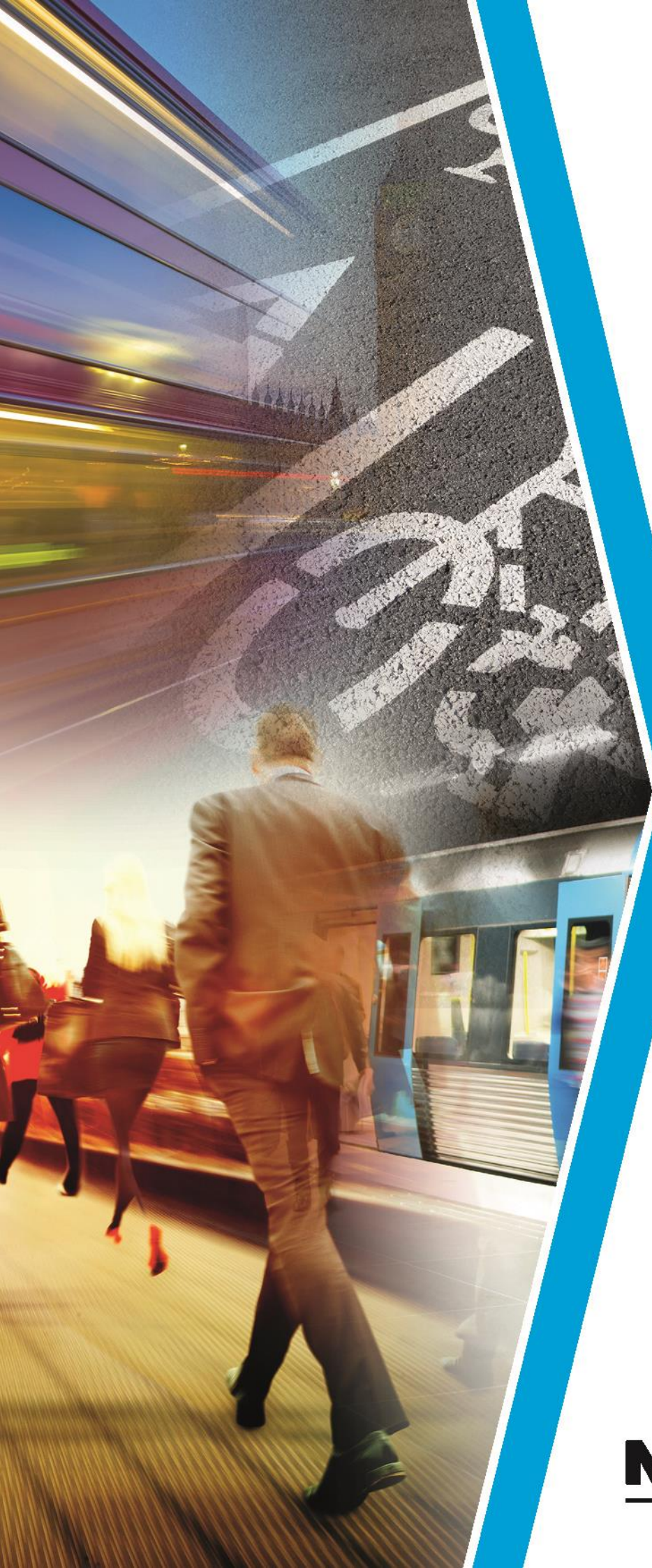




Plot 44
MIRA Technology Park

Travel Plan prepared on behalf
of MTP Dev Limited

September 2024

Plot 44, MIRA Technology Park

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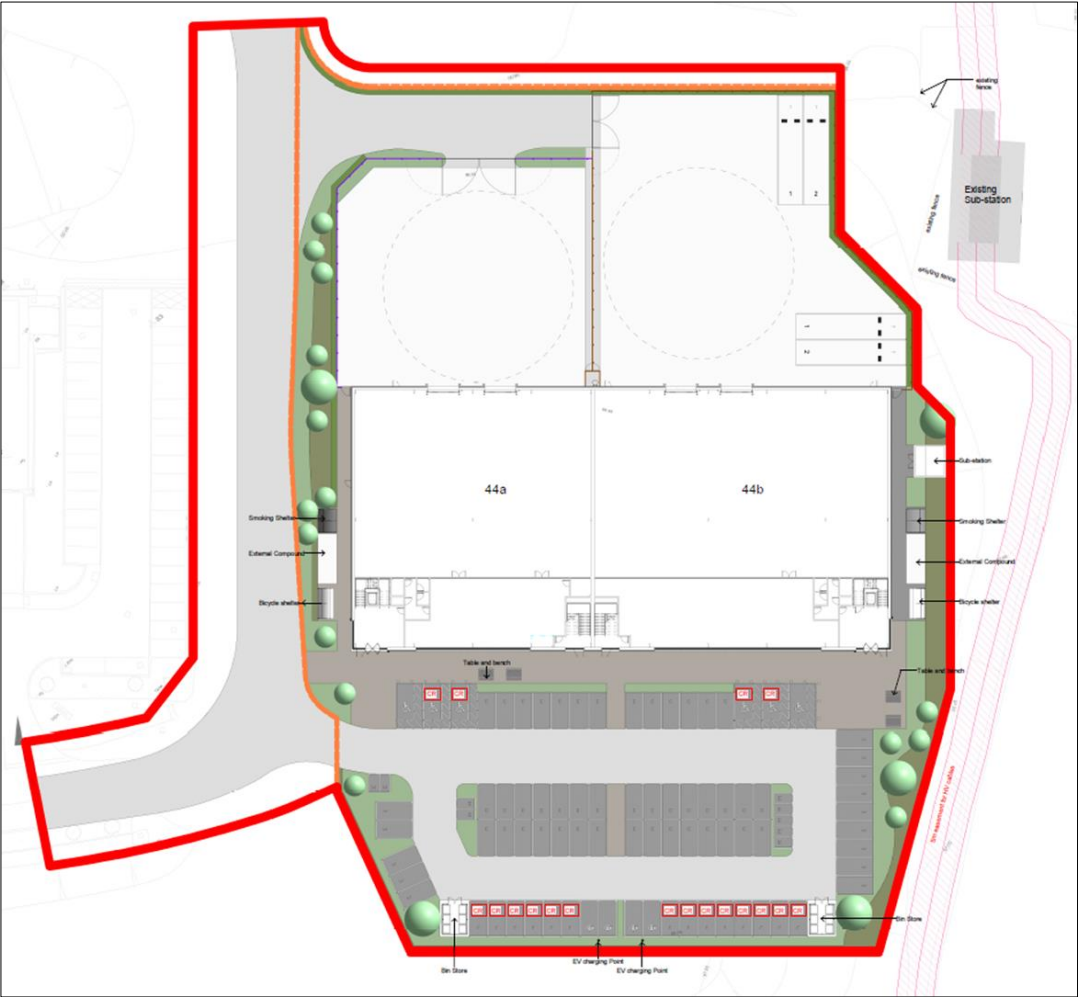
1. Introduction

- 1.1 A Travel Plan is a *“strategy for managing all travel and transport within an organisation. It contains both physical and behavioural measures aimed at increasing travel choices, through the use of sustainable modes of transport to a site or development.”* (BREEAM UK New Construction (2023) Technical Manual SD5079 - Version: 6.1)
- 1.2 This BREEAM compliant Travel Plan has been prepared in accordance with Condition 6 of the MIRA Technology Park permission (LPA Ref. 14/00661/CONDIT) and relates specifically to the proposed offices and workshops with external service yards and car parking at Plot 44 located within the wider MIRA site forming part of the overall MIRA Technology Park masterplan development.
- 1.3 Reference is made to the BREEAM UK New Construction (2023) Technical Manual in the preparation of this Travel Plan. Specifically, consideration is given to Section 7 of the BREEAM UK New Construction (2023) Technical Manual where credits are available under the headings Tra01 Transport Assessment and Travel Plans as well as Tra02 Sustainable Transport Measures.
- 1.4 The basis upon which this Travel Plan specific to Plot 44 MIRA Technology Park has been prepared is the useful and relevant information contained within the Transport Assessment (April 2011), Supplementary Transport Assessment (August 2011) and Framework Travel Plan (August 2011) prepared by Advance Transportation Consulting and that accompanied the original MIRA Technology Park planning application (LPA Ref. 14/00661/CONDIT).
- 1.5 MTP Dev Limited confirm that the Travel Plan will be implemented post construction and will be supported by each of the building’s management once operational.
- 1.6 MIRA Technology Park is located to the north of the A5 between the village settlements of Fenny Drayton to the west, and Higham on the Hill to the east. Further west is the town of Atherstone and to the east is Hinckley, with Nuneaton located approximately 6km to the south of the site.
- 1.7 The location of Plot 44 in relation to the wider MIRA Technology Park is shown in Figure 1. The proposed Site Plan is shown in Figure 2.

Figure 1 Site Location



Figure 2 Site Plan



2. Aims & Objectives

- 2.1 In accordance with the BREEAM aim and policy objectives of the NPPF, the purpose of the Travel Plan is to affect a reduction in the reliance upon car borne travel for essential and non-essential journeys made primarily by employees (and to a lesser degree visitors) to and from Plot 44, MIRA Technology Park.
- 2.2 In addition, the purpose of the Travel Plan is to formalise a strategy that promotes access by public transport, walking and cycling, and also facilitates considerate movement of HGVs.
- 2.3 In the context of BREEAM Tra01 / Tra02, the objectives of the Plot 44, MIRA Technology Park Travel Plan are therefore to:
- Promote the implementation of travel solutions relevant to the challenges and opportunities of a the site;
 - Raise awareness, understanding and accessibility of the available travel options, and local amenities, allowing for affordable access to services, through the provision of relevant information to the occupiers;
 - Encourage more sustainable transport and movement of people and goods, to and around the site;
 - Provide appropriate infrastructure to account for the travel needs of the occupants of the site, based on an ongoing appraisal of travel patterns, to encourage greater use of travel modes, such as cycling and car sharing;
 - Achieve fewer private vehicle trips to and from the site than would otherwise have been the case;
 - Reduce congestion and improve safety on the site and on surrounding roads, addressing the effects of development-related traffic on emissions, noise, visual intrusion and road traffic accidents;
 - Promote considerate HGV movements;
 - Develop a partnership approach with the Local Planning Authority (LPA) to influence the travel behaviour of employees; and
 - Achieve a reduction in overall private vehicle mileage resulting in an associated reduction in environmental pollution.
- 2.4 In order to achieve these aims and objectives, each occupier will appoint a Travel Plan Coordinator (TPC). The TPC will take an active interest in ensuring the successful implementation and ongoing operation of the Travel Plan. The TPC will also be responsible for the implementation and monitoring of the schemes defined within the Travel Plan.

3. Site Information

Site Accommodation

- 3.1 Plot 44 comprises a total site area of 1.18 hectares (2.91 acres) of land located to the south-east of MIRA Technology Park and located at the end of Eastern Avenue that serves the MIRA Technology Institute ("MTI") off the main MIRA Drive roundabout.
- 3.2 Plot 44 delivers two workshop / office units with a combined total floor area of 3,164m² GIA of floor area, 75 car parking spaces for employees and visitors (incl. 6 disabled parking spaces) and secure service yard areas to the rear. Table 3.1 provides a breakdown of the proposed floor area by use and the disposition of the proposed development in the form of a site plan is provided as Figure 2.

Table 3.1 **Schedule of Accommodation**

Unit 44a	Floor Area (sqm)	Floor Area (sqft)
Office	595	6,405
Workshop	810	8,719
Sub-Total	1,405	15,124

Unit 44b	Floor Area (sqm)	Floor Area (sqft)
Office	744	8,009
Workshop	1,015	10,926
Sub-Total	1,759	18,935

Combined Development	Floor Area (sqm)	Floor Area (sqft)
Office	1,339	14,414
Workshop	1,825	19,645
TOTAL	3,164	34,059

Access

- 3.3 Plot 44 will be served by two points of access.
- 3.4 The primary access for employees and visitors by all modes are located to the front of the workshop / office units and are located off an extension to Eastern Avenue that serves MTI.
- 3.5 This primary access will also be for pedestrians, cyclists, motorcycles and private car wishing to access the car park. A dedicated, wide footway of at least 3.0m in width, adjacent to the primary access, will connect into the wider footway / cycleway network established along the northern side of Eastern Avenue (south of MTI) and the wider MIRA Technology Park campus.
- 3.6 This footway / cycleway network then continues to connect with external infrastructure along the A5 corridor and Weddington Walk.

- 3.7 Pedestrians and cyclists will be able to access the offices and workshop facilities from the publicly accessible frontage of the building. Both workshop / office units within Plot 44 are provided with showers and changing facilities for cyclists, as with all new buildings within MIRA Technology Park.
- 3.8 In the context of Tra02 of the BREEAM Technical Manual, the internal walkways and pedestrian entrances to buildings within Plot 44 are step-free and incorporate features to aid access for people with varying levels and types of disability, including visual impairment.
- 3.9 The second access is located 160m north of the primary access and accommodates HGV servicing & deliveries via gated, secure compounds accessed off an internal road that runs adjacent to the northern boundary of the site and to the rear of the workshop / office units.
- 3.10 The secure yard and workshop areas will, on occasion, require servicing by both fixed-wheel rigid lorries as well as larger articulated lorries for the delivery of parts and/or vehicles to be processed through the workshop bays which will be able to arrive and depart the site in a forward gear.

Parking Provision

- 3.11 Plot 44 is provided with parking provided in accordance with the LPA's adopted standards contained within the Leicestershire Highway Design Guide (Part 3) in terms of provision for cars (incl. disabled and electric charging bays), cycles, motorcycles and HGVs. Table 3.2 provides a summary of the parking provided with both units, cross referenced to the standards.

Table 3.2 Schedule of Parking

Unit 44a	No. Spaces	Adopted Standard
Total Car Parking	34	Max. standard: 1 per 30sqm (offices) & 1 per 55sqm (workshop)
EV Charging	Active - 2 Passive (cable routing) - 8	1 x active + 1 x passive for every 5 spaces
Disabled	3	1 per employee plus 2 bays or 5%
Cycles	10 (double requirement of standard)	1 per 400sqm
Motorcycles	4	1 + 1 every 10 car spaces
HGVs	3	1 per 500sqm

Unit 44b	No. Spaces	Adopted Standard
Total Car Parking	41	Max. standard: 1 per 30sqm (offices) & 1 per 55sqm (workshop)
EV Charging	Active - 2 Passive (cable routing) - 10 (* 7 required by standard)	1 x active + 1 x passive for every 5 spaces
Disabled	3	1 per employee plus 2 bays or 5%
Cycles	10 (double requirement of standard)	1 per 400sqm
Motorcycles	5	1 + 1 every 10 car spaces
HGVs	4	1 per 500sqm

Combined Development	No. Spaces
Total Car Parking	75
EV Charging	Active - 4 Passive (cable routing) - 18
Disabled	6
Cycles	20
Motorcycles	9
HGVs	7

Current Travel Patterns

- 3.12 The site of Plot 44 is an agricultural field and therefore has no existing uses. In the context of Tra02 of the BREEAM Technical Manual, it is therefore not possible to establish travel patterns and attitudes towards cycling, walking and public transport amongst any existing users.

Future Travel Patterns

- 3.13 The proposed uses within Plot 44 reflect the same type of uses that already exist within the MIRA Technology Park. On this basis, and as has been agreed within the original MIRA Technology Park planning application (LPA Ref. 14/00661/CONDIT), the existing traffic recorded in surveys on the MIRA access and generated by the existing development, forms a suitable basis from which 'MIRA' vehicular trip rates (daily and peak) can be derived and then applied to the proposed new development in order to establish the likely levels of traffic generation.
- 3.14 The 'MIRA' trip rates equate to 1.999 arrivals/100m² and 1.971 departures/100m² over a daily period. When applied to the proposed total combined floor area of 3,164m², the level of trips generated correlates to daily flows of 63 vehicle arrivals and 62 vehicle departures.
- 3.15 In terms of peak periods, the 'MIRA' trip rates (that include visitors and deliveries as well as employees) are as follows:
- | | | |
|------------------|----------------------------------|------------------------------------|
| – AM (0800-0900) | 0.555 arrivals/100m ² | 0.046 departures/100m ² |
| – PM (1700-1800) | 0.030 arrivals/100m ² | 0.446 departures/100m ² |
- 3.16 When these trip rates are applied to the Plot 44 development, the following levels of additional development-related traffic are predicted:
- | | | |
|------------------|-------------|---------------|
| – AM (0800-0900) | 18 arrivals | 1 departure |
| – PM (1700-1800) | 1 arrival | 14 departures |
- 3.17 In terms of the directional split of additional development-related traffic at the MIRA Drive / A5 junction, the same percentage split that was recorded in the existing surveys has been applied. This results in the following turning movements at the MIRA Drive / A5 junction:

- **AM Peak (0800-0900):**

- 67% to/from A5 (East): 12 arrivals 1 departure
- 33% to/from A5 (West): 6 arrivals 0 departures

- **PM Peak (1700-1800)**

- 67% to/from A5 (East): 1 arrival 9 departures
- 33% to/from A5 (West): 0 arrivals 5 departures

- 3.18 It can be seen that the levels of vehicular movements generated by Plot 44 on the A5 access junction during the peak periods are minimal. On this basis, it is considered that the proposed development will have no noticeable impact on the operation of the surrounding highway and transport networks and any residual effects as a consequence of the proposals would be negligible.
- 3.19 Importantly, this impact is already taken account of within the traffic modelling undertaken as part of the Transport Assessment prepared by Advance Transportation Consulting that accompanied the original MIRA Technology Park planning application (LPA Ref. 14/00661/CONDIT), as referred to in Section 1 of the Travel Plan.
- 3.20 To assess the predicted travel patterns by all modes of travel for the Plot 44 development, reference is made to the 2011 Census Origin-Destination by method of travel to work data for the Middle Super Output Area (MSOA) Hinckley & Bosworth 008 within which the site is located.
- 3.21 Table 3.3 sets out the baseline predicted modal split of trips based on the 2011 Census O-D Data. This mode split does not take account of any modal shift that could be realised through the implementation of the measures to encourage greater use of sustainable travel modes outlined in later sections of the Travel Plan.

Table 3.3 Baseline Mode Split (Based on 2011 Census O-D Data)

Mode of Travel	Percentage	Mode of Travel	Percentage
Car / Van Driver	77.4%	Public Transport	1.4%
Car / Van Passenger	6.4%	Motorcycle	1.0%
Bicycle	3.4%	Taxi	0.1%
On Foot	9.9%	Other	0.4%

- 3.22 In the context of Tra02 of the BREEAM Technical Manual, Table 3.4 summarises the predicted daily future travel patterns by mode of travel for Plot 44 based on the baseline mode split as outlined in Table 3.3 and in the knowledge that the site is predicted to generate a total of 125 vehicle movements (63 arrivals / 62 departures), as outlined in para. 3.14 of the Travel Plan

Table 3.4 Predicted Future Travel Patterns - Daily

Mode of Travel	Total Trips	Mode of Travel	Total Trips
Car / Van Driver	125	Public Transport	2
Car / Van Passenger	10	Motorcycle	2
Bicycle	5	Taxi	0
On Foot	16	Other	1

Accessibility

- 3.23 MIRA Technology Park is located some distance from the nearest settlements but has, and continues to take, an active role in the promotion of accessibility by a choice of means of travel with the aim of achieving a higher utilisation of sustainable means to replace private car journeys made by future employees.
- 3.24 In the context of Tra02 of the BREEAM Technical Manual, there are limited existing accessible amenities within 500m of the site. The BREEAM assessor is providing a full response on this matter however there is an on-site restaurant and coffee shop within 500m walk distance of Plot 44.
- 3.25 Working alongside building types and users within the wider site as well as external partners, MIRA Technology Park is delivering a comprehensive site-wide sustainable transport system branded as “MIBike” - the bike scheme, “MIBus - the shuttle bus scheme and “MIShare - the car share scheme.

Pedestrians & Cyclists

- 3.26 In the context of Tra02 of the BREEAM Technical Manual, walking and cycling are clearly important modes to be considered when encouraging greater use of sustainable transport, especially for short journeys. Plot 44 is connected to the wider pedestrian and cycle infrastructure through the MIRA Drive junction with the A5.
- 3.27 The road works package associated with MIRA Technology Park has delivered substantial improvements to pedestrian and cycle infrastructure on the wider external network that has included widening the existing footway on the A5 to provide a footway/cycleway, in addition to enhancements to National Cycle Route 52 ‘Weddington Walk’ that runs along the route of the abandoned railway line to the east of the wider MIRA site.
- 3.28 A key criteria of the ongoing development of MIRA Technology Park is to provide a pedestrian and cycle friendly environment for all types of users regardless of the level of mobility or visual impairment. This has been, and will continue to be, realised through the provision of cycle lanes, safe crossing points, direct routes and connectivity between zones and buildings, appropriate tactile surfaces, lighting and signage.
- 3.29 In the context of Tra02 of the BREEAM Technical Manual, an on-site bike scheme, MIBike, available to staff, tenants and visitors was launched in 2016 whereby 20 power assisted bikes and 20 manual bikes have been provided. These bikes are maintained by MIRA’s own on-site maintenance teams. Cycle shelters have been provided and branded to make it clear where cycles can be stored.

Public Transport Accessibility

- 3.30 Currently MIRA Technology Park is served by regular public transport services with bus stop infrastructure including covered waiting facilities and lay-by provision located on MIRA Drive to the west of Plot 44.
- 3.31 Route 65 is operated by Arriva and connects MIRA Technology Park to Nuneaton and Tamworth via Atherstone. Route 65 operates on an hourly frequency throughout the day, Monday to Saturday with journey times of 14mins. to Nuneaton, 15mins. to Atherstone and 73mins. to Tamworth.
- 3.32 Nuneaton rail station is c. 4.5kms south of Plot 44. Nuneaton rail station is located on the West Coast Main Line (WCML) that extends north-west from London Euston towards Watford Junction, Milton Keynes Central, Coventry, Birmingham New Street, Wolverhampton, the North-West, and Scotland.
- 3.33 West Midlands Trains operate an hourly service on the WCML, southbound to London Euston via Rugby and Milton Keynes Central, and northbound to Crewe via Stafford. Avanti West Coast also offer services from London Euston to Crewe.
- 3.34 The station is also located on the Birmingham to Peterborough Line. CrossCountry operate two trains per hour, westbound to Birmingham New Street, and eastbound to Leicester, one of these continues to Stansted Airport via Peterborough and Cambridge. West Midlands Trains also provide an hourly service southbound to Leamington Spa via Coventry on the Coventry to Nuneaton Line.
- 3.35 Station facilities include a ticket office open daily (min. 12hrs) and step free access to platforms. There is secure storage for 46 bicycles and car parks to south-west of the station.
- 3.36 Taxi drop off and waiting facilities are provided at the main gatehouses to MIRA Technology Park.
- 3.37 In the context of Tra02 of the BREEAM Technical Manual, the BREEAM Assessor will be carrying out a separate exercise to determine the existing Public Transport Accessibility Index (AI).

4. Travel Plan Implementation

Travel Plan Coordinator Responsibilities

4.1 The Travel Plan Coordinator (TPC) will be responsible for the implementation and monitoring of the schemes defined within the Travel Plan for a minimum period of 5 years. The main responsibilities of the TPC are as follows:

- Raising awareness of the Travel Plan by designing and implementing effective marketing campaigns to promote the Travel Plan;
- To act as the point of contact for employees, visitors and external organisations, i.e., council officers, transport operators etc.;
- Coordination of any necessary surveys and other data collection exercises required to develop the Travel Plan;
- To monitor and review the progress of schemes implemented within the Travel Plan and identify realistic targets based upon site-specific knowledge for taking the Travel Plan forward;
- Budget control for the development of the Travel Plan to ensure its efficient and effective use;
- To work and liaise with other TPC's within MIRA Technology Park;
- Promotion of the Travel Plan through effective communication at all levels; and
- Ongoing management of the car share database (subject to a data protection act).

Communication

4.2 The success of the Travel Plan will rely on the support of employees at all levels. The TPC will need to ensure that the principles and initiatives within the Travel Plan are fully understood and will act as the first point of contact for any Travel Plan related issues or queries. Continual monitoring of the Travel Plan document will need to be a progressive and staged process.

4.3 Details of the scheme put in place through the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving its objectives will be fully explained in an initial briefing meeting. Thereafter, a briefing meeting will be held periodically prior to any review period.

4.4 Promotional material will also be used to highlight the Travel Plan initiatives. The promotional material will include advice on the appropriate channels for raising specific transport-related matters, encouraging employees to contact the nominated TPC who in turn will liaise with the appropriate authorities as well as encouraging employees to discuss matters relating to the Travel Plan with the TPC at any time during the intervening period between briefing meetings.

4.5 The success of the Travel Plan is dependent on the development and implementation of an effective strategy. To increase awareness of the Travel Plan, employees will be given information on the sustainable ways to travel to and from the site within the local area within their contacts together with appropriate information being made available on staff areas etc.

Monitoring

4.6 A programme of monitoring and review will be implemented to generate information by which the success of the Travel Plan can be evaluated. The monitoring and review of the Travel Plan to be undertaken in Year 1, 3 and 5 post occupation of the building will be conducted by the TPC.

- 4.7 The types of monitoring measures incorporate the collection of both 'hard' analytical data and 'soft' data in the form of general feedback and correspondence. Monitoring of the Travel Plan will include the reissue of a travel survey which will seek to identify current travel patterns and perceived barriers to using sustainable modes of transport.
- 4.8 The travel survey is structured to meet the needs of the site and, amongst other matters, takes into consideration the following:
- Existing travel patterns and opinions of site users towards cycling and walking so that constraints and opportunities can be identified;
 - Travel patterns and transport impact of future building users;
 - The current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children);
 - Disabled access (accounting for varying levels of disability and visual impairment);
 - Public transport links serving the site;
 - Current facilities for cyclists.
- 4.9 The modal split captured through the baseline survey will be used for monitoring purposes, whereby, the results of future travel surveys will be compared with the results of the initial survey. The TPC will provide a summary report from the travel surveys to the LPA within two months of the date of the survey.
- 4.10 The TPC will also:
- Monitor the take up of any employee car sharing initiatives put in place;
 - Monitor the car parking operations;
 - Monitor the level of usage of cycle spaces to establish demand and any requirement to increase provision;
 - Monitor demand for motorcycle parking and any requirement to increase provision; and
 - Record any comments from the briefing meetings with employees and any external communications.
- 4.11 Information gathered through the monitoring process will be recorded for input to the review process.

Travel Plan Review

- 4.12 It is evident that the Travel Plan is a strategy that will evolve over time. Although the objectives of the Travel Plan to educate and to facilitate travel by sustainable modes will not change, it may be possible, over time, to define or redefine specific targets. The Travel Plan will therefore be the subject of a regular review process, undertaken by the TPC, to measure its success or otherwise and to identify the potential for improvements to the physical and management travel initiatives being offered.
- 4.13 A vital element of the review process will be the issue of a travel survey. Although the travel database will be regularly updated, the results from the travel questionnaires will offer the opportunity to gather current information about wider attitudes to travel. Analysis of the travel survey will also yield up to date information for comparison with data derived at the introduction of Travel Plan.

- 4.14 The TPC will compile a snapshot review report on a biannual basis outlining the results of the review process with a full review at the end of the 5-year period. The review report will incorporate the following:
- Details of any changes within the development over the time period that could affect travel patterns;
 - An outline of the monitoring processes undertaken, as well as analysis of the results from data collection exercises in terms of performance against targets set within preceding periods;
 - Feedback from the briefing meetings and external communications;
 - Identification of corrective actions, if required, and timetable for implementation; and
 - Details of new or revised targets and Travel Plan related activities for the following time period.
- 4.15 The Review Report will be made available to key stakeholders including the Council.

5. Travel Initiatives

- 5.1 This section outlines the type of physical and management initiatives / measures that are incorporated within the Travel Plan the aim of which is to maximise the potential for local public, private and active transport through the provision of sustainable transport measures appropriate to the site.
- 5.2 In accordance with Tra02 of the BREEAM Technical Manual, the Travel Plan initiatives / measures to be implemented at Plot 44 are tailored to:
- Encourage improvement of public transport provision;
 - Reduce carbon footprint and associated negative environmental impacts, improving local air quality and reducing local congestion;
 - Encourage reliance on active travel and engagement with local authorities;
 - Promote provision of electric car recharging station and reduced reliance on cars.
- 5.3 Implementation of the listed management measures and awareness initiatives is at the core of the Travel Plan process. As far as possible, the travel initiatives outlined are designed to be suitable for review and monitoring. However, this list is not exhaustive and the TPC is free to investigate other potential initiatives.

Car Use & Parking

Car Sharing

- 5.4 The TPC will liaise with the TPC's that operate at other buildings within MIRA Technology Park. In this way, they will be able to work together to promote a site-wide car share scheme for the use of all employees.
- 5.5 The car share scheme will promote the benefits of reduced travel costs and will seek to match employees who live near each other and who work similar hours and patterns. Staff will also be made aware of the benefits of membership of the county-wide car share schemes e.g., www.leicestershare.com and www.warwickshire.gov.uk/carshare.
- 5.6 A minimum of 5% of the total number of spaces will be allocated and clearly signed as priority car parking for car sharers. These spaces will be located close to the main entrances of buildings within Plot 44. The TPC will take responsibility for the management and enforcement of the use of such priority car parking spaces.

Guaranteed Lift Home

- 5.7 Company vehicles or funded journeys home by taxi will be provided for staff that, for reasons outside their control, are unable to travel home with a car share partner and would otherwise be without safe transport home.

Travel Efficient Work Scheduling

- 5.8 The TPC will liaise with senior management to maximise the potential to coordinate working hours for employees living close to each other, where possible, in order to maximise the potential for take up of the car share scheme.
- 5.9 The TPC will also liaise with senior management concerning the introduction of working practices that minimise the number of car journeys made by staff within the context of practicability and where it does not affect the core business of the occupiers of Plot 44.

- 5.10 This will include a review of the company policies in respect of company car leasing and associated allowances as well as opportunities for carpooling.

Scheduling of Internal / External Meetings

- 5.11 Where practical, employees will be encouraged to schedule meetings on and off-site such that the timing avoids the need to travel, or for visitors to travel during peak periods of vehicular activity on the wider highway network.

Car Park Management

- 5.12 The TPC will monitor and enforce the proper use of the on-site car parking including the priority car parking spaces, the aim of which will be to enforce any restrictions that may be put in place and maximise efficiency in each of the respective parking areas.

Encouragement of Non-Car Modes of Travel

Travel Information

- 5.13 Each employee will be provided with a Travel Information Pack. The Travel Information Pack will contain up to date details of public transport services, the location of bus stops, timetable information and the most practical routes to access these facilities. In addition, the Travel Information Pack will contain comprehensive details of safe pedestrian and cycle routes.
- 5.14 The Travel Information Pack will provide promotional material highlighting the health benefits of walking and cycling. In addition, they will provide details of relevant contact addresses, telephone numbers, websites including the local authorities, public transport operators, local cycle forums and taxi companies.
- 5.15 Details contained within the Travel Information Pack will be replicated and posted on the main staff notice board within Plot 44. The TPC will also highlight to all employees that the travel information is made available of the MIRA Technology Park website.
- 5.16 The information within the Travel Information Pack will be monitored and reviewed to ensure that it is kept current. Regular updates will be circulated to employees when any significant changes are implemented.
- 5.17 Additionally, an accessible tablet with live / daily updated will be provided by the tenants', as per their lease agreement upon occupation.

Cycle Incentives

- 5.18 Plot 44 provides dedicated and convenient cycle storage and changing and locker facilities as well as showers and drying spaces. In accordance with Tra02 of the BREEAM Technical Manual, the aim is to provide 1 secure, covered cycle space per 10 members of staff.
- 5.19 Based on an occupant density for the type of development proposed of 0.050, a minimum of 16 cycle storage spaces are required. As detailed in Section 3 of the Travel Plan, a total of 20 cycle storage spaces are to be provided, in excess of the minimum standard.
- 5.20 Cycle storage spaces are located close to the respective main entrances of each unit within Plot 44. The cycle parking is directly accessed from the dedicated, wide footway adjacent to the primary access that connects into the wider footway / cycleway network established around the MIRA Technology Park and onwards to the external infrastructure along the A5 corridor and Weddington Walk.

- 5.21 The secure, covered cycle parking spaces are available for staff and visitor use and will have direct access to both workshop / office facilities within Plot 44. The TPC will continuously monitor demand for cycle parking and review the need for alterations to the proposed level of provision on a biannual basis.
- 5.22 The TPC will liaise with senior management to discuss implementing a cycle loan / hire scheme. This system encourages employers to purchase cycles outright then leases them to employees for a small weekly contribution. At the end of the scheme (at the employer's discretion) the loaned cycles can be sold to the employees at a reduced price.
- 5.23 Alternatively, the employer's will provide interest free loans to those employees who wish to purchase cycle / cycle equipment outright. Those employees who use their own bicycles for work purposes (excluding commutes to / from work) will be reminded that they can claim 20p per mile tax free.

Provision of On-Site Motorcycle Parking Facilities

- 5.24 As noted in Section 3 of the Travel Plan, a total of 9 motorcycle parking spaces will be provided for use by staff and visitors within Plot 44. The TPC will continuously monitor demand for motorcycle parking and review the need for alterations to the proposed level of provision on a biannual basis.

General Policies / Initiatives

Recruitment

- 5.25 The TPC will consult with senior management to encourage the promotion of recruitment / relocation policies aimed at ensuring that appropriately qualified employees are, where possible, living in the local area thereby maximising opportunities for future employees to travel to work by means other than the private car.

Travel Information for Visitors

- 5.26 The TPC will ensure that concise travel information is made available to visitors in advance of them travelling to the site for meetings etc. through the MIRA Technology Park website, promotional flyer and/or email. Similar details will also be made available in the main reception area of both units within Plot 44.

Local Amenities

- 5.27 In line with the tenants' lease agreement upon occupation, the tenants' will provide a fully stocked vending machine within both units at Plot 44.

6. Travel Plan Targets

- 6.1 In accordance with the BREEAM aim to reduce reliance on forms of travel that have the highest environmental impact, the objective of this Travel Plan is to minimise single occupancy car trips. The monitoring and review programme put in place will enable the progress of the Travel Plan to be checked, yet the progress must be assessed in the context of specific targets. These targets can take the form of both short and long-term objectives.
- 6.2 In order to achieve the aims and objectives of the Travel Plan, a clear framework of targets for implementation is required against which the success of the Travel Plan can be judged. The targets defined herein are designed to be transparent, realistic and justified in the context of current Government guidance. Table 6.1 provides a summary of the initial Travel Plan implementation timetable.

Table 6.1 Travel Plan Implementation Timetable

Action	Timescale
Recruit TPC	Upon first occupation of the building
Commence Travel Plan operations	Within 1 month of the TPC post being fulfilled
Initiate employees briefing meetings	Upon implementation and thereafter 1 month prior to review
Issue travel survey, review and monitor uptake of initiatives and identify requirements (if any) for changes to the Travel Plan format	Within 11 months following implementation of the Travel Plan and prior to any review thereafter
Review results of data collection and update Travel Plan to reflect responses, formalise targets and set a detailed timetable for implementation of initiatives	Within 11 months following implementation of the Travel Plan and prior to any review thereafter
Prepare monitoring and review report and submit to LPA	Snapshot survey 12 month following full occupation of development and biannually thereafter for a period up to 5 years post commencement of the Travel Plan operations whereby a full review would be undertaken

Action Plan

- 6.3 The implementation of the Travel Plan will be structured in the form of an Action Plan that will define targets for the first 12 months of the plan. The Action Plan will be reviewed by the TPC prior to the review period to check performance and identify the need for any corrective actions that may need to be put in place for the following period.
- 6.4 A revised Action Plan will then be submitted as part of the monitoring and review report to the key stakeholders. Details of the preliminary Action Plan for Plot 44, MIRA Technology Park is outlined in Table 6.2.

Table 6.2 Action Plan

Action	Timescale
Ensure up to date Travel Information is available on MIRA Technology Park website	Prior to full implementation of Travel Plan - updated where necessary during the Travel Plan period to ensure information is current
Organise formal launch of Travel Plan - consider ways in which this can be high profile to maximise interest	Upon full implementation of Travel Plan
Send out invitations to employees for briefing meeting	Upon full implementation of Travel Plan
Hold briefing meeting to inform employees of Travel Plan processes	Within 2 months of full implementation of Travel Plan
Launch Car Share Scheme	Within 3 months of full implementation of Travel Plan
Reissue travel surveys, monitor and review uptake of travel indicatives and assess requirements for amendments to provision	Within 11 months of full implementation of Travel Plan
Monitor usage of cycle / motorcycle parking facilities and assess requirements for amendments to provision	Within 11 months of full implementation of Travel Plan
Prepare monitoring and review report	Within 12 months of full implementation of Travel Plan

6.5 The primary aim of the Travel Plan is to increase awareness of more sustainable travel options and to encourage their use, with the objective of reducing demand for private car-based travel. The predominant indicator of the success of a Travel Plan is considered to be the modal split of trips to and from the site, particularly the number of single occupancy vehicles (SOVs).

6.6 The monitoring and review programmes put in place will enable the progress of the Travel Plan to be checked, but the progress must be assessed in the context of specific targets. These targets will take the form of both short and long-term objectives.

- **Target 1:**
 - Reduce the mode share associated with employees travelling in SOVs to less than 90% within 3 years of implementing the Travel Plan and less than 80% within 5 years.
- **Target 2:**
 - Achieve a 5% rise in the workforce car sharing over a period of 3 years post the implementation of the Travel Plan and 10% within 5 years.
- **Target 3:**
 - Increase the percentage of staff travelling to work by cycle and public transport to 5% over a period of 3 years post the implementation of the Travel Plan and 10% within 5 years.