (a reason given for using the car).
- Provide assistance in exceptional circumstances if let down by PT
- Schedule meetings/lectures around bus timetables
- Continue to liaise with ... to maintain high quality waiting facilities at bus stops
- Continue to liaise with ... to identify improvements to existing bus services and negotiate suitable evening services. There may be a need for new services to be negotiated
- Aim to ensure bus services meet the needs of those using ..... by reviewing surveys and identifying where modifications are required – work in partnership with ... and other transport providers where appropriate
- Introduce incentives to staff and students not drive to ....., through the Car Parking Management Strategy (will only work if PT is adequate). Start to identify who “needs” a car for work (see CPMS 7.3). Need incentives to use alternatives to the car.

#### 6.4.2 METRO

... is the nearest ... station to ..... (approximately 2 miles, 10 minute bus ride). ... provides a link to ... services serving ... to the Coast, ..... Airport. The ... bus services link with ... and .... Metro stations.

	Frequency	Frequency	Frequency	
Day	Day Time	Morning/Evening Peak	Evenings	Service Time
Mon-Fri	10 mins	8 mins	15 mins	5.30am-Midnight
Sat	15 mins	15 mins	15 mins	5.30am-Midnight
Sun	15 mins	15 mins	15 mins	6.30am-Midnight

There are covered cycle storage facilities and cycle lockers at ... stations for those who choose to cycle there and then use a bus to reach ..... (only folding bicycles are allowed on ....).

Current numbers of Metro users (from those who took part in the survey):

Staff = ..%      Students = ..%

#### ..... Support For Metro Travel To Reach .....

- Provide timetable information about Metro and link buses within the TIA/Travel Guide
- Continue to liaise with ... to provide information about ... travel passes appropriate for staff and students to reduce the cost of ...Travel
- Consider providing corporate ... passes to reduce the cost of ... Travel
- Start a PT/... User Group scheme for ..... to help people who are unsure about using ...
- Encourage individuals to find their own Personal Travel Information, this is an individual plan of a student or staff’s journey to and from ..... by .../Bus (information from Traveline 0870 608 2 608)

- *Negotiate with ... to secure service improvements, including maintaining and improving the standard of waiting facilities at ... station*
- *Liaise with ... to maintain suitable services during the day and evening*
- *Provide safe storage for all at ..... so removing the need to carry items home for safety (a reason given for using the car).*

### **6.4.3 RAIL**

..... Central Station (CS) is the nearest railway station to ....., approximately 2 ½ miles). A one stop journey on Metro to ... and then a bus is required for the journey to ..... CS is a local, regional and national station and a focus for trains from north, south, east and west. There are also railway stations at the ..... and ..... There are very few bus services from the ..... to the ..... and very few passenger service trains stop at .....). Traveline recommends passengers access ..... via ...from which ever direction they are travelling.

#### **..... Support For Train Travel**

- *Provide information about train travel within the TIA/Travel Guide*
- *Promote discounted rail passes/season tickets to reduce the cost of rail travel.*

Current numbers of train users (from those who took part in the survey):

Staff = ...%    Students = ...%

### **6.5 USING A COLLEGE MINIBUS TO REACH .....**

Currently ..... provides 3 x minibuses during term time to bring students from a pick up point on their home route to ..... in the morning (8.30am) and afternoon return (5.10pm) on routes from distant areas of the Borough. The routes currently provide transport between ... and ..... Stadium Metro station. A leaflet about these minibus services is available from ..... One minibus will be used to transfer students to and from ..... Main Site to ....., morning and afternoon to link with other minibus routes. These services are provided free to students.

Current numbers of College minibus users (from those who took part in the survey):

Staff = ...%    Students = ...%

#### **..... Support For Using College Minibuses**

- *Information about the service for ..... will be publicised and promoted through the TIA/Travel Guide*
- *Consider how the minibuses will be used to make ..... more accessible*
- *Consider how the minibuses will be used for travel to other ..... sites and outreach centres from .....*
- *Promote the use of these minibuses to staff.*

### **6.6 USING PARK AND RIDE TO REACH .....**

There are limited Park and Ride facilities at some existing Metro Stations, .... This, together with the enhanced bus access to and from ... and ....., would mean Park and Ride is an option. In most cases the journey would involve Metro and a bus.

#### **..... Support For Using Park And Ride**

- *Ensure information is available in the TIA/Travel Guide about the location of Park and Ride and the public transport linking the car parks with ..... Information has been provided by Nexus*
- *Negotiate with service providers to ensure car parks are safe (for pedestrian access and vehicle security). Involve ... Police.*

## **6.7 USING TAXI/PRIVATE HIRE TO REACH .....**

Taxis are available from the CS or the ... when travelling to ..... currently has a business contract with ...Taxis. The use of a taxi for staff business travel during the day will reduce the need to bring a car to work (for journeys between sites and outreach centres).

It is recognised that taxis are an expensive option for regular use. The cost of taxis could be reduced for staff and students by sharing. This method of travelling may be suitable for disabled users.

There is a setting down and pick up point at ..... for taxis in front of the main door.

Current numbers of taxi users (from those who took part in the survey):

Staff = ...% Students = ...%

### **..... Support For Using A Taxi**

- *Offer preferential rates for staff, students and visitors to ..... through the ..... business contract with ... Taxis*
- *The use of a Taxi will be promoted in the TIA/Travel Guide*
- *Anyone using a Taxi at ..... will be encouraged to share where possible*
- *A Taxi could provide an “emergency ride home” in exceptional circumstances for Car Sharer users*
- *Encourage more frequent Taxi use (and the provision of a pool car) will reduce the need to bring a car to .....*
- *Investigate the use of a Taxi against pool cars, in terms of cost, convenience and sustainability.*

## **6.8 USING A CAR TO REACH .....**

The results of the survey in June 2004 showed the use of a car is required by many staff and students at ..... for a variety of reasons. Many will only use their car to reach ....., it will sit unused in the car park all day. Many see themselves as car drivers, bus users or cyclists and will often only use that one form of transport. .... users should be encouraged to use which ever form of transport is appropriate for each day's activities rather than always using the same method.

With increasing car ownership and associated road congestion, it is important to encourage staff and students to reduce their reliance on single occupancy car travel.

With reference to item ... of Planning Condition 17, “Methods to reduce traffic speeds within the site and improve road safety and personal security for pedestrians and cyclists”. At ..... there are:

- *Separate entrances for the car park and delivery vehicles. These will reduce the number of vehicles moving in the car park*

- Footpaths on the site. A footpath on the site leads from the north side of the building through the car park to the main door. This footpath extends to the cycle / motorcycle store via a Zebra crossing
- Signs on and around the site. 5mph signs on site will restrict speed. A sign on ....., will allow car drivers to anticipate the entrance to ..... and so enter more safely. The entrance will be kept clear of overhanging branches
- Road markings at the entrance to the site on ..... These will warn drivers that they are entering the site. There are "Give Way" road markings for vehicles leaving the site
- Lights on site, and CC..... coverage. These will make the site safer for all users
- Facilities for the safe arrival of those travelling by bus. Those travelling on the 94, the most direct from ..., will alight on the east side of ....., directly outside ..... They do not have to cross a main road, or cross a through road on site to reach the main door. Road safety will be emphasised for those crossing ..... to reach the bus stop on the return journey.
- Guidelines available for pedestrian road safety on site
- Guidelines available for the safe movement of vehicles on site
- Plans to review the car park measures after occupation by students.

### 6.8.1 CAR-SHARING

Car Sharing (CS) will reduce the number of single occupancy car journeys, will reduce the demand on car parking sp.....s at ....., and potentially save CSs money.

Some informal CS already occurs at ..... There are 6 signed, numbered, CS sp.....s in the ..... car park, conveniently near the main door.

Current number of Car Sharers (of those who took part in the survey):

Staff = ...%    Students = ...%

#### ..... Support For Car Sharing (CS)

- *The current informal system needs to be formalised. A system will be provided to allow staff to be matched up with other CS's at ..... Potentially CSs could match other users in the vicinity of ..... buildings so it becomes a whole site scheme (i.e. the .....)*
- *A separate CS scheme will be provided for students who will be encouraged to CS with people they know, for safety reasons*
- *CS sp.....s will be available only to those cars displaying passes. Management of this is most important - CSs should derive some benefit from making the effort to share*
- *Provide assistance in exceptional circumstances if a CS scheme user is unavoidably let down by their CS partner at .....*
- *Encourage the use of CS rather than the purchase of a Pool Car at ..... for journeys between ..... sites by staff, or to attend meetings. This would reduce the need to bring a car to .....*
- *Encourage staff and students to CS if they are travelling to another ..... site.*

### 6.8.2 DISABLED CAR DRIVERS

Parking for Disabled Drivers is provided at ..... There are 6 disabled bays near the entrance, the use of which will be enforced. The site has dropped kerbs throughout the visitors / disabled parking area at the front of the building. There are

dropped kerbs from the disabled parking sp.....s in the main car park, and at the rear of the car park, onto the footpath leading to the main door.

..... **Support For Disabled Car Drivers**

- *Information is available in the TIA / Travel Guide about the parking provision for those with restricted mobility.*

**6.8.3 PRIVATE CAR USE**

For those who choose to use, or need to use, a car to access ..... car parking there are ... car parking sp.....s available within the ..... site. Included in the ... sp.....s are designated areas for disabled, car sharers and visitors.

Students should not be excluded from attending ..... because their only means of access is the car and they perceive difficulties with parking.

A Car Park Management Strategy (CPMS) is included in this Final TP and will be developed as an essential part of the TP (see 7.3).

Current numbers of single occupancy cars (from those who took part in the survey):

Staff = ...%    Students = ...%

..... **And The Use Of Private Cars**

- *Provide information for car drivers about how to reach ..... site safely without affecting vulnerable road users (pedestrians, disabled drivers and cyclists) as part of the TIA/Travel Guide*
- *Provide information about the location of car parks, designated parking sp.....s, any permit schemes/charges, and the CPMS at .....*
- *Encourage car drivers at ..... to not automatically use their car every day but to consider other methods when appropriate. This will be promoted to all, and emphasised to new staff and students as part of the recruitment process*
- *Encourage car sharing to attend meetings from ..... and travelling between ..... sites*
- *Provide a standard mileage allowance for all engine sizes for staff business miles.*

**7. PROPOSED ACTIONS AND MEASURES FOR ACHIEVING THE OBJECTIVES (IN ADDITION TO THOSE IN 6.)**

Measures to support the TP are being developed for the benefit of all users of .....

**7.1 APPOINTMENT OF A TP CO-ORDINATOR**

TP Co-ordinator (TPC) has been appointed to lead the developments of the TP for all ..... sites (....., Campus Services Manager). A TP Steering Group is now in existence made up of representatives from HR, marketing, staff and student support services, and a representative from ..... This group has met monthly since November 2004. The TPC is supported by Senior Management. The TPC will also receive support through the curriculum through meaningful projects for students.

The role of the TPC will be to:

- *Co-ordinate the measures outlined in the ..... TP through the Steering Group, including the TIA*

- *Regularly review measures and targets, with support from the TPC at ..... Council.*

(For the full role of a TPC see appendix 12.B)

## **7.2 TRANSPORT INFORMATION AREA**

..... is currently producing a “**Transport Information Area**” (TIA). This will be in a virtual and physical form:

- Virtual – intranet and internet travel sites, plasma screen, real time travel information
- Physical – notice board / stands containing travel information, including ..... Travel Guide.

The TIA will be co-ordinated by the TPC and the Steering Group. The TIA will include all the different methods of travelling to and from the three ..... sites, including ....., and the outreach centres. It will be valuable to bring together travel information and promote the TP to new and existing staff, students and visitors. It will be easy to use, readily accessible and kept up to date.

The TIA will include:

- *Provision of travel information appropriate to reaching ..... (including the car but would recommend alternatives)*
- *A paper version of a Travel Guide for ..... which is small enough to be posted to potential visitors and new students (This is being produced in association with ...)*
- *Map/description showing all available methods of travel to .....*
- *Local bus services and bus stops*
- *Typical fares*
- *Details of discounts and season tickets from local transport operators*
- *Details of cycling discounts*
- *Information on where to find further timetable details*
- *Links with Traveline / online journey planner*
- *Information for local cycle and pedestrian routes and cycle parking*
- *Contact information for the Bicycle User Group / Public Transport User Group, and other groups*
- *Contact information for Car Sharing*
- *Arrangements for booking business travel*
- *Promotion of public transport as a way of travelling more rapidly through traffic congestion*
- *Promotion of walking and cycling as a way of exercising, having fun and saving travelling expenses during the course of the working day*
- *Details of overall transport policy (outlining ..... support for sustainable travel)*
- *Contact information for the TPC.*

## **7.3 CAR PARK MANAGEMENT STRATEGY (CPMS)**

Stricter car park management can achieve a modal shift towards more sustainable transport methods. However, there must be satisfactory alternative arrangements for travel, other than the car, for this to have an effect.

The more easily available sp..... provided the more likely people are to bring their car to ....., despite suitable levels of public transport provision. The management of car parking sp.....s is an essential part of the TP.

The CPMS will develop over time, after occupation, in response to changes within the College and in the local environment surrounding ..... will liaise with ..... Council to develop the CPMS in future.

### **Car Parking Management Strategy (CPMS) for .....**

The aim of the CPMS is to reduce demand for car parking sp.....s by management.

The car park (63 sp.....s) has a reduced number of “free” sp.....s due to there being designated, signed, parking for:

- Disabled (6)
- Car sharers (6)
- Visitors and drop off / pick up point (7)

Within the car park there are pl.....s to store bicycles (10) and P2WV (8).

The car park and foot paths on site are lit and overlooked by CC..... There will be patrols on site to monitor the use of the car park, and the use of the designated areas will be enforced.

To encourage the safe movement of vehicles on site (in accordance with ....., Planning Condition 17 “Methods to reduce traffic speeds within the site and improve road safety and personal security for pedestrians and cyclists”):

- The entrance to ..... is signed and the area will be kept clear of overhanging branches to enable drivers to anticipate the entrance
- There are road markings to indicate to motorists that they are entering the site, and that they must give way to traffic on ..... as they leave
- There is a Zebra crossing point on site to allow safe access to and from the cycle/motorcycle store, and the car park on the north side of the site
- There is a 5mph hour speed restriction on the site (signed)
- Delivery vehicles will use a separate entrance to a parking area which is separate to the main car park. There will be no movement of delivery vehicles in the main car park.

If there is a requirement for extra car parking in the evening it will be possible to make the delivery area available for car parking. There will be no deliveries in the evening so this will provide a safe area.

The safe movement of vehicles on site, and road safety for pedestrians and cyclists, will be promoted.

Information will be promoted to all users about alternative forms of travel, other than single occupancy car, to reduce the demand for car parking sp.....s. There are

facilities within the building to support sustainable travel (see section 7 of the ..... Travel Plan).

After occupation by students in September 2005 the use of the car park will be reviewed to assess if there is a need for further signage, speed bumps or any further action.

#### **7.4 VISITORS TO ..... (INCLUDING DELIVERIES)**

The term "visitor" includes all new staff, new students and other people coming to ..... for interviews and meetings, as well as deliveries to the sites.

There are ... signed, numbered, car parking sp.....s for visitors to ..... which are located in front of the building, towards the main door.

There is a separate entrance for delivery vehicles at the rear of the building on ..... There is no access from the delivery area to the car park which will improve safety for pedestrians and cyclists.

The company making catering deliveries has been informed that they should deliver before 8am.

#### **..... Support For Visitors**

- *All visitors will be given instructions on how to reach ..... by appropriate methods, paper and electronic as part of the TIA/Travel Guide*
- *Details of bus and rail services, cycle facilities, car sharing and visitors car parking will be made available to visitors to ..... (This information will be included in the TIA)*
- *Those organisations making deliveries to ..... will be given specific information about how to safely access the site and reach their drop off point; safe movement and speed on site*
- *This information will include raising awareness of ..... Environmental / Sustainable Development policy, this is important to create an image of what the College stands for*
- *The number of deliveries will be rationalised to see if fewer trips could be made*
- *Deliveries will be arranged at off peak times when there is less student and staff movement (although separate entrances will reduce potential conflicts)*
- *The use of email and fax will be encouraged to reduce the need to visit .....*

#### **7.5 POLICIES TO SUPPORT THE TRAVEL PLAN**

The TP will be part of the Environmental / Sustainable Development policy of .....

#### **The development of ..... policies to support the TP at ..... will include**

- *Mileage rates for staff at to be the same mileage allowance irrespective of size of engine. Cycle rates will be introduced*
- *The lease for the Minibuses will be reviewed e.g. "Greener" Minibuses supplied (LPG / Electric / Hybrid). Regular service / maintenance will continue*
- *Increased use of IT to reduce the need to travel for staff and students (e.g. Video conferencing, working from home) as appropriate*
- *Continuation and development of flexible working hours (apart from timetabled classes). This reduces peak time travelling and gives staff and*

*students more control of their day for access to PT and child care. Staff and students do start and finish at different times of the day but many students start their timetable at 9am and finish at 4pm*

- *Providing meaningful projects for students which will involve marketing, and collecting and processing data relating to the TP at .....*
- *Promotion of the TP as part of Investors In People.*

## **7.6 REDUCING THE NEED TO TRAVEL (INCLUDING BUSINESS TRAVEL)**

There are a number of measures which will be introduced to reduce the need for staff, students and visitors to travel. These measures will result in fewer cars in the car park.

There is a café at ..... which will open on 29<sup>th</sup> August which will reduce the need for ..... users to travel off site.

Staff at ..... can access their PCs and emails from home.

### **..... Support To Reduce The Need To Travel**

- *Services at ....., other than the café, to be identified after occupation*
- *Video or telephone conferencing at ..... as an alternative to attending meetings. .... already used teleconferencing regularly and has facilities for video conferencing*
- *Encourage staff at ..... to ask “is a meeting really necessary” before setting meetings, especially if it involves travel off site which will add to business miles*
- *Tele-working to enable some work to be done from home.*

Business miles for year ending December 2005 will be identified with a view to reducing the figure by ...% by the year ending December 2007, by applying the measures in 7.6)

## **7.7 TRAVELLING BETWEEN SITES AND OUTREACH CENTRES**

..... sites include:

- The current Main Site on .....
- .....
- The new accommodation for ..... at ..... International Stadium, occupation December 2005
- The ....., occupation September 2007
- Outreach centres.

The outreach centres are mainly used by students living locally to them. .... students do not travel between sites or outreach centres often. ...% of staff do travel between sites at some time and, in order to save time, usually use a car.

The .... bus service passes all 3 new ..... sites on their routes.

### **..... Support For Those Travelling From ..... To Other .....ege Sites And Outreach Centres**

- *Encourage the use of a Taxi if that would reduce the need to bring a car to ..... (ie. Journeys which start and end at .....) )*

- Consider provide a Pool Car at .....
- Encourage the use of public transport (bus) between sites where practical
- Provide bus / Metro passes for those travelling between sites from ..... for business where such travel would be practical. These passes would be returned after the journey was complete
- Encourage staff, and students, to car share if travelling from ..... to other ..... sites and outreach centres
- Consider how the ..... minibuses could be used to provide transport between ..... to other ..... sites and outreach centres.

## 8. TARGETS TO DETERMINE WHETHER THE OBJECTIVES ARE BEING MET

With a new building it is difficult to anticipate the initial modal split. The results of the Travel Survey (June 2004) suggest slightly less people are going to use their cars to travel to work by themselves than currently, and slightly more are intending to use public transport. The main emphasis on this survey was, however, for the ..... site because those taking part were asked how they intended to travel to .....

The survey results will be used for ..... It is anticipated the modal split will change over time as the proposed alternative transport initiatives are developed, and attitudes change towards the use of more sustainable modes of travel.

### 8.1 TARGETS TO ADDRESS THE OBJECTIVES

When an organisation moves into a new building on a new site there is no history of travel, so there is no base level to start from. These targets are based on the objectives listed earlier (5.) and individual methods of travel are based on "current methods of travel to ..... Main Site" from the June 2004 survey.

#### TARGETS

- Information available about different forms of transport to reach ..... to all users before occupation/operation of the site (operational September 2005)
- Survey 3 months after occupation (occupation Sept. 2005, survey Dec. 2005) to give base line data of staff and student modal split after occupancy. After this initial survey a travel survey will be repeated every year as part of the annual ..... end of year survey. These surveys will identify modal shift
- Include measures for encouraging the use of more sustainable forms of travel to ..... through ..... policies by Spring 2006
- Market the ..... TP as part of an Environmental / Sustainable Development Policy by Summer 2006
- Reduce single occupancy car travel to ..... from ...% to ...% (staff) and ...% to ...% (students) by Autumn 2007
- Increase the numbers using more sustainable forms of transport to reach ..... from ...% to ...% (staff) and ...% to ...% (students) by Autumn 2007. Methods of transport will be listed and reported individually. These targets have been calculated by using the results from the July 2004 survey:

#### Staff

	Current	Target mode share Autumn 2007
Single occupancy car use	..%	...%

Car Share		7%)	( )	
Walking		8%)	( )	
Cycling		0%)	( )	
Public Transport	Bus	11%)	( )	Numbers in brackets total = <b>38%</b>
	Metro	2%) = <b>33%</b>	( )	
Motorbike		0.5%)	( )	
Train		0.5%)	( )	
Taxi		0.5%)	( )	
Don't Know/Other		3.5%)	( )	
<b>Total</b>		<b>100%</b>	<b>100%</b>	

### Students

	Current	Target mode share Autumn 2007		
Single occupancy car use	<b>24%</b>	<b>19%</b>		
Car Share	12%)	( )		
Walking	16%)	( )		
Cycling	2%)	( )		
Public Transport	Bus	30%)	( )	Numbers in brackets total <b>81%</b>
	Metro	3%) = <b>76%</b>	( )	
College Minibus	2%)	( )		
Motorbike	0.1%)	( )		
Train	0.1%)	( )		
Taxi	0.2%)	( )		
Don't Know/Other	0.6%)	( )		
<b>Total</b>	<b>100%</b>	<b>100%</b>		

- Reduce car business miles by staff at ..... by 5% by Autumn 2007

## 9. MARKETING THE TRAVEL PLAN

This will be led by the TPC for ....., together with a Steering Group, which is already active. The TPC will work together with the Marketing Team (student groups will market the TP as a meaningful part of their course). The TP will be marketed as a ..... TP, with a separate section for specific measures for ..... within it. This information will be part of the TIA.

The TP will be introduced and kept up to date, for staff, students and visitors using appropriate media at ..... For example:

- On line information – Website / Intranet, email, electronic newsletter, etc
- On paper – newsletter, prospectus, etc
- Use of a notice board
- Through User Groups / TP Steering Group
- Briefing notes for Senior Management Team
- Information sent out to invited visitors
- Information included in student / staff induction book
- Information about travel options to ..... sites to staff, current and potential students, and visitors. A “How to get to .....” Travel Guide, as part of the TIA (see 7.2).

The information provided will include:

- What the TP is and benefits to ..... as a whole
- Up to date information about methods of transport to and from .....
- New measures which have been introduced specific to .....
- Results of surveys at .....
- Achievements of targets and objectives, and other successes at .....

### **9.1 REACHING DIFFERENT GROUPS**

It is likely staff will have different travel concerns compared to students; bus users will have different concerns to cyclists; support staff will have different concerns to teaching staff, etc.. ..... should consider the concerns raised by the Surveys and identify ways of publicising the measures which will address the individual concerns of each group at .....

### **9.2 LAUNCHING THE TRAVEL PLAN**

A launch of the TP will be arranged. This may coincide with the opening of the new building or it could coincide with national or local transport campaigns, such as “In Town Without My Car Day” or “National Bike Week”. Contact will be made with ..... Council TPC for details of these events.

### **9.3 BRANDING THE TRAVEL PLAN**

..... will consider branding their TP at ..... by using a catch phrase as the banner under which to take it forward. The choice of a slogan will be run as a competition which will raise awareness of the TP at .....

## **10. MONITORING AND REVIEWING THE TRAVEL PLAN**

Monitoring and review of the ..... TP will be undertaken by the TPC with support from the Steering Group. Data collection and processing will be undertaken by students as a meaningful part of their course.

It is essential the impacts of the TP, and the benefits achieved, are continuously monitored to:

- Identify whether individual aspects of the ..... TP are particularly successful at the different sites
- Review aims and objectives
- See whether the targets at ..... are being met.

Monitoring will take the form of:

- Staff and student travel surveys will be carried out 3 months after student occupancy of ..... (student occupation September 2005, survey December 2005, to establish base line data. Following this initial survey a travel survey will be undertaken annually as part of ..... regular end of year survey
- Results will be published and measures reviewed regularly. Modal split and modal shift will be identified and the results reported within ..... and to ..... Council. The modal split must be reported to ..... Council to accord with the government’s requirements (DfT) for reporting on TP by local authorities as part of the Local Transport Plan

- Periodically the usage of the car parks, buses/Metro and cycle parking will be monitored and reported on.

Review will take the form of:

- Updating information about methods of travelling to ..... as necessary
- Updating support for methods of travel
- Review the TP two years after its acceptance which will involve a detailed survey (Autumn 2007) and the production of an updated TP.

..... Council will be provided with all modal split and modal shift figures, and revisions/additions/amended versions of the TP.

..... will publicise successes within the TP, in order to help to maintain momentum.

## **11. CONCLUSION**

Whilst initially this Travel Plan was produced to fulfil the Planning Conditions for the new ..... site, ..... (.....), it has led to considerable review of ..... operations.

..... recognises its responsibilities towards the ..... TP, and will endeavour to implement the measures listed as part of the College's commitment to becoming a more sustainable organisation.

For further information about this Interim Travel Plan contact::

- • Local Authority Travel Plan Co-ordinator:

## **12. APPENDICES**

### **12.A OVERVIEW OF ..... TP FOR 3 NEW SITES**

**12.B JOB DESCRIPTION :  
TRAVEL PLAN CO-ORDINATOR**

**12.C ACTION PLAN FOR .....**

**12.D MAP OF SITE**

**12.A OVERVIEW OF ..... TP**

This TP is one of three being produced by ....., one for each of the three new sites which the College will occupy during the next two years:

- ....., ....., September 2005
- ....., ...../....., Spring 2006
- ....., within the....., September 2007

..... is taking a strategic, responsible and co-ordinated approach to the development of their TP. To support the TP ..... is putting in place policies, procedures and measures to support sustainable travel. The measures will be applicable to the College as a whole, although each site will have its own TP specific to the site.

The three TP will be co-ordinated by one TPC with the support of a Steering Group, which is already in existence, which reports to the Senior Management Team.

..... will work with ..... Council, ... transport operators and other partners, as and when necessary, to ensure the TP fulfils the needs of those people using all three sites.

..... will continue, as it has started, to allocate resources to fulfil its obligations and design each site with consistency between the sites, i.e. from buildings to systems and procedures.

The TP for each site outlines:

- The various measures which are to be included which will support anyone who is travelling to one of its sites in a more sustainable way, other than by single occupancy car
- ..... policies which will support the TP
- The developments on the three sites which support more sustainable travel.

Site Surveys have been undertaken for each of the three sites which enable individual measures to be identified. Measurable targets have been produced for each site.

There will be some travelling between the three main sites, and to and from outreach centres. This travelling will also be supported through the TP.

Together the three ..... sites will create the movement of approximately 9,000 people (a figure which may increase in the future). This includes staff, students and support staff, it does not include deliveries and visitors, whose travel arrangements will also be addressed in the TP.

As a learning organisation ..... will continue to develop its TP, after it has occupied the sites, as part of the College's commitment to becoming a more sustainable organisation.

## **12.B JOB DESCRIPTION : TRAVEL PLAN CO-ORDINATOR**

### **MAIN OBJECTIVES OF THE JOB**

The Travel Plan (TP) Co-ordinator will:

- Lead the development and implementation of a TP for ..... as a whole with individual TP for each site
- Have responsibility for raising awareness of sustainable travel issues
- Promote schemes which restrict the use of the private car for College business, and for travel to and from the College, by staff, students, visitors and contractors.

## **PRINCIPAL DUTIES**

1. To work proactively with senior managers, staff, unions and students to raise awareness of sustainable transport issues
2. To lead the development of the College TP (s) to include:
  - Gathering information about how staff, students and visitors travel to work through surveys (every year)
  - Liaising with senior management to secure support and funding for the plan, and keep abreast of development proposals for the College
  - Setting up and co-ordinating relevant working groups
  - Designing and implementing an effective marketing and awareness campaign. (Including information, through appropriate media, to staff and visitors about how to travel to and from the College, thus promoting the concept and development of the TP)
  - Acting as a point of contact for staff requiring information
  - Developing and implementing relevant (deliverable and appealing to a variety of people) TP initiatives, using the results of the Survey, (i.e. car sharing, car park management, review of the business travel arrangements, public transport provision, cycling, walking, etc.).
3. To co-ordinate the monitoring and reporting of the TP implementation and the College's progress towards achieving its targets, setting clear dates for actions to ensure the TP makes progress
4. Report on results of surveys to ..... Council. .... Council requires an annual survey to be carried out including progress towards the targets, modal split and any reviews of the TP. Local authorities are required to provide specific information on TP to Government in annual reports
5. To work with the car park management/security contractor to formulate and implement a comprehensive car parking management strategy
6. To work in partnership with other organisations:
  - To improve the provision of on-site facilities (e.g. cycle parking)
  - To develop safer cycling and walking routes (e.g. local authority)
  - Who are in close proximity to the College sites.
7. To work in partnership with transport operators to promote TP and develop alternative means of access for all those who work or visit the College sites
8. To draw into the TP other initiatives which could support it (such as Internet/Intranet development)
9. To identify and secure internal and external sources of funding to support the various TP measures
10. To promote the concept and development of the TP through the College with publicity and awareness events as appropriate
11. To develop mutual support and information exchange networks and partnerships amongst other employers within the area
12. To keep abreast of developing TP techniques

## **12.C ACTION PLAN FOR ..... TP**

(Separate document)

## **12.D MAP OF SITE**

(Separate document)