

**PROPOSED MIXED-USE RESIDENTIAL-LED DEVELOPMENT
LAND AT MERCER ROAD, HORSHAM, WEST SUSSEX**

Workplace Travel Plan Statement

December 2024

Staff Travel Plan Statement
Proposed Convenience Shop
Land at Mercer Road, Horsham

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing and maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of Riverdale Developments' proposals for a convenience shop within a residential-led development on land at Mercer Road, Horsham, they will be implementing a Staff Travel Plan to focus primarily on staff travel.
- 1.1.3 The planning application seeks permission for up to 304 residential dwellings with a convenience shop within the development site.

1.2 Travel Plan Background

- 1.2.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.2.2 The document Delivering Travel Plans through the Planning Process¹ has been reviewed with reference to the development of the Travel Plan.
- 1.2.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:
 - Increases in walking and cycling, with associated health gains.
 - Improved social inclusion.
 - Better conditions for employees.
 - Improved staff recruitment and retention.
 - The opportunity to contribute to environmental management standards such as ISO 14001.
 - Good PR for businesses.
 - Financial savings.
 - Increases in bus use and associated ticket revenue.
 - Better estate management.
 - Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
 - Better security and less fear of crime from better car parking management.

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

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

1.3 References

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

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons From UK Case Studies (July 2002).

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

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

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

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

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

1.4 Status

1.4.1 This Travel Plan Statement has been prepared for the proposed convenience store, focusing primarily on staff travel. The Travel Plan Statement will be updated to provide the details of the Travel Plan Co-ordinator / Champion (TPC) when appointed, and when the measures have been implemented.

1.4.2 At that time a copy of the updated Travel Plan will be submitted to the Local Authority.

1.5 Objectives

1.5.1 The plan is a strategy for reducing dependence of staff on travel by private car. Within the context of this Travel Plan, the word 'car' or 'vehicle' is used as a catch-all term to cover cars or vans that are powered in part or whole by fossil fuels. Electric vehicles are considered by government to be a sustainable form travel and thus within this Travel Plan have the same environmental benefit as travelling by public transport, walking or cycling.

1.5.2 The primary objective of the strategy is to:

- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff and customers.
- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.
- Reduce single occupancy, single purpose vehicle use by staff.

1.5.3 Secondary objectives are to:

- Minimise the impact on the local community of traffic associated with the store by minimising noise and pollution.
- Show a commitment to improving traffic conditions within the local area.
- Reduce the adverse effects on health associated with increased car use.
- Reduce air pollution and the consumption of fossil fuels.
- Increase the attractiveness and hence the proportion of journeys made to and from the store by sustainable modes of transport such as walking, cycling and public transport.
- Promote walking and cycling as a health benefit to staff.
- Promote social inclusion by widening the travel options available for non-car owning staff.
- Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly.
- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

1.5.4 The Travel Plan will also be of benefit to the occupier from a business perspective. By minimising the number of car-based staff journeys to the store, optimum use will be made of the store car park by maximising the number of spaces which are available for the use by customers. The adoption of the Plan will help the operator to project a more environmentally friendly image to the local community. Therefore, it will be beneficial for them to fully support the adoption of the Travel Plan.

1.6 Travel Plan Statement Content

1.6.1 A key feature of any Travel Plan is a review of existing staff patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point, and will go on to inform the various Plan measures and the identified targets. Over time the staff travel surveys will provide the monitoring framework whereby historical travel data will allow key trends to be identified for the five-year life of the Plan.

1.6.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 4.0.

1.6.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.

1.6.4 The remainder of this report is divided into four further sections, which are as follows:-

Section 2.0 Current Travel Patterns

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 CURRENT TRAVEL PATTERNS

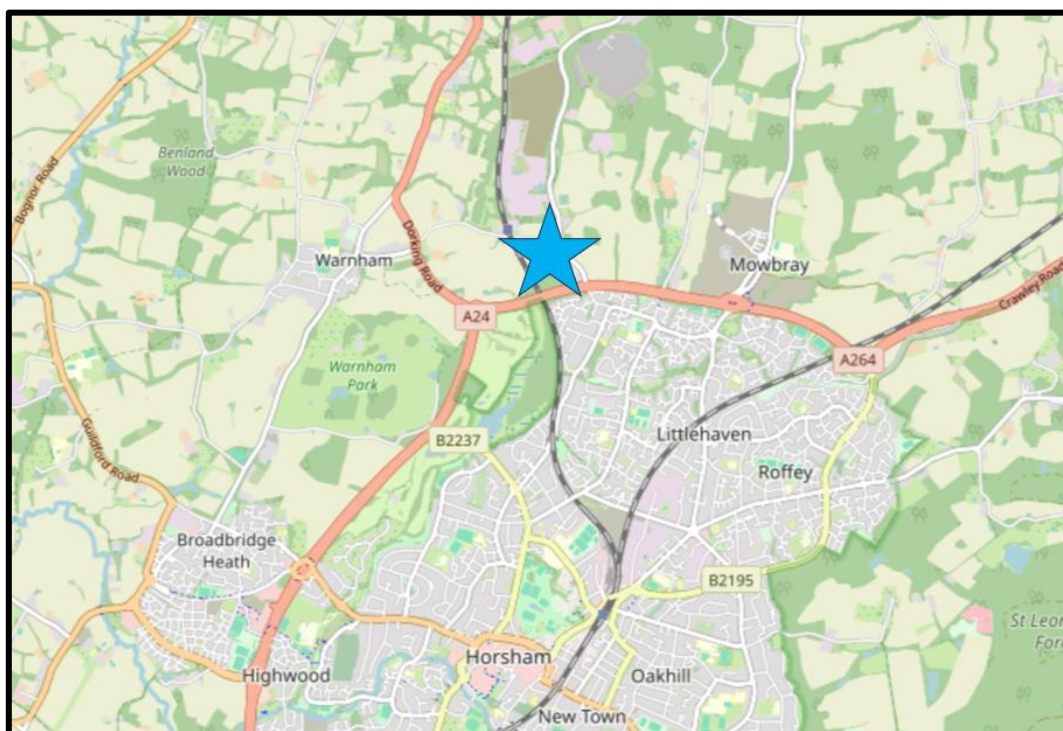
2.1 Introduction

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

2.2 The Site and the Surrounding Area

- 2.2.1 The development is located on land on the northern side of the town of Horsham, West Sussex. The site is currently undeveloped agricultural land.
- 2.2.2 The site is located adjacent to a consented strategic urban extension development, known as the 'Land North of Horsham Development'.
- 2.2.3 The site is bound to the north by the Warnham Brickworks, to the east by Langhurst Wood Road, to the south by the A264 and to the west by a railway line.
- 2.2.4 The location of the site is presented at Figure 2.1.

Figure 2.1 – Site Location Plan



Source: OpenStreetMap.org. N.B. Site location indicated by blue star.

2.3 Local Transport Facilities

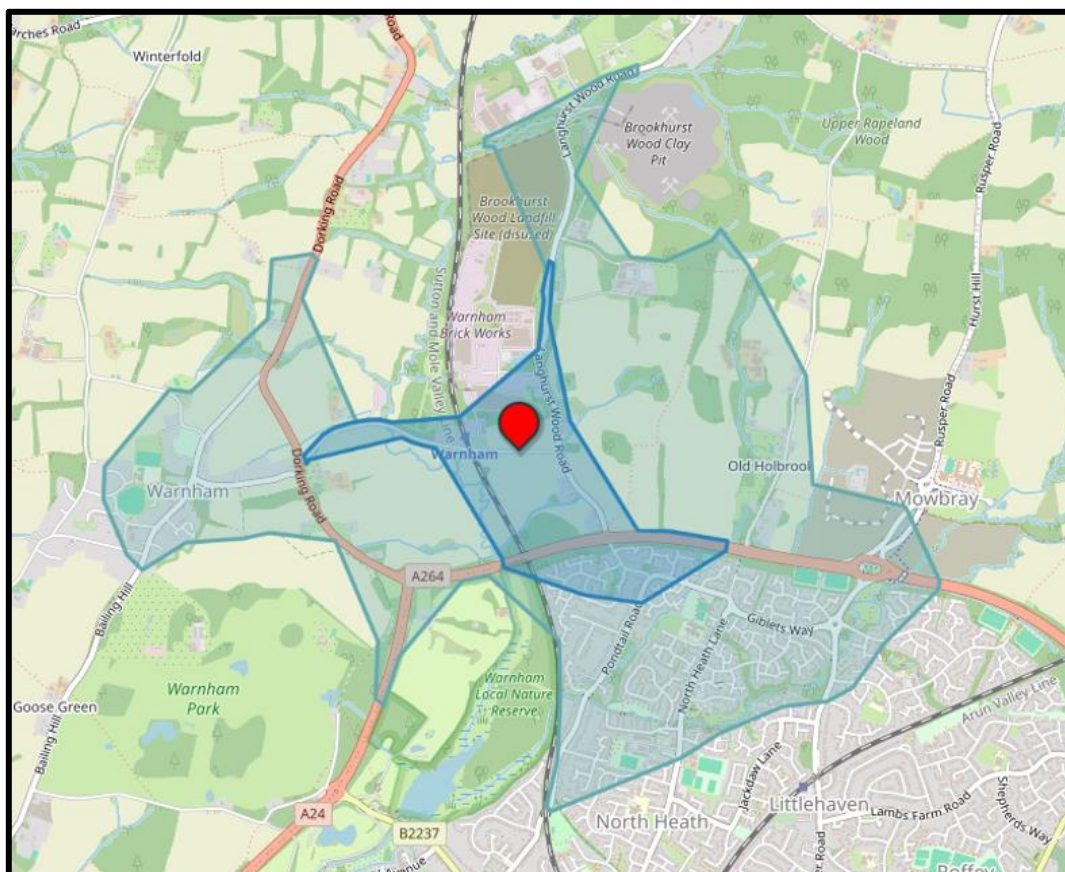
Walking

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

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

- 2.3.2 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.3 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings and terrain. For retail trips, the likely maximum walk distance is 800m due to the fact that shoppers will be carrying bags on their return journey, while for work-based trips, people are likely to be prepared to walk the full 2km referred to in 'Providing for Journeys on Foot'.
- 2.3.4 Based on a maximum walk distance of 800m (representing shopping trips) and 2km for work trips, the walk catchments are shown at Figure 2.2. These have been shown as 1km and 2km isochrones.

Figure 2.2 – Indicative 1km and 2km Walk Catchments



Source: Openrouteservice

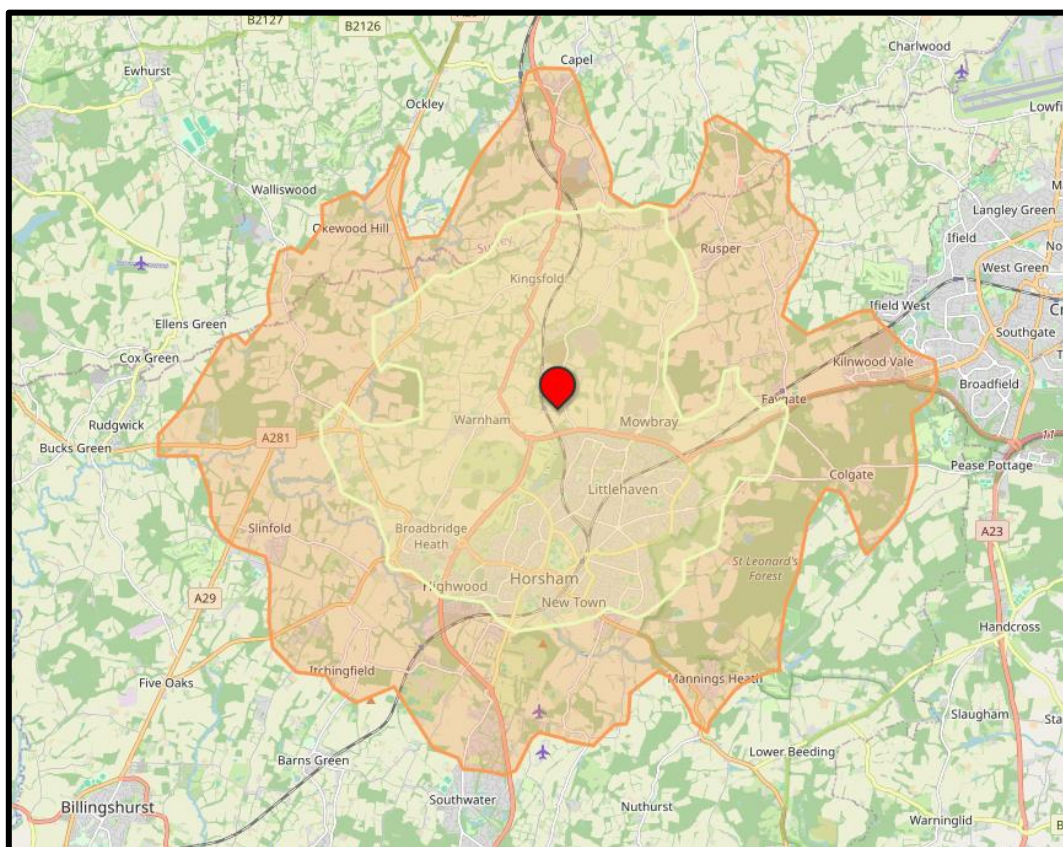
- 2.3.5 The walk catchments above indicate that there are a number of residential areas within both the 1km and 2km catchment, which could provide a pool of potential staff, including the proposed residential development itself.

- 2.3.6 The North Horsham Development will also provide additional residential areas within walking distance of the store.
- 2.3.7 The proposed development includes a new footway on the west side of Langhurst Wood Road between the Site and the A264, including signal-controlled crossing facilities, providing a pedestrian route between the Site and north Horsham.
- 2.3.8 Warnham train station is located adjacent to the western boundary of the Site, thereby providing a non-car travel option for staff.
- 2.3.9 In light of the local pedestrian facilities, the Site is connected to the local pedestrian network with opportunities for residents to make trips by foot.

Cycling

- 2.3.10 The 2023 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.4.8km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.11 Indicative cycle catchments are shown at Figure 2.3 below, being a 5km catchment (representing the 4.8km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

Figure 2.3 – Cycle Catchment Area



Source: Openrouteservice.org. N.B. the red icon indicates the Site location. The yellow area represents the 5km cycle catchment and the orange area represents the 8km cycle catchment.

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- 2.3.12 The 5km cycle catchment includes all of Horsham, Littlehaven, Mowbray, Broadbridge Heath, Warnham and Kingsfold. The 8km cycle catchment, in addition to the aforementioned locations, includes Faygate, Colgate, Rusper, Okewood Hill, Slinfold, Itchingfield, Mannings Heath and Kilnwood Vale, as well as parts of Southwater, Bewbush and Capel. There is therefore a significant range of destinations within cycling distance of the Site.
- 2.3.13 The proposed development includes on-road cycle-route markings on Langhurst Wood Road between the Site and proposed signal-controlled crossing facilities over the A264, providing a route between the Site and Horsham.
- 2.3.14 There are realistic and viable opportunities for staff of the convenience store to make trips by cycling.

Public Transport

- 2.3.15 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop, albeit it longer walk distances are common.
- 2.3.16 The nearest bus stop to the Site is the 'Quarterbrass Farm Road' bus stop, located on Pondtail Road. The bus stop is c.565m walking distance from the Site. The bus stop is indicated by a flag-and-pole and benefits from timetable information.
- 2.3.17 Further bus stops (known as the 'Holbrook Corner' bus stops) are located on North Heath Lane, c.915m walk distance from the site. The southbound bus stop is indicated by a flag-and-pole and benefits from timetable information.
- 2.3.18 Additional bus stops are provided on North Heath Lane adjacent and opposite to St Mark's Lane, which are c.1.1km walk distance from the Site. Both bus stops are indicated by a flag-and-pole and benefit from timetable information.
- 2.3.19 The bus stops and the likely walking routes to/from the Site are shown at Figure 2.4 below.

Figure 2.4 – Bus stop locations



Source: Google. N.B All Distances, Locations and Areas approximate.

2.3.20 Table 2.1 below summarises the routes that serve the above bus stops, showing that there are regular buses within the local area.

Table 2.1 – Bus Service Details

Service	Bus Stop	Route	Approximate Peak Frequency / Period		
			Monday - Friday	Saturday	Sunday
61	North Heath opp Quarterbrass Farm Road	Wimblehurst Road to Horsham Bus Station	Every hour between 09:25 and 14:26, then one at 17:06	Once an hour between 09:26 and 17:25	No Service
89	North Heath opp Quarterbrass Farm Road	Horsham – Cuckfield	07:35, 10:51, 13:06, 16:30	No Service	No Service
200	North Heath Holbrook Corner (E-bound)	Gatwick Airport – Bewbush via Crawley and Horsham	Every hour between 01:17 and 06:58, then every 30 minutes between 06:58 and 19:54, then every hour until 00:17	Every hour between 01:17 and 08:02, then every 30 minutes between 08:43 and 18:16, then every hour until 00:16	Every hour between 01:17 and 00:17
200	North Heath Holbrook Corner (S-bound)	Bewbush to Gatwick Airport via Crawley and Horsham	Every hour between 00:56 and 06:33 then every 30 minutes between 06:33 and 20:57, then every hour between 20:57 and 23:56	Every hour between 00:56 and 07:35, then every 30 minutes between 08:11 and 17:46, then every hour between 17:46 and 23:56	Every hour between 00:56 and 23:56
71	North Heath Lane adj St Mark's Lane	Horsham Bus Station to Mowbray, Bohunt School	Every 45 minutes to an hour	Every hour	No Service

2.3.21 In the future, as part of the North Horsham Development, it is intended that the 51 and 61 bus services will be diverted into the development. The new routes are expected to operate closer to the proposed development and more frequently than the existing routes, thereby providing further opportunities for staff to travel via public transport.

2.3.22 Warnham train station is located adjacent to the Site to the west.

2.3.23 Warnham train station is operated by Southern Railway, with hourly trains to Horsham and London Victoria. Horsham train station facilitates onward travel to Peterborough, Portsmouth & Southsea, Bognor Regis and Southampton Central.

2.3.24 The close proximity of Warnham train station provides an opportunity for staff to travel by train, with travel between the station and the store being made by foot or cycle.

2.3.25 Having regard to the frequency of buses and trains, and the areas that the existing local buses and trains serve, the store is accessible by public transport.

Vehicular Access and the Local Highway Network

2.3.26 The proposed store will be accessible by vehicle via two new proposed access junctions on Mercer Road.

- 2.3.27 Mercer Road is a single carriageway road with a width of approximately 6m, passing east-west through the Site. It is subject to a speed limit of 40mph. It is also designated as a Public Right Of Way footpath.
- 2.3.28 Three of the proposed junctions serving the Site are located on Mercer Road.
- 2.3.29 Mercer Road extends east and west of the railway line, but is truncated by the railway line at Warnham Station. At its eastern end, on the eastern side of the Site, Mercer Road connects to Langhurst Wood Road as the minor arm of the priority-controlled T-junction.
- 2.3.30 Langhurst Wood Road runs north-south to the east of the Site. It is a single carriageway road with a varying width of c.5.5m, and is subject to a speed limit of 40mph in the vicinity of the Site.
- 2.3.31 Langhurst Wood Road connects at its southern end to the eastbound carriageway of the A264 via a priority-controlled left-in-left-out T-junction.
- 2.3.32 West of Langhurst Wood Road, the A264 connects to the A24 at the Great Daux roundabout. To the north of Great Daux the A24 provides a route to Kingsfold, Beare Green and Dorking; to the south the A24 serves as a Horsham bypass and provides a route to Southwater, Ashington, Findon and Worthing.
- 2.3.33 To the east of the Langhurst Wood Road junction, the A264 leads to Crawley and connects to the A23 and M23 at the Pease Pottage Interchange.
- 2.3.34 Figure 2.5 below shows the site in its local highway context.

Figure 2.5 – Highway Network

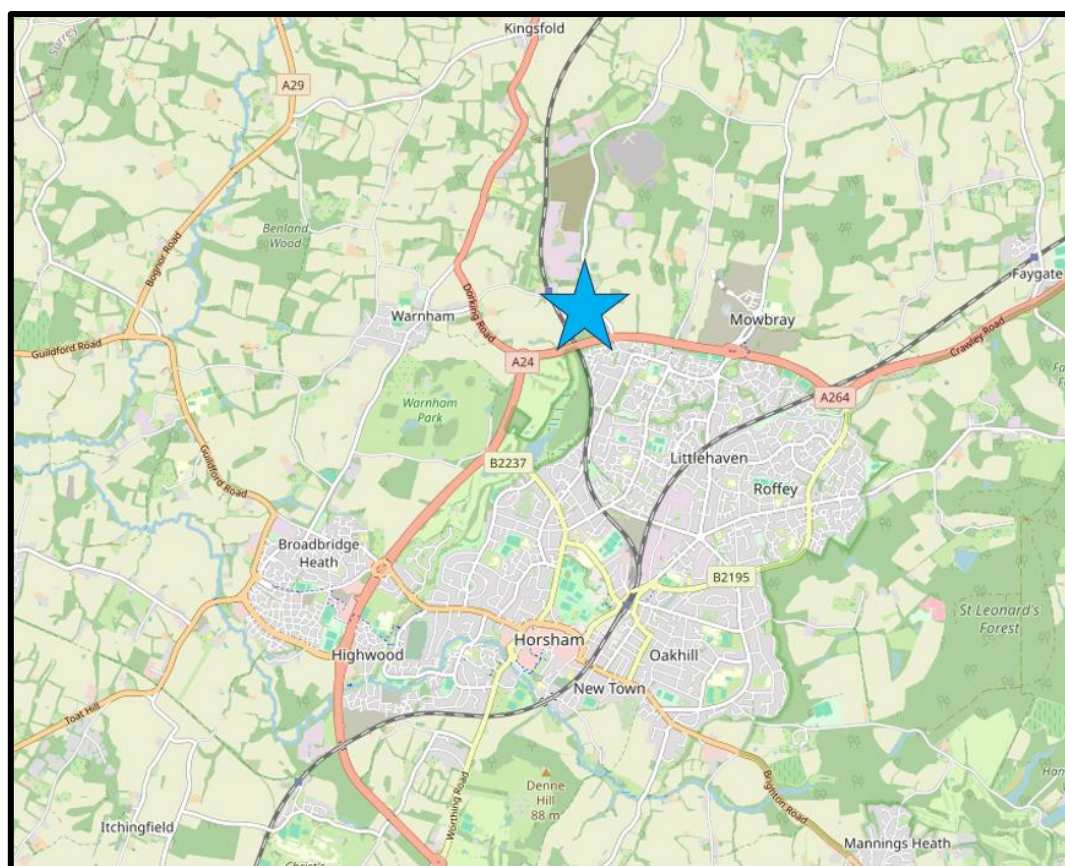


Image Source: OpenStreetMap.org

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

2.4 Staff Travel Patterns

2.4.1 In order to establish the initial travel patterns of staff, a staff travel survey will be conducted within three months of the store becoming operational.

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

- Name and home location
- Usual mode of travel, travel distance and travel time.
- Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.

2.4.3 Once the surveys have been completed and the results analysed, the modal split information for the store will be inserted in Table 2.2.

Table 2.2 – Modal Split of Staff Travel

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

2.5 Census Review and Targets

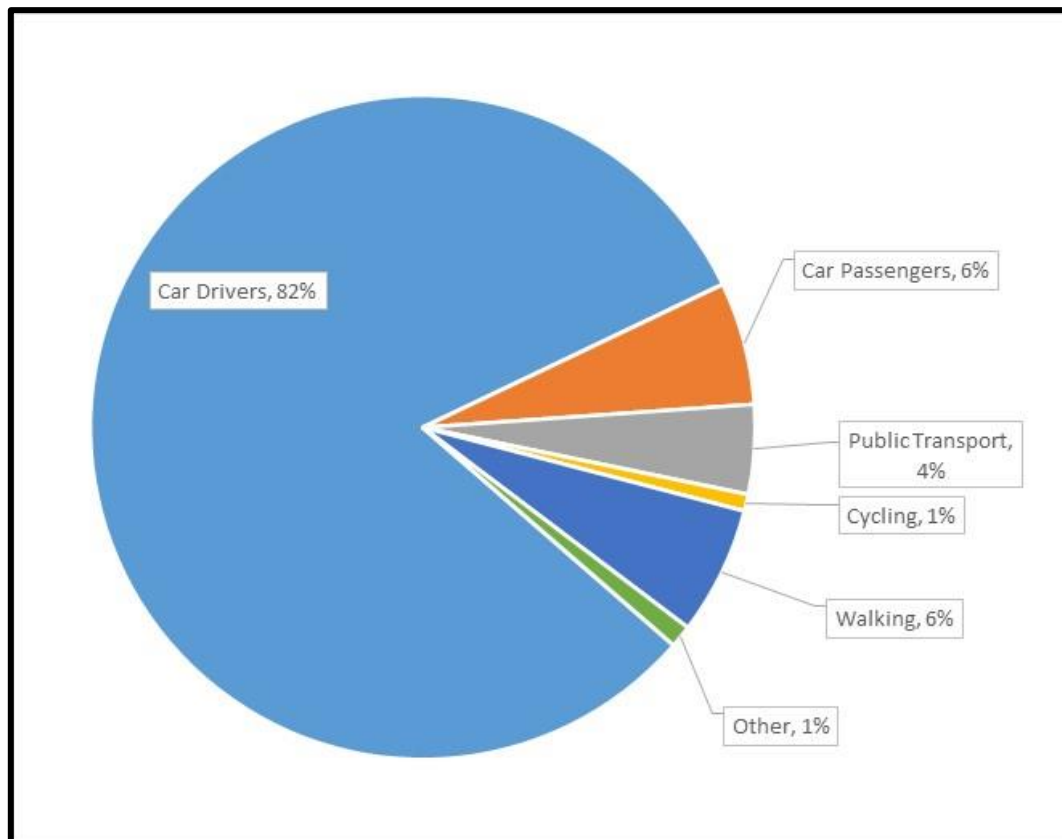
Census Review

2.5.1 As the development has not yet been built or occupied, a preliminary review of local travel patterns has been undertaken to establish an initial indication of how future staff may travel to/from the development.

2.5.2 The preliminary review of the modal proportions of staff trips is based on the 2021 census data for 'Method of Travel to Work' for the Lower Super Output Area of 'Horsham 002F'.

2.5.3 The average proportion of trips by each travel mode, as identified by the 2021 census, is set out at Figure 2.6.

Figure 2.6 –Travel to Work Census Statistics – Travel Mode



Targets

- 2.5.4 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.5.5 The initial target of the Travel Plan (i.e. the results of the first travel survey) will be to achieve a modal split in line with the average figures at Figure 2.6 above, and set out at Table 2.3 below, and to then reduce the proportion of staff driving single occupancy single purpose private car journeys to work by 5%, absolute, within five years of the Travel Plan being adopted. However, the future target will take into consideration the modal split identified from the initial staff surveys.
- 2.5.6 Targets for individual mode shares have been set; however, the reduction of single occupancy private car journeys, with an associated transfer to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing, electric car and electric scooter) will contribute towards achieving the main objective of the Travel Plan.

Table 2.3 – Travel Mode Targets (Example)

Mode of Travel	Target – Initial	Target – 5 Years
Car driver	82%	77% (-5%)
Car passengers	6%	7% (+1%)
Bus / Rail	4%	5% (+1%)
Cycle	1%	2% (+1%)
Walk	6%	7% (+1%)
Other	1%	2% (+1%)
Total	100%	100%

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 At their discretion, the operator will appoint a Travel Plan Co-ordinator (TPC) for the store. The TPC will be responsible for implementing and administering the Travel Plan measures, as well as investigating additional potential Travel Plan measures and sustainable transport opportunities. The amount of time needed for this is likely to vary from week to week.
- 3.1.2 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.3 Once appointed, the contact details of the TPC will be inserted below:-

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

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

3.3 Promotion of the Travel Plan

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

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

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

4.2 Walking

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

4.3 Cycling

- 4.3.1 Cycling is a sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the store by cycle, the following measures will be implemented:
- If the operator is not already a member, the TPC will investigate the government's 'Cycle to Work' scheme, and will actively encourage existing and new members of staff to participate.
 - The TPC will liaise with the Highway Authority to report any issues with local cycle routes.
 - Cycle parking spaces will be provided for staff and customers. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by either staff or customers warrant it.
 - Promotional material on bicycle maintenance will be available in the staff room / communal areas.
 - Should demand warrant it, the TPC will investigate the potential for a staff Bicycle User Group (BUG).

- Bike week will be promoted by the TPC. Information can be obtained from www.cyclinguk.org/bikeweek

4.4 Bus Services

4.4.1 Measures for encouraging bus travel will include:

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

4.5 Car Sharing

4.5.1 Car sharing represents a relatively convenient alternative form of travel. It can reduce the total vehicle mileage by staff, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to both staff members and the environment.

4.5.2 Some staff members may be concerned about the logistics and security of car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk

4.5.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.

4.6 General

4.6.1 Upon commencement of employment each staff member will be provided with a Travel Plan Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for work-based journeys. The pack will comprise the following:

- A summary page introducing the Travel Plan.
- Copies or hyperlinks to local bus timetables and maps.
- Promotional material about walking and cycling.
- Promotional material about public transport.
- A plan showing local walk and cycle routes.
- A promotional leaflet about car sharing.
- A list of informative websites which promote sustainable travel.
- Information on personal travel planning options such as the TraveLine website.

4.6.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.

4.6.3 The TPC will be free to investigate other potential ways of encouraging customers to travel by sustainable modes.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

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

5.2 Monitoring

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

5.3 Process and Review

- 5.3.1 Within three months of the store opening, the operator will conduct a baseline travel survey to assess the travel patterns of its staff.
- 5.3.2 A staff survey will be conducted in years 1, 3 and 5 after the baseline survey, after each of which the TPC will review progress towards the targets.
- 5.3.3 Should the Travel Plan not be meeting its prescribed targets, then remedial measures will be considered, including the extension of the lifetime of the travel plan and an evaluation of existing measures.

5.4 Action Plan

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

Table 5.1 – Staff Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	3 months prior to the launch of the Plan	TBC
Display promotional walking material	Before the Launch of the Plan	TBC
Display promotional cycle maintenance poster in staff room	Before the Launch of the Plan	TBC
Display bus and rail timetables	Before the Launch of the Plan	TBC
Display contact details for local taxi companies in staff room and store	Before the Launch of the Plan	TBC
Check on-site cycle parking facilities	Before the Launch of the Plan	TBC
Check Staff lockers	Before the Launch of the Plan	TBC
Issue Staff Travel Packs	At the Launch of the Plan	TBC
Organise the baseline staff travel survey and subsequent surveys	Within 3 Months of store opening and years 1, 3 & 5	TBC
Analyse results of staff travel surveys and review progress towards targets	Within 3 Months of each Travel Survey	TBC
Record and address any comments made verbally	On-going to inform annual review	-
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Inform new staff about Travel Plan and issue them with a Staff Travel Plan Pack	On-going	-
If demand warrants it, organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, staff registered with car share websites, and staff parking on-site	On-going to inform annual review	-