

Framework Travel Plan Schedule - Measures (Appendix B - page 3 of 3)

Ref	Item	Mode	Description	Responsibility	Timescale	Cost notes
1	Measure 1 TP Coordinator & Representatives	multiple modes	Site wide TP Coordinator appointed & funded by the Developer. TP Representatives appointed & funded by respective occupiers.	Developer / Occupier	TP Co-ordinator pre-occupation and TP Representatives within three months of occupation. Both on-going long term.	Based on c£35k pro-rata salary. Assumes 1 day per month position for 5 years.
2	Measure 2 Travel Information Packs	multiple modes	Prepared by TP Coordinator and issued to each respective TP Representative upon occupation. Provided to all employees by TP Representative Includes walking, cycling and PT info.	TP Coordinator (Developer) / TP Representative (Occupier)	At occupation and on-going long term	Assumes £10 per pack and 423 employees*
3	Measure 3 Notice boards	multiple modes	To be provided in each occupied building. To provide info on sustainable modes.	TP Representative (Occupier)	At occupation and on-going long term	£70 each. Assumes one board per unit plus one board at each pedestrian/ cycle link into the development
4	Measure 4 Cycle parking	Cycle	Secured, covered, convenient, visible cycle parking. Will be in line with HCC standards.	TP Coordinator (Developer)	Pre-occupation	Considered to be a standard development cost
5	Measure 5 Site Travel Plan website including Car Share Scheme	multiple modes	Site-wide Travel Plan website to encourage communication and engagement from all site occupiers. To include walknig, cycling, PT and car share information.	TP Coordinator (Developer)	Pre-occupation and on-going long term	Cost estimate for website design/set-up
6	Measure 6 Public Transport incentives	Bus	For example: bus pass subsidy for staff	Occupier	At occupation and on-going long term	Assumed not to be a cost: discounts anticipated to result through negotiation with bus operators as opposed to a subsidised ticket
7	Measure 7 Marketing & Events	multiple modes	Awareness events such as a 'Cycle2Work' or 'Walk2Work' days	TP Coordinator (Developer) / TP Representative (Occupier)	Information provision at occupation on-going. Events to be organised periodically on a long term basis.	Majority of cost assumed to be included in cost of travel information packs, website, TP Coordinator /Representatives
8	Measure 8 Travel Plan Forum	multiple modes	Bi-annual travel plan representative forum to discuss travel plan progress/measures: organised by TP Co-ordinator.	TP Coordinator	Bi-annual, commencing within 1 year of occupation of 50% of site.	Assumes administrative cost of c£500 per annum

THE ASSUMPTIONS SET OUT ABOVE ARE INDICATIVE AT THIS STAGE AND WILL REQUIRE FURTHER CONSIDERATION AND REVIEW WITH HCC GOING FORWARD.

*Employee numbers based on the 'Employment Densities Guide' 2010 2nd Edition. Assumptions on potential number of employees per land use.