

# 1 Employment Travel Plan Action Plan

## 1.1 ACTION PLAN

1.1.1 This does not represent an exhaustive list of measures for the site but aims to provide an indication of the types of measures that may be applicable. Many of them are site-wide initiatives which form the basis of this Framework Travel Plan, and additional measures and initiatives will be expected to be provided through the individual occupier travel plans.

### Travel Plan Measures

<b>Staff</b>	
Walking	All staff will be made aware of the Personal Journey Planner prior to occupation. A summary and ready reference is provided in Appendix 2 in the travel plan.
	A copy of information leaflets issued in the Induction pack will also be provided on staff notice boards and websites.
	Umbrellas will be made available for staff if they are walking to/from the employment area. These will be located at the reception desk. These will be organised by the TPC within the first month of occupation.
	The TPC will include a list of national / local sustainable events in the Induction Pack and on the website. The TPC will provide walking diaries, information on calorie calculators and pedometers to promote walking amongst staff as incentives for staff who make a pledge to switch from car travel one day a week or more.
Car Sharing	Dedicated car share spaces will be provided for car sharers within the site located close to building entrances.
	As part of the induction talk presented by the TPC, the aims of reducing single car occupancy will be highlighted to staff. The TPC will talk through the staff the potential of car sharing. Employees will then be informally asked if they would be willing to car share, and also provide them with details of Leicestershare.com the free online car sharing website. The TPC's will undertake this within the first month of occupation and update the details on the car sharing database accordingly.
Cycling	Secure cycle stands will be provided at convenient points throughout the site.
	Showering facilities and lockers will be provided for staff for the storage of cycle equipment
	A Bicycle User Group will be established within the first three months of occupation.
	Details of cycling routes will be included within the Induction Pack and on the site website together with links to various bodies such as Sustrans ( <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a> ) prior to occupation. Leaflets and information will be made available in communal areas and staff notice boards.

	<p>The individual TPC's could request £300 cycle challenge grant available to the site through the City Council.</p>
	<p>The site-wide TPC may establish a 'cycle pool' to promote active travel for employees who live within 2 miles of the site. They may consider buying reclaimed bikes from 'Bikes4all' (which sells such bikes for as little as £15).</p>
	<p>Assistance for staff purchase of bikes will also be considered by individual employers.</p>
	<p>Puncture repair kits will be made available for staff on reception. This will be undertaken within 1 month of occupation by the TPC.</p>
Public Transport	<p>Site specific public transport information leaflets will be prepared and included on the site website prior to occupation of the site by the framework TPC. These will be distributed and displayed as necessary by the occupier TPCs within their organisation.</p>
	<p>The site specific public transport routes that are proposed for the site will be promoted by the TPCs to all staff throughout the lifetime of the Travel Plan</p>
	<p>The Site Management TPC will liaise with both Leicester City and County Council Public Transport Officers on public transport issues and opportunities throughout the development phasing. This information will then be forwarded to the individual TPC's within the first month of occupation.</p>
	<p>The framework TPC will contact the relevant bus companies to discuss the possibility of providing discounted or free travel vouchers for bus travel for staff. This will be undertaken within 1 month of occupation by the framework TPC.</p>
<b>Visitors</b>	<p>All letters, emails, etc. that are sent by the employment uses to visitors will have 'how to get to the site by sustainable travel modes and the site website address'. This will help to gain a higher percentage of sustainable travel awareness to these users.</p>
	<p>Leaflets on buses, cycling, walking and the Travel Plan will be on display at the reception of each employment use and made available to all visitors. This will be undertaken by the individual TPC's within a month of occupation, with assistance from the Site Management TPC.</p>

## 2 Residential Travel Plan Action Plan

### 2.1 ACTION PLAN

2.1.1 This does not represent an exhaustive list of measures for the site but aims to provide an indication of the types of measures that may be applicable. Many of them are site-wide initiatives which form the basis of this Umbrella Residential Travel Plan, and additional measures and initiatives could be developed and provided as necessary.

#### Travel Plan Measures

<b>Residents</b>	
Walking	All residents will be made aware of the walking opportunities within and in the vicinity of the site prior to occupation and through the Welcome Pack on purchase of a property. An example is provided at Appendix 3 in the travel plan.
	A copy of information leaflets issued in the Welcome pack will also be provided in the central transport hub and other communal facilities as appropriate.
	The TPC will include a list of national and local sustainable events in the Welcome Pack and on the website and promote these to residents by holding events for the site.
Car Sharing	As part of the Welcome Pack the aims of reducing single car occupancy will be highlighted to residents. The TPC will talk through the potential of car sharing amongst residents and it will form a focus for the Residents Forum meetings. Details of Leicestershare.com the free online car sharing website will be provided.
Cycling	Secure cycle stands will be provided at convenient points throughout the site including the community facilities, the places of education, leisure and retail. Cycle Parking will be provided in accordance with the local parking standards for residential use.
	The TPC will review marketing campaigns and participation in cycling events such as national cycle to work day, Skyride, City Bike Challenge and Healthy Lifestyles to help raise the general profile of cycling.
	A Bicycle User Group will be established within the first six months of occupation.
	Details of cycling routes will be included within the Welcome Pack and on the site website together with links to various bodies such as Sustrans ( <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a> ) prior to occupation. Leaflets and information will also be made available in community facilities and in the transport hub.
	The TPC will look into the possibility of providing cycle equipment vouchers to residents with a local cycle retailer.
	The TPC will review marketing campaigns and participation in cycling events such as national cycle to work day, Skyride, City Bike Challenge and Healthy Lifestyles to help raise the general profile of cycling.

Public Transport	<p>Site specific public transport information leaflets will be prepared and included on the site website prior to occupation of the site by the TPC. These will be distributed and displayed as necessary by the in community facilities and also included in the Welcome Pack.</p> <p>The site specific public transport routes that are proposed for the site will be promoted by the TPC to all residents throughout the lifetime of the Travel Plan</p> <p>The TPC will liaise with both Leicester City and County Council Public Transport Officers on public transport issues and opportunities throughout the development phasing to ensure the bus services are attractive and convenient for use by residents.</p> <p>The TPC will discuss with the relevant bus companies the possibility of providing discounted or free travel vouchers for bus travel for residents. This will be undertaken within 1 month of occupation by the TPC and it is proposed that a free pass for 6 months travel is issued to each household.</p> <p>The development proposal will include a high quality bus service through the site linking with the City Centre via the A47. This service will be provided in the peak periods on a 20 minute frequency. During the off peak period it is proposed that an hourly service is provided. The TPC will promote the proposed bus service by providing details of routing, timetable and bus stops within the Travel Pack.</p>
Personalised Travel Planning	<p>The TPC will work with a specific provider of PTP in order to further promote the use of the alternative methods of sustainable travel that are being made available to residents. This will commence within the first six months of occupation in order to maximise the results and also to influence travel patterns before they are established.</p>