



Napolean House, Risley, Reading

TRAVEL PLAN STATEMENT

September 2024

Outcomes First Group Ltd

EDUCATION DEVELOPMENT
NAPOLEAN HOUSE
RISLEY, READING

TRAVEL PLAN STATEMENT

CONTROLLED DOCUMENT

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EDUCATION DEVELOPMENT
NAPOLEAN HOUSE
RISLEY, READING

TRAVEL PLAN STATEMENT

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Appendix A – Proposed Site Plan

1. INTRODUCTION

- 1.1 This Travel Plan Statement (TPS) has been prepared by Paul Basham Associates on behalf of Outcomes First Group Ltd to a Section 73 application at Riseley Business Park, Basingstoke Road, Riseley. The application proposes a change in use of the existing office to provide a special education school for 60 pupils and was consented in June 2024. The site is bound to the north and east by greenfield, to the south by Riseley Place, and to the west by residential housing. The site location is identified within **Figure 1**.

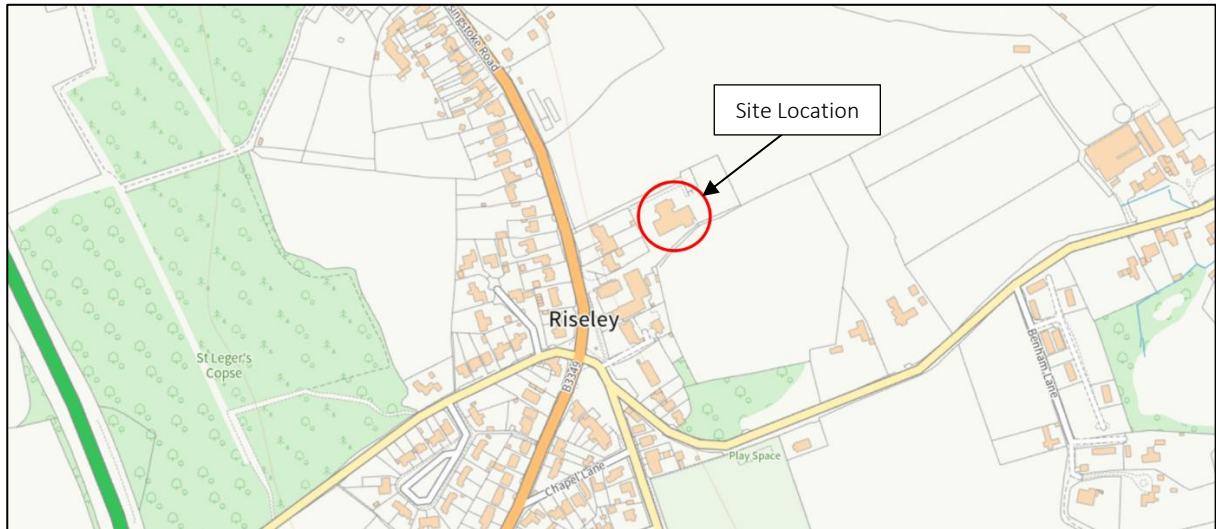


Figure 1: Site Location

- 1.2 The development proposals are to accommodate the site becoming an Outcomes First Group School. This would provide a 60-pupil school for children between the ages of 11 and 18 with complex needs (behavioural, emotional, social or learning needs, or a combination of them). It is proposed that the existing access onto the B3349 Basingstoke Road would be retained and used for the school. Given the nature of the school, pupils will not be able to travel independently via walking or cycling and therefore this TPS will focus on the travel patterns and how to promote sustainable travel to staff members.

- 1.3 This TPS aims to discharge condition 4 of application 240150 which states that a Travel Plan shall be submitted to and approved by the local planning authority, however liaison with the highways officer confirmed that a Travel Plan Statement would be sufficient. In addition to this TPS, a Transport Statement, Addendum Transport Statement and Parking Management Plan have been prepared, outlining the anticipated impacts of the development in relation to transportation and highways and the pick up/drop off arrangements. Therefore, this TPS should be read in conjunction with these documents.

Travel Plan Statement Principles

- 1.4 A TPS is a strategy for managing travel demand to a development site by meeting the travel needs of its users, reducing the impacts of car travel, supporting a reduced need to travel and increasing sustainable travel where appropriate and possible.

Travel Plan Statement Principles

- 1.5 A successful TPS must follow a set of principles to be determined acceptable and create a sustainable development. A TP must be Transparent, Realistic, Achievable, Committed, Enforceable and Sustainable (TRACES). This TPS therefore aims to demonstrate that there are sustainable local travel options available, and measures proposed, along with an implementation and monitoring strategy.
- 1.6 A TPS is a live document that is implemented, reviewed and has an identified owner. It is an evolving process initiated through site visits and discussions between key stakeholders, Wokingham Borough Council (WBC). A TPS is there to promote sustainable travel and should include objectives and measures to encourage sustainable travel. Monitoring is not required for a TPS, which differentiates it from a Travel Plan.

Travel Plan Statement Aim and Objectives

- 1.7 The TPS strategy supports access to a wide range of local facilities and activities for future site staff/visitors, whilst working alongside the local councils and the local community to encourage a sustainable development. The TPS follows an overarching aim to reduce staff's reliance on the private car whilst increasing the use of sustainable transport modes.

- 1.8 Meeting these objectives will help to create a sustainable development with good travel practices and will therefore help to decrease reliance on private vehicles. The continuous development and evaluation of this TPS is necessary to make sure that objectives are realistic and achievable. A Travel Plan Coordinator (TPC) would be responsible for promoting the practices of the TPS and reviewing its objectives.

Travel Plan Structure and Approach

- 1.9 This TPS will follow the following structure:
- Chapter 2 – Travel Plan Policy
 - Chapter 3 – Existing Conditions and Local Accessibility
 - Chapter 4 – Proposed Development
 - Chapter 5 – Travel Plan Strategy
 - Chapter 6 – Travel Plan Implementation

2. TRAVEL PLAN POLICY

2.1 This TP has been produced in accordance with relevant national, regional and local policy. For reference this includes:

- National Planning Policy Framework (NPPF);
- Wokingham Borough Council Local Transport Plan (LTP3) (2011-2026)
- Wokingham Borough Council Draft Local Transport Plan (LTP4)
- Wokingham Borough Council Active Travel Plan (2011-2026)

National Planning Policy Framework (NPPF)

2.2 The NPPF (December 2023) acts as the central guidance for development planning. As defined in NPPF Annex 2: Glossary, a Travel Plan is ‘a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed’ and is a requirement for developments which generate a significant amount of movement. The following NPPF paragraphs are relevant to the Travel Plan:

Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) *The potential impacts of development on transport networks can be addressed;*
- b) *Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;*
- c) *Opportunities to promote walking, cycling and public transport use are identified and pursued;*
- d) *The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- e) *Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.*

(NPPF Para.108)

The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

(NPPF Para.109)

All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

(NPPF Para. 117)

Wokingham Borough Council Local Transport Plan 3 (LTP3) (2011-2026)

2.3 The Wokingham Brough Council LTP3 covers the period up to 2026 and provides details of how the Council intends to improve transport and accessibility over the next 15 years.

2.4 The vision for LTP3 is: *“To provide a cost-effective, inclusive transport network that enhances the economic, social and environmental prospects of the Borough whilst promoting the safety, health and wellbeing of those that use it.”*

2.5 LTP3 is based around five transport goals:

- To have a resilient, safe highway network that balances capacity for all users, enhances the economic prospects of the Borough, and promotes sustainable travel.
- To work with partners to promote walking and cycling as a health enhancing physical activity for all of our residents through providing:
 - Connected, convenient, safe and signed pedestrian networks across the Borough to enhance existing networks;
 - New cycleways integrated with the existing cycle network; and
 - Improved cycle parking at stations, businesses, and schools
- To promote an integrated and inclusive public transport network that provides a convenient, acceptable, reliable, and affordable alternative to car travel.
- To enable people who live, visit and work in the Borough to make informed, safe and sustainable travel decisions from a range of transport options
- To manage the demand for travel in order to ensure that people have a high level of access to different destinations, with sufficient choice, whilst minimising the adverse effects of congestion.

2.6 The relevant policies to this Travel Plan Statement are detailed below:

Policy AT1: Increasing opportunities to walk and cycle – We will actively encourage integrating walking and cycling routes and facilities into key destinations...

Policy AT3: Active Travel for all – To provide walking and cycling opportunities that are inclusive of residents with mobility, visual and hearing impairments and other disabilities

Policy PT4: Addressing the cost of travel – We will work with transport operators to promote a range of ticketing options to encourage affordable public transport

Policy PT6: Availability of Services – We will work in partnership with key organisations to enhance bus service provision to health, education, leisure, retail and employment opportunities.

Policy SC/DM2: Travel Plans – The Council will support both new and existing employers in developing Travel Plans. We will encourage the use of Personal Travel Planning and Residential Travel Plans.

Wokingham Borough Council Draft Local Transport Plan 4 (LTP4)

- 2.7 As of the date of this report, WBC's LTP4 is currently in its second draft and has been through the public consultation processes. With changing technology and government policy, along with a significant part of the strategy from LTP3 being delivered, LTP4 seeks to refresh the LTP transport strategy to address current priorities and the needs of the local community. A vision for the LTP has been developed from existing national, regional and local policies and has led to three key themes to deliver local priorities which are detailed below:

Create Healthy and Safe Places

The LTP will help to build and maintain healthy communities, attractive environments and work towards reducing negative impacts associated with road transport such as injuries from traffic collisions, noise and emissions.

Targets include a reduction in those harmed on our roads, which aligns with the national objective for 50% of trips in towns to be made by walking and cycling.

For rural areas, this theme includes measures to improve the vitality of rural service centres and access to active travel routes, in part with a network of lower traffic routes.

Develop the Economy

We will work with our partners and stakeholders to protect and enhance our strategic road and rail connectivity.

We will work with and encourage rail operators to improve services at our railway stations, support measures to decarbonise the railway and complement these with improvements to station interchange and access for all.

Maximising our existing assets is vital in keeping the borough moving, and a well-maintained transport system is a priority.

Reduce Environmental Impacts

Consistent with local, regional and national targets, the LTP will support the transition of the transport sector to carbon neutrality. Achieving this will require improved travel choice and changes in travel behaviour for all to reduce travel and congestion. This includes promoting low emission vehicles, developing a core network of attractive bus and cycle routes across the borough, and the removal of all air quality exceedances in the borough.

Wokingham Borough Council Active Travel Plan (2011 – 2026)

- 2.8 The strategic objective for this plan is to *'increase levels of active travel across Wokingham Borough and positively influence resident's dependence on the private car for short journeys.'*
- 2.9 The four objectives for the Wokingham Borough Council Active Travel Plan are:
- To work in partnership with businesses to encourage walking and cycling to centres of employment
 - To actively encourage walking and cycling to schools, colleges and other education facilities
 - To improve and encourage active travel access to town and local centres, public open spaces and public transport interchanges
 - To work with partners and key stakeholders to promote the benefits of active travel to reinforce public health messages.
- 2.10 The delivery of the objectives can be categorised into three key themes for development, these being:
- Infrastructure interventions, intended to provide a clear route network for cyclists and pedestrians

- Active travel enabling information, activities and interventions
- Behaviour change marketing to raise awareness of, encourage and sustain walking and cycling

2.11 These three key themes can deliver the goals within the LTP3 and provide the framework for the council and its partners to design, deliver and implement the active travel plan across the Borough. It is not known whether the WBC Active Travel Plan will support LTP4.

2.12 This TPS has been written in accordance with the above policies to meet the sustainable requirements for new developments within WBC and increase the modal share of alternative transport options for the benefit of the proposed development and wider community.

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

- 3.1 The application site covers approximately 1.175 acres in total and is located in Riseley Business Park in the centre of Riseley. The proposed development is for a special education school for 60 pupils and 45 staff (35 full time and 10 part time). Due to the nature of the site, it is not anticipated that many pupils will travel via sustainable travel methods, therefore the focus of this TPS will be on staff in terms of walking/cycling /using public transport to and from the site. In addition, whilst the site is located in an accessible location nearby to a number of residential areas, the nature of a special education school is that it has no specific geographical catchment area and pupils will attend the school based on needs, not proximity to their home.

Local Road Network

- 3.2 The existing site is serviced from Basingstoke Road B3349 which has a speed limit of 30mph and facilitates travel for both northbound and southbound directions with both sides flanked by a footway and refuge islands with tactile paving to aid pedestrians crossing. There are no formal parking restrictions along the road in the vicinity of the site although white lining is present to dissuade parking, particularly due to the solid centre line present along the B3349. The existing conditions can be seen in **Photographs 1 and 2**.



Photograph 1: Existing conditions along Basingstoke Road/B3349



Photograph 2: Existing conditions along Basingstoke Road/B3349

- 3.3 The B3349 runs from Reading through Three Mile Cross and Spencers Wood to the north, down to Alton to the south and connects to the A33 approximately 800m southwest of the sites access. This section of the A33 runs from Reading, where it connects to the M4, down to Basingstoke and also forms part of Basingstoke Road from Riseley south to Turgis Green.

Pedestrian Network

- 3.4 The local footway network benefits from gentle topography and a low-speed limit of 30mph on the adjacent carriageway which makes it attractive for use by pedestrians. The local highway network has good pedestrian infrastructure with footways on both sides of Basingstoke Road and Odiham Road along with tactile paving and refuge islands to aid in crossing along Basingstoke Road. In addition, it is not anticipated that there will be much pedestrian traffic due to the nature of the development, which is discussed in later chapters of this TS.
- 3.5 Whilst there are a few short Public Rights of Way (PRoW) routes (SWAL 25, SWAL1 AND SWAL 22) located close to the site. These routes are fairly short and only facilitate travel between residential areas therefore, pedestrians would instead more likely use the pedestrian infrastructure on the local highway network.

Cycle Network

- 3.6 The gentle topography of the area also lends itself well to cycling and whilst the site is not located close by to any National Cycle Routes, cyclists can cycle on the local highway network, with low traffic roads located close to the site for more comfortable cycling.

Public Transport Provision

Bus Network

- 3.7 The closest pair of bus stops (The Bull) are located c. 115m south of the site on Basingstoke Road. The southwestbound stop (The Bull Adj) is serviced by the 145 and 600 Park & Ride services and the northeastbound stop (The Bull Opp) is serviced only by the 145 service. This is due to the 600 Park & Ride service operating in a loop at this section of the route. The route of the 600 Park & Ride Service can be seen in **Figure 2**.

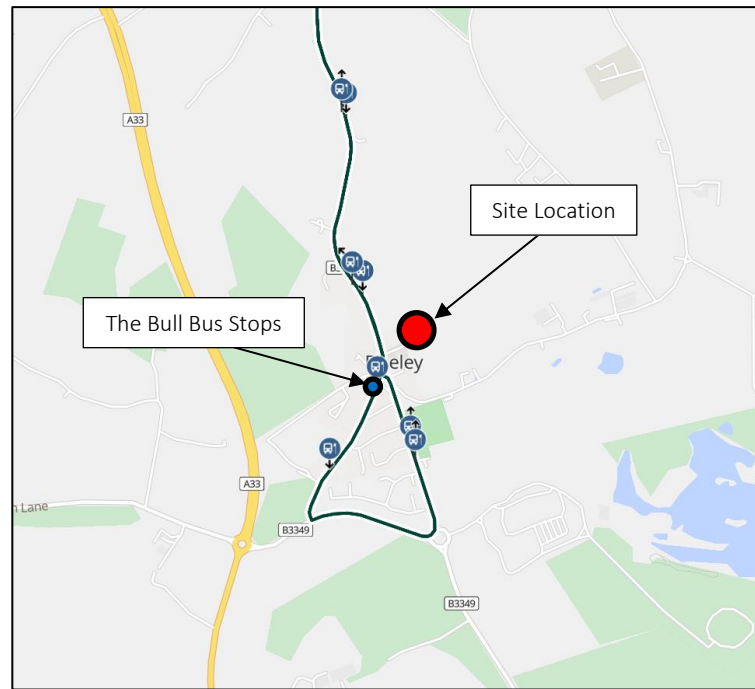


Figure 2: 600 Park & Ride Bus Route in the vicinity of the site

3.8 Both stops are equipped with a flagpole and timetable information. **Table 1** summarises the bus services accessible from these stops.

Service	Operator	Route	Frequency		
			Mon-Fri	Sat	Sun
145	Horseman Coaches	Three Mile Cross Post Office – Wokingham – Winnersh	10:38 & 12:55	No Service	
600 Park & Ride	Reading Buses	Spencers Wood/Riseley/Mere oak P&R Via RIB – Central Reading	Every hour 06:13 – 23:02	Every Hour 07:07 – 23:02	No Service

Table 1: Bus Services

3.9 The 145 Horseman Coaches service offers one service a day only on weekdays (Monday – Friday), one service at 10:38 towards Winnersh and one at 12:55 towards Three Mile Cross Post Office. The 600 Park & Ride service runs an hourly service both to and from Reading, with car parking provided at Three Mile Cross c. 6.2km north of the site, on weekdays and Saturdays with the weekday service running from 06:13 – 23:02 and the Saturday service running from 07:07 – 23:02.

3.10 Horseman Coaches operates wheelchair accessible coaches which have a lift at the rear of the coach with an extra-large entrance for easier mobility.

- 3.11 All Reading Buses' journeys are normally operated by low-floor, wheelchair-accessible buses. All buses have an entrance ramp, and many can be lowered to the kerb to allow for easier access. Each bus has a dedicated wheelchair space which gives priority to wheelchair users. Guide dogs, hearing dogs and accessibility dogs are allowed on services and travel free.
- 3.12 Considering the nature of the site, accessibility is a key factor in determining if staff will travel via public transport.

Rail Network

- 3.13 The closest railway station to the site is Mortimer (MOR) which is c. 6.3km northwest of the site (accessible via a 20-minute cycle). The station is managed by Great Western Railway and provides frequent services to Basingstoke (17m), Reading (15m) and Bramley (5m). It is noted that it is unlikely that pupils will travel via train however, staff travelling from further afield may use the train as part of their commute.
- 3.14 Mortimer Station has category B3 step-free access with a degree of step-free access for north bound services however, platform 1 can only be accessed via a footbridge. The station has 5 cycle storage spaces which have shelter and CCTV in the form of secure cycle lockers. There are also accessible ticket machines, toilets and waiting rooms at platform 2, and an induction loop at the station.

Summary

- 3.15 Overall, the site is considered accessible to local public transport provision as well as benefiting from good local pedestrian infrastructure within Risley. The site is also well situated in terms of nearby residential areas which makes the site accessible to local residents and potential local staff.

Key Travel Resources

- 3.16 Sustainable travel opportunities are supported locally. **Table 2** provides a summary of key travel resources.

Resource	Description	Details
Living Streets	National organisation for supporting pedestrians	www.livingstreets.org.uk
Cycle Street	Online cycling journey planner	www.cyclestreets.co.uk
Liftshare	Care Sharing	www.liftshare.com/uk
Sustrans	The national sustainable transport charity	www.sustrans.org.uk
Traveline	Online travel journey planner	www.traveline.info
My Journey Wokingham	Borough-wide sustainable travel campaign	https://myjourneywokingham.com/

Table 2: Key Travel Resources

4. PROPOSED DEVELOPMENT

- 4.1 The application proposes the change of use from office use (Class E) to education use (Class F1). The application proposes a school for 60 children with complex needs between the ages of 11 and 18. The proposed site plan, provided by MH Architects, is attached in **Appendix A**.
- 4.2 The site would provide a 60-pupil school for children with behavioural, emotional, social or learning needs, or a combination of them. Given that the proposed school is special provision there is no traditional geographic catchment area.
- 4.3 To understand the operation of the proposed school, information has been obtained from the applicant. This information has been based on the applicant's knowledge from operating other Outcomes First Group facilities across the country. It is anticipated that the proposed school would have 35 full time staff and 10 part time staff (or approximately 4 Full Time Equivalent), totalling 39 FTE. Full time staff are anticipated to arrive on-site before 08:30 and leave after 16:30. Throughout the day the applicant has confirmed that c.10 members of staff would be accompanying pupils in an activity off site in addition to catering staff who would be on-site between 11:30-14:00.
- 4.4 Given the nature of the school, the majority of pupils (98%) are expected to arrive to site in private vehicles or collectively via school minibus/taxi (as per Section 2 in the Addendum Transport Statement). While some pupils may be able to walk to the site/arrive by public bus this will be the minority. It is not anticipated that any students would cycle given the nature of the school. As such this TPS will only focus on staff members.

Car Parking

- 4.5 Wokingham Borough Council's (WBC) car parking standards for Secondary Schools require 1 car parking space per teaching member of staff plus 1 space per 5 post 17 year old students. Due to the nature of the development no parking will be provided for pupils as they are not expected to make their own way to the development.
- 4.6 Therefore, it is proposed that 41 car parking spaces will be allocated at the site which satisfies WBC's car parking standards with 39 parking spaces for 39 FTE. No EV parking spaces are currently proposed, with the parking area largely remaining as existing.

Cycle Parking

- 4.7 WBC's cycle parking standards require 1 space per 3 pupils and 1 space per 5 staff for Secondary Schools. Since it is unlikely that students will be cycling to the site it is proposed that the development only allocates cycling provision for staff. This leads to a required cycle parking provision of 7 cycle parking spaces.
- 4.8 The development proposes 8 cycle parking spaces in the form of 4 Sheffield stands, which falls in line with WBC's cycle parking standards.

Access Arrangements

- 4.9 It is proposed that the site will retain the existing bellmouth vehicular access onto Basingstoke Road which also serves Risley Place, a residential development comprised of flats located to the south of the site.
- 4.10 Pedestrian access will continue to be shared with the vehicular access as per the existing arrangement. The access is restricted to a 5mph speed limit and only serves the adjacent residential flats in addition to the site and so pedestrians should be able to use the access safely with other vehicles given the low-speed vehicle environment. Further to this, pedestrian movements would be minimal considering that at least 98% of students will come via private or school managed vehicles.

School Pickup/Dropoff Arrangements

- 4.11 School pickup/drop off will take the form of a drop off/pick up area close to the building entrance, to allow for pupils to easily enter the school without issue. This area will not be used for long term parking and signage would be provided to keep the area clear for pick up /drop off.
- 4.12 The site's pick up and drop off strategy is identified in the Parking Management Plan which should be read alongside this TPS.

5. TRAVEL PLAN STRATEGY

- 5.1 The following section proposes a package of measures to be adopted and refined by the TPC throughout the lifetime of the TPS. The measures proposed are strongly influenced by the site's operation, location, the TPS objectives and local and national policy. The measures chosen could also be continued by staff and visitors beyond the monitoring period.
- 5.2 The measures presented in this chapter are relevant to the scale and nature of the development and have the greatest potential for encouraging a modal shift towards sustainable transport options amongst staff. Student travel has not been included due to the strictly managed transport arrangements required for proposed pupils. These measures should be implemented throughout the lifetime of the TPS.

Modal Measures: Walking and Cycling

- 5.3 This TPS has summarised the local walking and cycle networks and the facilities which this TP would promote to staff. These will be detailed to staff in their welcome pack and through the biannual noticeboard material (as discussed later in the report).
- 5.4 As identified in the accessibility review, the gentle topography in the area and low traffic roads offer an opportunity to promote walking and cycling, especially for shorter journeys within Risley.
- 5.5 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day). To incentivise walking and cycling the TPC will investigate the option of discounts at local cycle stores to maximise potential for staff to habituate walking and cycling as part of healthy lifestyle practices, whether for daily commuting or occasional leisure. Where possible sign up to the Cycle to Work scheme would be considered and promoted to staff.

Modal Measures: Public Transport

- 5.6 The site benefits from a regular park and ride service to and from Reading, with parking located at Three Mile Cross c. 6.2km north of the site, which provides an opportunity to promote bus travel as an alternate travel mode. The attractiveness of these bus services, particularly those from The Bull bus stop would be supported and promoted through tailored promotions.
- 5.7 Maximising staff use of public transport would also be supported through highlighting costs and benefits in comparison to single occupancy vehicle use through the use of the Welcome Pack and regular noticeboard material.

Modal Measures: Car Sharing

- 5.8 Car sharing is a simple yet effective way of quickly reducing the number of single occupancy car trips, whilst bringing reductions in transport costs, congestion and pollution as well as social benefits including increasing staff interaction and creating a sense of community.
- 5.9 Liftshare is a well-established scheme and would be promoted to staff through noticeboard material, to help them find potential lift sharing partners in the local area. The TPC will also look to promote the savings brought about through car sharing.
- 5.10 Measures would be put in place to ensure that individuals who car share are able to get a lift home or alternate transport in an emergency.

Modal Measures: Sustainable Private Vehicle Use

- 5.11 On occasions when single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, opportunities to promote sustainable driving practices would be promoted.
- 5.12 A wider network of electric charging points is being explored across the County, encouraging the greater uptake of electric and hybrid vehicles. Altering the perceptions on hybrid vehicles, and in particular electric vehicles, is fundamental for creating a more sustainable development.
- 5.13 Promotion of both electric and hybrid vehicles is becoming a key aspect of sustainable travel, and with Government grants available, this would be promoted as part of the TPC. No EV charging spaces are proposed however implementation of these will be considered once the site becomes operational.

Modal Measures: Other Modes

- 5.14 Should monitoring exercises and communication with staff identify a strong interest in other travel modes (such as motorcycle/taxi), measures will be explored by the TPC through dialogue with the relevant groups/individuals such as operators and the WBC Travel Plan Officer.

Personalised Travel Planning

- 5.15 Upon moving to their new job, staff will be offered free personalised Travel Planning advice as part of their Welcome Pack. This will be provided by the TPC (anticipated to be a member of staff) and will inform staff on how they can travel to between work and home, as well as other destinations more sustainably. The literature provided will contain up to date information regarding public transport facilities and available walking and cycling routes within the local area.

Marketing and Communication - Travel Plan Website/Newsletters/Posters

5.16 To ensure the ongoing promotion of the Travel Plan to staff, over its life a number of marketing and communication elements would be implemented.

5.17 Firstly, the school's staff intranet page would contain information on sustainable travel such as upcoming events and promotion of sustainable travel methods in the area. Information on travel would be provided to potential candidates prior to interviews taking place.

5.18 In addition, the following marketing materials would be prepared:

- TP Staff Welcome Pack;
- Newsletter (annual);
- Posters; and
- Social media pages.

5.19 The Welcome Pack would be distributed to all staff on their first day and would include information and details on the following:

- The purpose of the TP;
- Local travel options, including public transport maps and timetables.
- Local walking and cycling routes;
- Details of local events such as Bike Week initiatives;
- Details of relevant third party websites;
- Links to sustainable travel tool such as My Journey Wokingham; and
- Opportunities to join any local car share schemes and EV charging points

Visitors and Deliveries

5.20 As well as co-ordinating the promotion and practice of sustainable travel with the wider local community, the TP should be encouraging and extending sustainable travel opportunities to any visitors travelling to and from the site. Staff's positive sustainable travel experiences should have a knock-on effect to visitors.

Action Plan

5.21 To accompany this TPS a proposed Action Plan has been developed which sets out the measures to be implemented by the Travel Plan Coordinator over the lifetime of this TPS and are outlined in **Table 3**.

	Action	Timescale
Preliminary	Travel Plan Coordinator (TPC) to be instructed and confirmed with WBC	Prior to school opening (responsibility of TPC)
	Hard infrastructure to be implemented (e.g. cycle parking)	
	Relevant TP logo and identity established	
	Contact WBC's TPO for information on local travel events and confirm Action Plan	
	Confirm communication strategy, noticeboard posters and webpage	
	Prepare TP Welcome Packs, and webpage	
Walking/Cycling	Provide staff with information on local walking and cycling routes, adding further information and photographs	Ongoing (responsibility of TPC)
	Promote local cycle stores	
	Publicise local and national events and campaigns such as Walk to Work Week and Bike Week	
Public Transport	Provide information on the local bus networks by publicising maps and timetables. Adding further information and photographic contributions from staff	Ongoing (responsibility of TPC)
	Prepare a cost comparison table for public transport verses single car travel	
Car Sharing	Promote the benefits of car sharing and websites such as Liftshare	Ongoing (responsibility of TPC)
	Provide information on fuel efficient and sustainable driving practices	
	Provide information on the local EV charging network and the benefits of electric an hybrid vehicles	

Table 3: Proposed Action Plan

6. TRAVEL PLAN IMPLEMENTATION

Travel Plan Coordinator (TPC)

- 6.1 The role of the TPC would be part-time over the course of the TP at typically 2 hours per week, with mutual support from Outcomes First Group. It is likely the TPC would be a member of staff who would be responsible for implementing and reviewing the TP through the collaboration with residents and the local community ensuring that they are included at every stage.
- 6.2 More specifically, the role of the TPC requires:
- Overseeing the development and implementation of the TP and maintaining support:
 - Liaising with WBC:
 - Designing and implementing an effective marketing strategy and raising awareness for staff:
 - Acting as the point of call for all TP enquiries: and
 - Co-ordinating measures from the TP.
- 6.3 Upon the appointment of a TPC (prior to occupation) contact details would be provided to the WBC TPO to ensure that a clear dialogue is possible from the first introduction of the TP.

Handover

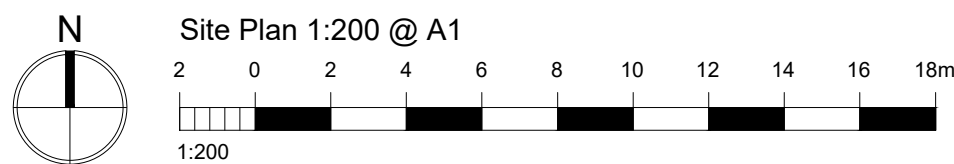
- 6.4 Following implementation of the TPS the site should be operating more sustainably than if these measures were not implemented. Through liaison with staff over the course of the TP it is hoped that champions would stand out and be able to continue promoting the ideals of the TP.

Appendix A

Napolean House, Riseley, Reading
Travel Plan

Paul Basham Associates Ltd
Report No 143.0028/TPS/3

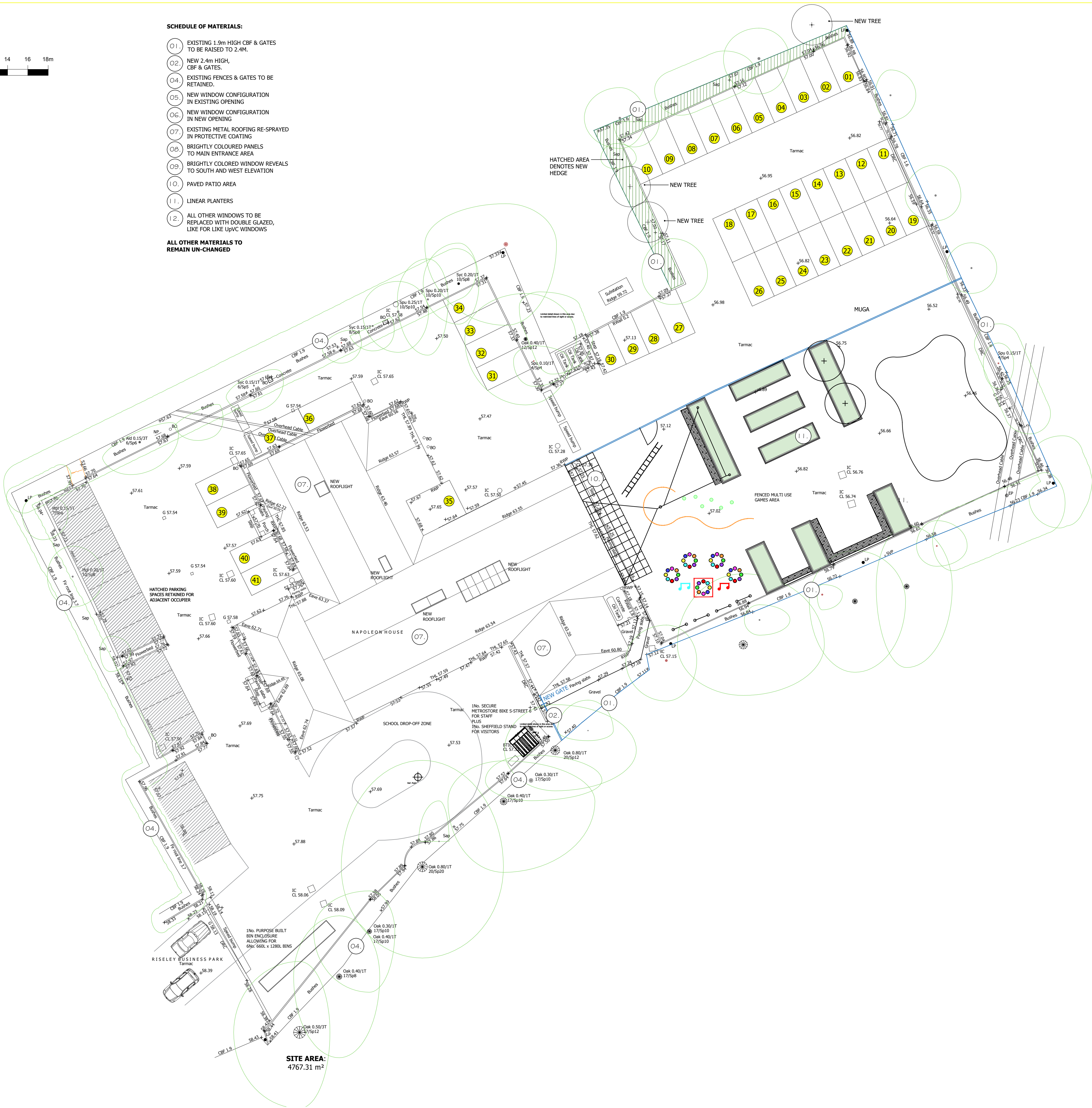




SCHEDULE OF MATERIALS:

01. EXISTING 1.9m HIGH CBF & GATES TO BE RAISED TO 2.4M.
02. NEW 2.4m HIGH, CBF & GATES.
04. EXISTING FENCES & GATES TO BE RETAINED.
05. NEW WINDOW CONFIGURATION IN EXISTING OPENING
06. NEW WINDOW CONFIGURATION IN NEW OPENING
07. EXISTING METAL ROOFING RE-SPRAYED IN PROTECTIVE COATING
08. BRIGHTLY COLOURED PANELS TO MAIN ENTRANCE AREA
09. BRIGHTLY COLORED WINDOW REVEALS TO SOUTH AND WEST ELEVATION
10. PAVED PATIO AREA
11. LINEAR PLANTERS
12. ALL OTHER WINDOWS TO BE REPLACED WITH DOUBLE GLAZED, LIKE FOR LIKE UPVC WINDOWS

ALL OTHER MATERIALS TO REMAIN UN-CHANGED



Notes

1. This drawing is the copyright of MH Architects Ltd
2. Do not scale this drawing except for Local Authority planning purposes
3. All dimensions must be checked on site by the contractor prior to commencement of the works.



Client Approval

X	A - Approved
X	B - Approved with comments
X	C - Do not use

Rev.	Revision Note/Purpose of Issue	Drw By	Date	Chk By	Date
A	Issued for Comments (FIRST ISSUE!)	MW	09.10.23	HJG	09.10.23
B	Revised following Transport Consultant Input	MW	07.12.23	HJG	07.12.23
C	Revised following TC Input	MW	14.12.23	HJG	14.12.23
D	Issued for PLANNING	MW	19.12.23	HJG	19.12.23
E	Issued for PLANNING	MW	08.01.24	HJG	08.01.24
F	Issued for PLANNING	MW	18.04.24	HJG	18.04.24
G	Issued for PLANNING	MW	08.05.24	HJG	08.05.24
H	Issued for PLANNING	MW	29.08.24	HJG	29.08.24
I	Issued for PLANNING	MW	04.09.24	HJG	04.09.24
J	Issued for PLANNING	MW	11.09.24	HJG	11.09.24

Client

OUTCOMES FIRST GROUP

Job title

Napoleon House
School
Reading

Drawing title

Proposed
Site Plan

Drawn	Date		Checked		Date		Scale at A1	
MW	Oct. 23		HJG		Oct. 23		1:200	
Job No.	Pro.	Org.	Zone	Level	Type	Role	No.	Rev.
23-098	NH	MHA	ZZ	00	DR	A	0020	J
Purpose of Issue								

Purpose of issue

PLANNING

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