

A Planning Application by
HINTON PROPERTIES

In respect of
**Phase Two Corinthian Park, Grovefield Way,
Cheltenham**

Framework Travel Plan




November 2016



DOCUMENT SIGNATURE AND REVIEW SHEET

Project Details

Project Title:	Phase Two Corinthian Park, Grovefield Way, Cheltenham		
Project No.:	1605-13	Report No.:	1605-13/TP/01
Client:	Hinton Properties		

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Date	November 2016	November 2016	November 2016

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A Action Plan

1 INTRODUCTION

- 1.1 This Framework Travel Plan (FTP) has been prepared by Transport Planning Associates (TPA) on behalf of Hinton Properties in order to support the sustainable operation of the proposed mixed use development at Corinthian Park, Grovefield Way, Cheltenham.
- 1.2 The proposal is to consist of the following uses via a hybrid planning application:
- (i) Four B1 office buildings (15,329sqm GFA) with ancillary parking
 - (ii) A1/A3 Costa Coffee drive thru (304sqm GFA)
 - (iii) A1 Discount food retail (Aldi) (2,037sqm GFA)
 - (iv) D1 Day Nursery (800sqm GFA)
- 1.3 This FTP is intended to act as an 'umbrella' plan for the development. Separate Travel Plans will be produced for the individual elements of the site prior to first occupation.
- 1.4 The FTP has been tailored appropriately to reflect the scale of the mixed-use development. The plan will evolve over time, and will monitor and review the targets for travel on a regular basis. The initiatives and measures may be subject to change.
- 1.5 This FTP accompanies the development proposals included in the associated Transport Statement undertaken for the site. The FTP has been developed with reference to the following documents as appropriate:
- (i) National Planning Policy Framework (March 2012);
 - (ii) National Planning Practice Guidance (March 2014);
 - (iii) The Essential Guide to Travel Planning, published by DfT;
 - (iv) Making Residential Travel Plans Work; Guidelines for New Development, published by DfT;
 - (v) Gloucestershire Travel Plan Guide for Developers (2011);
 - (vi) Gloucestershire's Local Transport Plan 2015-31 (2016); and
 - (vii) Cheltenham Borough Local Plan 2nd Review (2006).

- 1.6 This report addresses the following Travel Plan aspects:
- (i) scope and objectives;
 - (ii) a local sustainable travel assessment;
 - (iii) the initiatives and measures to promote accessibility by non-car modes of travel;
 - (iv) modal share targets over a period of time;
 - (v) Travel Plan Co-ordinator details and requirements;
 - (vi) requirements for monitoring and reviewing targets through dissemination of information including surveys of staff travel habits;
 - (vii) Travel Plan funding; and
 - (viii) identifying when Travel Plan measures take effect.

2 SCOPE AND OBJECTIVES OF THE TRAVEL PLAN

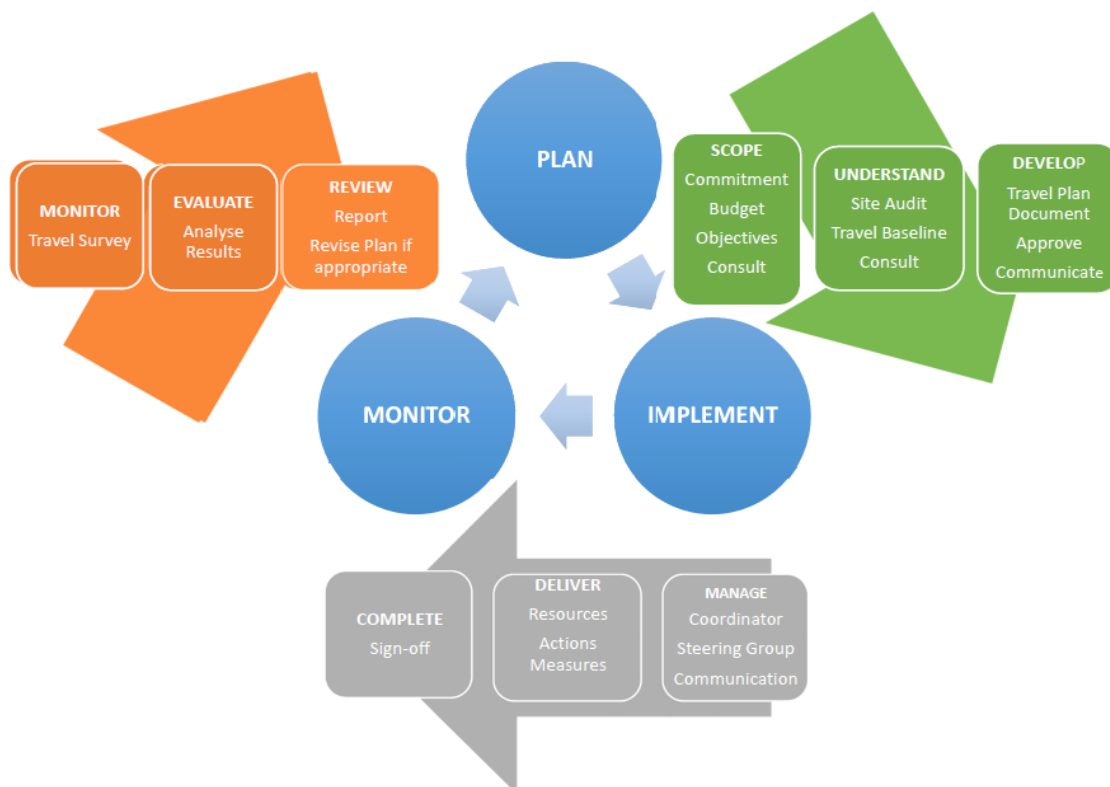
Scope of the Travel Plan

2.1 Travel Plans present the opportunity to raise awareness of the consequences of travel choices, the benefits of alternatives and the opportunity to minimise the impact of motorised travel on the environment. It is intended that this FTP will benefit the following elements of the occupying organisation’s business activities:

- (i) the individual - through improved health, reduced stress and cost savings;
- (ii) the workplace - through a healthier, more motivated workforce, reduced congestion and improved access for employees and visitors;
- (iii) the community - by the organisation(s) demonstrating its commitment to environmental priorities and setting an example to others; and
- (iv) the environment - through improved local air quality with less noise, dirt and fumes, which can contribute to other national and global improvements.

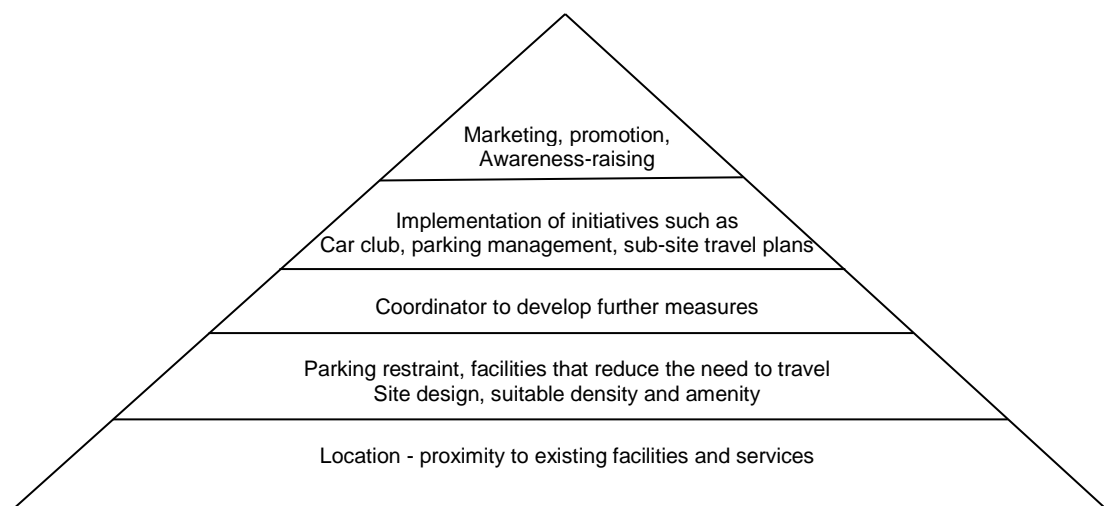
2.2 The FTP is more than a document, it is a process that is managed and follows the classic management system process of ‘Plan, Do, Review’. In this case it is termed “Plan, Implement, Monitor” and the process is illustrated in **Plate 2.1**.

Plate 2.1 - The Travel Plan Process



- 2.3 An effective FTP will be managed as a process, planned, implemented and monitored by:
- being site specific – every site is unique and the measures will be determined by the opportunities and constraints of the site itself, the nature of uses and occupation, the location of other facilities and the existing public transport provision;
 - providing a combination of hard measures (e.g. site design and improved sustainable infrastructure) and soft measures (e.g. provision of information and incentives); and
 - providing a holistic package of measures that are integrated with one another and the development and its marketing and promotion.
- 2.4 The principles of what makes an effective FTP are depicted in the Travel Plan Pyramid diagram in **Plate 2.2**. The foundation is its location, with each element of the TP building upon that. The pyramid is not complete without promotion and marketing to ensure that communication with all those affected is undertaken effectively and consistently.

Plate 2.2 – Travel Plan Pyramid



- 2.5 This FTP for the proposed development will meet all levels of the pyramid. The development is in a location close to residential areas and existing public transport routes in addition to good pedestrian and cycle infrastructure. A management strategy will be introduced to deliver the FTP measures. Marketing and promotion will form part of that strategy.

Objectives of the Travel Plan

- 2.6 The key objectives of the TP are as follows:
- (i) to reduce the overall amount of car travel, particularly sole use;
 - (ii) to increase the use of sustainable transport; and
 - (iii) to promote a healthier lifestyle for employees, visitors and the wider community.

- 2.7 The FTP is a dynamic process that will evolve over time in accordance with the changing circumstances of an organisation and its environment. As such, it is not a one-off process to be undertaken and completed; rather it is the start of a managed approach, which takes responsibility for travel and its impacts.
- 2.8 The initial targets set out in **Section 4** of this document are considered a 'starting point' for individual Travel Plans for each occupier to be prepared. As such the modal share targets are expected to continually evolve over the years of occupation and will be actively monitored and reviewed on a regular basis by the Travel Plan Co-ordinator (TPC) (see **Section 5**). Ultimately, it is for the occupying organisations to decide the best methods to meet the targets, in consultation and agreement with Gloucestershire County Council (GCC). Ultimately, the targets may be adjusted if the FTP is working well or particularly badly.
- 2.9 The objective will always be to maximise sustainable travel as far as practical. The initiatives and measures described in **Section 6** may be revisited within the first five years from opening if they are found to be failing to meet the modal share targets.

3 EXISTING SITE CONDITIONS

Site Location

- 3.1 The site is located in the ward of Benhall and The Reddings, in the south west area of Cheltenham. It is in an area that comprises residential, employment and retail uses.
- 3.2 The site location and local transport network is shown in **Figure 3.1**. It also shows how the site connects to local bus stops and the cycle network.

Local Highway Network

Grovefield Way / Hatherley Lane

- 3.3 Grovefield Way forms the eastern boundary of the site and connects to Hatherley Lane and the A40 in the north, with Cold Pool Lane and The Reddings in the south. It is a single carriageway road, which is illuminated and subject to a 40mph speed limit.
- 3.4 Grovefield Way connects to Hatherley Lane to the east of the site in a roundabout junction arrangement, which also provides access to the B&Q Superstore and the Arle Court Park and Ride. To the north of the Grovefield Way / Hatherley Lane roundabout, Hatherley Lane forms the southern arm of the partially signalised Arle Court Roundabout on the A40.

A40 – Gloucester Road

- 3.5 The A40 connects Gloucester in the west with Cheltenham in the east and is known locally as Gloucester Road. The A40 is a dual carriageway road in the vicinity of the site, which is subject to the national speed limit of 70mph.
- 3.6 Junction 11 of the M5 motorway is located approximately two kilometres to the west of the site by road and is a grade separated, priority controlled roundabout junction.

Existing Pedestrian and Cyclist Accessibility

- 3.7 There is a shared footway/cycleway on the southern/eastern side of Grovefield Way, which connects the Arle Court Roundabout in the north with the residential area of Hatherley to the south.

- 3.8 To the north of the site, the footway/cycleway provides access to existing footways on Hatherley Lane and is extended to the northern arms of the Arle Court roundabout, by means of a subway under the eastern arm of the A40. This also provides access to the eastbound bus stop on the A40, and an uncontrolled at-grade crossing across the Fiddlers Green Lane arm. Footways are provided on Fiddlers Green Lane and the B4063 to the north.
- 3.9 To the south of the site, the footway/cycleway connects to existing footways on The Reddings and other residential roads, as well as on Up Hatherley Way, which extends to the A46 Shurdington Road.
- 3.10 A pelican crossing is provided on Grovefield Way to the immediate south of its junction with North Road West.
- 3.11 There is a footway on the southern side of North Road West along a 160 metre stretch from its junction with Grovefield Way, but not on the northern side. The remaining length of North Road West has no footways.
- 3.12 National Cycle Route 41 (NCR41) utilises the existing cycle facilities on Grovefield Way to the north of the site. The route provides a cycle link between Cheltenham, Gloucester and Bristol.

Existing Public Transport Provision

- 3.13 The site is well located in the heart of the Central Severn Vale and on a major public transport corridor that runs between the Principal Urban Areas (PUAs) of Cheltenham and Gloucester on the A40.
- 3.14 Bus services provide the principal form of public transport in the vicinity of the site and the primary bus service provider in the area is Stagecoach in Cheltenham.
- 3.15 Bus stops are located on Grovefield Way approximately 350 metres to the south of the site, on Hatherley Lane approximately 550 metres to the north of the site and on the A40 on the eastern side of the Arle Court Roundabout. The bus stops are also shown on **Figure 3.1**.
- 3.16 A summary of the bus services that operate in the vicinity of the site (frequency per direction) is provided in **Table 3.1** below. The bus stop on Grovefield Way to the south of the site currently only serves bus service DR7 which is a Sir Thomas Rich's & Denmark Road Schools service, operating a single return service Monday to Friday. Services J and K stop on Hatherley Lane to the north of the site, with all of the other services stopping at Arle Court Roundabout.

Table 3.1 – Summary of Local Bus Services

SERVICE NUMBER	ROUTE DESCRIPTION	OPERATOR	APPROXIMATE FREQUENCY		
			Monday - Saturday		Sunday
			Daytime	Evening	
M5	Leckhampton – Shurdington – Harterley – Pates Grammer School - All Saints Academy	Marchants Coaches	3 journeys	-	-
97	Gloucester – Longlevens – Innsworth – Churchdown – The Reddings - Cheltenham	Stagecoach West	30 – 60 minutes	1 -2 hours	2 hours
98	Gloucester – Longlevens – Innsworth – Churchdown – The Reddings - Cheltenham	Stagecoach West	30 – 60 minutes	1 -2 hours	2 hours
DR7	Denmark Road – Sir Thomas Rich’s Schools – The Reddings – Up Hatherley	Bennetts	1 journey	-	-
J	Cheltenham - Christchurch Road - Benhall - Asda	Marchants Coaches	90 minutes	-	-
K	Cheltenham - Up Hatherley - Morrisons - Asda	Marchants Coaches	90 minutes	-	-

- 3.17 In addition to the services shown in **Table 3.1**, the site is located adjacent to the Arle Court Park and Ride (service 511), which provides services to the centre of Cheltenham at a frequency of every twelve minutes approximately between 0700 and 1900 Monday to Friday and approximately between 0800 and 1800 on Saturdays. The journey time is generally around 12 minutes.

Sustainability of the Site

- 3.18 It is considered that in sustainability terms, the site is in a suitable location in regards to both accessibility by non-car modes of travel, and also its close proximity to residential areas and other services and amenities that may be required on a day to day basis for employees and visitors. This has been confirmed through the planning permissions already granted on this site for B1 employment uses and also the BMW Mini car showroom.
- 3.19 It is concluded that this site is suitably located in an area that would provide the opportunity for staff, customers and visitors to walk or cycle from home and to use local public transport services. It is also concluded that the site has access to a good network of bus services, which will ensure that there is a genuine choice in modes of travel thereby reducing reliance on the private car.

4 TRIP FORECASTS

Baseline Travel Behaviour

- 4.1 Baseline modal shares will be determined through travel surveys carried out once the site is operational. However, for the purpose of this FTP, 2011 Census travel to work data for the Benhall and The Reddings ward has been used. This is summarised in **Table 4.1** below.

Table 4.1 – 2011 Census Baseline Modal Share (excl. working from home)

Method of Travel to Work	Benhall and The Reddings Ward
Underground, metro, light rail, tram	0.1%
Train	1.1%
Bus, minibus or coach	6.2%
Taxi	0.0%
Motorcycle, scooter or moped	0.8%
Driving a car or van	69.2%
Passenger in a car or van	5.5%
Bicycle	6.2%
On foot	10.4%
Other method of travel to work	0.6%

- 4.2 It is anticipated that this FTP would be adapted into distinct Travel Plan for each individual unit on the site. These would therefore be subject to separate baseline modal shares, to be determined from separate travel surveys. It is anticipated that travel surveys would be carried out for each of the proposed land uses as follows:

- (i) A1 Food Retail – within three months of opening;
- (ii) A1/A3 Costa Coffee Drive-Thru – within three months of opening;
- (iii) D1 Day Nursery – within three months of opening; and
- (iv) B1 Office – within three months of 80% occupation.

Targets

4.3 Targets are the measurable goals that must be set to assess whether or not the objectives of the plan are being achieved. This FTP has the key objective of minimising the proportion of journeys made to the site by car. However, it also considers raising awareness of the FTP is integral to the process. The following aspirational targets have been set for five years post completion of the development (assumed to be 2022):

- (i) to reduce the number of vehicle trips by at least 10% by 2022;
- (ii) to increase the use of public transport by at least 10% by 2022;
- (iii) to increase the use of walking and cycling by at least 10% by 2022; and
- (iv) to achieve at least 75% awareness of the travel plan by 2022.

4.4 The initial targets are shown in **Table 4.2**. However, as set out above, travel surveys will be carried out to establish the baseline modal share for each land use, with which future targets will be confirmed.

Table 4.2 – Indicative Modal Share Targets by Year

MODE OF TRANSPORT	Targets			
	Baseline (2016)	Year 1 (2018)	Year 3 (2020)	Year 5 (2022)
Single Occupancy Vehicles	64%	62%	60%	58%
Car Share	11%	12%	12%	13%
Walking	10%	11%	11%	11%
Cycling	6%	6%	7%	7%
Public Transport Users	7%	8%	9%	9%
Other	1%	1%	1%	1%
TOTAL	100%	100%	100%	100%

4.5 The TPC will provide progress reports to GCC within the monitoring period. Ultimately, it is for the TPC to decide the best methods to promote sustainable travel, in conjunction with the relevant officer at GCC, as appropriate.

4.6 However, if some of the initiatives or measures are found not to be effective, it is possible that the objective or target is too onerous or may be too ambitious. A review and adjustment of the target therefore may be required, if considered appropriate by the TPC or GCC, or alternatively additional reasonable measures will be implemented to meet the targets as agreed with the TPC and GCC.

Indicators

- 4.7 Indicators are the means used to measure the targets. By providing a measure of success, indicators present the opportunity for the measures and initiatives, and also the targets, set within the FTP to be amended as necessary to ensure it ultimately achieves its objectives. To assess whether the progress of the travel plan is in line with the indicators, monitoring will be carried out annually following the baseline travel surveys as set out at **paragraph 4.2**.

5 MANAGEMENT STRATEGY AND MARKETING

Roles and Responsibilities

- 5.1 A TPC will be appointed to oversee the implementation of the FTP for the whole site and lead the strategy for meeting the objectives in conjunction with each land use. However, the TPC's responsibility for the FTP for each element of the development will be handed over to the occupiers, once their separate Travel Plans are produced.
- 5.2 The responsibilities of the TPC will comprise the following:
- (i) to oversee the implementation of the site FTP;
 - (ii) to provide site specific marketing materials;
 - (iii) promoting the FTP to visitors and employees;
 - (iv) to produce, explain and distribute employee 'welcome packs';
 - (v) acting as the liaison between the public transport, local authorities and other relevant groups;
 - (vi) to undertake and monitor visitor and employee questionnaire travel surveys;
 - (vii) promote local car share and lift share databases, and investigate potential for discounts with local taxi firms;
 - (viii) monitoring the progress of the FTP and reporting back to GCC; and
 - (ix) ensuring relevant occupiers meet the respective contribution to the FTP's objectives and targets.
- 5.3 After the completion of the development and following occupation, it is anticipated that the TPC will hand over the roles and responsibilities to the occupying organisations, to be confirmed as part of any reserved matters planning application.

Awareness and Marketing

- 5.4 Visitors and employees will be made aware from the outset that a Travel Plan is in operation for the site by the TPC and will be informed of the initiatives and measures contained within the plan. Sales staff involved in the marketing of the office units will also be aware of the Travel Plan so that they can explain the benefits to prospective purchasers. Information will also be available on the opportunities to walk, cycle and use public transport to and from the site.

- 5.5 The following means of publicity may be used going forward:
- (i) newsletters circulated, as appropriate;
 - (ii) marketing material such as posters;
 - (iii) Travel Plan Notice boards will include the site specific information leaflet identifying walking and cycle route maps and public transport information. The Travel Plan notice boards will be strategically positioned within the development and in close proximity to the employment and retail units and updated by the TPC, as appropriate;
 - (iv) information on individual company websites, where appropriate;
 - (v) employee 'Welcome Information Pack', which will contain information such as bus and rail timetables, walking and cycling route maps, and educational information on the health and environmental benefits of alternative modes to single occupancy car travel; and
 - (vi) a 'Sustainable Travel Leaflet', which will be available in the Welcome Information Pack, and within the employment and retail units, and to visitors. The 'Sustainable Travel Leaflet' will comprise public transport service information, plus a map of pedestrian, cycle and bus routes.

Travel Plan Funding

- 5.6 The developer will set aside a budget to assist with the development and implementation of the FTP.
- 5.7 The budget would account for anticipated developer travel plan costs, but not those of any third party, and is designed to cater for the following elements within the FTP process;
- (i) covering costs associated with employment of the Travel Plan Coordinator over the lifetime of the FTP;
 - (ii) monitoring costs; and
 - (iii) measures including those outlined in **Chapter 6**.

6 INITIATIVES AND MEASURES

Proposed Initiatives and Measures

- 6.1 A list of initiatives and measures has been identified and, where it is possible, these will be implemented before occupation, in order to maximise the opportunity to influence future visitor and employee travel patterns. These measures will help offer employees and visitors sustainable travel choices.
- 6.2 The list of proposed initiatives and measures set out in **Table 6.1** below will be implemented by the developer and TPC. An Action Plan with indicative timescales and responsibilities for implementation is also included at **Appendix A**.

Table 6.1 – Initiatives and Measures

NO	MEASURES
	WALKING & CYCLING MEASURES
1	The provision of walking and cycling maps (contained within the Welcome Information Packs).
2	The promotion of walking and cycling based websites.
3	The provision of secure, undercover cycle parking facilities within the development.
	PUBLIC TRANSPORT MEASURES
4	The provision of up to date public transport information through leaflets and also via public transport website www.traveline.org.uk and available mobile smart-phone applications.
5	The provision of central notice boards within the development. This will provide information on and promote sustainable modes of transport. The notice boards will be located in prominent locations within the development such as in the retail and employment buildings.
	PROMOTIONAL MEASURES
7	The provision of a 'Welcome information Pack' for employees, which will contain details of how trips to work can be achieved by other means to the private car. It will give information on bus routes and frequency, local cycle routes and the location of local schools and amenities.
8	Promotion of National and Local Travel Awareness Events (e.g. walk to work week in May, and Bike to Work Week in June).
9	The inclusion of sustainable travel information within the sales and marketing office.
10	Marketing Resources - Encourage employers to provide sustainable travel information on company website/notice board.
11	Occupiers to encourage smarter working e.g. tele-working and video-conferencing.

	CAR BASED INITIATIVES
12	The promotion of car share databases such as www.liftshare.com within the Welcome Pack and on notice boards
13	Investigation of discounted fares with local taxi firms for employees to or from work working outside of public transport operation times.

6.3 All of the measures above will be reviewed as the FTP progresses and as monitoring highlights which measures have been successful. At this stage, measures will be subject to change to ensure the travel plan continues to target influential areas of travel behaviour change and also to ensure that the associated travel plan budget is utilised to its full potential.

7 IMPLEMENTATION, DISSEMINATION AND MONITORING

7.1 Monitoring and review of the FTP is important in order to understand if the proposed objectives and targets have been met. As set out in **Chapter 4**, monitoring will be carried out using one or more of the following initiatives, as appropriate:

- (i) a multi-modal traffic count at the site access points to record vehicle, pedestrian and cyclist trips; and
- (ii) visitor questionnaire surveys will be carried out to obtain details of visitor travel habits;
- (iii) employee questionnaire surveys will be carried out to obtain details of employee travel habits;
- (iv) temporary ATCs located on the development access road for a one-week period, to record development vehicular traffic and cycle use. This will also help establish vehicular trip rates; and
- (v) awareness of the Travel Plan would be monitored through a question within the questionnaires.

7.2 The appropriate monitoring initiatives as set out above will be used to determine employee and visitor travel patterns for both the baseline travel surveys (as set out in **Chapter 4**) and for monitoring purposes in years 1, 3 and 5 following the baseline surveys.

Visitor and Employee Travel Surveys

7.3 Visitor and employee questionnaire travel surveys will be carried out at the periods specified above (i.e. years one, three and five after baseline surveys). These will confirm visitor and employee travel habits and will also quantify proportions of travel by the various modes of transport (the modal share). The surveys will collate information on changes in car travel, increases and/or decreases in walking and cycling, and provide feedback on the level of awareness of the travel plan in addition to providing data relating to journey types, distances and vehicle types.

7.4 The TPC will commission or carry out the monitoring of the surveys. The content of the surveys will be agreed with GCC in advance and the results analysed and submitted to GCC on completion.

7.5 At this stage, it is considered that the employee surveys will evaluate all staff that are carrying out paid employment for their employer on the week of the survey, which includes all those working at the site, from home, and at locations remote from the site, where their place of employment is typically at the site. The surveys will be carried out for a typical working week.

7.6 The TPC will be responsible for distributing questionnaire surveys.

- 7.7 The surveys will include information that can focus the measures and initiatives contained in the travel plan on the visitors and employees most likely to change from private car use to more sustainable travel. Useful information may include:
- (i) where visitors and employees live;
 - (ii) travel patterns;
 - (iii) duration of travel;
 - (iv) employee parking habits on site;
 - (v) any barriers to particular types of travel;
 - (vi) visitors/employees who are most willing to change their travel habits; and
 - (vii) the popularity of the various incentives and measures that employees and visitors may consider to change their methods of transport.
- 7.8 The surveys will comply with the Data Protection Act. Personal data will not be used or disclosed in any manner incompatible with the purpose for which it is collected and the respondents will be informed of the uses of the data. It is likely that respondents will be identified as numbers in any databases.

Monitoring Report

- 7.9 Monitoring reports will be produced after the surveys have been carried out to determine whether the proposed objectives and targets have been met. The report structure may follow:
- (i) summary of measures and targets;
 - (ii) monitoring methods used;
 - (iii) summary and analysis of results; and
 - (iv) future targets/ actions to be taken.
- 7.10 The monitoring reports will be prepared by the TPC and will be issued and agreed with GCC.

Dissemination of the Travel Plan Surveys

- 7.11 It is essential to maintain visitor and employee interest in the Travel Plan. Once operational, the scheme will need regular new publicity drives to attract interest from residents and employees. As a result, visitors and employees will be kept informed of the results of the surveys, as it will keep them actively involved and because it will act as useful promotional material to retain interest in the objectives. Means of publicity are considered in detail in **Chapter 5**.

Back up Measures

- 7.12 It is considered that the modal share targets are achievable based on the proposed package of measures. However, it may be considered necessary to have back-up measures if the targets are not met. At this stage, it is considered that Personal Travel Planning (PTP) will be undertaken by the TPC providing tailored advice to meet employee's needs, should this be considered necessary.












FIGURES

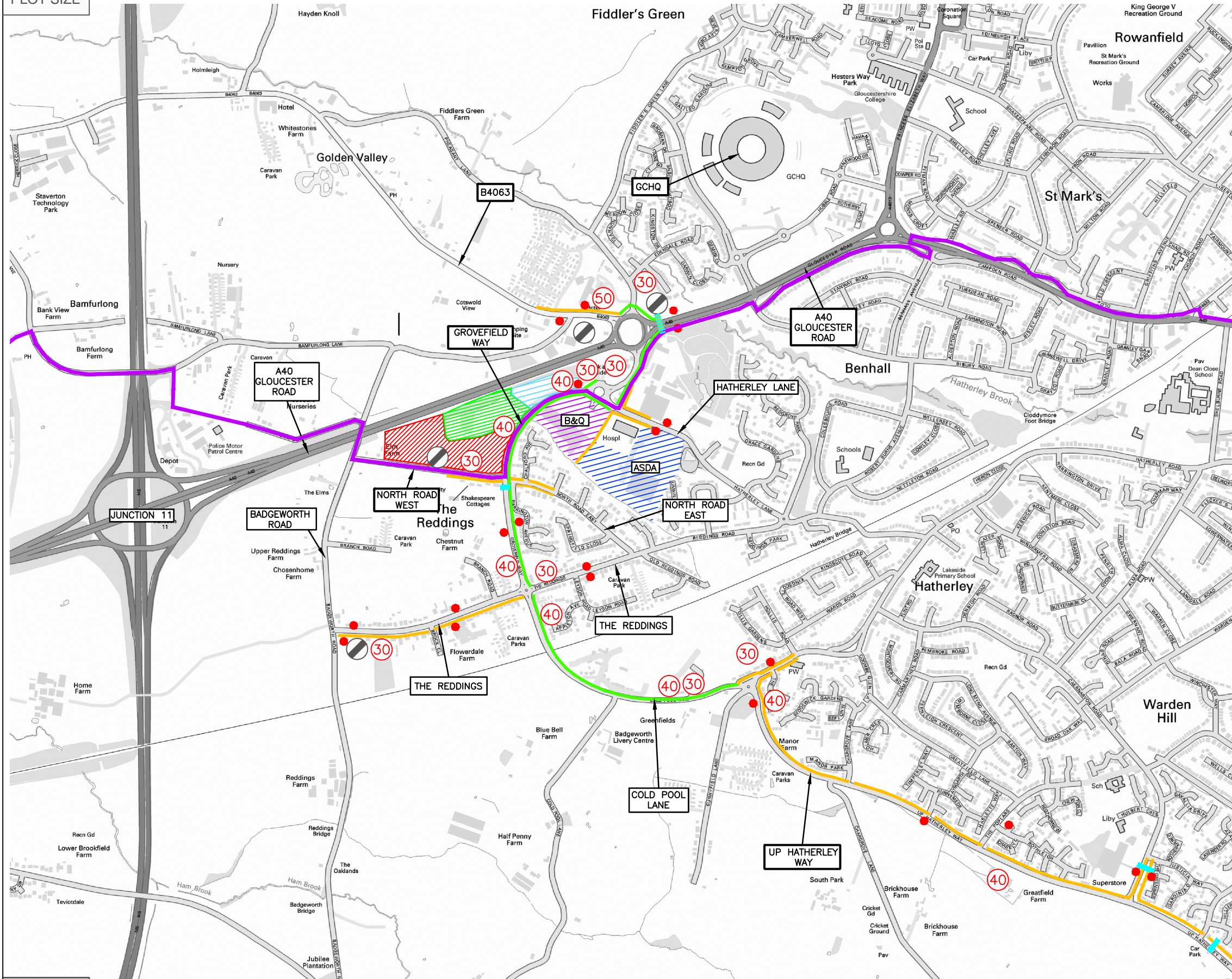
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ORIGINAL PLOT SIZE

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KEY

-  Site Location
-  BMW Site (consented as part of 13/01101/FUL)
-  Speed Limit
-  National Speed Limit
-  Pelican Crossing
-  Footway/Cycleway
-  Footway
-  National Cycle Network - Route 41
-  Subway
-  Bus Stop
-  Park and Ride Site



Rev	Date	Details	Drawn by	Checked by	Approved by

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CLIENT:
HINTON PROPERTIES

PROJECT:
**PHASE 2 CORINTHIAN PARK,
 GROVEFIELD WAY,
 CHELTENHAM**

TITLE:
**Local Transportation
 Network**

STATUS:
INFORMATION

SCALE: 1:12,500	DATE: 27.09.16	DRAWN: RNJ	CHECKED: AJS	APPROVED: MB
JOB NO: 1605-13	DRAWING NO: Figure 3.1	REVISION:		



INDICATIVE

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APPENDIX A

Phase Two Corinthian Park, Grovefield way,
Cheltenham Travel Plan Action Plan

ACTION	RESPONSIBLE PARTY	START DATE / END DATE	COMMENTS
TRAVEL PLAN MANAGEMENT			
Appointment of a site wide Travel Plan Co-ordinator (TPC)	Developer / Management Company	Prior to occupation and the TPC will be in place during development build-out	One part-time TPC to be employed to implement and manage overall Travel Plan for the entire site.
Appointment of individual occupier TPCs	Occupier	Prior to implementation of occupier specific Travel Plans, if applicable.	One part-time TPC to be employed to implement and manage Travel Plan for each occupier.
Training of TPCs	Developer / Management Company / Occupier (if applicable)	Prior to occupation	The TPC will attend a training course about the processes involved in implementing and managing the Travel Plan.
Preparation and dissemination of Travel Survey for employees.	TPC	To be implemented at set monitoring times (Years 1, 3 and 5)	Cost of survey production, distribution & administration.
Preparation and dissemination of Travel Survey for visitors.	TPC	To be implemented at set monitoring times (Years 1, 3 and 5)	Cost of survey production, distribution & administration.
Monitoring of Travel Plan targets	TPC	To be implemented at set monitoring times (Years 1, 3 and 5)	Monitoring and analysis of data collected through questionnaires and traffic count surveys.
Ongoing management and monitoring	TPC	Ongoing matter during occupation to 2021	Monitoring the progress of the Travel Plan
Liaison with GCC	TPC	Ongoing matter	Reporting and liaising with GCC.
Investigate setting up of local community group to take forward Travel Plan post development completion	TPC	Ongoing matter during occupation during occupation to 2021	Discussions with GCC and other relevant parties to address long-term stewardship of Travel Planning on the site.
WALKING & CYCLING MEASURES			
The provision of walking and cycling maps (contained within the Welcome Information Packs).	TPC	Prior to Occupation	To encourage travel by walking and cycling.
The provision of secure and sheltered cycle spaces	Developer	Prior to occupation	To be provided for cycle trips. To be included in building costs.

Promotion of walking and cycling based websites on the noticeboards and within the welcome packs	TPC	On occupation and as necessary	Providing links to GCC websites and relevant groups.
PUBLIC TRANSPORT MEASURES			
Promotion of public transport travel information on noticeboards and through leaflets	TPC	On occupation and will be an on-going matter	The provision of up to date public transport information through leaflets and also via public transport website www.traveline.org.uk and available mobile smart-phone applications.
PROMOTIONAL MEASURES			
Inclusion of sustainable travel information for each occupier of the site	Developer / TPC	Prior to Occupation	Availability of sustainable travel information to prospective buyers.
The provision of a 'Welcome information Pack' for employees	Developer / TPC	Prior to Occupation	Containing details of how trips to work can be achieved by other means to the private car, including information on bus routes and frequency and local cycle routes.
Promotion of National and Local Travel Awareness Events (e.g. walk to work week in May, and Bike to Work Week in June).	TPC	Ongoing matter	Promote events encouraging travel by sustainable modes, such as Bike Week.
Marketing Resources	TPC	Ongoing matter	Material such as information for notice boards and posters/ leaflets for Travel Plan promotion
BACK UP MEASURES			
Personalised Travel Planning (PTP)	TPC	Further to monitoring and survey results and discussions with GCC	To assist with Personalised Travel Planning (PTP) (provided as a back-up measure should this be required to meet targets for the residential development), acting as the main point of contact for residents that have travel queries.
CAR BASED INITIATIVES			
Promotion of car share database	TPC	On occupation and will be an on-going matter	Promote car share and lift share databases such as www.liftshare.com .
Investigation of discounted fares with local taxi firms.	TPC	On occupation and will be an on-going matter	To provide a guaranteed lift home for employees working outside of public transport operation times.