

WOKINGHAM BOROUGH COUNCIL

-and-

WRENBRIDGE (FRELD READING) LLP

Deed of Agreement to provide Planning Obligations

**pursuant to Section 106 of the Town and Country Planning Act 1990 and
Section 111 Local Government Act 1972**

in relation to the proposed development of land at Shinfield Park, Reading

Planning Reference Number
250415

Legal Ref: 34000002/527

Legal Services
Wokingham Borough Council
Council Offices
Shute End
Wokingham
Berkshire
RG40 1BN

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THIS DEED OF AGREEMENT is made the 14th day of October Two Thousand and Twenty-Five

BETWEEN

- (1) **WOKINGHAM BOROUGH COUNCIL** of Council Offices, Shute End, Wokingham, Berkshire, RG40 1WH (the “**Council**”);
- (2) **WRENBRIDGE (FRELD READING) LLP** (company no: OC453027) of Third Floor Queensberry House, 3 Old Burlington Street, London, W1S 3AE (the “**Owner**”).

RECITALS

- A. The Council is the local planning authority for the purpose of the Act for the area in which the Site is situated and by whom the obligations created by this Deed are enforceable.
- B. The Council is the local highway authority for the area in which the Site is situated.
- C. The Owner is the freehold owner of the Site registered at HM Land Registry with title absolute pursuant to title numbers BK118340, BK240122 and BK357660.
- D. The Planning Application has been made to the Council for planning permission for the Development on the Site.
- E. The Council resolved to grant planning permission for the Planning Application subject to the prior completion of this Deed.

1. DEFINITIONS AND INTERPRETATION

- 1.1 For the purposes of this Deed the following words and expressions shall have the following meanings:

“Act” the Town and Country Planning Act 1990, as amended

“Commencement of Development” the date on which any material operation (as defined in Section 56(4) of the Act) forming part of the Development begins to be carried out other than (for the purposes of this Deed and no other purpose) operations consisting of marking out, surveying, ground investigations, archaeological investigations, demolition, site

clearance, site preparation, investigation for the purposes of assessing contamination, remedial action in respect of contamination, diversion and laying services and the erection of any temporary means of enclosure for the purposes of site security and the temporary display of advertisements and “Commence”, “Commencement” and “Commence Development” shall be construed accordingly

“Development”

the proposed erection of flexible employment use (Use Class E(g)(ii)-(iii)/B2/B8) together with servicing areas, parking, landscaping and other associated works, including demolition.

“Index”

the national all-in tender price index published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors or such other reference base used to compile the national all-in tender price index as shall be published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors or its successor in function

“Index-Linked”

means that the sum of money payable to the Council under this Deed shall be varied by movements in the Index between the date of this Deed and the date of actual payment in accordance with the following formula:

Amount Payable = Relevant Amount x (A divided by B)

Where the Relevant Amount = the payment to be Index Linked

A = the figure for the Index which applied when the Index was last published prior to the date the

Relevant Amount under this Deed is actually paid

B = the figure for the Index which applied when the Index was last published prior to the date of this Deed

It should be noted that the Index presents forecast figures which are published quarterly. These forecast figures are updated and finalised periodically. If the indexation figure has not been finalised at such time as A is calculated then the forecast figure will be used for the purposes of the calculation

“WBC Monitoring Fee”

means a sum calculated at a rate of five hundred and twelve pounds (£536.00) per planning obligation trigger for each distinct planning obligation in this Deed (based on the Council’s annual Section 106 monitoring costs divided by the annual average number of planning obligation triggers over the preceding five year period) which shall amount to a maximum total sum of four thousand two hundred and eighty eight pounds (£4,288)

“Occupation” and “Occupied”

means Occupation of a Unit for the purposes permitted by the Planning Permission but not including occupation by personnel engaged in construction fitting out or decoration or occupation for marketing displays or occupation in relation to security operations and Occupy Occupied and Occupation shall be construed accordingly

“Parties”

means the Owner, and the Council (and their successors) and where necessary or the

	context permits "Party" shall be construed as meaning one of the Parties
"Planning Application"	the planning application made under Council reference 250415 for the Development
"Planning Permission"	the planning permission granted under reference 250415 pursuant to the Planning Application and shall, unless a new section 106 agreement is entered into with the Council at the relevant time, include any subsequent permissions under Section 73 of the Act permitting the carrying out of the Development where the applicant does not propose any amendment to this Deed
"Site"	the land edged red on the Site Location Plan
"Site Location Plan"	the plan appended to this Deed at Appendix 1 labelled Site Location Plan with reference number 5704 CA ZZ 00 DR A 00050 P2
"Unit"	means any unit constructed pursuant to the Planning Permission and Units shall be construed accordingly

2. CONSTRUCTION OF THIS DEED

- 2.1 Where in this Deed reference is made to any clause, paragraph or schedule or recital such reference (unless the context otherwise requires) is a reference to a clause, paragraph or schedule or recital in this Deed.
- 2.2 Words importing the singular meaning where the context so admits include the plural meaning and vice versa.
- 2.3 Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies, corporations and firms and all such words shall be construed interchangeable in that manner.

- 2.4 Words denoting an obligation on a party to do any act matter or thing include an obligation to procure that it be done and words placing a party under a restriction include an obligation not to cause permit or allow infringement of the restriction.
- 2.5 Where more than one person is obliged to observe or perform an obligation the obligation can be enforced against all such persons jointly and against each individually unless there is an express provision otherwise.
- 2.6 Any reference to an Act of Parliament shall include any modification, extension or re-enactment of that Act for the time being in force and shall include all instruments, orders, plans regulations, permissions and directions for the time being made, issued or given under that Act or deriving validity from it.
- 2.7 References to any party to this Deed shall include the successors in title to that party and to anyone deriving title through or under that party and in the case of the Council the successor to its statutory functions.
- 2.8 The clause headings shall not be taken into account for the purposes of the construction or interpretation of this Deed.
- 2.9 References to this Deed include references to its schedules and the schedules form a part of this Deed.
- 2.10 Where the context so admits, words defined in the individual schedules to this Deed apply to the rest of this Deed.

3. LEGAL BASIS

- 3.1 This Deed is made pursuant to all powers enabling the parties and in particular Section 106 of the Act Section 111 of the Local Government Act 1972 Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 Section 62 Berkshire Act 1986 and Section 1 Localism Act 2011 and creates planning obligations for the purposes of Section 106 of the Act and to the intent that it shall bind the Owner, as owner of the Site, and its successors in title and assigns and the persons claiming under or through it.
- 3.2 The obligations imposed upon the Owner under this Deed create planning obligations pursuant to Section 106 of the Act and are enforceable by the Council as local planning authority against the Owner and its successors in title to the Site and assigns and the persons claiming under or through it.

4. CONDITIONALITY

- 4.1 With the exception of this clause and clauses 7.1, 7.2, 12 and 13 which shall come into effect on the date hereof, this Deed is conditional upon the grant of the Planning Permission.

5. THE OWNER'S COVENANTS

- 5.1 The Owner covenants with the Council, to observe and perform the covenants, restrictions and obligations expressed to be given by the Owner as set out in Schedules 1-5 to this Deed.

- 5.2 The Owner covenants with the Council that it will give not less than seven (7) days prior notice in writing to the Council of:

- 5.2.1 the date of Commencement of Development;
- 5.2.2 the date of first Occupation of the Development; and
- 5.2.3 the appointment of the Travel Plan Co-ordinator in accordance with Schedule 5 paragraph 3.

6. THE COUNCIL'S COVENANTS

The Council covenants with the Owner to observe and perform the covenants, restrictions and obligations expressed to be given by the Council as set out in Schedule 6 to this Deed.

7. MISCELLANEOUS

- 7.1 The Owner shall pay to the Council on completion of this Deed the reasonable legal costs of the Council incurred in the negotiation, preparation and execution of this Deed.
- 7.2 The Owner shall pay to the Council on or before Commencement of Development the WBC Monitoring Fee and the Owner shall not Commence Development until the WBC Monitoring Fee has been paid to and received by the Council.
- 7.3 The Owner shall submit an application to the Land Registry for the registration of this Deed against the title(s) of the Site.

- 7.4 It is hereby agreed and declared that a person who is not a party to this Deed shall not be entitled in his own right to enforce any of the terms of this Deed pursuant to the Contracts (Rights of Third Parties) Act 1999.
- 7.5 This Deed shall be enforceable as a local land charge and shall be registered as such by the Council.
- 7.6 Where the agreement, approval, consent or expression of satisfaction is to be given by any party or any person on behalf of any party hereto under this Deed such agreement, approval or consent or expression of satisfaction shall not be unreasonably withheld or delayed and any such agreement, consent, approval or expression of satisfaction shall only be given in writing and shall be validly obtained only prior to the act or event to which it applies and the party giving such agreement, approval, consent or expression of satisfaction shall at all times act reasonably.
- 7.7 Where any payment of costs or other payments are to be made by the Owner to the Council pursuant to the provisions of this Deed such costs and other payments shall be deemed to be reasonable and proper.
- 7.8 Any notices shall be deemed to have been properly served if sent by recorded delivery to the principal address or registered office (as appropriate) of the relevant party.
- 7.9 Insofar as any clause or clauses of this Deed are found (for whatever reason) to be invalid illegal or unenforceable then such invalidity illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Deed.
- 7.10 This Deed shall cease to have effect (insofar only as it has not already been complied with) if the Planning Permission shall be quashed, revoked or otherwise withdrawn or (without the consent of the Owner) it is modified by any statutory procedure or expires prior to the Commencement of Development.
- 7.11 No person shall be liable for any breach of any of the planning obligations or other provisions of this Deed after it shall have parted with its entire interest in the Site (or relevant part to which the breach relates) but without prejudice to liability for any subsisting breach arising prior to parting with such interest.
- 7.12 This Deed shall not be enforceable against:

- 7.12.1 any statutory undertaker or other person who acquires any part of the Site or interest therein solely for the purposes of the supply of electricity gas water drainage telecommunication services or public transport services;
 - 7.12.2 individual owners or occupiers of Units forming part of the Development;
or
 - 7.12.3 any mortgagee or chargee of the Site unless it takes possession of the Site (in whole or in part) in which case it too will be bound by the obligations as if it were a person deriving title from the Council.
- 7.13 Nothing in this Deed shall prohibit or limit the right to develop any part of the Site in accordance with a planning permission (other than the Planning Permission) granted (whether or not on appeal) after the date of this Deed.
- 7.14 Nothing contained or implied in this Deed shall prejudice or affect the rights, powers, duties and obligations of the Council in the exercise of its functions in any capacity (including in particular its capacities as highway authority and local planning authority) and the rights, powers, duties and obligations of the Council under private, public or subordinate legislation may be effectively exercised as if it were not a party to this Deed.

8 WAIVER

No waiver (whether expressed or implied) by the Council of any breach or default in performing or observing any of the covenants terms or conditions of this Deed shall constitute a continuing waiver and no such waiver shall prevent the Council from enforcing any of the relevant terms or conditions or for acting upon any subsequent breach or default.

9 CHANGE IN OWNERSHIP

The Owner agrees with the Council to give the Council immediate written notice of any change in ownership of any of its interests in the Site (save in respect of the grant of any interests to a mortgagee or chargee or occupiers of any part of the Development or interests of statutory undertakers) occurring before all the obligations under this Deed have been discharged such notice to give details of the transferee's full name and registered office (if a company or usual address if not) together with the area of the Site purchased by reference to a plan.

10 INTEREST

Any payment which is due to the Council under the terms of this Deed that is paid after the date the payment is due shall attract interest at the rate of 4% above the National Westminster Bank PLC base rate from time to time being charged from the date payment was due to the date payment is received by the Council.

11 VAT

All consideration given in accordance with the terms of this Deed shall be exclusive of any value added tax properly payable.

12 JURISDICTION

This Deed is governed by and interpreted in accordance with the law of England.

13 DELIVERY

The provisions of this Deed (other than this clause which shall be of immediate effect) shall be of no effect until this Deed has been dated.

SCHEDULE 1 - CONTRIBUTIONS

Definitions

In this schedule, the following additional words and expressions shall have the following meanings:

“Bus Stop Enhancement Contribution” means the sum of £50,000 Index Linked towards the provision of bus stop enhancements situated at Ducketts Farm serving the Development

The Owner covenants with the Council where appropriate, as follows:

1. **Bus Stop Enhancement Contribution**
 - 1.1 to pay to the Council the Bus Stop Enhancement Contribution prior to first Occupation of the Development; and
 - 1.2 not to Occupy nor permit Occupation of any Unit forming part of the Development until the Bus Stop Enhancement Contribution has been paid to and received by the Council.

SCHEDULE 2 - EMPLOYMENT SKILLS

Definitions

In this schedule, the following additional words and expressions shall have the following meanings:

“Bands” means the bands identified at paragraph 3 of this Schedule and “Band” shall be interpreted accordingly

“Employment Skills Contribution” means the Index-Linked sum calculated by the Council using the formula set out below and which is payable to the Council in lieu of the production of an Employment Skills Plan and which, if received, is to be spent by the Council on supporting employment, training, apprenticeship and other appropriate initiatives to support the promotion of employment opportunities in the Borough of Wokingham:

Formula for calculating contribution set out for information:

$$1 \times \text{£}3,750 = \text{Employment Skills Contribution}$$

Where 1 is the total number of jobs created and apprenticeship starts identified in the Bands using V being the value of the construction costs of the development to be applied to the Bands below

Where $V = C \times D$

Where C = interior floor space of the Development in square metres.

Where D = the costs of construction per square metre as set out by the Building Cost Information Service of the Royal Institution of Chartered Surveyors or its successor (Currently £1,025.00)

“Employment Skills Plan” a site specific plan which includes:

(a) a timetable for its implementation and which complies with the Council's policy TB12 detailing how the Development accords opportunities for

training, apprenticeship or other vocational initiatives to develop local employability skills required by developers, contractors and end users and

(b) a supporting method statement to accompany the plan,

both of which are to be submitted by the Owner to the Council for approval in writing prior to the Commencement of Development (pursuant to paragraph 1.2 of this Schedule) 2 if elected) and which (with reference to the Bands, the Bands corresponding to the cost of construction for the Development) shall provide for the required number of community skills support activities, jobs created and apprenticeship starts as are detailed in the relevant Band, or such other mix as is approved in writing by the Council

EMPLOYMENT SKILLS CONTRIBUTION OR EMPLOYMENT SKILLS PLAN

Part 1 – Owner’s Covenants

The Owner covenants with the Council as follows:

1. Not to Commence Development until the Owner entirely at its own absolute discretion either:
 - 1.1. pays to the Council the Employment Skills Contribution (in which case the Council agrees that the requirements relating to the Employment Skills Plan in paragraphs 1.2 and 2 are discharged in full); or
 - 1.2. submits to the Council an Employment Skills Plan to be approved in writing by the Council such approval not to be unreasonably withheld or unreasonably delayed (in

- 1.3. which case paragraph 2 shall apply and the Council agrees that the requirement relating to the Employment Skills Contribution in paragraph 1.1 is discharged in full).
2. In the event the Owner elects to submit an Employment Skills Plan in accordance with paragraph 1.2 then:
 - 2.1. within fourteen (14) days (or any other period as agreed in writing between the Council and the Owner) of receipt of written approval of the Employment Skills Plan by the Council the Owner shall discharge in full the requirements within the approved Employment Skills Plan to the reasonable satisfaction of the Council; and
 - 2.2. within seven (7) days of written request from the Council the Owner shall provide a progress report to determine whether satisfactory progress is being made in meeting the key performance indicators in the approved Employment Skills Plan to the deadlines set out in the approved Employment Skills Plan and if the Council (acting reasonably) considers that progress is unsatisfactory the Council shall by written notice require that the approved Employment Skills Plan is satisfactorily discharged within twenty eight (28) days of the date of the notice if at the end of that twenty eight (28) day period insufficient progress has been made the Owner will be required to pay the Employment Skills Contribution or a proportion thereof within seven (7) days of a further written notice from the Council demanding payment.
3. For the purposes of this Schedule Bands shall mean as follows:

Outcomes	1	2	3	4	5	6	7	8	9	10
	£1 - 3.5m	£3.5m - 6m	£6m - 10m	£10m -15m	£15m -20m	£20m- 30m	£30m -40m	£40m -50m	£50m- 60m	£60m- 100m
Community Skills Support CSCS cards School Visits etc	3	5	7	9	11	13	16	18	19	21
Apprentice-ship Starts	0	2	4	6	7	8	9	10	11	12
Jobs Created	1	2	3	6	7	8	9	9	11	11

Part 2 – Council’s Covenants

1. The Council covenants with the Owner that;
 - 1.1 if it receives the Employment Skills Contribution from the Owner in accordance with paragraph 1.1 of this Schedule, the obligations at paragraphs 1.2 and 2 of this Schedule shall be discharged in full; and
 - 1.2 if it receives and approves the Employment Skills Plan from the Owner in accordance with paragraph 1.2 of this Schedule, the obligations at paragraph 1.1 of Part 1 of this Schedule shall be discharged in full.

SCHEDULE 3 - ESTATE ROADS

Definitions

In this schedule, the following additional words and expressions shall have the following meanings:

“Estate Roads”	the carriageways and footways including the lighting to and drainage of the carriageways and footways to be constructed within the Site
“Estate Roads Management Plan”	a plan setting out how the Estate Roads will be managed and maintained in accordance with the Planning Permission and which may be revised or replaced from time to time with the written agreement of the Council

The Owner covenants with the Council as follows:

1. Prior to Occupation of the Development to submit an Estate Roads Management Plan to the Council for approval in writing and not to Occupy the Development unless the Estate Roads Management Plan has been approved by the Council in writing.
2. To manage and maintain the Estate Roads in accordance with the Estate Roads Management Plan to a standard to ensure their safe use for the lifetime of the Development (unless otherwise agreed in writing with the Council).

SCHEDULE 4 - BIODIVERSITY NET GAIN

Definitions

In this schedule, the following additional words and expressions shall have the following meanings:

“Biodiversity Net Gain On-Site Monitoring Contribution” means the Index-Linked sum to be calculated by the Council based on a rate of £3,600.00 (Three Thousand Six Hundred Pounds) for the first hectare or part hectare of land to be monitored and thereafter £3,600.00 (Three Thousand Six Hundred Pounds) pro rata for each additional hectare or part hectare with such sum to be paid by the Owner to the Council for the Council’s costs of monitoring the outcomes and compliance with the Habitat Management and Monitoring Plan requirements set out in the Planning Permission.

The Owner undertakes to the Council as follows:

Biodiversity Net Gain On-Site Monitoring Contribution

- 1 On or before Commencement of Development the Owner shall pay to the Council the Biodiversity Net Gain On-Site Monitoring Contribution.
- 2 The Owner covenants with the Council not to Commence Development until the Biodiversity Net Gain On-Site Monitoring Contribution has been paid to and received by the Council.

SCHEDULE 5 - TRAVEL PLAN

Definitions

“Draft Travel Plan”	the framework travel plan dated February 2025 and submitted in support of the Application a copy of which is appended to this Deed at Appendix 2
“Travel Plan”	a full and final form of travel plan based on the Draft Travel Plan that: (a) shall apply for a period of 5 (five) years (but which may be extended by up to 2 (two) years in accordance with paragraph 4 of this Schedule) commencing on the date of first Occupation; (b) shall be approved by the Council; and which may be revised or replaced from time to time with the written agreement of the Council
“Travel Plan Co-Ordinator”	the person appointed by the Owner responsible for securing the implementation of the Travel Plan
“Travel Plan Monitoring Fee”	means the sum of £4,000 (four thousand pounds) (Index Linked) in respect of the Council’s fees in relation to monitoring of the Travel Plan

The Owner covenants with the Council as follows:

1. Not to Occupy the Development unless it has paid the Travel Plan Monitoring Fee to the Council.
2. Not Occupy or permit the Occupation of any Unit within the Development until the Travel Plan has been approved in writing by the Council PROVIDED THAT if the Travel Plan has not been rejected by the Council upon the expiry of three (3) months from the date of receipt by the Council’s Director of Place and Growth and Assistant Director Highways and Transport (or such other named directorate of the highways authority of the Council) it shall be deemed to be approved and the approved or deemed to be approved Travel Plan shall be implemented as approved.
3. That the Travel Plan Co-ordinator shall be appointed no less than three (3) months prior to first Occupation and as part of such appointment the Travel Plan Co-ordinator will be required to fulfil and perform all the obligations of the Travel Plan Co-ordinator set out in paragraphs 4 – 6 of this Schedule.

4. That the Travel Plan Co-ordinator shall undertake or commission a survey on or prior to six (6) months after the date of first Occupation (**“the First Survey”**). A survey will then be taken annually each year on the anniversary of the date of the First Survey for a period of five (5) years from the date of first Occupation which may be extended by up to two (2) years to seven (7) years if the targets are not met within five (5) years (**“the Annual Survey”**).
5. The Travel Plan Co-ordinator will report the survey results to the Council within three (3) months of each survey in the form of a monitoring report as set out in paragraph 10 below. The Travel Plan will be updated annually with the results of the Annual Survey.
6. The Travel Plan Co-ordinator shall implement the measures or initiatives required to achieve the objectives of the Travel Plan within five (5) years of the first Annual Survey undertaken pursuant to paragraph 4 above.
7. If the Council considers that any of the requirements of the Travel Plan are not complied with it shall notify the Owner of that failure and allow the Owner a reasonable time period in all the circumstances to remedy the failure. If the Owner does not remedy the failure within the reasonable time period, the Council may:
 - (a) carry out the works or take such other steps as the Council reasonably determines to remedy the failure to comply with the requirements of the Travel Plan; and
 - (b) implement such alternative measures which the Council reasonably determines to achieve the aims of the Travel Plan.

The reasonable cost of any works carried out or steps taken shall be payable by the Owner to the Council.

SCHEDULE 6 – COUNCIL'S COVENANTS - GENERAL

1 REPAYMENT OF CONTRIBUTIONS

- 1.1 The Council hereby covenants with the Owner to use all sums received from the Owner under the terms of this Deed for the purposes specified in this Deed for which they are to be paid or for such other purposes for the benefit of the Development as the Owner and the Council agree in writing save for the following which are not repayable:

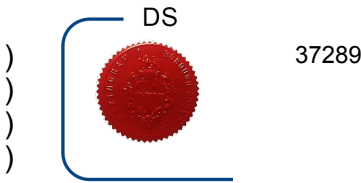
1.1.1 Biodiversity Net Gain Monitoring Contribution

1.1.2 Travel Plan Monitoring Fee

1.1.3 WBC Monitoring Free

- 1.2 In the event of any other contribution (or part) paid to the Council) under the terms of this Deed remaining unallocated or unspent for the purposes referred to in this Deed for which the contribution (or part) was paid for a period of fifteen (15) years from the date of the final payment thereof the said sum (or part) shall to that extent be repayable on demand to the person who made the payment provided that if the Council (or a relevant third party) has entered into a contract prior to the expiry of the fifteen (15) year period in respect of matters which relate to the said sum the period shall be extended until the completion of the contract or payment of the final account under the contract whichever is later.

THE COMMON SEAL of
WOKINGHAM BOROUGH COUNCIL
was affixed to this Deed in the presence of:-



DocuSigned by:
Edwina Taylor
8B7D919C04E8404

Solicitor / Authorised Signatory Legal Assistant

Executed as a **DEED** by **WRENBRIDGE**)
(FRELD READING) LLP)

acting by CHRISTOPHER BUTTON

Signed by:
Christopher Button
E350D484D7894D9

duly authorised by

FRELD (GENERAL PARTNER) LLP

to sign on its behalf as a member of

WRENBRIDGE (FRELD READING) LLP

In the presence of a witness

Witness Signature: *Alice Bingham*
9AD8457B45014E6

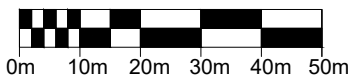
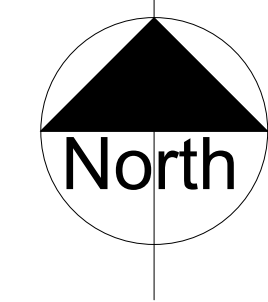
Witness Name: Alice Bingham

Witness Address: 3 Old Burlington Street
London
W1S 3AE

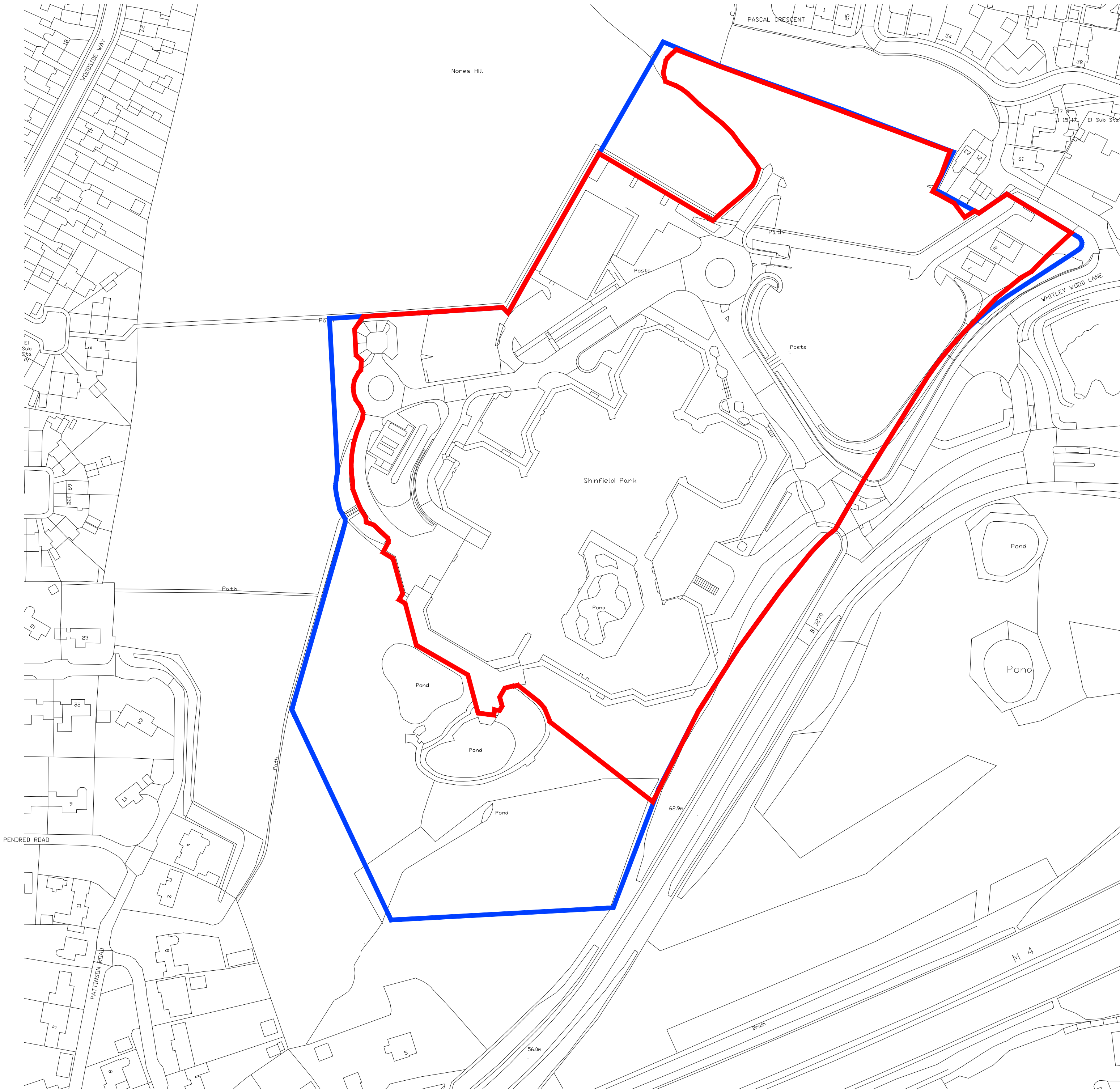
Witness Occupation: Associate

APPENDIX 1 – PLAN

NOTES:
Copyright Chetwoods (Birmingham) Limited. No implied licence exists.
Contractors must verify all dimensions on site before commencing any work or shop drawings. This drawing is not to be scaled. Use figured dimensions only.
Subject to statutory approvals and survey.
Building areas are liable to adjustment over the course of the design process due to the ongoing construction detailing developments.
Please note the information contained within this drawing is solely for the benefit of the employer and should not be relied upon by third parties.
The CDM hazard management procedures for the Chetwoods aspects of the design of this project are to be found on the "Chetwoods - Hazard Analysis and Design Risk Assessment" and/or drawings. The full project design teams comprehensive set of hazard management procedures are available from the Principle Designer appointed for the project.



Drawing Scale 1:1250



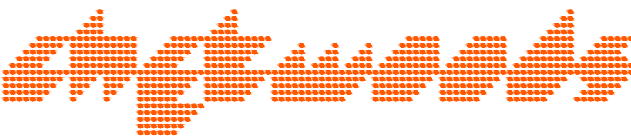
P2 Scalebar amended 24/02/24 SKT
P1 PLANNING ISSUE 18/12/24 SKT

Rev	Revision Description	Date	Author/ Reviewer
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PLANNING

32 Frederick Street,
Birmingham, B1 3HH

+44 (0)121 234 7500
www.chetwoods.com



Project

SHINFIELD PARK
READING

Client

WRENBRIDGE

Drawing Title

SITE LOCATION PLAN

Scale	Size	Drawn	Checked	Date
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1:1250 A1 SKT TM 18/12/24

Project	Originator	Zone	Level	Type	Role	Number	Rev.
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5704 CA ZZ 00 DR A 00050 P2

APPENDIX 2 – DRAFT TRAVEL PLAN



FEBRUARY
2025

Framework Travel Plan

Shinfield Park, Reading

Iceni Projects Limited on behalf of
Wrenbridge (FRELD Reading) LLP

February 2025

ICENI PROJECTS LIMITED
ON BEHALF OF
WRENBRIDGE (FRELD
READING) LLP

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Framework Travel Plan
SHINFIELD PARK, READING

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APPENDICES

A1. EXAMPLE QUESTIONNAIRE

1. INTRODUCTION

- 1.1 Icen Projects Ltd has been appointed by Wrenbridge (FRELD Reading) LLP to provide a Framework Travel Plan (FTP) in support of the proposed redevelopment of existing office development at Shinfield Park, Reading, RG2 9FW – henceforth referred to as “the Site”. The Site falls within the boundary of Wokingham Borough Council (WBC) as the local planning and highway authority.
- 1.2 This FTP has been prepared to support an application for construction of 5 buildings with a combined floor area of 20,102m² GIA, with Unit 3 being designed so it could be one or 2 units. Each unit will have dedicated parking and service yards, with an element of parking also being provided within the existing car park to the north of the site under a flexible employment use for Class E(g)(ii), E(g)(iii), B2 and B8 uses.
- 1.3 This FTP identifies a range of outline initiatives which will be supplemented by targets and details other matters to be discussed and agreed for inclusion in the final document.
- 1.4 The methodology used in the preparation of this FTP principally follows the Department for Transport (DfT) document ‘Travel plans, transport assessments and statements in decision-taking’ (October 2014), which forms part of the Planning Practice Guidance. Reference has also been made to WBC’s ‘Travel Planning Guidance for Developers’ during the writing of this FTP.
- 1.5 This FTP identifies a range of outline initiatives which will be supplemented by targets, and details other matters to be discussed and agreed for inclusion in the final documents to be prepared by the occupier(s) of each unit.
- 1.6 A Transport Statement has also been submitted as part of the planning application submission which includes details regarding bus, cycle and pedestrian requirements for the Site.

What is a Business Travel Plan?

- 1.7 Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the development.
- 1.8 FTPs are an important element of the Government’s integrated transport strategy and are a means of managing the transport generated by a development or site and implementing measures to reduce identified adverse effects of such transportation.

- 1.9 A FTP is essentially a series of initiatives that are introduced by an organisation to provide staff with an enhanced range of sustainable transport opportunities. The overriding objectives of FTPs are to reduce the level of single occupancy car use for all journeys and to maximise the use of other sustainable forms of travel such as walking, cycling, and public transport.

Benefits of a Travel Plan

- 1.10 The most easily identifiable benefits of a FTP are those that are directly related to reductions in vehicle use; namely proportionally less congestion, noise, air pollution and accidents.
- 1.11 There is however, also a broader range of more intangible benefits that can accrue from the implementation of FTP initiatives. Depending on the characteristics of each development, such benefits can include:
- Healthier staff and customers;
 - Energy savings – through reduced fossil fuel use;
 - Improved use of public transport – through FTP initiatives;
 - An improved environment for pedestrians and cyclists;
 - Enhancement of the image of the company/organisation;
 - Cost savings – to staff as travel becomes more efficient; and
 - Improved quality of life – through time savings achieved as a result of less congestion and reduced stress.

2. PROPOSED DEVELOPMENT

- 2.1 A full description of the proposed development scheme is contained in the supporting documents accompanying the planning application. The following description is pertinent in transport terms.

Development Details

- 2.2 The proposals comprise demolition of the existing buildings on site and construction of 5 buildings with a combined floor area of 20,102m² GIA, with Unit 3 being designed so it could be one or 2 units. Each unit will have dedicated parking and service yards, with an element of parking also being provided within the existing car park to the north of the site. A site layout plan is shown at **Figure 2.1**.



Figure 2.1 Site Layout

Proposed Access Arrangements

- 2.3 It is proposed to retain the existing access arrangements, however, some changes will be required to the layout of Whitley Wood Lane at its junction with the site access road to accommodate articulated lorries exiting the site.
- 2.4 Each unit will have a bin store located within the service yard with the final strategy for collection to be determined by occupiers. It is anticipated that some occupiers will look to manage their own waste through private collection rather than using council collections.

Pedestrian and Cycle Access

- 2.5 Pedestrian and cycle access will continue to be via the existing access as well as pedestrian access being available via the PRow. This route will be retained in its current form and alignment where it runs through the site.

Parking

Car Parking

- 2.6 With regard to car parking, it is proposed to provide 226 allocated parking spaces with each unit having assigned spaces. In addition, there is the potential for an additional 24 spaces which could be allocated to certain units depending on their requirements, this would take the total parking provision to 250 spaces. The total number of spaces permitted having regard to Wokingham's parking standards are set out in **Table 2.1**, along with how the proposed provision compares to these.

Table 2.1 Wokingham Parking Standards and Proposed Provision

Use	Parking Standards		Maximum Permitted			Proposed	% of Max	Plus overflow	% of Max
	Up to 250m ²	Over 250m ²	Up to 250m ²	Over 250m ²	Total				
B1 – now E(g)	-	1:30m ²	-	670	670	226	34%	250	37%
B2	1:25m ²	1:50m ²	10	397	407	226	56%	250	61%
B8	1:25m ²	1:200m ²	10	99	109	226	207%	250	229%
Average	-	-	10	389	395	226	57%	250	63%
Average B2/B8	-	-	10	248	258	226	88%	250	97%

- 2.7 As is typical for a flexible employment site the parking provision is low for 100% light industrial use and is over 2 times the B8 standard if all units had B8 occupiers. In reality, the Site is likely to attract a range of occupiers across the flexible use classes for which permission is being sought, therefore a blended trip rate is considered to be appropriate. Providing parking in accordance with the Class E(g) standards would result in any B8 occupiers having parking far in excess of the requirements and would undermine efforts to promote sustainable travel.

- 2.8 The inclusion of the overflow spaces is still below what would be expected for 100% E(g) use, acceptable for 100% B2 and more than 2 times the maximum permitted for B8.
- 2.9 If parking provision is based on the average of the three standards then the proposed level of provision equates to 57% of the maximum permitted level of parking or 63% including the overflow parking. If Class E(g) standards are discounted (on the basis that this standard is more geared towards office use) then the proposed parking equates to 88% of the B2/B8 average or 97% including the overflow. This is considered to be appropriate as it will continue to promote sustainable travel and is also in line with the level of parking provided at the applicant's other sites across England. Inclusion of the overflow parking will take the provision over the B2/B8 average.
- 2.10 As such, the overflow parking would need to be managed in such a way that it would only be used to meet the demands of specific occupants of the site.
- 2.11 Should additional parking be required for E(g) occupiers, then there would be the potential for providing more parking within the service yards as these types of occupier do not need access to as many loading doors.
- 2.12 The parking provision for each unit is shown in **Table 2.2**.

Table 2.2 Proposed Parking Provision

Unit	GIA (sqm)	Total spaces	Blue badge	Electric Charging	Bikes	Motorbikes
1	8,030	84	4	17	40	6
2	3,799	45	3	9	20	3
3A	1,106	12	1	2	6	1
3B	1,106	15	1	3	6	1
4	2,593	37	3	7	14	2
5	3,468	33	2	7	18	2
Total	20,102	226	14	45	104	15

Disabled Parking

- 2.13 Blue badge parking will be provided in accordance with the standards, calculated separately for each unit rather than for the total parking provision as each unit will have allocated parking. Provision will therefore be based on car parks of 10-50 bays, which requires 2 bays + 3% of the total to be for blue badge holders.

- 2.14 The only exceptions from this are Units 3A and 3B, which both have one blue badge bay, which is considered sufficient in the context of the size of the units and the number of spaces provided for these units.

Electric Vehicle Charging Points (EVCPs)

- 2.15 The requirement of the Site is that 20% of the car parking spaces should have the capacity to take EVCP infrastructure. This is in accordance with BBC standards. Based on this, the development proposes 45 active and 205 passive EVCPs within the Site.

Cycle Parking

- 2.16 With regard to cycle parking, it is noted that the standards are quite high, requiring 159 spaces based on B1 (now Class E(g)) standards and 99 based on B2/B8 standards. Again, as the Class E(g) standards encompass office use, which would have significantly more staff than the proposed industrial/R&D uses, it is considered that the B2/B8 standards are most relevant. It is therefore proposed that cycle parking provision will be based on 1:200m² for B2/B8. Again, this has been calculated for each individual unit rather than the Site as a whole and there will be a total of 104 spaces as outlined in **Table 4.2**.
- 2.17 Cycle parking usage will be monitored through the Travel Plan and should additional parking be required then additional spaces will be provided.
- 2.18 All cycle parking areas will include a cycle shelter similar to that shown in **Figure 2.2**. Green Roof Shelters Ltd, who will supply the shelters, has confirmed that the stands can be installed with 1.1m clearance between each stand.



Figure 2.2 Example of Cycle Shelter

- Motorcycle Parking**
- 2.19 The parking standards also include motorbike parking standards, which require 1 space per 20 car spaces up to 100 spaces and 1 per 40 spaces over 100 for B1 and B2 and 1 per 40 spaces for B8. For the whole site this would equate to 7 spaces for B2/B8 and 5 for B8 only. This should also be worked out on a unit-by-unit basis and as with cycle parking the B2/B8 standards may be more appropriate. Calculated for each unit it is likely 1 or 2 spaces would be provided for each dependent on the final car parking provision, with the exception of Unit 1 which would require 6 spaces and Unit 2 which will have 3 spaces. Again, the breakdown of spaces per unit is shown in **Table 2.2**.

- Car Share Bays**
-
- 2.20 As part of the Travel Plan the occupiers will be required to provide priority car share bays. The number to be provided will be subject to their requirements, but it is likely that at least six spaces will be provided.

3. EXISTING SITE

Site Location

- 3.1 The Site is located to the north west of the junction with the B3270 and Whitley Wood Lane and is bounded by the B3270 to the south east, Nores Hills Wood to the north east and a residential area to the north. The B3270 provides direct access to the M4 J11 junction to the west and the A329(M) to the north east, which also links to the M4 at J10. Routes into the centre of Reading are also provided via the A33 at J11 and the A327 Shinfield Road at the Black Boy Roundabout. The Site is therefore strategically placed between the local and Strategic Road Network and is easily accessible from the surrounding area.

Access Arrangements

- 3.2 The Site is accessed via two accesses, with a left turn ingress provided on the B3270 and an all movements signalised junction at Whitley Wood Lane. Whitley Wood Lane provides a segregated ingress and egress priority junction arrangement at its western end to provide access into the site and the arrangement is shown in **Figures 3.1 and 3.2**. **Figure 3.1** shows the access arrangement for the whole site, with **Figure 3.2** showing the main site access junction in more detail.



Figure 2.1 Site Access Arrangements

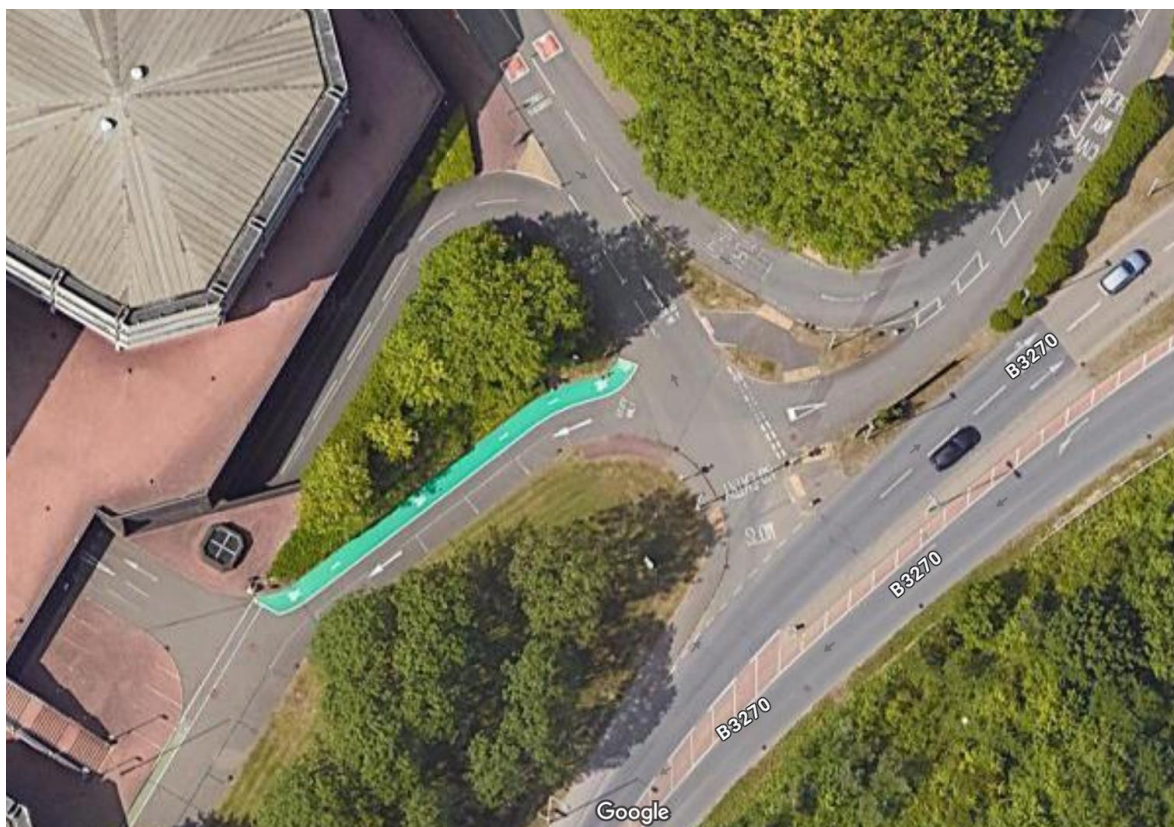


Figure 2.2 Internal Site Access Arrangements

Local Highway Network

- 3.3 At the junction of Britannia Road and the A121 Roundabout, Station Approach runs in a north/south alignment connecting via a short (250m) section of highway. The link to the A10 is made via a 3-arm roundabout, with the A10 running north to south. The A121 is a dual carriageway having two running lanes in either direction and on approach to and exit from the roundabout. This provides a link between the employment area and with the A10/M25 junctions.
- 3.4 **Figure 3.3** shows the site location in relation to the local highway network.

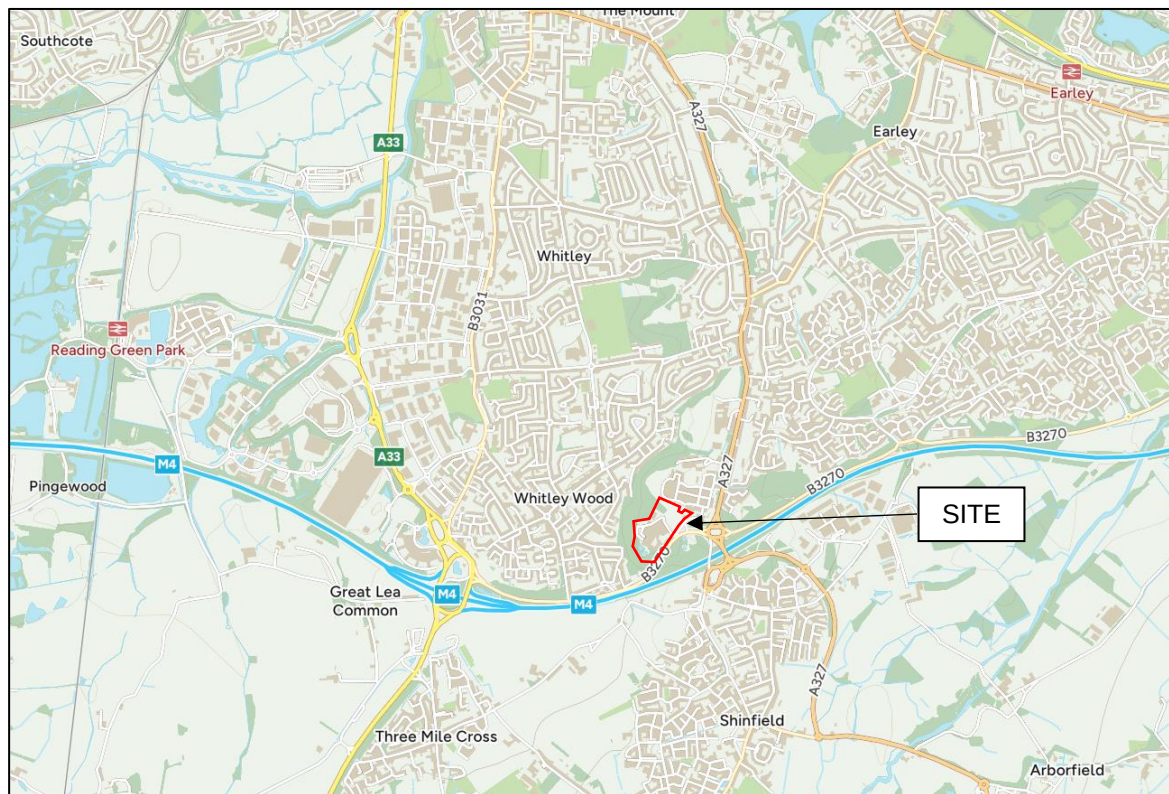


Figure 3.3 Local Highway Network

B3270

- 3.5 The B3270 runs from M4 J11 to the west to the Showcase Roundabout in Winnersh to the east. In the vicinity of the site it is a single carriageway road on the section between M4 J11 and the Black Boy Roundabout. Along this section the road is subject to a 40mph speed limit and there is a well-lit footway on the northern side of the road only, which enters the site at the left turn slip lane into the site and pedestrians are then required to continue along Whitley Wood Lane as no footway is provided on B3270 between the slip lane and the signalised junction.
- 3.6 To the west of the slip lane the carriageway is c.6.5m wide, but widens to two lanes in each direction with a central reservation on the approach to the signalised junction, before widening again on the approach to the roundabout, where there are four westbound lanes and two westbound lanes, widening to three lanes at the signal junction.
- 3.7 The road forms a signalised junction with Whitley Wood Lane and then slightly further west forms a roundabout with the A327 Shinfield Road, which provides a route into Reading to the north and Shinfield to the south.

Whitley Wood Lane

- 3.8 Whitley Wood Lane is a single carriageway road running from the internal site access road to the south west, changing to Greenwich Road to the north east, before forming a priority junction with Cirrus Drive. There is a mini roundabout part way along the road, which provides a southern arm

which forms part of the A3270 signalised junction and serves as the main site access road. Whitley Wood Lane is subject to a 30mph speed limit and has well-lit footways on both sides of the road.

M4 Junction 11

The B3270 forms the eastern arm of the M4 Junction 11 grade separated signalised roundabout, which also provides access to the A33 to the north and south, with the northern arm running into Reading and the southern arm providing access to Basingstoke.

Public Transport

Rail Services

- 3.9 Reading Green Park station is the closest to the site, but at 4.7km away is not within a reasonable walking distance, however, it is within a reasonable cycling distance. The station is on the GWR Reading to Basingstoke line providing up to 2 services per hour in each direction. There are no direct buses serving this station so cycling would be the best option for a multimodal journey to the site.
- 3.10 Earley station is also c.4.8km from the site so is also within a reasonable cycling distance, but direct buses do not serve this station either. The station is on the South West Trains London Waterloo to Reading line and provides up to 2 journey per hour in each direction.
- 3.11 Reading station is c.5.7km from the site, but is accessible by a direct bus service from the nearby stops in Shinfield Road. The station is served by trains on the Elizabeth Line, GWR, South West Trains and Cross Country providing a higher frequency of services to a wider range of destinations than the other stations.

Bus Services

- 3.12 In terms of sustainable travel, there used to be an internal bus stop which until recently had a limited service on one of the park and ride routes (603), with four buses in the morning towards the park and ride (7:10-8:40) and 4 in the evening (15:05-16:05) towards Reading. Following the previous occupier vacating the site the bus operator decided to amend the service so it no longer serves the site.
- 3.13 There is another bus stop with additional services located c.500m from the Site on Shinfield Road which provides 3 to 4 buses per hour in each direction, with Leopard 3 running between 05:58 and 23:57. The Leopard 3 route also provides services to the town centre and Reading railway station providing an opportunity for links to other bus services and multi modal trips combining bus and train. A plan showing the bus routes to the south of Reading is provided at **Figure 3.4**.

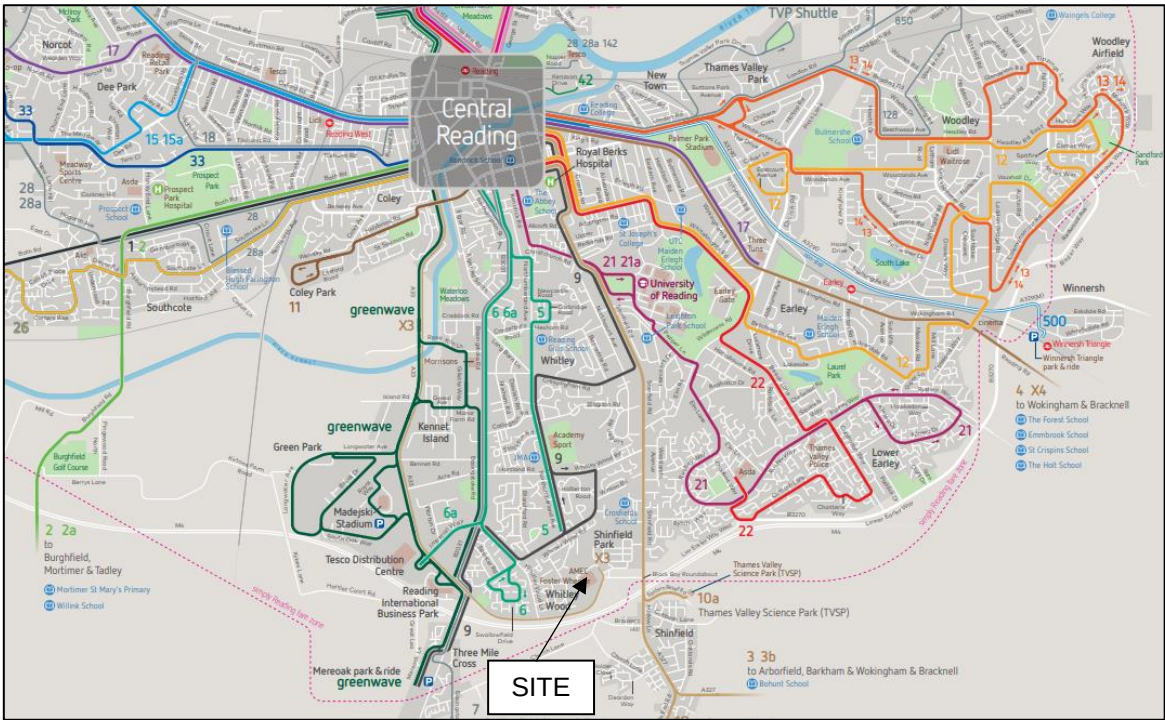


Figure 3.4 Reading Bus Map

Cycling

- 3.14 The Chartered Institution of Highways and Transportation (CIHT) published a document in October 2014 titled 'Planning for Cycling' which states that the majority of cycling trips are for short distances, with 80% being less than five miles and with 40% being less than two miles. The majority of trips by all modes are also short distances (67% are less than five miles, and 38% are less than two miles); therefore, the bicycle is a potential mode for many of these trips (DfT, 2014a).
- 3.15 Electric bicycles are becoming increasingly popular and have the advantage of extending the range that can be cycled comfortably by a wider range of people, and combined cycle-rail or cycle-bus journeys offer an alternative to car travel for many longer trips.
- 3.16 There is a good network of cycle routes close to the site as shown in **Figure 3.5**, which shows the location of a traffic-free cycle route that runs along Whitley Wood Lane and Lower Earley Way which link to other traffic free routes (solid lines) and on-road routes (dashed lines) that connect the site to the surrounding area.

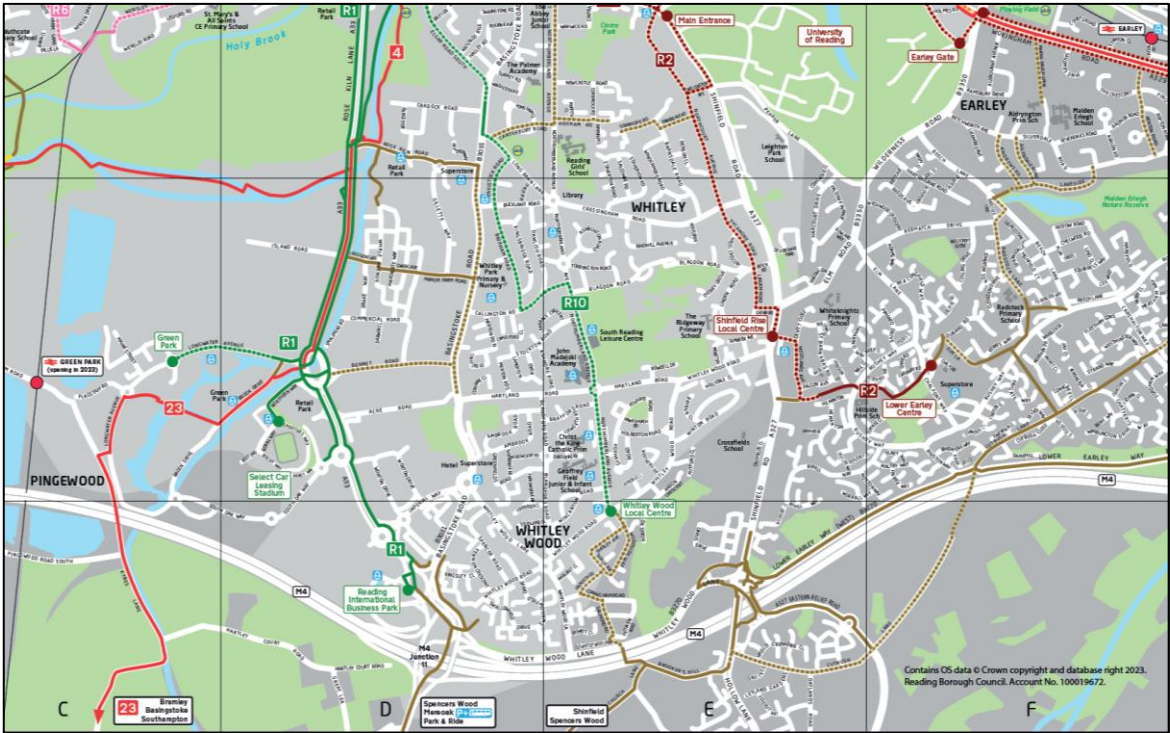


Figure 3.5 Cycling Map for Reading

Walking

Walking

- 3.17 The Chartered Institution of Highways and Transportation (CIHT) published a document in April 2015 titled ‘Planning for Walking’ which states that after driving and being driven, walking is the most common form of travel in Britain. It accounted for 22% of all journeys in 2012 (National Travel Survey, Department for Transport, annual). Furthermore, across Britain it was considered that about 80% of journeys shorter than 1 mile were made wholly on foot (DfT, Annual).
- 3.18 There are shared footway/cycleways connecting the Site with the wider area, including residential areas to the north east and south and there are good pedestrian links to residential areas in all directions. The site access junction has signalised crossings on the northern and eastern arms and a signalised crossing is also provided to the north of the Black Boy Roundabout providing safe crossings to access bus services on the A327 in both directions. Overall, sustainable travel access is considered to be very good for an edge of town location.
- 3.19 There is also an existing public footpath (SHIN10) running through and adjacent to the site, providing a route from Whitley Wood Lane to Railton Close. This will need to be retained and be unaffected by the proposals. The route is shown in **Figure 3.6**.
- 3.20 While it is proposed to utilise the northern car parking area and the access crosses this route, it is an existing access and there are no proposals to amend this arrangement. However, consideration will

be given to potential enhancements to the PRow to encourage more use of this to access the site and to benefit existing users.

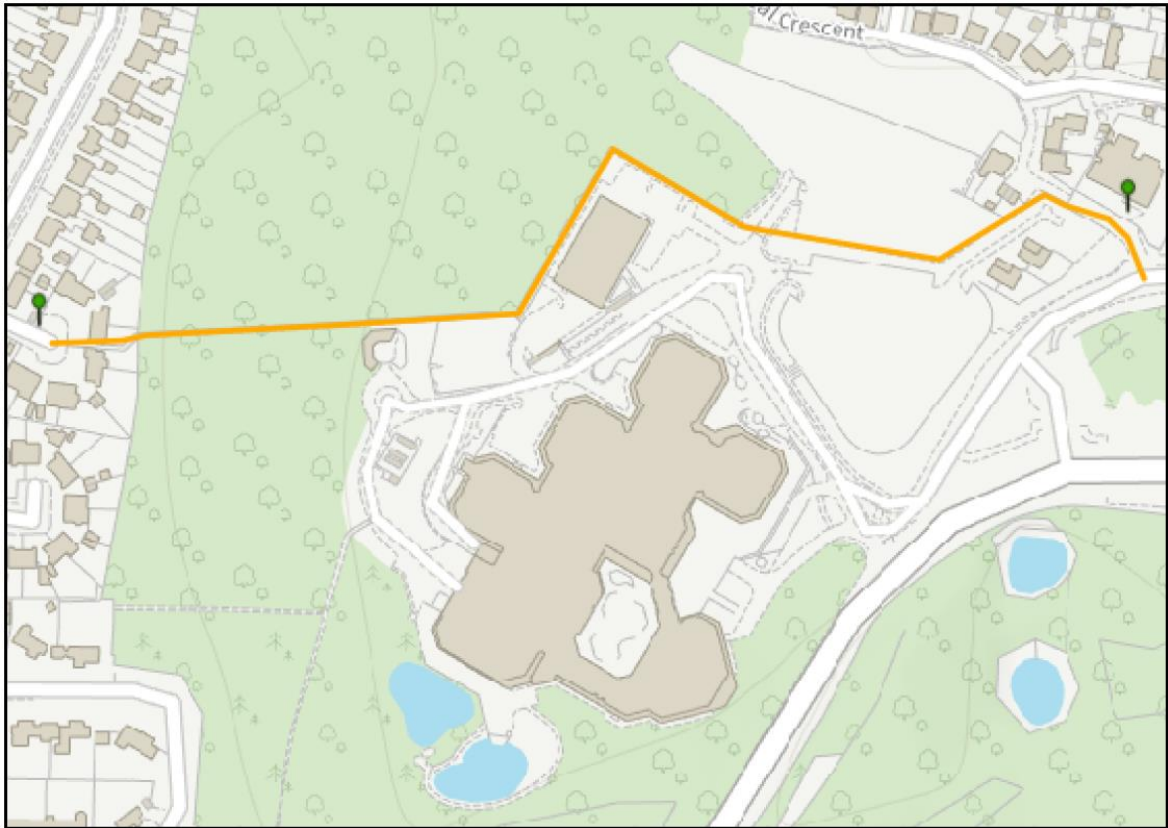


Figure 3.6 Footpath SHIN10

2011 Census Data Method of Journey to Work

- 3.21 In order to predict how future staff would travel to the Site, reference has been made to 2011 Census for Method of Journeys to Work data. The “*Wokingham 012*’ Middle Super Output Area, which is where the Site is located. **Table 3.1** summarises the results. This data demonstrates how people who currently work in the area travel to work and is therefore a good prediction as to how future staff will travel to the Site.
- 3.22 Due to the timing of the 2021 Census, method of Travel to Work data is not reliable as people were asked to complete the questionnaire based on their current situation, which was during a period when everyone who could work from home was required to do so. As such, the work from home share in the 2021 census data increased to over 30%, which does not correlate with typical working habits. As such, 2011 census data is considered to provide a more realistic estimate of how people travel to work, especially for a development such as this where home working is not possible apart from for a few office staff.

Table 3.1 2011 Census Data Method of Journey to Work

Mode	Percentage (%)
Train	5.2%
Bus, minibus or coach	7.6%
Taxi	0.2%
Motorcycle, scooter or moped	0.8%
Driving a car or van	73.0%
Passenger in a car or van	4.0%
Bicycle	2.3%
On foot	7.0%
Total	100%

- 3.23 The method of journey to work modal share is applied to the expected staff numbers which is provided later within this report.

Summary

- 3.24 It has been shown that the Site is located in a sustainable location with good footway and cycle links, and is close to frequent bus services, which supply good area coverage. There are three railway stations accessible within a reasonable cycling distance and Reading station can also be accessed by bus.
- 3.25 In conclusion, the proposed development provides opportunities to use modes other than the car and will provide staff and visitors with a good level of access to all alternative modes of travel.

4. OBJECTIVES AND TARGETS

The Focus of the Travel Plan

- 4.1 This FTP is primarily focussed on staff of the proposed units and the majority of measures proposed are intended to encourage them to vary, or change, from current reliance on private car travel.
- 4.2 This focus has been adopted because the Government's main focus for FTPs has been towards residents and employers, and as such it is considered realistically more feasible to evaluate travel patterns and successfully implement quantifiable initiatives with staff rather than any potential visitors to the units as it is more difficult to control how they would travel to the Site.

Objectives

- 4.3 There are a number of objectives that the implementation of the FTP is intended to help fulfil:
- To influence travel behaviour of employees.
 - To generate fewer single-occupancy car trips than would otherwise be the case by encouraging a modal shift in travel;
 - To reduce the number of short-trip car journeys;
 - Reduction in overall mileage;
 - To help improve the health of employees; and
 - Accommodating those journeys that need to be made by car.

Targets

- 4.4 The objectives given previously provide the framework for the TP measures. Where applicable, targets can be included in a FTP to help achieve the objectives and there are two main types that are applicable. The most easily demonstrated are the commitment to deliver the package of measures set out in the plan. These measures are set out in the next chapter and include initiatives to promote increases in the use of cycling, walking, car-sharing and public transport.
- 4.5 The second form of target is aspirational and related to proportional changes in the travel modes used to get to the Site. At this stage, it is difficult to define exactly the aspirational targets in advance of the development opening, as the modal split of staff is not known. However, possible targets could be to reduce the number of single occupancy car trips between 5% - 10% over a five-year period. The results of the staff travel questionnaire surveys (to be undertaken within 6 months of each use

opening) will provide more accurate information on the prevailing travel choices of staff and hence will provide a basis for the setting of aspirational targets in a later revision of the FTP.

- 4.6 FTPs are evolving documents that need to remain adaptable to changing working practices and local conditions and, therefore, the targets will be given over varying timescales. **Table 4.1** outlines the key FTP targets and timescales for the Site.

Table 4.1 Travel Plan Targets

Target	Action	Timescale
Aim to reduce single occupancy travel by 5%	Provide up to date information of public transport and local pedestrian and cycle routes, the promotion of schemes and groups, the provision of cycle parking for the employment units	Within 3 Years of the Initial Survey
Aim to reduce single occupancy travel by 10%	Continual provision of information and ensuring there is consistently strong communication between employees and the Travel Plan Coordinator to ensure the Travel Plan remains a high priority	Within 5 Years of the Initial Survey

- 4.7 **Table 4.2** provides an estimation on how future employees would travel to the Site. The data is based on the 2011 Census Method of Travel to Work data for the employees of the 'Wokingham 012' Middle Super Output Area, which incorporates the Site. This data should only be taken as a guideline as surveys of the actual employees will be undertaken once the development is occupied.

Table 4.2 Travel Plan Targets Based on 2011 Census Data*

Mode of Travel	Baseline	Year 3 Target	Year 5 Target
Train	3.6%	4.6% (+1%)	5.6% (+2%)
Bus, Minibus or Coach	7.6%	8.6% (+1%)	9.6% (+2%)
Taxi	0.4%	0.4%	0.4%
Motorcycle, Scooter or Moped	0.4%	0.4%	0.4%
Driving a Car or Van	72.2%	67.2% (-5%)	62.2% (-10%)
Passenger in a Car or Van	4.1%	5.1% (+1%)	6.1% (+2%)
Bicycle	3.7%	4.7% (+1%)	5.7% (+2%)
On Foot	8.0%	9.0% (+1%)	10.0% (+2%)
Total	100%	100%	100%

*Percentages subject to rounding errors.

5. TRAVEL PLAN MANAGEMENT

- 5.1 In order to ensure that the FTP is as successful as possible it is essential that it is managed in such a way that all parties are aware of the aims and objectives and also the options available to them in terms of travelling to the site using sustainable modes of transport. It is important that there is a point of contact for employees and the local authority and also a driving force behind the implementation of the measures contained within the plan. To achieve this, a Travel Plan Co-ordinator will be appointed.

The Travel Plan Co-ordinator and Associated Support

- 5.2 The FTP will be implemented under the control of a Travel Plan Co-ordinator (TPC), who will work in conjunction with Wokingham Borough Council (WBC), the local community and other interested parties for the continuing progression of the FTP. The TPC will be appointed prior to first occupation of the development, however, until such time that the final FTP is prepared, the interim contact in relation to this FTP will be Simon Possee, Icen Projects Ltd (tel: 020 3435 4222).

- 5.3 The role of the TPC will be as follows:

- To promote and encourage the use of travel modes other than the car, including publicity;
- To provide a point of contact and travel information for employees;
- To ensure that all relevant information is provided to all employees and that up-to-date information is clearly displayed within the TP travel packs;
- To promote a car-sharing scheme within the Site;
- To arrange for travel surveys to be undertaken where necessary; and
- To provide a point of contact with transport operators and officers of the Council and work with other local businesses to pursue joint plans and initiatives where relevant.

Monitoring and Review Mechanisms

- 5.4 An objective of FTPs is that there will be an on-going improvement process including annual monitoring to be conducted at the end of each year following the opening of the site for a period of a least five years. The whole FTP will then be reviewed in consultation with WBC. The TPC will form a contact point for communication with the local authority.
- 5.5 The travel habits of employees will act as the baseline data with regular monitoring being undertaken so that an indication of changes over time can be assessed.

Travel Surveys

- 5.6 Questionnaire surveys of the employees' travel patterns will be undertaken as part of the review process on an annual basis, commencing at least within three months after the employment units are occupied. These will be of a more basic nature, seeking to determine any change in the modal split and uptake of TP initiatives. This will be agreed in advance with officers at WBC. An example of a travel questionnaire is attached at **Appendix A1**.

Sustaining Interest

- 5.7 It is important to sustain interest and commitment to the FTP to ensure its success. The TPC should be proactive in ensuring information is available and up-to-date that employees are aware of the FTP and the travel options available to them.
- 5.8 The initiation of employee walking and cycling user groups will assist in sustaining interest in sustainable travel, with members taking an active role in promoting and encouraging active travel.

Marketing and Communication

- 5.9 In addition to the initiatives already outlined with the FTP, there will be ongoing marketing and communication of information following the launch.

On-going Marketing

- 5.10 The FTP will be launched on the opening of the Site and will be continually marketed through the provision and updating of travel information and leaflets. The information contained within the travel packs will be periodically reviewed and updated and reissued as appropriate.

Funding

- 5.11 The implementation of the FTP, once agreed with WBC, is to be funded by the occupiers of the units. This will include all costs associated with the implementation, management, marketing and monitoring of the Travel Plan. The cost of cycle parking provision within the Site will be met by the Applicant.
- 5.12 In the interim, and until such time that final plans are prepared by the occupiers of the units, the responsibility for funding the physical Travel Plan measures will be met by the Applicant.
- 5.13 The on-going monitoring of the Travel Plan measures will illustrate their effectiveness in meeting the objectives of the Plan. In the event that the Travel Plan is not on track to meet its targets, the annual review will outline any additional or remedial measures that may be used to get back on track.

5.14 Remedial measures could include:

- Allocation of resources for further promotional activities;
- Providing financial incentives for people utilising sustainable modes of transport; and
- Funding further improvements to infrastructure for non-car modes, such as additional cycle parking spaces for staff and customers.

5.15 Given that this is a Framework Travel Plan for the entire Site it is difficult to quantify a budget for remedial measures. This information will be provided within the Final TPs to be prepared for each unit.

6. TRAVEL PLAN INITIATIVES

- 6.1 In order to ensure that the opportunities for modal shift can be realised there are a number of measures that will be implemented and encouraged by the TPC.

Measures to Reduce Car Use for Employees

- 6.2 The parking provision across the Site will be in accordance with standards, with the proposed level of parking being consistent with B8 standards, but below the E(g)(iii) and B2 standards. Parking will be provided at a level to ensure that employees do not need to park on the surrounding highway, but also at a level that will encourage sustainable travel to the Site.
- 6.3 The aim of this FTP is not to inhibit car ownership, but to encourage people to think about their travel choices and, where practical, using alternative modes of travel.
- 6.4 The following measures will be considered to reduce car use for future employees of the proposed occupiers;
- Provision of car parking below the maximum that would be permitted for E(g)(iii) and B2 uses on the development;
 - Information on public transport links;
 - Potential discounts on bus and train travel;
 - Promotion of local car share and walking buddy schemes;
 - Promotion of local and national sustainable travel events, such as walk to work and cycle to work week.
 - Where possible, enable employees to work from home to reduce the number of days they are commuting to work.

Cycle Parking

- 6.5 Secure and covered cycle parking will be provided for employees and visitors at convenient locations within the Site in accordance with WBC standards. This provision will be reviewed periodically to ensure that there are sufficient cycle parking spaces to meet the demand.

Provision of Travel Information

- 6.6 The Site benefits from good public transport accessibility, with bus services accessible within 500m of the Site.

6.7 In order to promote the use of these modes further, information relating to potential means of non-car access to the Site will be included within travel packs provided on occupation of the Site. All employees will be made aware of this information to increase awareness of the travel options available to them. The travel packs will hold up to date information about the FTP and the reasons for implementing it, providing:

- Information on health benefits;
- Cycle routes;
- Pedestrian access;
- Public transport links;
- Bus and train timetables and contact information;
- Details of local car share and walking buddy schemes;
- Contact details of local sustainable transport groups and organisations; and
- Details of local and national sustainable travel events, such as walk to work and cycle to work week.

Measures to Promote and Facilitate Cycling

6.8 Consideration will be given to providing the following facilities to further encourage cycling to and from the Site:

- Provision of cycle parking in accordance with parking standards;
- Information on the local cycle network routes to be provided to employees by including this information on maps made available within travel packs;
- Health benefits of cycling promoted in Travel Packs;
- Financial benefits of commuting by bike outlined;
- Provide details of local cycling clubs; and
- Provide details of cycle to work week.

Measures to Promote Walking

6.9 Measures aimed at increasing the viability of walking to/from the Site will be based around consideration of the provision of the following facilities and benefits prior to the opening of the Site:

- Information on the 'on and off highway' pedestrian network routes to be provided to employees by including this information on maps which is to be produced by the occupiers and made available within travel packs;
- Health benefits of walking promoted in travel packs;
- Provide details of local ramblers/walking groups; and
- Provide details of walk to work week.

Measures to Promote and Facilitate Public Transport Use

- 6.10 Increased accessibility to, and use of, public transport is considered to be a key element of any TP. The Site benefits from good public transport accessibility, with bus services accessible within 500m walking distance of the centre of the Site.
- 6.11 Travel packs will be provided to employees and will include the following to encourage public transport use:
- Provide up-to-date public transport information including timetables and bus and train company contact information within travel packs;
 - Promote bus use through participation in national events such as Catch the Bus Week (<http://www.catchthebusweek.co.uk>).

Car Sharing

- 6.12 Car sharing is a good means of reducing single-occupancy car use. The main benefits of car sharing are as follows:
- Reduction in travel costs;
 - Reduced demand for car parking;
 - Reduction in wear and tear on vehicles;
 - An opportunity to socialise with neighbours;
 - Shared driving and reduced stress; and
 - Less cars on the road, so less congestion and pollution.
- 6.13 The main reasons for not wanting to car share are often found to be as follows:
- Fear of not being able to get home;
 - Reduced flexibility to meet job requirements;
 - Less freedom to combine trips to and from the destination with other journeys; and

- Difficulties in keeping to agreed schedules.

6.14 **Table 6.1** provides an indication of the annual costs that a driver would incur and the savings they could make just on fuel by car sharing. Due to the increasing cost of petrol and diesel this is an effective way of reducing commuting costs whilst also improving sustainable travel habits.

Table 6.1 Fuel Costs Per Annum

Distance from Work	Driver Only*	Sharing with One*	Sharing with Two
10 km (6 miles)	£750	£375	£250
20 km (12 miles)	£1,500	£750	£500
30 km (20 miles)	£2,250	£1,125	£750
40 km (25 miles)	£3,000	£1,500	£1,000

*Based on a 1600cc engine with petrol at 150p per litre doing 10km to the litre working 250 days per annum.

- 6.15 The practicalities of car sharing for employees may be limited due to the varying start and finish times and destinations of employees and the relatively low number working at this Site, however, the developer, through the TPC, will endeavour to promote car sharing for employees within 18 months of occupation to encourage those driving from work to nearby locations to offer lifts to colleagues.
- 6.16 Given the complexity of matching potential car sharers, employees will be encouraged to sign up to Wokingham Liftshare. This provides a free matching service for all those who live, work and travel in and around Wokingham. The site matches you up with potential partners. Once matched, you can choose to share as little or as much as you like, with whoever you like. Full details can be obtained on <https://liftshare.com/uk/journeys/from/wokingham>

Personal Travel Planning

- 6.17 The TPC will offer Personal Travel Planning (PTP) to all employees. Through a brief discussion and completion of a questionnaire the TPC will be able to advise on potential changes employees could make to the way they travel for different journey purposes with a view to reducing single occupancy car trips. As with car sharing, reducing the number of car trips made will result in lower expenditure on fuel and improved health and wellbeing for employees from walking and cycling. The TPC will provide relevant maps, contact details and timetable information to enable each individual recipient of PTP to have all of the information they need to travel more sustainably.

7. SUMMARY & CONCLUSIONS

- 7.1 The measures and initiatives recommended within this FTP are considered to be sufficient to encourage employees of the proposed development to travel in a sustainable manner by promoting and securing initiatives and incentives which would minimise the need to travel by private car.
- 7.2 The monitoring and review process will ensure the plan remains a live document and will sustain the necessary efforts for it to reach its objectives.
- 7.3 This framework identifies that the Site has good opportunities for employees to use existing modes of transport other than the car. The developer and TPC will undertake the following to ensure the TP meets its objectives:
- To provide regularly updated bus and train timetable information and a cycle route plan on staff notice boards and within travel packs.
 - To ensure the occupiers are responsible for delivering a final Travel Plan.
 - Secure cycle parking will be provided and monitored to ensure that it can accommodate demand.
 - Consideration will be given to providing lockers and changing facilities.
 - Travel information and initiatives, including bus stop and train station locations will be provided to all staff by being posted on a communal notice board.
- 7.4 Taking all of the above into account, it is considered that this proposed development not only has good access to the existing walking, cycling and public transport networks, but will also ensure that with the additional measures incorporated as part of the development, staff will be encouraged to use modes of transport other than the car.
- 7.5 **Table 7.1** outlines the Action Plan which details each measure and who is responsible for implementing them as part of the TP and the predicted timescales.

Table 7.1 Action Plan

Issue		Measures proposed	Timescale	Responsibility
Measures to reduce car use		Appointment of a Travel Plan Co-Ordinator to be approved in writing by Wokingham Borough Council	Pre- Opening	TPC
		Provide information to employees on notice boards about car sharing schemes such as the Wokingham Liftshare	On Opening	TPCs
		Flexibility regarding staff shifts to facilitate use of non-car modes of transport, wherever possible	On Opening	TPCs
		A copy of the Travel Plan made available to staff	On Opening	TPCs
Measures to promote alternatives	General	Information notice boards and travel packs to include bus, train and cycle route plans and timetables, along with contact numbers of relevance (e.g. taxi firms)	On Opening	TPCs
		Changing facilities for employees	Pre- Opening	Occupiers
		Secure lockers for employees	Pre- Opening	Occupiers
		Arrangement of free transport home for staff in the event of emergency	On Opening	TPCs
		Free leaflets, produced advertising alternative means of travel for the public, placed within staff areas	On Opening	Occupiers
	Public Transport	Information on the 'on and off highway' pedestrian network routes to employees, made available on the notice boards	On Opening	TPCs
	Cycling	Provide a high-quality pedestrian environment within the Site	Pre- Opening	Developer
		Secure, covered and illuminated cycle parking will be provided at each unit for all users of the Site	On Opening	Developer
		Promote a Bicycle Users Group (BUG) for employees	On Opening	TPCs
Monitoring and Management		Annual Questionnaire Surveys of Staff to be undertaken	To commence 6 months after occupation	TPCs
		Annual review of the Travel Plan and its initiatives to be undertaken based on the data obtained from the above Questionnaire Surveys.	To commence 6 months after occupation	TPC

A1. EXAMPLE QUESTIONNAIRE

Staff Travel Questionnaire

We are undertaking this survey in order to understand the travel behaviour to and from the site. We would be grateful if you could complete the following questionnaire in order that we can ascertain how people travel to the site. Your answers will be treated in confidence and will not be disclosed to third parties. The purpose of this survey is to assist in future planning and as such, your answers are very important to us.

1. Your home postcode.....
2. Your Employer/Company name.....
3. Do you work full or part time? ☐ Full-time ☐ Part-time
4. Which days do you travel to your place of employment? (Tick all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday
5. How do you normally travel to the site? (Tick one box only)

☐ Car driver (where do you park?.....)
☐ Car passenger (where do they park?.....)
☐ Dropped off by car driver ☐ Bus (which route(s).....)
☐ Walk ☐ Bicycle
☐ Train ☐ Underground
☐ Motorcycle ☐ Other (.....)
6. Do you use different modes on different days?

☐ Yes ☐ No

Thank you for completing this questionnaire.

Please return the completed form to [insert name of relevant person]

Please note: Icen Projects Limited take no responsibility for any actions arising from the use, or implementation, of this travel questionnaire