

Bourne End Sports Club,
Bourne End



Travel Plan

BEJSC

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1 Introduction

1.1 Background

1.1.1 Lime Transport has been commissioned by BEJSC to produce a Travel Plan in support of a planning application for the extension to the existing Bourne End Sports Hall in Bourne End, within Buckinghamshire Council.

1.1.2 The site location is shown in **Figure 1.1** below.



Figure 1.1 Site location

1.2 Development proposals

1.2.1 The aim of the development is to provide a state-of-art inclusive swimming pool complex, with the key focus of the project to be 'accessibility', offering a swimming pool fit for user's needs, with design sensitivity for those with disabilities.

1.2.2 As part of the development, it is proposed to provide two swimming pools, with the main pool providing six lanes and driving blocks, and the second pool providing 'learn to swim' programmes and additional elite training. The facility will be a Bourne End Junior Sports Club (BEJSC) building, in collaboration with Neil Bailey Swimming.

1.2.3 The swimming pool facility will provide an inclusive changing facility and separate staff changing rooms, small seating area/café for parents/carers, dry-side studio(s) and coach and car parking facilities.

Access

1.2.4 Access to the development will be gained via the existing access to the Sports Centre from New Road. This is in the form of a simple priority junction, which connects to the pedestrian footway, located along the eastern side of New Road.

Parking

1.2.5 As part of the development, it is proposed to provide a total of 24 cycle parking spaces, in the form of 12 Sheffield stands at the main building entrance for staff and visitors.

1.2.6 The existing Sports Centre has a total of 70 car parking spaces. It is proposed to increase this across the site to 105 spaces, as summarised below:

- The existing Sports Centre requires 35 spaces (in accordance with the parking standards) which will be retained.
- Small redesigns of the existing parking area provide an additional six car parking spaces.
- 29 new parking spaces are provided adjacent to the new swimming pool building.

1.2.7 This total parking provision of 105 spaces is in excess of the parking standards requirements of 95 spaces (with 35 spaces required for the existing Sports Centre and 60 spaces required for the swimming pool facility). It is also proposed to provide a total of seven motorcycle spaces.

1.2.8 Furthermore, agreements have been made with Bourne End Academy to accommodate any potential overflow parking generated by events and galas (occurring occasionally throughout the year at weekends only). The overflow car park will be able to accommodate a total of 46 vehicles.

1.3 Travel plan benefits

1.3.1 A Travel Plan identifies an appropriate package of initiatives and measures to promote sustainable travel at a specific location. Travel plans can assist in increasing accessibility and improving transport conditions at the local level whilst helping to reduce congestion, local air pollution, carbon emissions and noise.

1.3.2 A growing body of evidence suggests that physical activity contributes to mental and physical wellbeing. The promotion of active travel (walking and cycling) as part of a Travel Plan enables people to enjoy these health benefits as part of their daily routine.

1.3.3 The main reasons for implementing this Travel Plan at the development are:

- To demonstrate the organisation's corporate social responsibilities with regards the environment and encourage employees and users to do the same;
- To understand and reduce the organisation's carbon footprint arising from travel to and from the site;
- To manage the transport impacts of the development, including parking, for the benefit of its users;
- To reduce congestion from travel to and from the site for the benefit of the environment and community;
- To improve business efficiency and equality of access for users; and,
- To encourage and enable more sustainable travel.

1.3.4 The specific benefits to the organisation of having this Travel Plan include:

- Cost savings for staff by reducing car journeys;
- Quality of life improvements to users related to reduced congestion and stress as well as improved health and motivation; and,
- Physical and mental health benefits for users located within close proximity of the development.

1.3.5 This document provides an overview of the existing conditions and transport arrangements at the site, and sets out the measures that can be introduced in order to meet the Travel Plan objectives.

1.3.6 This Travel Plan will be regularly reviewed, reflecting that a Travel Plan is a continuous process for improvement, requiring monitoring and revision to ensure that it remains relevant and effective.

1.4 Implementing this Travel Plan

1.4.1 This Travel Plan is a dynamic process and will be regularly reviewed, requiring monitoring and improvement to ensure it remains relevant and effective. It provides an opportunity to consider existing travel habits at the site and influence future travel choices. It considers:

- Commuter journeys;
- Visitor travel; and,
- Deliveries.

1.5 Structure of the report

1.5.1 Following this introductory section, the Travel Plan is structured as follows:

- Section 2 summarises the existing conditions around the site;
- Section 3 provides an audit of the site's travel characteristics;
- Section 4 sets out the objectives, targets and performance indicators for the site;

- Section 5 describes the Travel Plan strategy, including management roles and responsibilities;
- Section 6 details the proposed measures to encourage sustainable travel and help meet the targets;
- Section 7 identifies the Travel Plan monitoring process; and,
- Section 8 sets out the Action Plan.

2 Existing situation and accessibility

2.1 Introduction

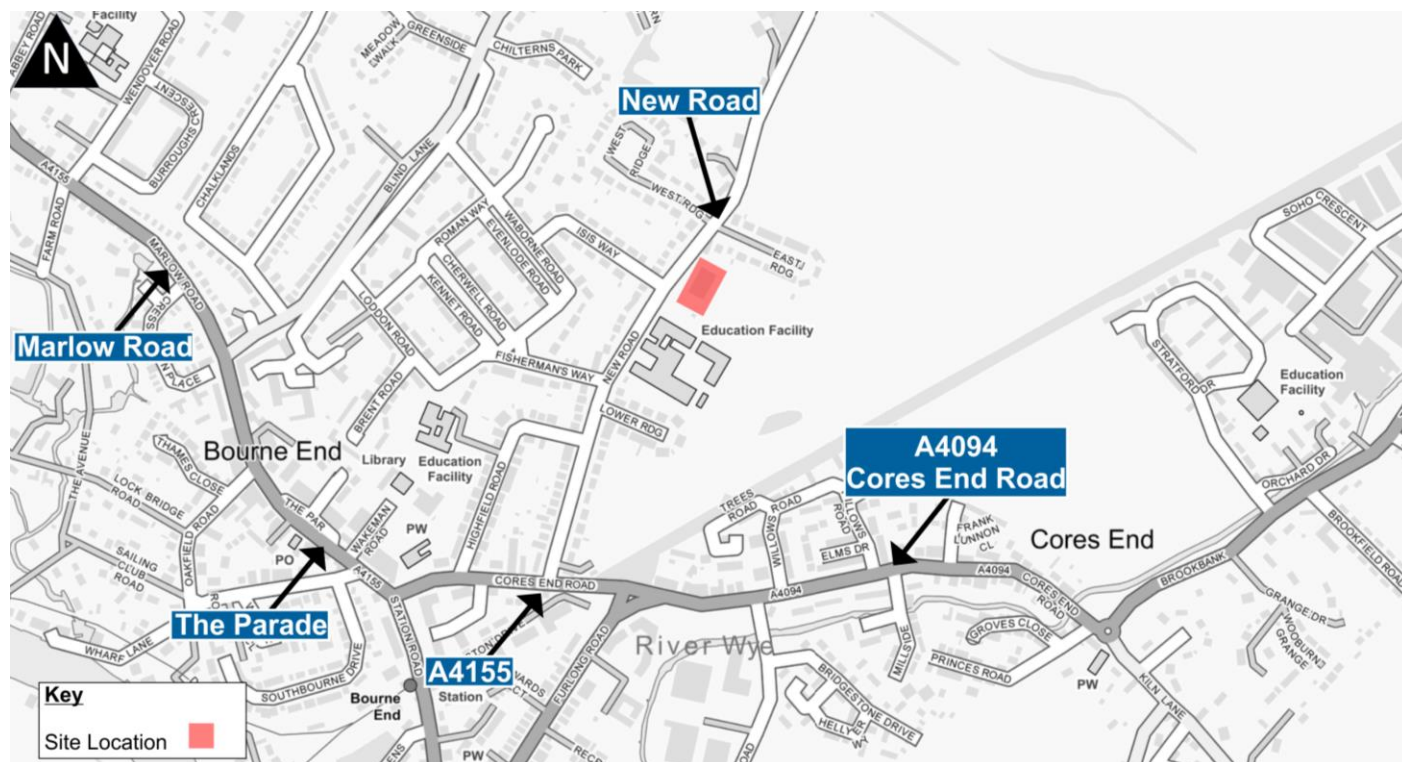
2.1.1 This section of the Travel Plan describes the existing transport network within the vicinity of the site, detailing accessibility by walking, cycling and public transport, and provides a brief description of the local highway network.

2.2 Site location

2.2.1 The development site is located off New Road, approximately 1km north-east of Bourne End town centre. The site is bounded by:

- Residential dwellings fronting East Ridge cul-de-sac to the north;
- Open space to the east;
- The Wye Valley School, Bourne End Academy, to the south; and,
- New Road to the west.

2.2.2 The location of the development site together with the local highway network is shown in **Figure 2.1** below.



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Figure 2.1 Local highway network

2.3 Connectivity

Walking

2.3.1 The Chartered Institution of Highways and Transportation (CIHT) guidelines 'Providing for Journeys on Foot' indicates that the desirable walking distance for commuting and school journeys is 500m, the acceptable walking distance is 1km and 2km is the preferred maximum. For other journeys, including leisure, 1.2km is the preferred maximum.

2.3.2 The site is located with a residential area of Bourne End within close proximity to a range of education facilities. Bourne End town centre is located approximately 800m north-east of the site, within a reasonable walk/cycle distance to a large employment and leisure area, and within close proximity to a range of public transport facilities.

Public Rights of Way

2.3.3 There are a number of Public Rights of Ways (PRoW) within the vicinity of the site, as shown in **Figure 2.2** below.

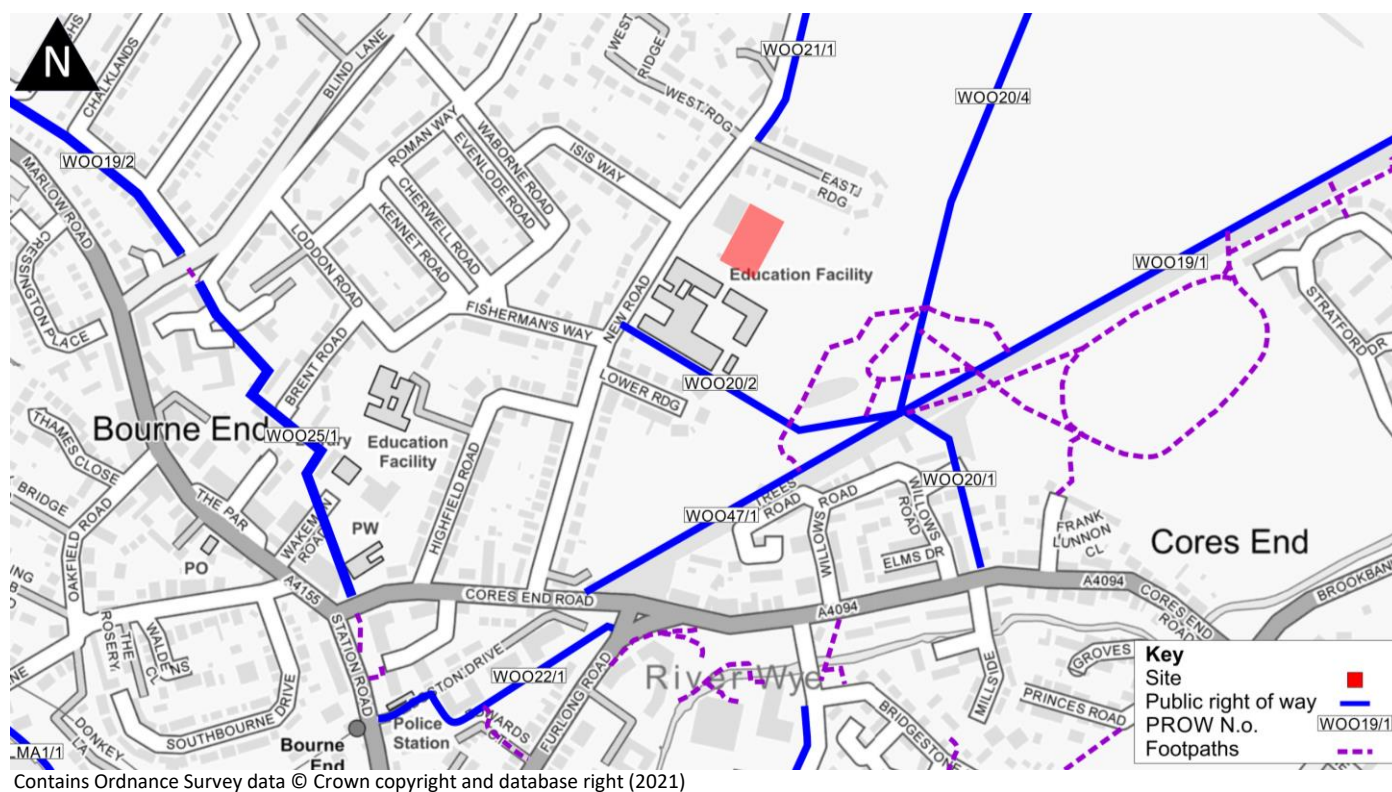
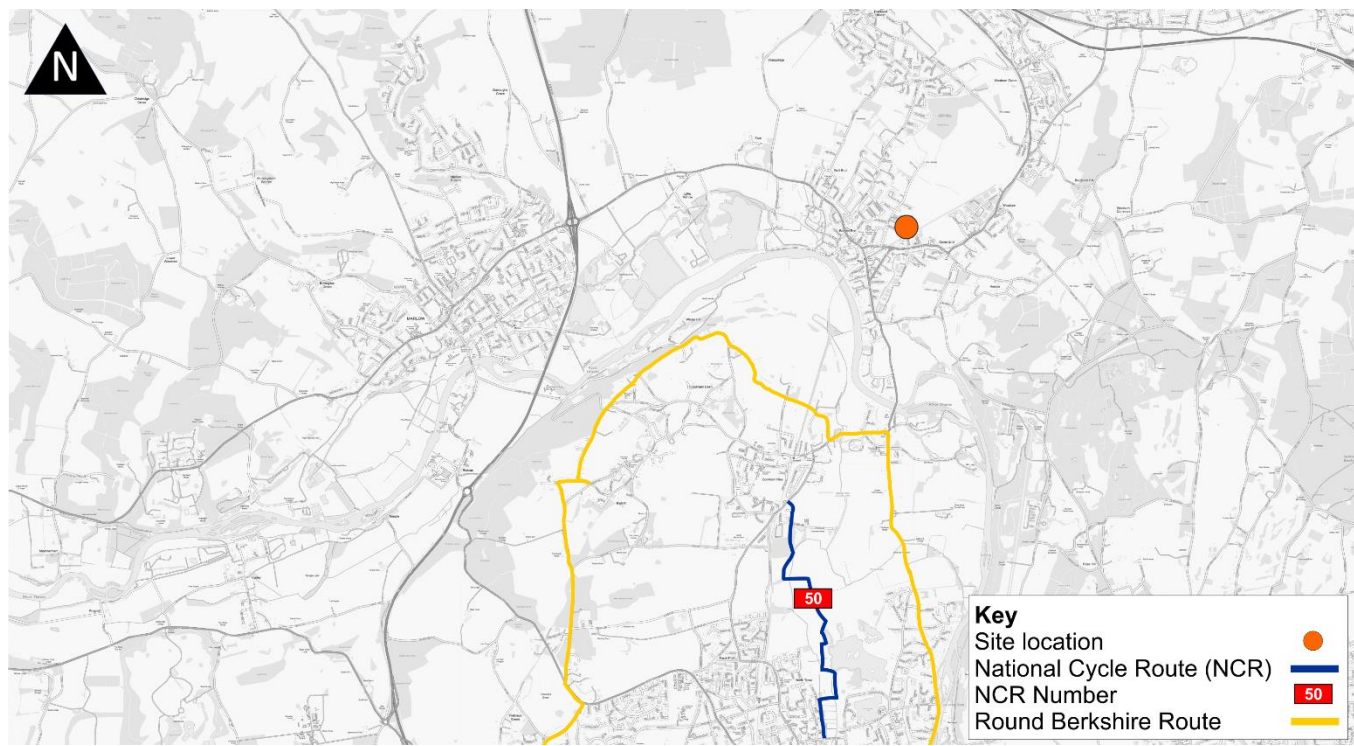


Figure 2.2 Public Rights of Ways within the vicinity of the site

2.3.4 The PRoWs surrounding the site provide access to Bourne End town centre and the surrounding areas.

Cycling

2.3.5 The closest cycle routes to the development site are shown in **Figure 2.3** below.



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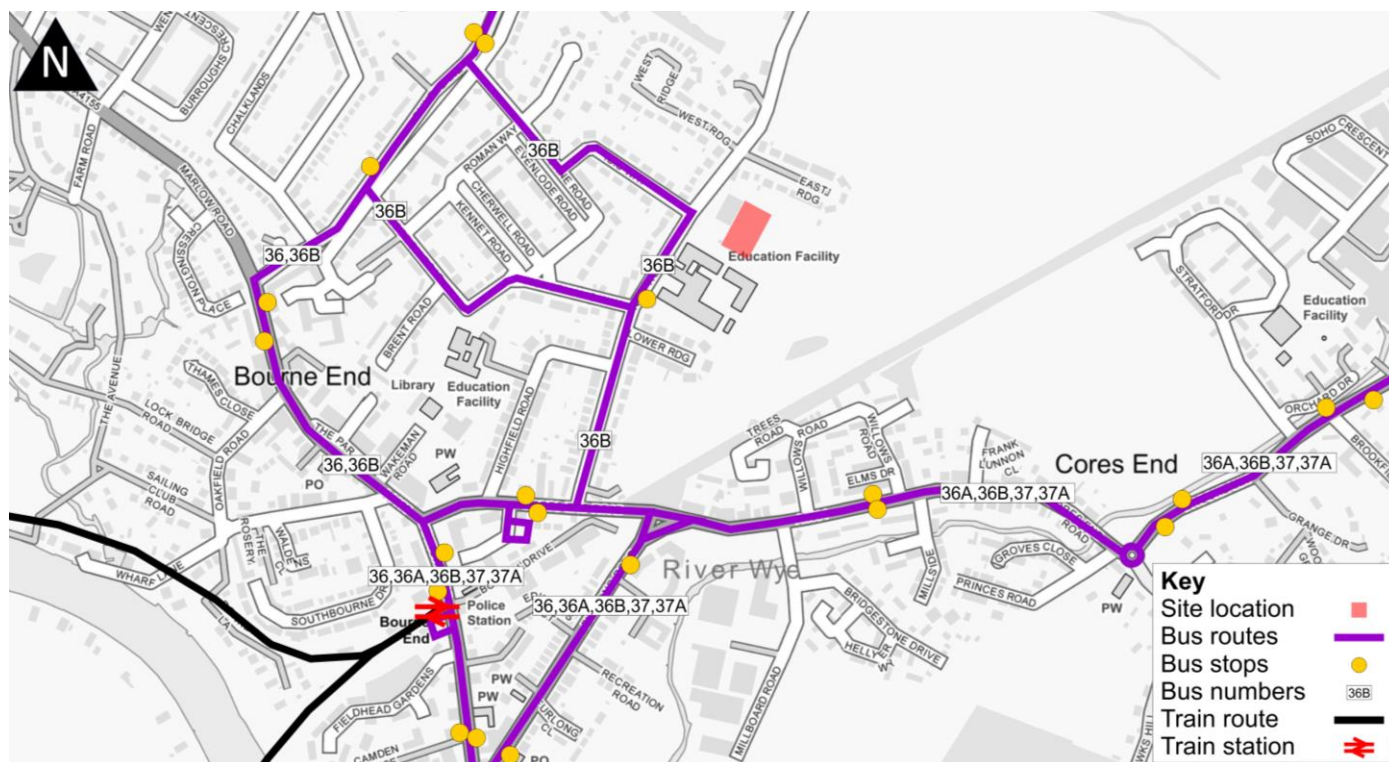
Figure 2.3 Cycle routes in the area

- 2.3.6 The 'Round Berkshire Cycle Route' is located approximately 2.7km south of the development site in Cookham, which is an on-road route providing connections to Lambourne to Slough.
- 2.3.7 Additionally, National Cycle Route (NCR) 50 is located approximately 4km south-west of the development site in Maidenhead. The route is currently incomplete but aims to join to NCR 52 to the south, which is located in Maidenhead, and provides connections to Windsor to the south-east and Reading to the south-west.

2.4 Accessibility by public transport

Bus services

- 2.4.1 The nearest bus stop is located approximately 150m south of the site along New Road. The location of the bus stop and the key public transport routes as shown in **Figure 2.4** below.



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Figure 2.4 Public transport network

- 2.4.2 Bus routes 36/36B provide regular connections throughout Bourne End with approximately two buses every hour from 7am to 5pm and one service an hour from 6pm to 8pm. This service provides a loop connection from Bourne End to High Wycombe to the north.
- 2.4.3 Details of the services at the closest bus stops as set out in **Table 2.1** below.

Table 2.1 Summary of bus services

Route no.	Nearest bus stop (m)	Route	Mon – Fri Frequency	Saturday Frequency	Sunday Frequency
New Road					
36B	160m	Wooburn Moor – High Wycombe	7am – 3pm (Less than 1 per hour)	n/a	n/a
A4094					
36A	480m	High Wycombe – Bourne End via Flackwell	6pm – 8pm (1 per hour)	6pm – 8pm (1 per hour)	n/a

36	480m	Bourne End – High Wycombe	6am – 9pm (2 per hour)	7am – 9pm (2 per hour)	n/a
37	480m	Maidenhead – High Wycombe via Bourne End	6am – 9pm (2 per hour)	7am – 8pm (2 per hour)	n/a
37A	480m	Bourne End – High Wycombe	n/a	n/a	9am – 7pm (1 per hour)

Rail services

2.4.4 The closest train station to the site is Bourne End railway station, located approximately 1km south-west of the site. This station is on the Marlow Branch and services are operated by Great Western Railways. Two trains depart the train station an hour, with an hourly service to Marlow to the west (journey time of 10 minutes) and to Maidenhead to the south (journey time of 15 minutes).

2.4.5 Parking for up to 18 bicycles is provided at the station, together with 50 managed car parking spaces. The station is accessible via step-free access with staff available to offer assistance if required.

2.5 Local highway network

2.5.1 A description of the local highway network is presented in **Table 2.2** below.

Table 2.2 Description of local highway network

Description	
New Road	
Description	Single carriageway residential road, providing connections to the A4155 to the south
Width	6.5m
Speed limit	30mph
Street lighting	Yes
Bus route	Yes
Pedestrian facilities	Pedestrian footway provided along both sides of the carriageway to the south of the site access. Dropped kerbs and tactile paving is provided at the junction with the A4155.
Character	Residential no-through road providing connections to number of housing estates, Bourne End Academy and Bourne End Sports Centre.
On-street parking	No parking restrictions. Keep Clear markings provided at the access to the existing Sports Centre.

2.6 Travel characteristics

2.6.1 Travel characteristics of the existing population, including travel to work statistics, has been obtained from the 2011 Census (2021 census data is not yet available).

Travel to work

2.6.2 Due to the type of development, travel to work data has been obtained for:

- Those that live within Bourne End and travel to work; and,
- Those that travel to Bourne End to work.

2.6.3 **Table 2.3** below sets out how people that live within Bourne End travel to work, and how those that work within Bourne End travel to work. This data excludes those that work from home and those that are not in employment.

Table 2.3 Mode split for journey to work

	Mode split (%)	
	Travel to Bourne End	Travel from Bourne End
Train	1	6
Bus, minibus or coach	2	1
Driving a car or van	74	73
Passenger in a car or van	2	2
Bicycle	0	1
On foot	7	6
Other	14	12

2.6.4 It can be seen from the table above that travel to work mode is similar for those that live within Bourne End and those that travel to Bourne End, with approximately 70-75% travelling by car (as driver) and a further 2% as passenger. Typically, those travelling from Bourne End are higher train users than those working in Bourne End.

2.6.5 The 2011 Census shows that 13% of residents live and work within Bourne End.

2.6.6 It is likely that staff will have a similar mode split as the data above.

Likely travel patterns for visitors to the sports centre

2.6.7 As part of the public consultation, questionnaires were conducted by BEJSC to identify the likely travel behaviour of future staff and visitors to the new Sport's Centre. Information was gained on the likely distance visitors will travel to the development. The questionnaire received 383 responses. This showed that visitors will travel as follows:

- 26% less than 0.5km;
- 25% between 0.5-1km;
- 30% between 1-3km;
- 10% between 3-5km;
- 5% between 5-10km; and,
- 3% over 10 km.

2.6.8 **Table 2.4** below provides a summary of the expected travel mode split for those that will travel to the Sport's Centre. This data is collected from the same questionnaire carried out by the BEJSC.

Table 2.4 Journey mode split

Mode	Mode split (%)
Walking or running	53
Cycling or e-scooter	10
Petrol/diesel car	27
Electric/hybrid car	5
Bus to bottom of New Road, then walk	1
Dropped off without need to park	2

2.6.9 It can be seen from the table above that 53% of users of the development will walk or run to the Centre, with 27% using a petrol or diesel car and 5% using an electric or hybrid car.

2.7 When will people travel and why?

2.7.1 The development will be accessed by users, staff and deliveries. It is anticipated that the trip profiles will be as follows.

2.7.2 It is anticipated that the trip profiles of users will fluctuate across the day, across the week and between school terms. The swimming pool facility will be open from 7am to 10pm, with instructors and visitors arriving and departing consistently across the day. The aspirational timetable is included in **Appendix A**. The facility will be available for private lessons, club use, private hire and for local schools as well as galas.

2.8 Deliveries

2.8.1 It is anticipated that the development will generate a small number of deliveries associated with supplies for the café, etc. The swimming pools do not require deliveries of chlorine.

2.8.2 It is anticipated that the maximum size of vehicle that would be reasonably expected to deliver will be a 10m rigid vehicle. However, in practice, it is more likely that the maximum size of vehicle will be an 8m rigid vehicle, with transit sized vehicles being much more commonly used.

2.8.3 It is anticipated that delivery vehicles will access the development via New Lane and manoeuvre throughout the parking court to the main building entrance, and transport by foot as required.

3 Audit of site travel characteristics

3.1 Introduction

- 3.1.1 This section provides an overview of the development proposals, baseline travel characteristics and a description of the existing transport network within the vicinity of the site. The proposed site layout is shown in **Figure 3.1** below.



Figure 3.1 Proposed site layout

3.1.2 **Table 3.1** below sets out details about the development, its proposed use and an overview of the travel and transport options serving the site.

Table 3.1 Site audit

Category	Key details	Additional information
Swimming pool facility part of Bourne End Sports Centre	The development is an extension to the existing Bourne End Sports Hall to provide new swimming facilities with two pools.	Total floor area of development is 1,560m ² (over two storeys)
Number of employees	It is assumed that there will be 1 or 2 staff employed in the café, and 1 to 4 staff employed as instructors to the swimming pool per class/session.	It is anticipated that approximately up to 6 staff will be on-site at any one time
Parking provision	A total parking provision of 105 spaces is proposed, in excess of the parking standard requirements of 95 spaces (with 35 spaces required for the existing Sports Centre and 60 spaces required for the swimming pool facility).	
Local amenities and facilities	The development is located within the residential area of Bourne End within close proximity to a range of education facilities.	Bourne End town centre is located approximately 800m north-east of the site
Public transport (refer to Chapter 2.5 for route maps and services)	The closest bus stop is located along New Road, approximately 150m south of the site. Bus services provide connections to High Wycombe and Maidenhead.	Approximately 1 – 2 buses an hour to local destinations

3.2 Likely travel characteristics

Staff

- 3.2.1 All of the staff currently employed within the existing sports centre will remain with a small number of additional staff associated with the running and management of the swimming pool. In addition, instructors for classes are likely to arrive throughout the day to coincide with class times.
- 3.2.2 Given the opening hours (7am to 10pm), it is likely that staff will arrive and depart the site outside of the network peak hours.
- 3.2.3 Based on 2011 census data, it is likely that 70% to 75% of staff will travel by car (as driver) with a further 2% as passenger.
- 3.2.4 Given the small number and the likely arrival/departure times of staff and instructors, it is considered that the increase in staff is unlikely to have an impact during typical network peak hour periods as staff will arrive on-site outside of the morning and evening peak hours.

Visitor trip generation

3.2.5 Vehicle trip generation for visitors to the development has been calculated using first principles based on the aspirational timetable for the swimming training facility and likely travel modes. The key assumptions and estimates in these calculations include the following:

- Both swimming pools are used throughout the day;
- There is full occupancy of 30 visitors for each pool, which is at the upper end of typical attendances;
- Both swimming pools are used for private lessons or hire;
- Mode share is based on the results of the community consultation with 33% of visitors travelling by car; and,
- None of the car trips are shared with a car occupancy of either 1 adult for the adult classes or 1 child (with driver) for the child classes.

3.2.6 This is a worst-case scenario as, in practice, the pools will not be used at all times (during term-time mornings local schools will have access to the facility), all classes are unlikely to operate at full capacity and a proportion of car trips will be shared with other users. A summary of the worst-case number of visitor vehicle arrivals and departures per hour is set out in **Table 3.2** below.

Table 3.2 Trip generation and mode for visitors

	Total number of visitors	Mode (trips)			
		Walk	Cycle	Public transport	Car
Arrivals	60	32	6	1	20
Departures	60	32	6	1	20

3.2.7 Based on this information, it is anticipated that the expansion of the sports centre will generate a total of 40 two-way vehicle movements (20 trips) per hour throughout the day, which is equivalent to one vehicle movement every one-two minutes. This assumes a worst-case of the swimming facilities being hired by private classes. During school term times, the pools will be used by local schools.

3.2.8 It is considered that this increase in vehicle trip generation can be accommodated on the local highway network.

4 Travel plan objectives, targets and indicators

4.1 Introduction

4.1.1 An outcomes approach is used for this Travel Plan, with specific outcomes linked to targets. This approach allows for flexibility in the choice of measures and their implementation and enables the Travel Plan to be more responsive, with the introduction of different measures to help achieve the targets. The section below sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term, through which progress towards meeting the overall targets will be measured.

4.1.2 Objectives are the high-level aims of the Travel Plan that give it direction and provide a focus. Targets are the measurable goals by which progress can be assessed. Targets have been set which will be reached within the five-year period covered by the Travel Plan.

4.2 Aims and objectives of this Travel Plan

4.2.1 The primary focus of this Travel Plan is to reduce the proportion of users travelling by single-occupancy vehicle; by encouraging the use of active travel modes (walking and cycling), public transport and car sharing. Ensuring that facilities and support are in place to assist users to make sustainable travel choices will be vital to the success of the Travel Plan.

4.2.2 The specific objectives for this Travel Plan are to:

- Objective 1 - Reduce the proportion of staff and visitors commuting by car (as driver) by increasing the share of journeys made on foot, by bicycle, public transport and car share;
- Objective 2 - Address the access needs of site users, by supporting walking, cycling and public transport to promote healthy lifestyles and sustainable communities; and,
- Objective 3 - Improve awareness about the different travel options and facilities available.

4.2.3 Targets are the measurable goals by which progress of the Travel Plan will be assessed. They should be quantifiable, realistic and have a timescale attached and are essential for monitoring progress and the success of the Travel Plan.

4.2.4 The targets, with indicators linked to these targets, are set out in **Table 4.1** below and are to be achieved within five years of the launch of the Travel Plan.

Table 4.1 Travel Plan targets

Targets (and specific objective met)	Indicators	User travel mode (%)		
		Baseline value	Interim target	Target
Aim targets				
Reduce % of users travelling to the site by single-occupancy vehicle (1)	User trips made by walking, cycling and public transport	64	65	66
	User trips made by car (driver)	33	31	29
	User trips made by car (as passenger)	0	1	2
Action targets				
Appoint a TPC (1, 2, 3)	Appointment confirmed		N/A	
Address the access needs of site users by implementing measures, policies and facilities to support walking, cycling and use of public transport (2)	% of user take up of initiatives		N/A	
Improve awareness amongst staff and users about alternative travel options, staff policies and availability of facilities (1, 3)	N/A		N/A	
Provide appropriate cycle and car parking, including Blue Badge spaces (2)	Installation of cycle parking and Blue Badge parking spaces		N/A	
4.2.5	It is proposed to reduce the number of people travelling by car (as driver) which will be achieved by increasing the proportion of staff and visitors travelling by active travel modes, public transport and car sharing.			
4.2.6	The scope to increase the active travel mode share is based on the distances visitors are likely to travel to the site. Based on the results of the public consultation, 51% of respondents likely to use the new facility live within 1km of the site, and a total of 91% live within 5km. The proportion of visitors living within close proximity to the site suggests there is significant scope to increase the proportion walking and cycling.			
4.2.7	There is also scope to increase car sharing given the nature of the timetabled classes and sessions.			

5 Travel Plan strategy

5.1 Introduction

5.1.1 This Travel Plan strategy sets out the stages by which the Travel Plan will be developed and implemented and contains the following key elements:

- Securing the resources (including time) that are necessary to develop and implement the Travel Plan;
- The programme of implementation of the Plan;
- Consulting with, and informing, staff and visitors;
- Managing the Plan including the roles and responsibilities of the Travel Plan Co-ordinator (TPC);
- Identifying and engaging with partners; and,
- Marketing the Plan.

5.2 Travel Plan funding

5.2.1 The funding of the Travel Plan will be the responsibility of the developer, BEJSC, with the Travel Plan secured as a condition of the planning consent. The developer is fully committed to the implementation of this Travel Plan and its maintenance over a five-year period.

5.3 Implementation programme

5.3.1 The implementation program provides a clear timescale for how and when different aspects of the Travel Plan will be implemented, and by whom. **Table 5.1** below sets out the implementation program.

Table 5.1 Travel Plan implementation

Travel Plan stage	Target date for completion
Implementation of physical measures including car and cycle parking	During construction, prior to first occupation
Appointment of Travel Plan Coordinator	3 months prior to completion of works
Production of marketing material	Prior to completion of works
Baseline (TRICS compliant) travel survey	Within 3 months of occupation
Travel Plan amended with survey results and target setting, to be submitted to Buckinghamshire Council	Within 1 month of baseline travel survey
Initial travel survey	Year 1 of Travel Plan
Monitoring report submitted to Buckinghamshire Council	Within 1 month of initial travel survey
Interim travel survey	Year 3 of Travel Plan
Monitoring report submitted to Buckinghamshire Council	Within 1 month of initial travel survey

Final travel survey	Year 5 of Travel Plan
Full review at end of year 5 and submit final report to Buckinghamshire Council	Within 3 months of final travel survey

5.4 Managing the plan: roles and responsibilities

Senior management support

- 5.4.1 Senior management support is essential to give the Travel Plan weight. The development will need to identify a senior manager who will take a leading role in the implementation of this Travel Plan.

Travel Plan Co-ordinator

- 5.4.2 All Travel Plans are dependent on nominated individuals being given time and resources to devote to overseeing and implementing the various measures outlined in this Travel Plan. Their responsibilities will include:

- Being the main contact for the Travel Plan;
- Presenting a business case for the Travel Plan measures to senior management;
- Offering advice and information on travel choices to staff and visitors;
- Management of the Plan including delivery of measures and initiatives;
- Facilitating Travel Plan working groups;
- Undertaking Plan monitoring; and,
- Liaising with external parties.

- 5.4.3 It is likely that the Travel Plan Co-ordinator (TPC) will undertake this role as part of their wider responsibilities.

Partners and stakeholders

- 5.4.4 Travel Plans need partnerships for success. Organisations need to work with a number of partners and internal stakeholders during the implementation process. It is expected that all partners will make an active contribution to the process. The TPC will be a central figure in establishing partnerships and maintaining links and lines of communication, including with Buckinghamshire Council and users.

- 5.4.5 It is important that Travel Plans have the support of internal stakeholders, including the users, who stand to benefit from, and be affected by, the Plan. Stakeholders are often engaged through focus groups.

5.5 Marketing and promotion

5.5.1 Marketing and awareness raising strategies form an important part of all Travel Plans. They cover the involvement and engagement of users and raise awareness of travel options and the benefits of more sustainable and active travel. In order to be successful, the Travel Plan will need promotion and marketing to highlight the benefits and opportunities it provides.

5.5.2 The first step towards behavioural change is for an individual to understand and consider the options which are realistically available to them and the benefits and disadvantages of each. One barrier to behavioural change is a lack of knowledge about these options. Therefore, complete and easy to understand information about travel data is an essential ingredient of any Travel Plan.

5.5.3 Marketing can be used through various stages of the Plan development including:

- Introducing the Travel Plan concept and launch of the Plan;
- Introduction of measures and initiatives; and,
- General promotion on the sport centre's website to highlight the financial, social and environmental benefits associated with sustainable travel options.

5.5.4 The measures set out in Section 6 will be considered to ensure efficient and extensive dissemination of travel options information using a variety of techniques including printed and electronic materials, social media and through activities and events. Specific communication tools and techniques used to promote the Travel Plan could include:

- Printed and electronic materials - posters, flyers, newsletters, notice boards, Travel Plan published on website, travel information page on website and emails;
- Social media – travel information updates, promotion of events and links to articles and information on the Buckinghamshire County Council website;
- Events – support national campaigns, feedback at business meetings.
- Travel information - through noticeboards online and on-site, with links to key travel resources, including:
 - *Public transport timetables, routes, fares (e.g. <https://www.traveline.info/>, and www.nationalrail.co.uk).*
 - *Bicycle information (e.g. www.sustrans.org.uk, and www.cyclestreets.net)*
 - *Car-sharing databases (e.g. <https://liftshare.com/uk/community/bucks> and <https://www.buckscc.gov.uk/services/transport-and-roads/buses-and-trains/community-transport/>).*

6 Measures

- 6.1.1 This section of the Travel Plan is key to successfully delivering effective travel change. A package of measures and initiatives has been designed to meet the targets of the Travel Plan. **Table 6.1** below lists the measures that will be considered to encourage more sustainable travel to the site.
- 6.1.2 The measures listed below are designed to make sustainable travel choices easier and more affordable. This will reward sustainable travel users and attempt to increase this mode share.
- 6.1.3 It is appreciated that whilst some site users will change to more sustainable travel this may not be practical for everyone. However, by encouraging users to trial different modes, with cycle buddies and car share schemes, it is anticipated that this will encourage some to change how they travel.

Table 6.1 Measures and initiatives to promote sustainable travel

Strategy	Measures
Staff	
Reducing the need to travel	<ul style="list-style-type: none"> Improve awareness of local amenities and facilities in walking distance.
Initiatives to support walking	<ul style="list-style-type: none"> Promote safe, local walking routes through provision of links to local route maps and journey planners and include on sustainable travel notice board. Contact the local authority for information on local walking routes. Provision of maps on noticeboards and leaflets showing safe local walking routes. Raise awareness of health and financial benefits of walking. Provide information on walking times, rather than distances. Set up a walking buddy scheme to match potential walking partners. Provide pool umbrellas to assist staff caught out by a rain shower on the way home. Provide occasional incentives, e.g. active traveller's breakfast. Promote walking related national and local events.
Initiatives to support cycling	<ul style="list-style-type: none"> Provide convenient and secure cycle parking in excess of the parking standards. Monitor use of cycle parking and increase if necessary to reflect increase in demand. Raise awareness of health and financial benefits of cycling. Distribute links to route maps showing local cycle routes and display route map on sustainable travel notice board. Attempt to negotiate a staff discount with a local cycle shop. Organise on-site cycle repairs, e.g. Dr Bike. Purchase a puncture repair kit for the site. Provide occasional incentives, e.g. active traveller's breakfast.

	<ul style="list-style-type: none"> Promote cycling related events such as Cycle to Work week. Provide changing facilities to those who cycle.
Initiatives to support use of public transport	<ul style="list-style-type: none"> Provide clear public transport information regarding services and location of facilities. Provide information on the local services and advise whether a text/email notification service is available to notify staff of the expected time of the next bus at a particular bus stop.
Support for car-sharing	<ul style="list-style-type: none"> Introduce car sharing scheme. Allocate parking spaces to car sharers. Consider linking to other nearby sites to widen car sharing database. Promote Lift Share Week and Car Free Day. Promotion of Bucks Car Share highlighting the benefits.
Facilities for motorcyclists	<ul style="list-style-type: none"> Provide changing and drying facilities and lockers for helmet and clothes.
Parking management	<ul style="list-style-type: none"> Parking spaces allocated to blue badge holders.
General promotion	<ul style="list-style-type: none"> Place a sustainable travel notice board in a communal area. Inclusion of sustainable travel information and incentives in induction package for new starters.
Visitors	
Initiatives to support walking	<ul style="list-style-type: none"> Promote safe, local walking routes through provision of links to local route maps and journey planners and include on sustainable travel notice board. Contact the local authority for information on local walking routes. Provision of maps on noticeboards and leaflets showing safe local walking routes. Raise awareness of health and financial benefits of walking. Provide information on walking times, rather than distances.
Initiatives to support cycling	<ul style="list-style-type: none"> Provide convenient and secure cycle parking in excess of the parking standards. Monitor use of cycle parking and increase if necessary to reflect increase in demand. Raise awareness of health and financial benefits of cycling. Display cycle route map on sustainable travel notice board. Purchase a puncture repair kit for the site.
Initiatives to support use of public transport	<ul style="list-style-type: none"> Provide information on local public transport available in the area such as routes, timetables, and travel updates
Parking management	<ul style="list-style-type: none"> Parking spaces allocated to blue badge holders.
Visitors	<ul style="list-style-type: none"> Develop a "How to find us" section on the Sports Centre's website showing how the site can be accessed by sustainable modes of travel.
General promotion	<ul style="list-style-type: none"> Place a sustainable travel notice board in a communal area. Inclusion of sustainable travel information included in induction package for new members.

7 Monitoring and review

7.1 Introduction

- 7.1.1 The Travel Plan is a continuous process for improvement, requiring monitoring, review and revision to ensure that it remains relevant to the organisation and those using this site. This document sets out the plans for monitoring and review of the Travel Plan over a five-year period from the completion of the development. The monitoring and review of the Travel Plan will be the responsibility of the TPC who will arrange travel surveys, collate the resulting information, review progress towards meeting targets, recommend new initiatives and submit monitoring reports for five years.

7.2 Travel surveys

- 7.2.1 Travel surveys will be undertaken in the baseline year and years 1 (initial), 3 (interim) and 5 (final) of the Travel Plan (as shown in **Table 7.1**). This will enable the Travel Plan to be monitored to see how successful it has been in inducing modal shift and enable a review of the current measures so they can be adjusted and new measures introduced where necessary. The data collected during these surveys may include multimodal counts, parking surveys and questionnaires.

Table 7.1 Monitoring plan

Data collection and reporting	Key information	When/how frequently	By whom
Travel survey	Number of trips Mode share Staff travel mode	Years 1, 3 and 5	TPC
Baseline survey report and Travel Plan amendments (if required)	Travel survey results Setting targets Any revisions to measures	Within 1 month of baseline survey	TPC
Site audit (if site situation/facilities change)	Use of car and cycle parking	Annually	TPC
Records of new Travel Plan initiatives	New initiatives	Annually	TPC
Record of uptake of initiatives	Number of staff signing up for initiatives	Annually	TPC/HR
Monitoring reports	Travel survey results How targets are being met Any revisions to measures	Years 1, 3, 5	TPC

7.3 Reporting

- 7.3.1 The Travel Plan will be amended, with targets set, following the baseline travel surveys. This report will be submitted to Buckinghamshire Council for approval. Subsequent monitoring reports, in years 1, 3 and 5 will be submitted following the completion of the initial, interim and final surveys.

- 7.3.2 The results of the travel surveys and of any review of the Travel Plan will be reported to Buckinghamshire Council.
- 7.3.3 Key surveys and/or monitoring findings and updates to the Travel Plan will be disseminated and publicised to all site users, where appropriate.

8 Action Plan

8.1 Introduction

8.1.1 The Action Plan brings together all the measures outlined in this Travel Plan and sets a timescale for implementation that runs over five years.

Action plan

8.1.2 Implementation of the majority of the actions will be the responsibility of the TPC. However, gaining support from other agencies (including Buckinghamshire Council) will be vital if the Travel Plan is to succeed and achieve results.

8.1.3 The Action Plan is outlined in **Table 8.1** below.

Table 8.1 Action Plan

Action	Target date	Funding	Responsibility
Provision of physical measures (to include cycle and car parking provision)	Before first occupation	BEJSC	BEJSC
Appointment of TPC	Before first occupation	BEJSC	BEJSC
Carry out site audit	Before first occupation	BEJSC	TPC
Production and distribution of travel information	First occupation	BEJSC	TPC
Baseline travel survey to be undertaken	Within 3 months of occupation	BEJSC	TPC
Amended Travel Plan with survey results and targets setting to be submitted to the Buckinghamshire Council	Within 1 month of the baseline travel survey	BEJSC	TPC
Initial travel survey to be undertaken	Year 1 of the Travel Plan	BEJSC	TPC
Submit initial monitoring report to Buckinghamshire Council	Within 1 month of the results of the Year 1 survey	BEJSC	TPC
Interim travel survey to be undertaken	Year 3 of the Travel Plan	BEJSC	TPC
Submit interim monitoring report to Buckinghamshire Council	Within 1 month of the results of the Year 3 survey	BEJSC	TPC
Final (TRICS compliant) travel survey	Year 5 of the Travel Plan	BEJSC	TPC

Full review and submission of final monitoring report to Buckinghamshire Council	Within 3 months of the results of the Year 5 survey	BEJSC	TPC
Recommend any need for further measures or continued monitoring to meet Travel Plan targets	As part of the final monitoring report	BEJSC	TPC

Appendix A



Aspirational timetable to be finalised

Draft BEJSC / Neil Bailey Swimming Swimming Pool Timetable - Main Tank

SCHOOL TERM

Day	07:00-08:00	08:00-09:00	09:00-13:00	13:00-14:30	14:30-15:30	15:30-18:30	18:30-20:00	20:00-22:00
Monday	Adults	No Swimming	Local Schools 09:30-12:00	AquaFit	BEA Use	Super MAGL 15:30-18:30	BEJSC	BEJSC
Tuesday	BEJSC	No Swimming	Local Schools 09:30-12:00	Special Needs	BEA Use	Super MAGL 15:30-18:30	BEJSC	BEJSC / Canoe section
Wednesday	Adults	No Swimming	Local Schools 09:30-12:00	Single Sex	BEA Use	Super MAGL 15:30-18:30	BEJSC	BEJSC
Thursday	BEJSC	No Swimming	Local Schools 09:30-12:00	AquaFit	BEA Use	Super MAGL 15:30-18:30	BEJSC	BEJSC
Friday	Adults	No Swimming	Local Schools 09:30-12:00	Special Needs	BEA Use	Super MAGL 15:30-18:30	In it to win it	Adults
Saturday	BEJSC	BEJSC	BEJSC 9:00-10:00/ MAGL 10:00-11:00	Single Sex	Adults	Open Session	Private Hire	No Swimming
Sunday	BEJSC	BEJSC	Private Hire	Open Session	No Swimming	No Swimming	No Swimming	No Swimming

Draft BEJSC / Neil Bailey Swimming Swimming Pool Timetable - Secondary Tank

Day	07:00-08:00	08:00-09:00	09:00-13:00	13:00-14:30	14:30-15:30	15:30-18:30	18:30-20:00	20:00-22:00
Monday	BEJSC	No Swimming	Water Babies	Water Babies	No Swimming	Private Hire 15:30-18:30	BEJSC	TBD
Tuesday	BEJSC	No Swimming	Water Babies	Water Babies	No Swimming	Private Hire 15:30-18:30	Private Hire	TBD
Wednesday	BEJSC	No Swimming	Water Babies	Water Babies	No Swimming	Private Hire 15:30-18:30	BEJSC	TBD
Thursday	BEJSC	No Swimming	Water Babies	Water Babies	No Swimming	Private Hire 15:30-18:30	Private Hire	TBD
Friday	BEJSC	No Swimming	Water Babies	Water Babies	No Swimming	Private Hire 15:30-18:30	BEJSC	TBD
Saturday	BEJSC	BEJSC	Private Hire 09:00-13:00	TBD	No Swimming	No Swimming	No Swimming	TBD
Sunday	BEJSC	BEJSC	TBD	TBD	No Swimming	No Swimming	No Swimming	No Swimming

Examples of Private Hires

1. Sub-Aqua training
2. Life Saving Skills classes
3. Fire & Rescue training
4. Water Polo classes / club
5. Artistic Swimming classes / club
6. Training courses, NPLQ, Swim England etc

NON-SCHOOL TERM

Day	07:00-08:00	08:00-09:00	09:00-13:00	13:00-14:30	14:30-15:30	15:30-19:00	18:30-20:00	20:00-22:00
Monday	Adults	Challenge Swim	TBD	AquaFit	Challenge Swim	TBD	BEJSC	BEJSC
Tuesday	BEJSC	Challenge Swim	TBD	Special Needs	Challenge Swim	TBD	BEJSC	BEJSC / Canoe section
Wednesday	Adults	Challenge Swim	TBD	Single Sex	Challenge Swim	TBD	BEJSC	BEJSC
Thursday	BEJSC	Challenge Swim	TBD	AquaFit	Challenge Swim	TBD	BEJSC	BEJSC
Friday	Adults	Challenge Swim	TBD	Special Needs	Challenge Swim	TBD		
Saturday	BEJSC	BEJSC	BEJSC	Single Sex	TBD	TBD	No Swimming	No Swimming
Sunday	BEJSC	BEJSC	Open session	Open Sessions	TBD	TBD	No Swimming	No Swimming

Draft BEJSC / Neil Bailey Swimming Swimming Pool Timetable - Secondary Tank

Day	07:00-08:00	08:00-09:00	09:00-13:00	13:00-14:30	14:30-15:30	15:30-19:00	18:30-20:00	20:00-22:00
Monday	BEJSC		Water Babies	Water Babies	TBD	Private Hire 15:30-18:30	BEJSC	TBD
Tuesday	BEJSC		Water Babies	Water Babies	TBD	Private Hire 15:30-18:30	Private Hire	TBD
Wednesday	BEJSC		Water Babies	Water Babies	TBD	Private Hire 15:30-18:30	BEJSC	TBD
Thursday	BEJSC		Water Babies	Water Babies	TBD	Private Hire 15:30-18:30	Private Hire	TBD
Friday	BEJSC		Water Babies	Water Babies	TBD	Private Hire 15:30-18:30	BEJSC	TBD
Saturday	BEJSC	BEJSC	TBD	TBD	TBD	TBD	No Swimming	No Swimming
Sunday	BEJSC	BEJSC	TBD	TBD	TBD	TBD	No Swimming	No Swimming

Notes:

1. Subject to change
2. Membership to club required - £ 28/yr (not applicable to private hires)
3. BEJSC galas - 2 per year