



Cherrywood Planning Scheme

Area Wide Travel Plan

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1 Introduction – Cherrywood Planning Scheme

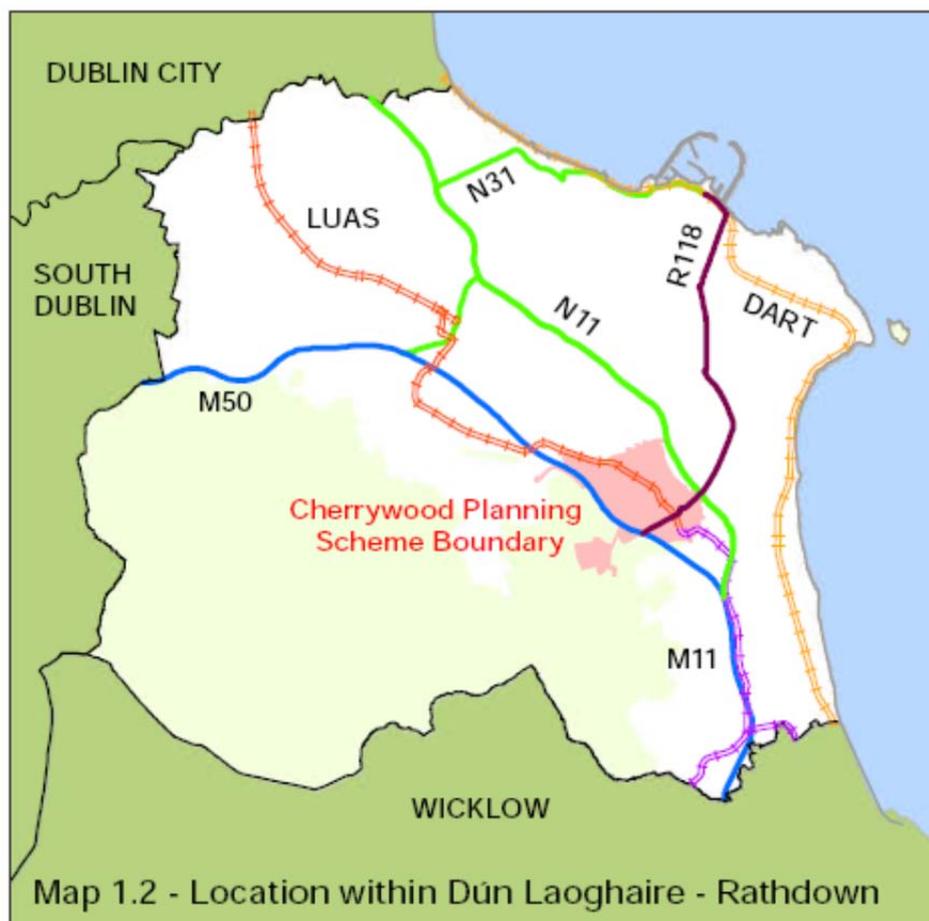
1.1 Vision for Cherrywood

The overarching vision for the Cherrywood Planning Scheme is: -

- To create a sustainable place with a rich urban diversity, which respects its historical and natural setting while also facilitating innovation and creativity.
- To spatially develop a cohesive and diverse community with a strong identity and environmental integrity.
- To contribute to the economic growth of the County through the development of a vibrant economic community anchored around the Town Centre.
- To provide a safe and friendly environment where people can live, work and play within an envelope of sustainable, integrated transport with a primacy of soft modes of transport throughout.

1.2 Cherrywood Planning Scheme

Cherrywood is a development area of significance to the Greater Dublin Area and to the long-term growth of Dún Laoghaire-Rathdown.



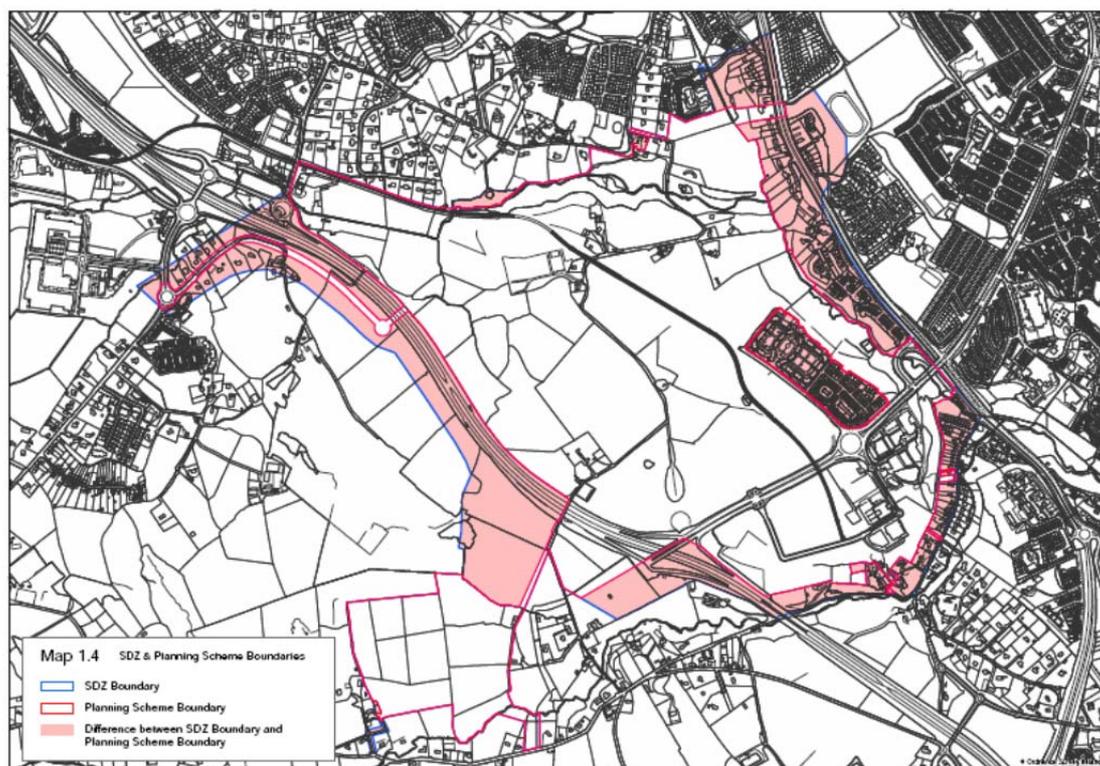
The Strategic Development Zone lands, of approx. 360 hectares which are located in the administrative area of Dún Laoghaire-Rathdown, (see Map 1.2) are the largest undeveloped land bank in the County and one of the most sizable undeveloped areas within the Dublin Metropolitan Area. The lands are located approximately 16km south east from Dublin City Centre, 8 km south of Dún Laoghaire, 3 km from the coastline, and 4 km from the Dublin Mountains.

The bulk of the lands are located between the N11 and the M50, with strategic road network connections, and a Quality Bus Corridor along the N11 to the city centre. Public transport infrastructure has been further improved in recent years with the extension of the Luas Green Line from Sandyford providing 5 No. Stops within the Plan Area: Carrickmines, Brennanstown, Laughanstown, Cherrywood and Bride's Glen.

Given the existing infrastructure investment in public transport, water and waste management, and utilities, it is considered that Cherrywood should be developed in a sustainable fashion that maximises the capacity of the public investment and of these strategically located lands. In this regard development should be of a sufficient intensity to achieve a critical mass that ensures the sustainable use of the infrastructure and enables the creation of self-sufficient communities in which people can live, work, and play.

1.3 Cherrywood Planning Scheme Boundary

The Planning Scheme Map 1.4 highlights the difference between the boundary of the Cherrywood Planning Scheme and the area designated as the Cherrywood Strategic Development Zone. The Planning Scheme Area has been reduced to include only lands that benefit from investment in the common infrastructure in the scheme, and to remove land not required for road infrastructure. The area shaded red indicates lands within the SDZ which have been excluded from the Planning Scheme.



2 Introduction – Travel Plans

2.1 Definition of a Travel Plan

A Travel Plan (formerly referred to as a “Mobility Management Plan”) is a long-term management strategy employed by an organisation that seeks to promote and deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed. It involves the development of agreed and explicit outcomes, linked to an appropriate package of measures, aimed at encouraging more sustainable travel for people and goods.

2.2 Benefits of a Travel Plan

A Travel Plan can bring a number of benefits for the developer, the users of the development and the Local Authority and can help instil a culture of sustainable travel at an early stage in the development.

A Travel Plan can bring a number of benefits to a new development for:

- The developer
- The ultimate occupier
- Users of the site such as employees, customers, visitors, delivery companies etc.
- The local authority

A Travel Plan can produce many benefits for organisations such as:

- Reduced absenteeism, support staff retention and recruitment
- A reduced carbon footprint
- Improved accessibility for the site and buildings
- Improved road safety on and near their site
- Reduced operational costs, such as by minimising car parking

There are also benefits for the staff:

- Increased onsite amenities such as showers and bike repair
- Improved health through more walking and cycling
- Costs and time savings by using cheaper modes
- Reduced stress through flexible working and increased journey time reliability
- Improved quality of life

2.3 Area Wide Travel Plan

Area Wide Travel Plans cover a particular set of sites in an area that can be linked in order to increase the effectiveness of individual Travel Plans. They are similar in structure to site specific Travel Plans but are wider in scope and lack the detail of site specific plans. They are typically used as overarching Travel Plans for business parks but can be applied to any area such as several offices on a street or an entire town.

Developing an Area Wide Travel Plan has advantages over multiple organisation-specific plans as it encourages the pooling of resources and thus increases the potential for effective initiatives to be identified and introduced relating to sustainable travel. It will also help to manage increases in vehicular traffic associated with the further development of the area by promoting and marketing sustainable travel alternatives at an early stage in the planning process.

2.4 Travel Plan Network

A Travel Plan Network is a group of organisations working together to manage and reduce their car use in an area. It brings together, formally or informally, individuals and organisations involved in preparing Travel Plans with the aim of facilitating the process. Setting up a network in an area has a number of benefits. These include:

- The exchange of information, ideas and good practice.
- Achieving greater economy of scale and sharing of resources.
- To provide encouragement and practical support for those involved in Travel Plan process.
- To make viable the provision of services relating to travel planning
- Plans on a collective basis.
- Bring together organisations to generate an effective bargaining force and to enable smaller companies to benefit from the support and assistance of larger organisations.

3 Policy Context and Guidance

3.1 Introduction

This chapter outlines relevant National and Council policy in relation to Cherrywood and to Travel Planning.

3.2 National Policy

3.2.1 The National Spatial Strategy 2002-2020

The focus of The National Spatial Strategy (NSS) is on fostering a closer match between where people live with where they work. The NSS established a detailed sustainable planning framework for strategic spatial planning to ensure development is targeted at the most appropriate locations. The NSS places emphasis on the creation of high quality living environments through urban design and the integration of social and community amenities.

3.2.2 Transport Strategy for the Greater Dublin Area 2016 – 2035

This document sets out the National Transport Authority's Strategic Transport Plan for the Greater Dublin Area for the period up to 2035. The objective of the transport strategy is to provide a long-term strategic planning framework for the integrated development of transport infrastructure and services in the GDA. At the heart of this strategy is the requirement that land use planning and transport planning need to be considered together in the overall development of the region.

3.2.3 Regional Planning Guidelines for the Greater Dublin Area 2010-2022

The settlement strategy identifies Cherrywood as a 'Large Growth Town II', the only one within the M50 corridor in the Dublin area. It is projected to be economically vibrant with high quality transport links to larger towns/city. It is envisaged that Cherrywood will ultimately accommodate in the region of 15,000-30,000 persons, which is stated as a range suitable to the scale of the town. The Regional Planning Guidelines further state that Cherrywood should form part of a Core Economic Area consisting of Bray/Cherrywood/ Greystones.

3.2.4 Retail Strategy for the Greater Dublin Area 2008-2016

The Strategy outlines a retail hierarchy for the various towns within the greater Dublin area (Metropolitan and Hinterland areas) and categorises Cherrywood as a 'Level 3 Town', within the Metropolitan area. It proposes to facilitate and promote the development of Cherrywood Town Centre on a phased basis as a large scale urban district centre located within a high density environment subject to the provision of light rail links, a sufficient resident population exceeding 10,000 and the preparation of an approved urban design master plan.

3.2.5 Smarter Travel – A Sustainable Transport Future 2009-2020

The Government's transport policy up to 2020 is the 2009 Department of Transport's, 'Smarter Travel A Sustainable Transport Future 2009 – 2020'. This sets out a broad vision for the future and establishes objectives and targets for transportation. It also supports greater integration between spatial planning and transport policy and sets a target to reduce car based commuting from 65% to 45% by 2020.

3.2.6 National Cycle Policy Framework 2009

The National Cycle Policy Framework NCPF sets out a national policy for cycling to create a stronger cycling culture and a friendlier environment for cyclists. It outlines 19 specific objectives, and details 109 individual but integrated actions relating to cycling. It places emphasis on promoting and integrating cycle networks with the ultimate objective of developing a culture of cycling in Ireland so that the national target of 10% of all trips by bike by 2020 may be achieved.

3.2.7 National Climate Change Strategy 2007-2012

The National Climate Change Strategy 2007-2012 supports travel planning. It states that it is imperative that growth in emissions in the transport sector is decoupled from economic growth in order for the transport sector to move along a more sustainable path. It highlights that recent growth rates in emissions from the transport sector highlights the need for a broad mix of policies and measures, which will achieve a modal shift to public transport, walking and cycling, as well as increased fuel efficiency in both personal and freight transport.

3.3 Local Policy

3.3.1 Dún Laoghaire-Rathdown County Development Plan 2016-2022

This County Development Plan states that “the Cherrywood area represents the most significant and strategic development node in Dun Laoghaire-Rathdown – extending as it does to c.360 hectares in total. The projected resident population could ultimately be in the order of 18-19,000. The Council proposes to guide the development and implementation of the overall Cherrywood area through the mechanism of the SDZ Planning Scheme recently approved by An Bord Pleanála. The implementation of the Planning Scheme will be subject to very strict phasing protocols directly linked to the commensurate delivery of both physical and community infrastructure – including the high quality Luas public transport system that is already operational in the Cherrywood area.”

Policy ST20 of the County Development Plan 2016-2022 states -

‘It is the Council policy to require the submission of Travel Plans for developments that generate significant trip demand. Plans should seek to reduce reliance on car-based travel and encourage more sustainable modes of transportation over the lifetime of a development’.

3.3.2 Cherrywood Planning Scheme (Sept 2014)

The purpose of the Cherrywood planning scheme is to set out the form, scale and nature of development and supporting infrastructure that will enable the delivery of smart growth that is economically sound, environmentally friendly, and supportive of healthy communities.

Cherrywood is a development area of significance to the Greater Dublin Area and to the long-term growth of Dun Laoghaire-Rathdown. Given the existing infrastructure investment in public transport, water and waste management, and utilities, it is considered that Cherrywood should be developed in a sustainable fashion that maximises the capacity of the public investment and of these strategically located lands. In this regard development should be of a sufficient intensity to achieve a critical mass that ensures the sustainable use of the infrastructure and enables the creation of self-sufficient communities in which people can live, work and play.

Specific Objective PI 23 of the Cherrywood Planning Scheme states -
“The Council will prepare an Area Wide Travel Plan for the Planning Scheme in conjunction with the National Transport Authority and stakeholders in the area. Developers, employers and organizations in the area will be required through the planning process to work positively with others to achieve the objectives of the Plan.”

Specific Objective PI 24 of the Cherrywood Planning Scheme states –
“A Travel Plan will be required for developments in the Planning Scheme that exceed the thresholds for Mobility Management Plans set out in the current County Development Plan.”

3.3.3 DLR Cycling Policy

The Council Cycling Policy, adopted in June 2010, provides local guidelines on the delivery of the aims and 19 objectives of the National Cycle Policy Framework 2009-2020.

The Cycling Policy includes guidance and standards for the provision of cycle parking and associated cycling facilities for all new developments. Future developments in the Cherrywood Planning Scheme will be required to adhere to the Council Cycling Policy as part of their Travel Plan.

3.4 Guidance Documents

The following guidance documents are available to download from the National Transport Authority website www.nationaltransport.ie

“Workplace Travel Plans – A Guide for Implementers”

“Achieving Effective Workplace Travel Plans – Guidance for Local Authorities”

4 Aims and Objectives

4.1 Aims

The aim of the Cherrywood Area Wide Travel Plan is to emphasise and promote sustainable travel options through the development planning and operational stages for the benefit of all end users and thereby to achieve the Sustainable Travel Mode Share Targets.

The Area Wide Travel Plan sets out the methodology and approach that will ensure a consistent application of Travel Plans throughout the Cherrywood development area which should ensure a level playing field for developers, and should assist developers in packaging and promoting the accessibility of their sites to potential occupiers.

The Specific Objective PI 23 of the Cherrywood Planning Scheme states -
The Council will prepare an Area Wide Travel Plan for the Planning Scheme in conjunction with the National Transport Authority and stakeholders in the area. Developers, employers and organizations in the area will be required through the planning process to work positively with others to achieve the objectives of the Plan.

4.2 Objectives

The objectives of the Area Wide Travel Plan are to: -

- Set thresholds for the requirement of Travel Plans
- Identify the Sustainable Travel Mode Share Targets
- Achieve or exceed the travel mode share targets set by government policy document "Smarter Travel: A New Transport Policy for Ireland 2009-2020"
- To achieve or exceed the sustainable travel targets set out in Chapter 4 of the Cherrywood Planning Scheme
- Give practical guidance to developers and organisations on developing Workplace Travel Plans including templates
- Monitor, review and facilitate Workplace Travel Plans
- Require developers, employers and organizations in the area to work positively with others to achieve the objectives of the Plan.
- Encourage the pooling of resources and thus increase the potential for effective initiatives to be identified for the area relating to sustainable travel.
- Facilitate the set-up of a Local Travel Plan Network.
- To instil a culture of sustainable travel at an early stage in the development.

5 Transport Audit

5.1 Introduction

As of February 2012 c.600 residential units have been constructed and c.96,000sqm of high intensity employment floor-space has been permitted and/or developed within the Planning Scheme area. This planning scheme envisages that over the coming years, these figures will rise to 7,736 residential units and 350,000sqm of high intensity employment. The Planning Scheme sets out the policies and objectives that will cater for this rise in development. Chapter 4 specifically details the physical infrastructure required to support the planned level of development. This existing and proposed transport infrastructure is briefly described in the following sections.

5.2 Walking and Cycling

Existing pedestrian and cycle facilities adjacent to Cherrywood include: -

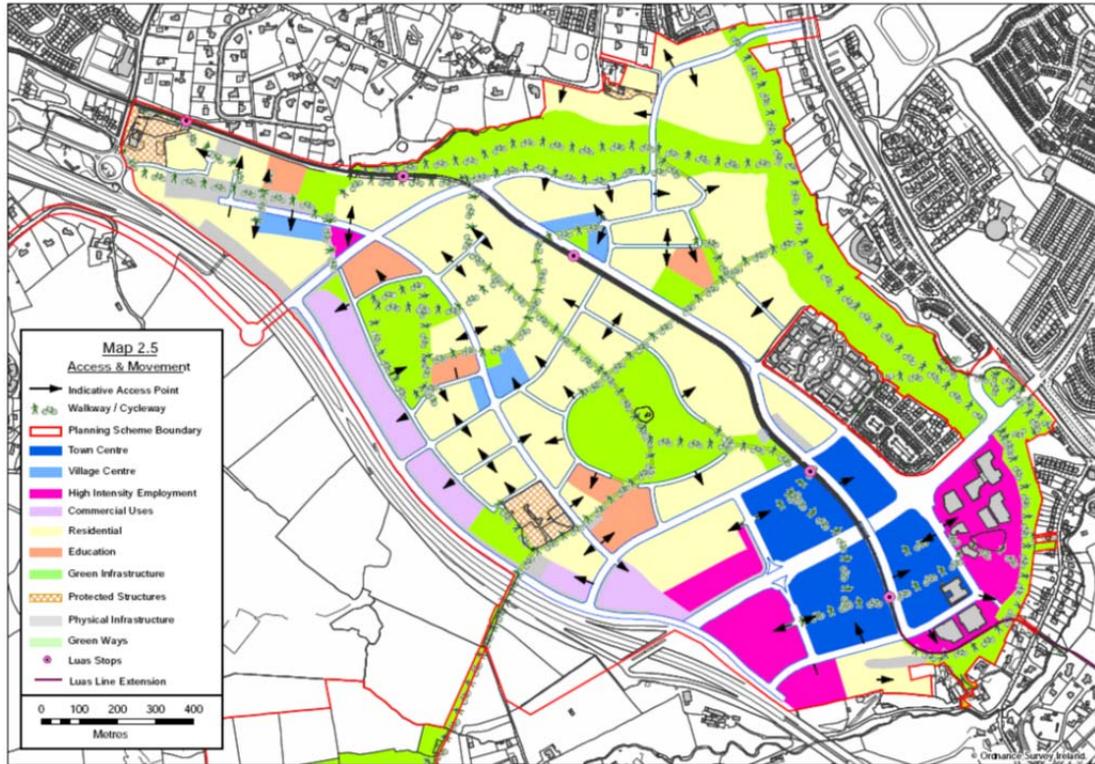
- Segregated one-way cycle lanes and footways on Wyattville Road, crossing the N11 to Wyattville Link Road as far as Cherrywood roundabout;
- Pedestrian phases in the various sets of traffic signals at the Wyattville interchange;
- Segregated one-way cycle lanes and footways along the majority of the N11;
- Pedestrian footbridges over the N11 at Johnstown Road and Loughlinstown roundabout;
- Two signalised pedestrian crossings of the N11 between the Wyattville interchange and the Johnstown Road junction (Kilbogget and Shanganagh Vale).

Others currently in the planning/design stage include two proposals for pedestrian/cycle routes between Cherrywood and Shankill: -

- Via Brides Glen viaduct and the grounds of Loughlinstown hospital to the pedestrian bridge at Loughlinstown roundabout and then to Dublin Road, Shankill.
- Via Loughlinstown Main Street (Old Bray Road) and a Toucan crossing of the N11 near its junction with Cherrywood Road and then along the east side of the N11 to Dublin Road, Shankill.

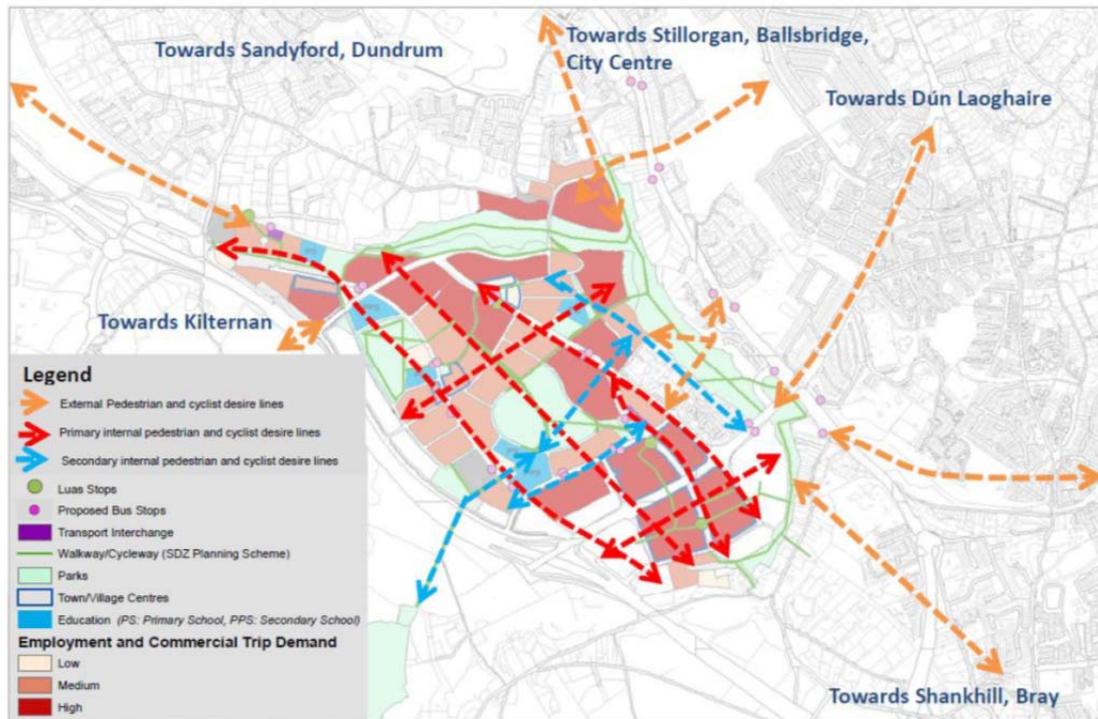
The proposed network of walking and cycling routes are shown on Map 2.5. Cherrywood has been designed with a hierarchy of streets where the main vehicular traffic will be directed onto the major routes. Below this level the routes are to be progressively more pedestrian/cycle friendly with a low speed limit of 30 km/h.

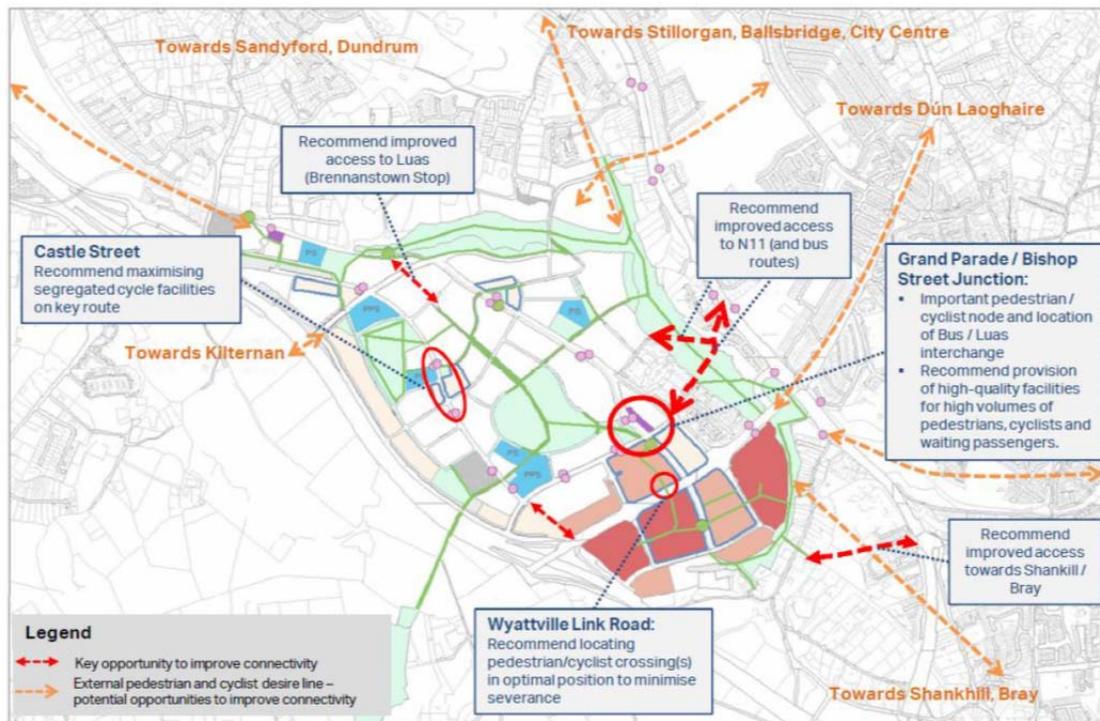
The overall plan strategy is based on five and ten minute walking distances (400 and 800 metres) from public transport and district / neighbourhood centres. Accordingly, it should be possible to walk or cycle between all the principal nodes in Cherrywood (i.e. Luas stops, bus stops, Town and Village Centres, schools and public open spaces) via a number of pleasant, safe and direct routes.



The **Access and Movement Strategy (Aecom May 2016)** provides recommendations and guidelines for the mitigation of risks to pedestrian and cyclist connectivity which need to be addressed if modal share targets are to be achieved.

Figure 2.3: Internal and External Pedestrian and Cyclist Desire Lines and Residential Trip Generation





Map of Specific Recommendations for to enhance pedestrian and cyclist access within the site and to the external network

5.3 Public Transport

The phasing of development set out in the Cherrywood Planning Scheme will ensure that employment growth in Cherrywood will occur in tandem with the improvement of public transport connections and services within the wider Metropolitan Area.

5.3.1 Bus

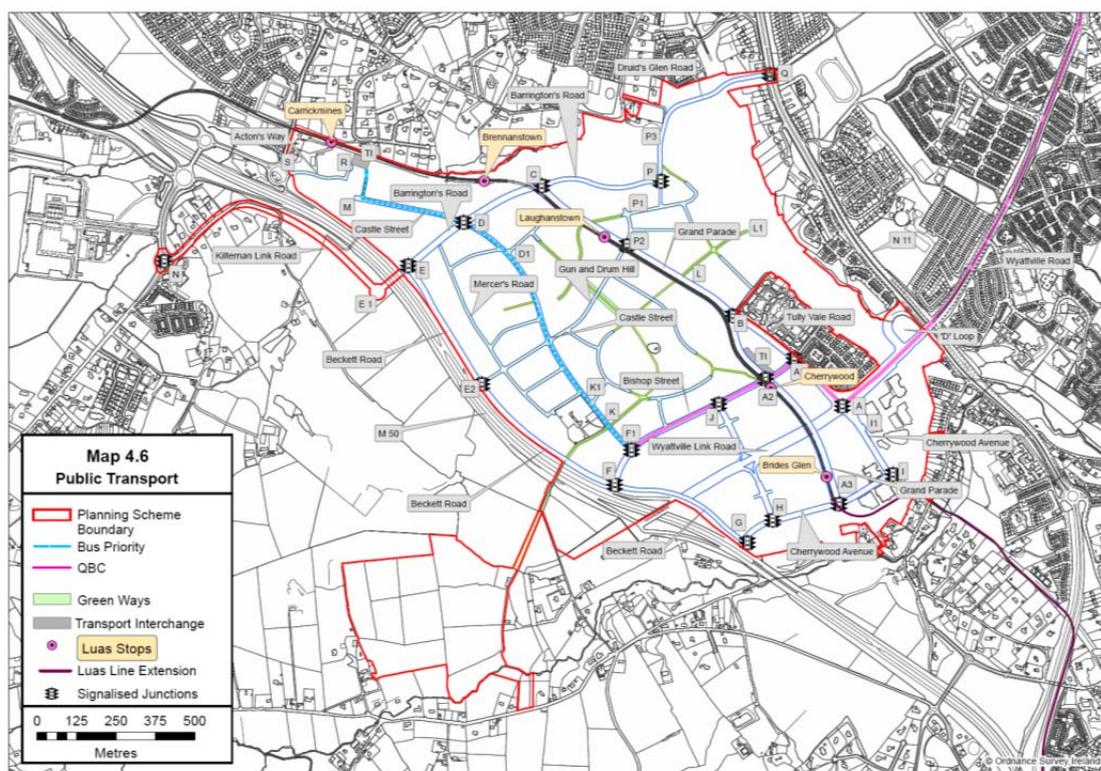
Currently Cherrywood is directly served by Dublin Bus routes 7, 84/84a. Route 7 serves a route from Mountjoy Square–Merrion Square–Ballsbridge–Blackrock–Dun Laoghaire–Sallynoggin–Cherrywood at hourly intervals generally. Route 84/84a serves a route from Blackrock–Bray–Greystones–Kilcoole–Newcastle at 30 minutes intervals generally. Cherrywood is served indirectly with the nearby 145 route serving Ballywaltrim (Bray South) to Heuston Station along the N11 QBC at 10 minute intervals generally and the 63 route serving area between Kiltarnan and Dun Laoghaire via the Glenamuck Road at 30 minute intervals generally.

In the future bus services will play an important role in providing public transport to the Cherrywood Planning Scheme from areas not served by Luas, principally: -

- Bray and environs (in advance of the Luas Green Line / BRT extension to Bray);
- Dún Laoghaire/Blackrock;
- Ballsbridge/Stillorgan/ Cornelscourt;
- Kiltarnan (subject to development);
- North Wicklow (outside of Bray);
- Dublin city areas that are not served by Luas.

As the Cherrywood Planning Scheme area develops, the bus links from these areas to the Planning Scheme will need to improve over time. This would likely involve new routes, increased frequencies on existing services and higher capacity bus services.

As the NTA licences bus routes and enters into contracts for the provision of public transport services, it is within the function of the Authority to provide for improved bus services to the Cherrywood Planning Scheme area as it develops. The Planning Scheme will ensure that essential bus infrastructure is in place to serve the Planning Scheme area so that improved services can be introduced over time. Details of the proposed internal bus infrastructure are shown on Map 4.6.



It is an objective of the Cherrywood Planning Scheme to facilitate and promote the enhancement of bus services through the implementation of QBCs and bus priority measures, and by ensuring that the design and layout of neighbourhoods facilitates the expansion of bus services.

5.3.2 Luas

The Luas Green Line traverses the Planning Scheme with stations at Carrickmines, Brennanstown (not currently in operation), Lehaunstown, Cherrywood and Bride's Glen providing good access to the area.

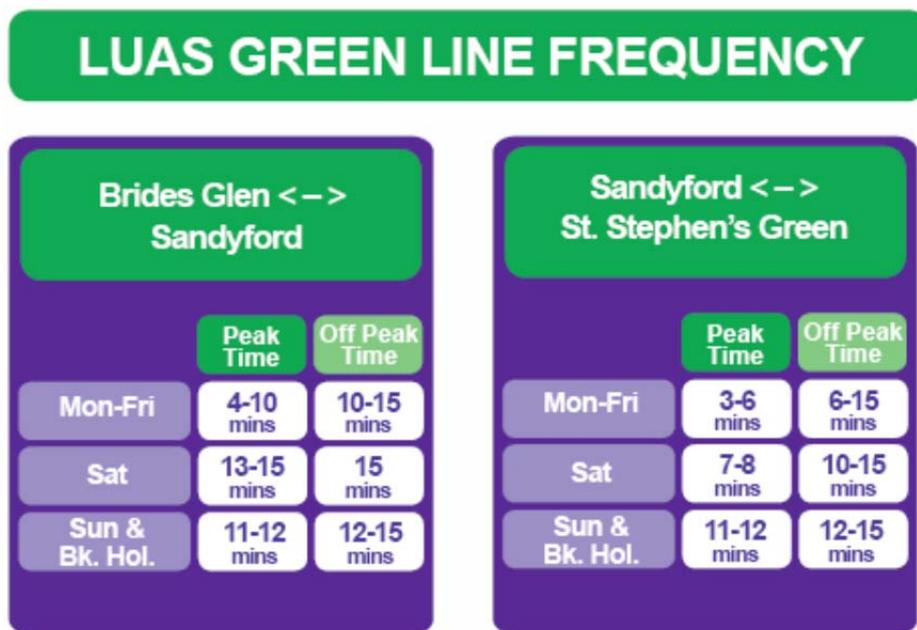
The Greater Dublin Area - Draft Transport Strategy 2011-2030 (NTA) proposes significant increases in the capacity and interconnectivity of the Luas Green Line including the following:

- Luas BXD from St. Stephens Green to Broombridge via Grangegorman providing a direct link from the Cherrywood Planning Scheme area through the City Centre to the north of the City;
- Increased passenger capacity on Green Line through extended trams;
- Extension of the Luas Green Line to North Bray;
- Extension of Metro North tunnel to the Luas Green Line, linking Cherrywood to the City Centre, Dublin Airport and Swords;
- Upgrade of Luas Green Line to Metro.

Current journey times: -

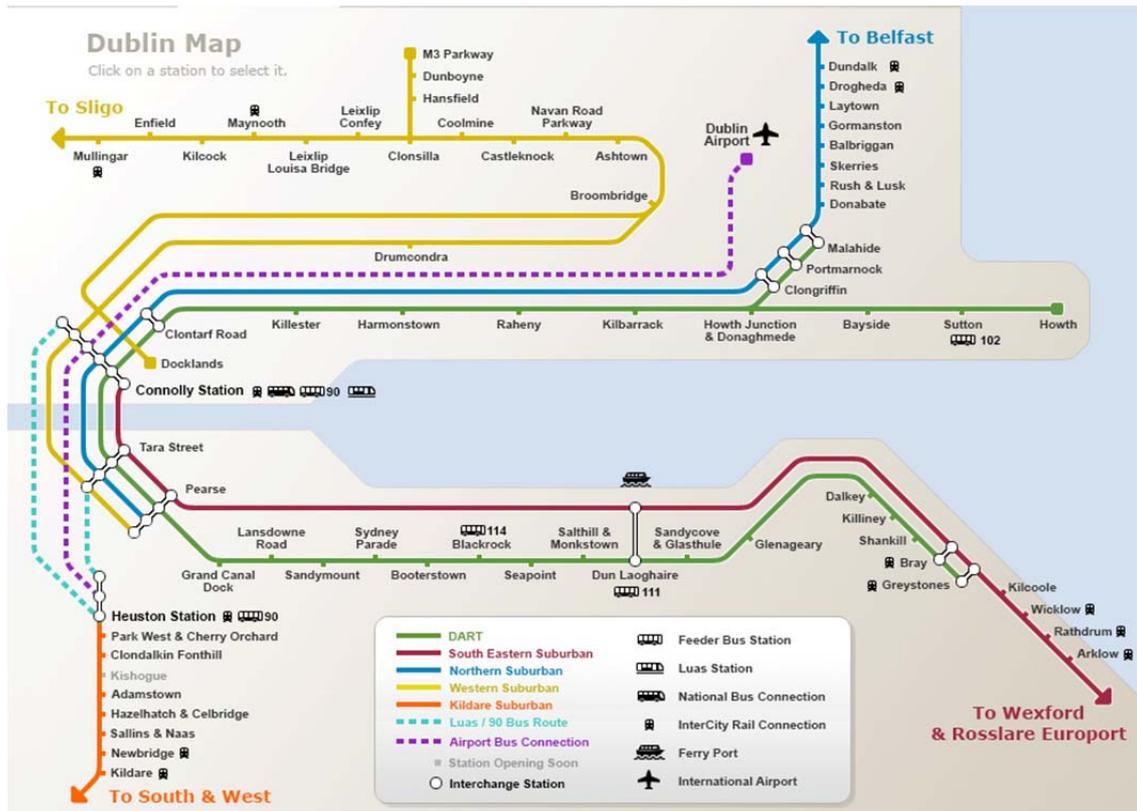


Current tram frequencies: -



5.3.3 DART & Rail

The nearest DART stations to Cherrywood are approximately 2.5km away at Killiney and Shankill. The DART provides a high frequency rail service to Dublin City Centre. The 7 and 63 bus routes described above provide linkage from Cherrywood to the DART/rail station at Dun Laoghaire.

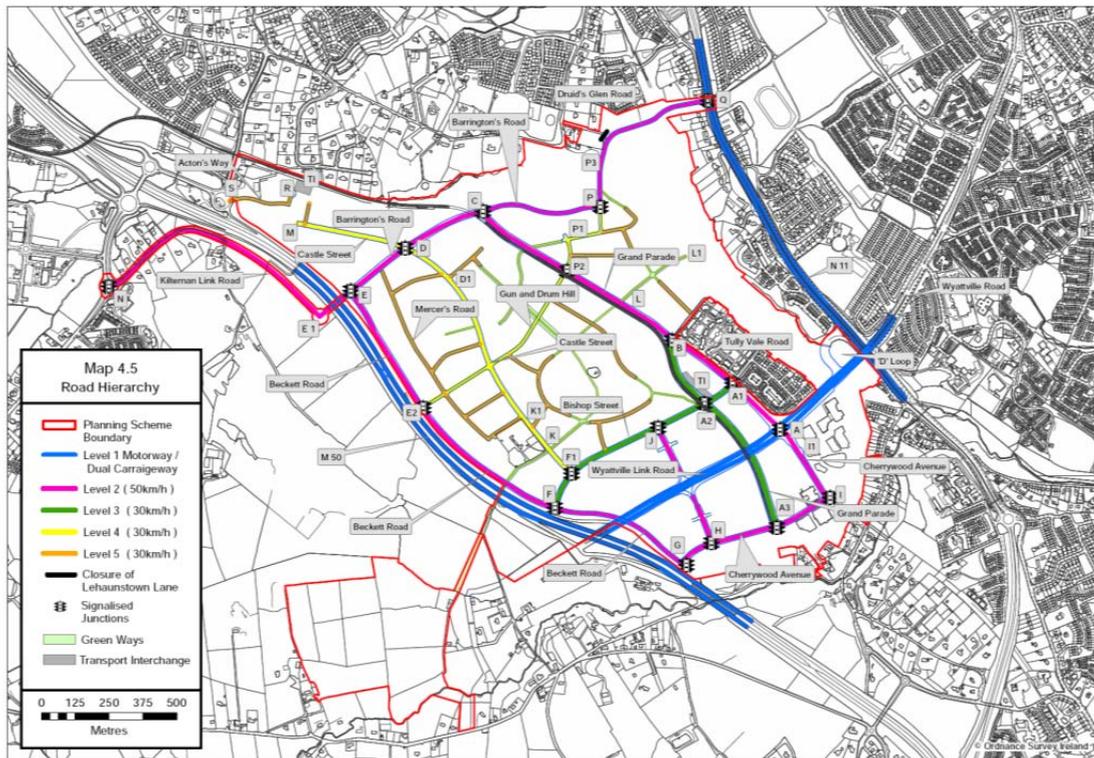


5.4 Roads

Cherrywood is well situated adjacent to the strategic national road network. It has access to the M50 motorway at Lehaunstown interchange, which directly links the site into the national inter-urban motorway network and also provides vehicular access to centres to the south (Bray / Wicklow), the north (Sandyford / Dundrum) and the west (Tallaght / Blanchardstown). The site also has access to the N11 dual carriageway at Wyattville interchange, which provides access to Dublin city centre via Cornelscourt, Stillorgan, UCD and Donnybrook.

The Wyattville Link Road traverses the site between the two interchanges. It forms part of a route that has been developed over many years to improve access from Dún Laoghaire town and environs to the N11 and M50. The Glenamuck Road is an important link road to the north of the site between Kiltarnan and Cornelscourt.

In addition the Cherrywood Planning scheme proposes new access points to the North and west of Cherrywood. The access to the north is planned via the new Druid's Glen Road with the access to the west via an over-bridge crossing the M50 to the new Kiltarnan Link Road. The planned new network of roads is shown in Map 4.5 below.



5.5 Parking

An existing park and ride facility with 352 parking spaces is located off the Glenamuck Road at the Carrickmines Luas stop. Further details, direction and location maps are available at <http://www.luas.ie/carrickmines-car-park.html>

Reduced car usage can only be achieved over time with the development of the network of public transport routes and services. Car parking policies have to reflect this evolving/ expanding public transport network. This will be achieved by the use of temporary car parks that will be removed as development progresses and the public transport network improves.

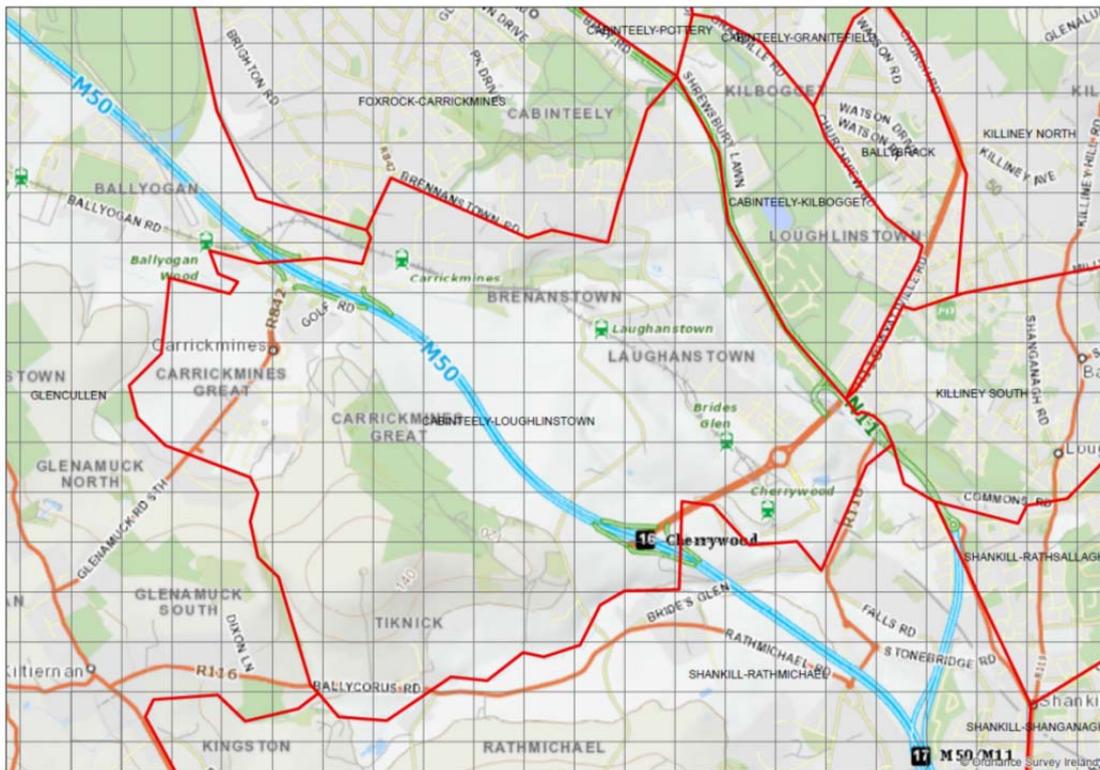
The Council will support the set up and operation of a car clubs in the Cherrywood Planning Scheme to facilitate an overall reduction in car journeys and car-parking requirements for the area.

6 Current Travel Patterns

Current modal split data for a significant proportion of the proposed Cherrywood SDZ would be difficult to quantify, as it is currently a greenfield site. In order to establish the existing modal split in the area, it was considered that information from Census 2006 will provide sufficient modal split data for the immediate area surrounding Cherrywood site and the development which are already complete within the site.

Cherrywood is located within Electoral Division 020 Cabinteely-Loughlinstown. The 2006 and 2011 Small Area Population Statistics (SAPS) reports for Electoral Division 020 provide tables outlining persons aged 5 and over means for travelling to work, school and college. The mode of travel share for journeys to work, school and college from electoral division 020 is shown below.

Cabinteely-Loughlinstown - Electoral Division 020

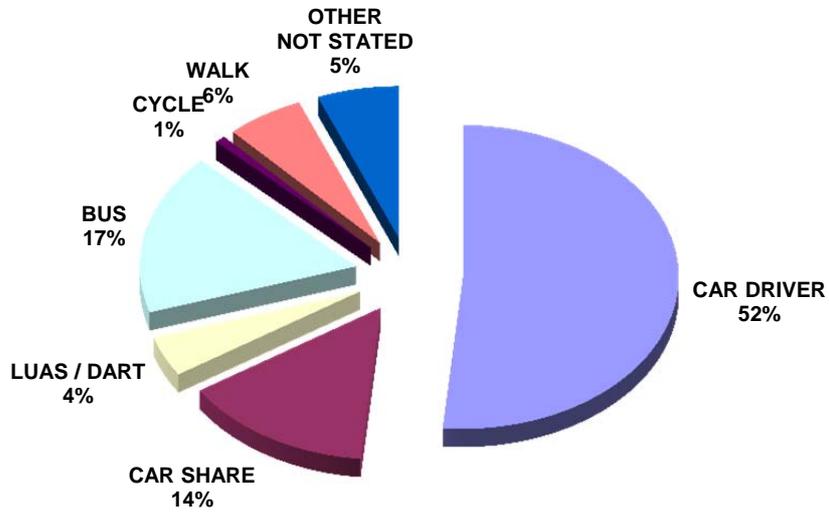


The mode of travel share for commuters from electoral division 020 is shown in the following table and charts. The increase in mode share of Luas/DART from 4.3% in 2006 to 11% in 2011 results from the opening of the Luas B1 extension from Sandyford to Cherrywood on 16th October 2010. However this is countered by a reduction in the Bus mode share from 17% to 11% over the same period. Therefore the combine bus/luas/DART mode share has increased marginally from 21% to 22%.

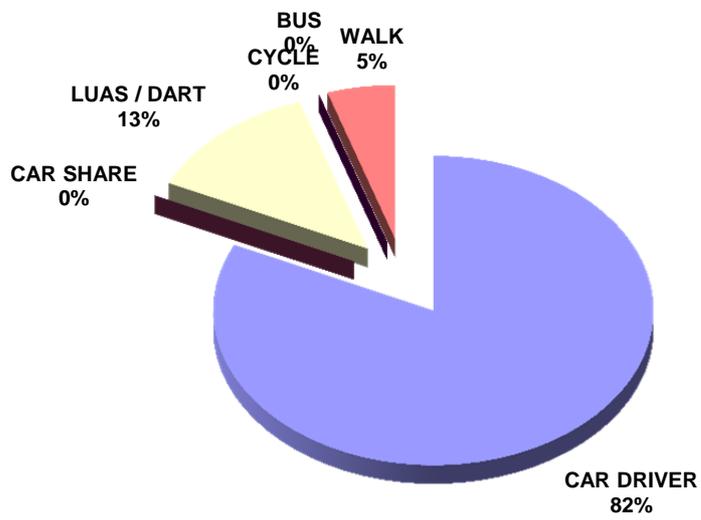
TRAVEL MODE	MODE SHARE (%)			
	2006 CENSUS		2011 CENSUS	
	ORIGIN	DESTINATION	ORIGIN	DESTINATION
CAR DRIVER	52	82	49	73
CAR SHARE	14		14	3
LUAS / DART	44	13	11	11
BUS	17		11	6
CYCLE	1	0	2	2
WALK	6	5	6	5
OTHER / NOT STATED	6	0	7	0

Mode share – Census 2006

CENSUS 2006 ORIGIN TRIPS

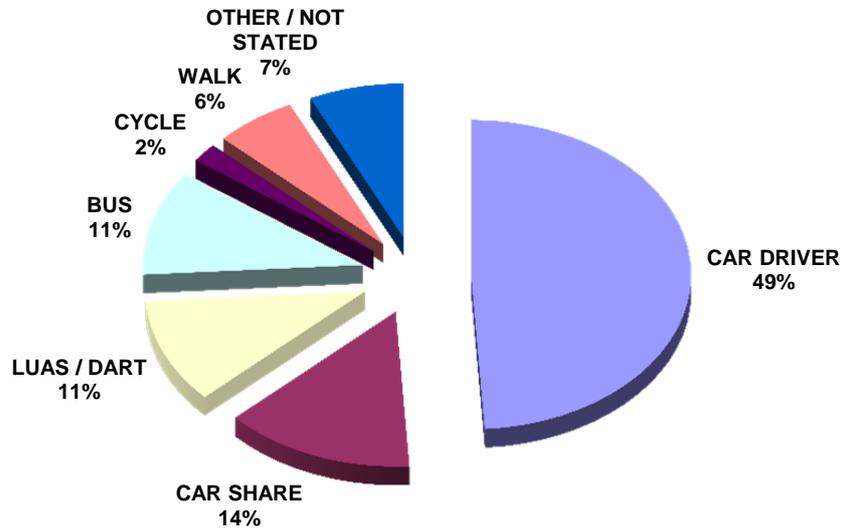


CENSUS 2006 DESTINATION TRIPS

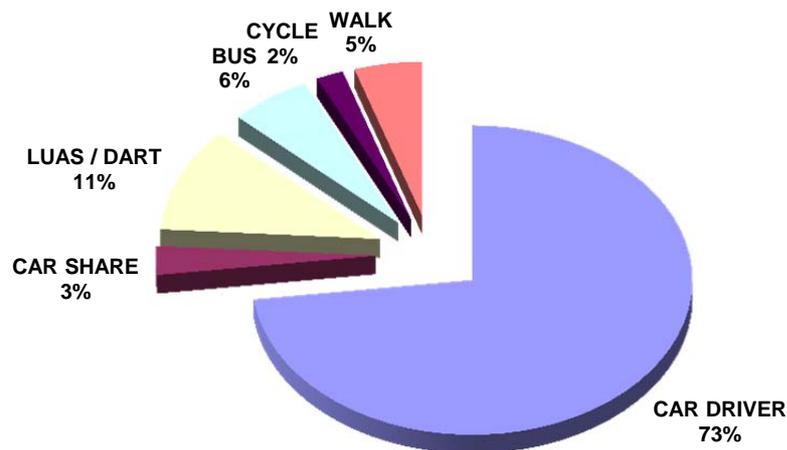


Mode Share – Census 2011 (following the opening of Luas B1 Extension in October 2010)

**CENSUS 2011
ORIGIN TRIPS**



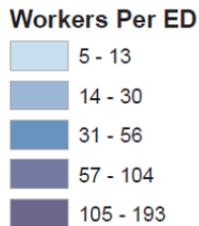
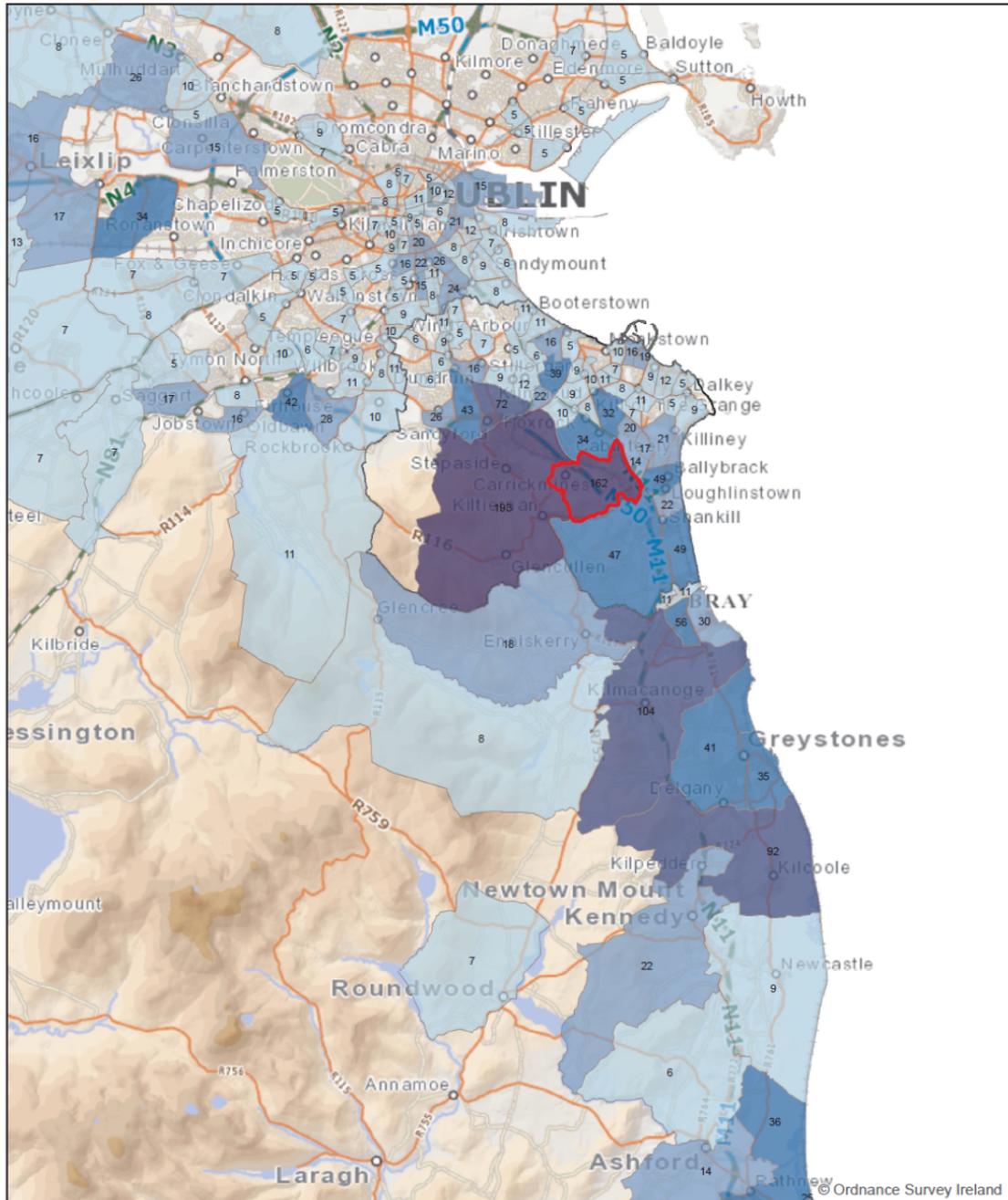
**CENSUS 2011
DESTINATION TRIPS**



It is considered that the above percentage of mode of travel to work school and college would be an accurate approximation of the existing mode split share in the Cherrywood area.

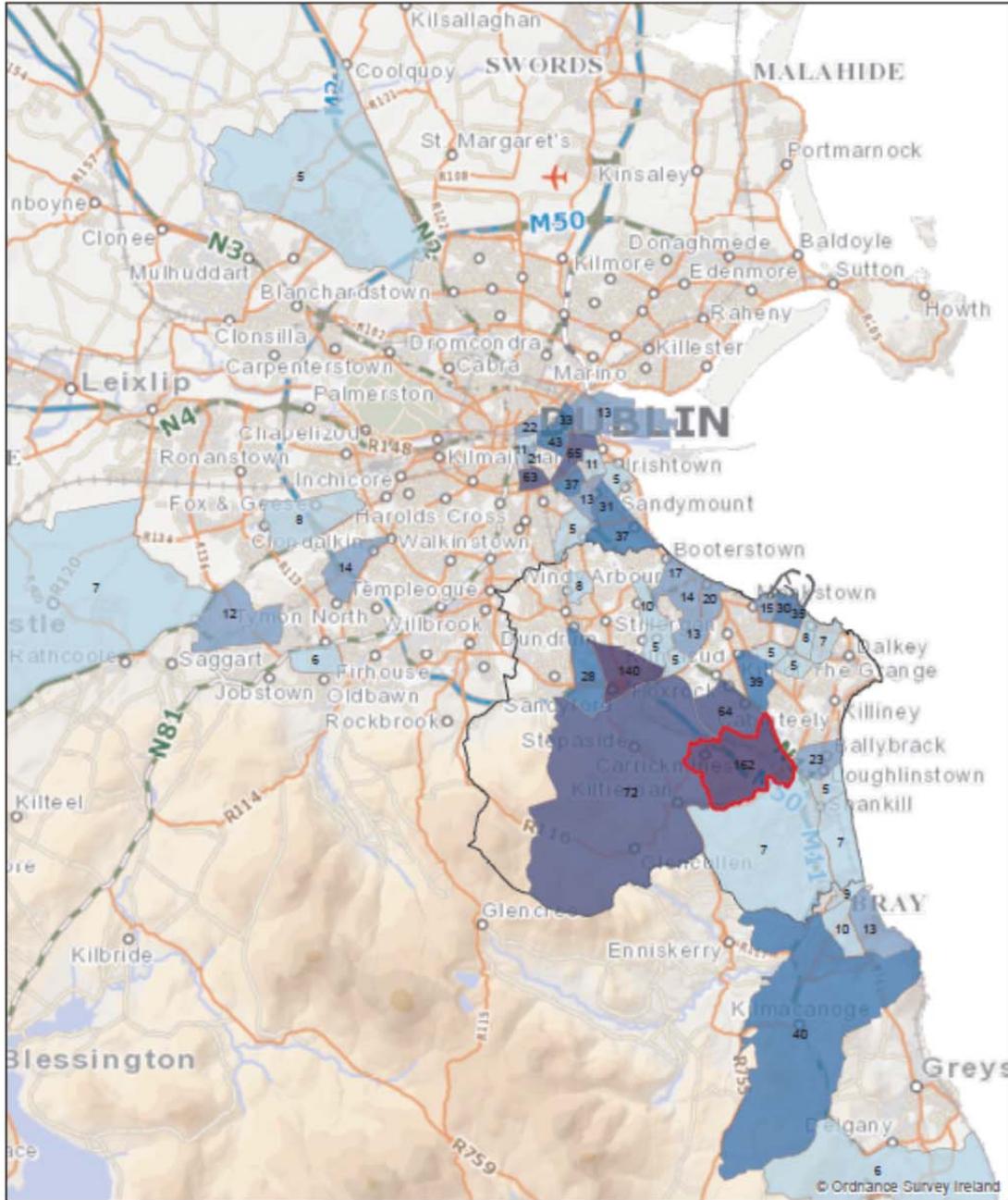
The following figure illustrates the census 2011 data for the origins of employees destined for the area.

Point of Origin for employees in Cabinteely – Loughlinstown ED

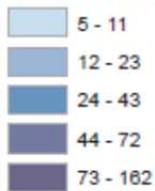


The following figure illustrates the census 2011 data for the destination of employees resident in the area.

Destination for Workers Resident in Cabinteely – Loughlinstown ED



Number of Workers Per ED



7 Sustainable Travel Targets and Monitoring

7.1 Sustainable Travel Targets Cherrywood Planning Scheme

The travel data from the 2006 Census will be used as the main baseline for monitoring the progress of the Area Wide Travel Plan. The targets for the Area Wide Travel Plan, which are derived from the Cherrywood Planning Scheme, are set out in the table below.

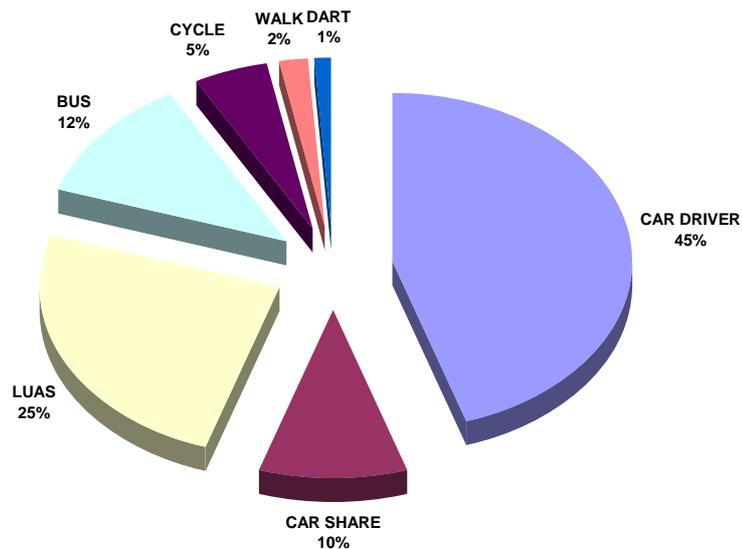
Sustainable Travel Targets Cherrywood Planning Scheme

MODE	CENSUS				SUSTAINABLE TRAVEL TARGETS CHERRYWOOD PLANNING SCHEME						SMARTER TRAVEL 2009- 2020	
	2006		2011		INTERNAL		EXTERNAL		OVERALL			
	Car Driver	52	52	49	49	15	15	45	45	39.3		39.3
Car Sharer	14	42	14	44	0	85	10	55	8.1	60.7	55	
Luas	4		11		5		25		21.2			
Dart			0		1		0.8					
Bus			17		11		5		12			10.7
Cycling			1		2		45		5			12.6
Walking	6		6		30		2		7.3			

The travel targets from the above table are expressed pictorially in the charts below.

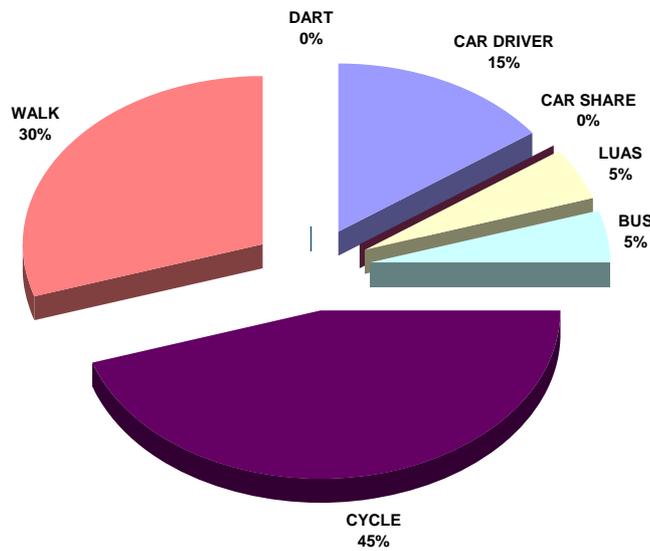
External Travel Targets

EXTERNAL TRAVEL TARGETS



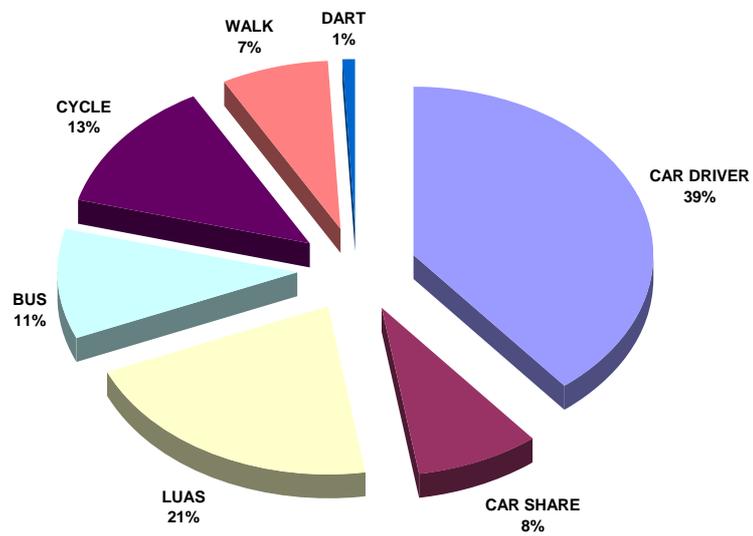
Internal Travel Targets

INTERNAL TRAVEL TARGETS



Combined Overall Travel Targets

OVERALL TRAVEL TARGETS



7.2 Monitoring and Review

An annual review will be carried out on the Area Wide Travel Plan targets and action plan to assess progress. It will also allow the Travel Plan Coordinator and Travel Plan Network to determine which of the initiatives have been most successful, and those that have not been as effective thus allowing the identification of remedial actions to get the Travel Plan back on track and help prioritize resources towards initiatives that are most likely to be successful in the future. Every two years a full and comprehensive review of the Travel Plan Strategy will be carried out that may involve updating the Area Wide Travel Plan to take into account changes to National Transport Policy and regulation, infrastructure roll out strategy and other changes in the area.

8 Action Plan

8.1 Introduction

The main focus of the sustainable travel initiatives in the Travel Plan will be to help change the travel patterns of those working in the area by providing information on transport options and assisting in providing reliable alternative travel choices for employees working in the area. This will be done in tandem with the introduction of new and improved infrastructure and improved public transport services. This action plan outlines how the Area Wide Travel Plan will be managed and how the sustainable travel initiatives of the plan will be organised and implemented.

8.2 Key Actions

The table below outlines the main actions for the Area Wide Travel Plan. Actions for each sustainable travel mode consist of measures to ensure that the infrastructure planning for Cherrywood prioritises sustainable travel modes.

Area Wide Travel Plan Action Plan		
Action / Measures	Responsibility	Timeline
PLANNING PROCESS		
Assess site specific Travel Plans	DLRCC	On-going
SET UP TRAVEL PLAN NETWORK		
Prepare Draft Area Wide Travel Plan	DLRCC	Q2 2015
Consultation with the NTA and stakeholders in the area	DLRCC, NTA, Stakeholders	Q3 2015
Travel Plan Coordinator to be nominated	DLRCC, Developers	At inception
Appoint Steering Group for the coordination, development and implementation of behavioural change measures.	DLRCC, Developers, Employers and Organisations	At inception and on-going
Support and encourage the set up of a Travel Plan Network	DLRCC, Developers, Employers and Organisations	At inception and on-going
MARKETING AND PROMOTION		
Develop a marketing and communication strategy and plan	DLRCC, Developers, Employers and Organisations	At inception
ONGOING MONITORING		
Develop a protocol for on-going assessment and monitoring	DLRCC, NTA, Developers, Occupiers	At inception and on-going
PROMOTING WALKING		
Develop a strategy and plan to promote walking. This may include a marketing and promotion measures such as the pedometer challenge, a dedicated website, information leaflets, newsletters, special promotional events, illustrative route maps, health benefits	DLRCC, Developers, Employers and Organisations	At inception

Emphasis will be given to pedestrian facilities at the planning application stage	DLRCC, Developers	At design & planning stage
Ensure the quality and convenience of the walking routes proposed in the Planning Scheme	DLRCC, Developers	At design & planning stage
Improve circulation and permeability	DLRCC, Developers	At design & planning stage
Ensure all walking routes attractive, legible and walkable	DLRCC, Developers	At design & planning stage
Ensure continuity of routes	DLRCC, Developers	At design & planning stage
Provide a high standard of surfacing	DLRCC, Developers	At design & planning stage
Provide for safety of pedestrians in the design of new roads and junctions	DLRCC, Developers	At design & planning stage
Segregate pedestrian facilities where possible	DLRCC, Developers	At design & planning stage
Provide signalised toucan crossings facilities on main roads	DLRCC, Developers	At design & planning stage
Provide grade separated links across the Wyattville Link Road	DLRCC, Developers	At design & planning stage
PROMOTING CYCLING		
Develop a strategy and plan to promote cycling. This may include marketing and promotion measures such as a dedicated website, information leaflets, newsletters, special promotional events, illustrative route maps, health benefits, cycle to work days, cycle to work scheme, Bicycle User Group, pool bike schemes	DLRCC, Developers, Employers and Organisations	At inception
Emphasis will be given to cycle facilities at the planning application stage	DLRCC, Developers	At design & planning stage
Ensure the quality and convenience of cycle routes proposed in the Planning Scheme	DLRCC, Developers	At design & planning stage
Improve circulation and permeability	DLRCC, Developers	At design & planning stage
Ensure all cycle routes safe, coherent, direct, attractive and comfortable	DLRCC, Developers	At design & planning stage
Ensure continuity of routes	DLRCC, Developers	At design & planning stage

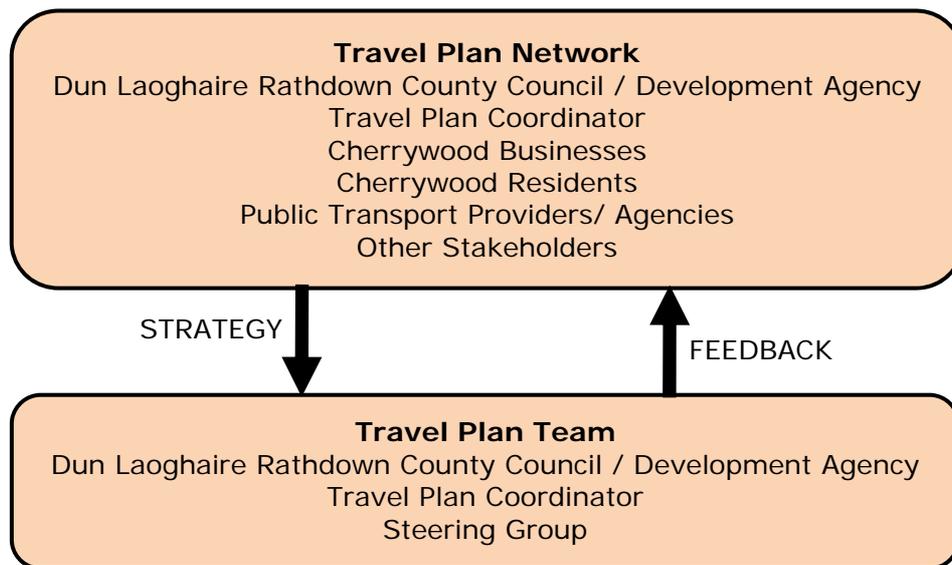
Provide a high standard of surfacing	DLRCC, Developers	At design & planning stage
Provide for safety of cyclists in the design of new roads and junctions	DLRCC, Developers	At design & planning stage
Segregate cycle facilities where possible	DLRCC, Developers	At design & planning stage
Provide signalised toucan crossings facilities on main roads	DLRCC, Developers	At design & planning stage
Provide grade separated links across the Wyattville Link Road	DLRCC, Developers	At design & planning stage
PROMOTING PUBLIC TRANSPORT		
Support and facilitate the development of an integrated public transport network in the Planning Scheme	DLRCC, NTA, Developers	At inception & on-going
Implement Transport Interchange in the vicinity of the Cherrywood Luas stop	DLRCC, NTA, Developers	Prior to 90,000sqm and 2,000 Res. Units
Facilitate and promote the enhancement of bus services	DLRCC, Developers	At inception & on-going
Implement QBCs and bus priority measures	DLRCC, NTA, Developers	Prior to 90,000sqm and 2,000 Res. Units
Pump prime the extension of bus services and new bus services	DLRCC, NTA, Developers	Prior to 90,000sqm and 2,000 Res. Units
CAR PARKING		
Control car parking within the Planning Scheme in order to deter car use and promote sustainable travel modes	DLRCC, Developers	At inception & on-going
Support the set up and operation of a car clubs in the Cherrywood Planning Scheme to facilitate an overall reduction in car journeys and car-parking requirements for the area	DLRCC, Developers, Employers and Organisations	At inception & on-going
CAR SHARE		
Promote a car sharing scheme for business in the area utilising www.carsharing.ie	DLRCC, Developers, Employers and Organisations	At inception & on-going
PROMOTING SUSTAINABLE WORKING PRACTICES		
Promote "Leave the car at home one day a week" and Green Travel Days	DLRCC, Developers, Employers and Organisations	At inception & on-going
Promote flexible working days	DLRCC, Developers, Employers and Organisations	At inception & on-going

Promote home working and video conferencing	DLRCC, Developers, Employers and Organisations	At inception & on-going
Promote tax saver schemes such as the cycle to work scheme and tax saver tickets	DLRCC, Developers, Employers and Organisations	At inception & on-going

9 Management of Travel Plans

9.1 Introduction

To be successful, an Area Wide Travel Plan needs to have the support of developers and organisations in the area. It is important to convey to all involved the reasons for implementing the Travel Plan and the benefits that will occur. To ensure this is carried out, a Travel Plan Coordinator will be nominated by the Council to oversee the development and implementation of the Area wide Travel Plan and Travel Plan Network. Figure 8.1 outlines the proposed structure for the delivery of the Area Wide Travel Plan.



A Steering Group will also be appointed over time to roll out the initiatives envisaged in the Area Wide Travel Plan. The following section provides details of the Travel Plan Coordinator.

9.2 Travel Plan Coordinator

The following outlines the main duties and responsibility of the Travel Plan Coordinator:

- To develop and support a culture of sustainable travel into and within the Cherrywood Planning Scheme.
- To raise awareness of sustainable transport issues in the Cherrywood Planning scheme including details of any infrastructure schemes.
- To act as a single point of contact for all queries relating to Travel Plans and transport issues in the area and to centrally coordinate the Travel Plan initiatives.
- To coordinate the development and implementation of the Area Wide Travel Plan and Travel Plan network, to arrange network meetings and work closely with all stakeholders.
- To liaise with the National Transport Authority programme and channel learning and resources from the national Smarter Travel Workplace programme to the Area.
- To liaise with external bodies and local public transport operators on transport issues in the area.

- To actively seek National and EU funding for the implementation of sustainable travel projects in the area.
- To arrange site visits by groups of network members, either to examine problems and solutions at a member's site or other site where innovative work is being carried out on Travel Plan issues.
- To provide advice and guidance on Travel Plans in the planning process and to develop a Travel Plan monitoring database.
- To promote smarter travel events in the area in conjunction with the Steering Group.
- To coordinate the monitoring and reporting of the Area Wide Travel Plan progress towards achieving targets, setting clear dates for actions to ensure that the Travel Plan makes progress.

10 Travel Planning in the Planning Process

10.1 Introduction

The term “Travel Plan” relates to two distinct levels of Travel Plan which may be required for differing types and size of development. These are the ‘Travel Plan’ and the ‘Travel Plan Statement’. In general Travel Plan Statements may be requested for smaller developments. The distinction between a Travel Plan and a Travel Plan Statement is set out in the following section.

10.2 Travel Plan Thresholds

Policy T20 of the County Development Plan 2016-2022 requires that Travel Plans be submitted for developments that generate significant trip demand.

Specific objective PI 24 of the Cherrywood Planning Scheme states –
A Travel Plan will be required for developments in the Planning Scheme that exceed the thresholds for Mobility Management Plans set out in the current County Development Plan.

Appendix 10 of the County Development Plan 2016-2022 states that as a general guideline, a Travel Plan will be required if the proposed development meets one or more of the following thresholds:

- 100 residential units or more
- All educational developments
- Any development proposing 100 or more car parking spaces or generating 100 or more trips in the peak hours
- Developments resulting in more than 100 employees
- Retail development in excess of 1,000m²
- Leisure facilities including cinemas in excess of 1,000m²
- Office/ Financial development in excess of 2,500m²
- Hospital/ Medical development in excess of 1,000m²
- Industrial development in excess of 5,000m²
- Distribution and warehousing development in excess of 10,000m²

These thresholds should serve as general guidelines. However, they do not preclude the submission of Travel Plans for developments below the threshold where the Planning Authority/Development Agency is of the opinion that a Travel Plan is required. Alternatively a Travel Plan Statement may be required to show how a development will promote sustainable transport options.

A Travel Plan should include specific objectives, targets and measures relating to sustainable travel. An outcome based approach to the delivery of Travel Plans will require developers to commit to achieving the outcomes/targets in their Travel Plan.

A Travel Plan statement should focus on site measures promoting and encouraging Sustainable Travel to and from a site.

10.3 Below Threshold Requirement for a Standard Travel Plan

A Standard Travel Plan may be required in specific circumstances for developments below the thresholds as follows: -

- Where the proposed development has the potential for significant traffic impact that requires mitigation, or accessibility issues to be addressed. This may apply particularly to mixed-use developments where each individual land use may not reach the thresholds but in combination will have a relatively significant impact, or for developments that may generate a significant number of visitor trips.
- For phased developments where the initial phasing may not reach the specified threshold but future phases will reach or exceed the threshold.
- For developments proposing extensions to existing sites where the extension itself does not reach the requisite threshold but where:
 - The existing site is already at or above the threshold; or
 - The combined existing and proposed land use meet or exceed the threshold.
- All developments that require a Traffic and Transport Assessment as per the relevant Transport Infrastructure Ireland guidelines.

Any land use not mentioned in the above should adhere to relevant thresholds set out in UK Department of Transport Guidance documents on Travel Plans.

10.4 Travel Plans - Delivery Through Planning

For future development in the Cherrywood Planning Scheme, the following situations are likely to arise.

- A development does not meet the threshold for requiring a Standard Travel Plan and is likely to have one occupier. The developer should outline in a Travel Plan Statement how the development will support sustainable travel through small scale measures and facilities.
- Occupier Known versus Unknown
The contents of a Travel plan may vary slightly depending on whether the occupier is known or unknown. However, the targets, measures and timelines of a Travel Plan should not be affected by whether the occupier is known or unknown. Therefore, there is no significant distinction between the information required for a Travel Plan whether the occupier is known or unknown.

Regardless of whether the occupier is known or unknown, the applicant should identify a lead person as a Travel Plan Coordinator, who will be responsible for coordinating, implementing and monitoring of the individual measures of the Travel Plan. This role may transfer from applicant to occupier. The applicant should communicate the responsibilities of the Travel Plan to the occupier(s) and should ensure that the local authority has the details of the key contact or Travel Plan Coordinator.

- A development meets the threshold for a Standard Travel Plan and is likely to have multiple occupants. The Standard Travel Plan must show how the targets and objectives of the Travel Plan will be communicated to present and future occupiers of the development. This shall include details of proposed lease / contract clauses that make the tenant aware of their requirement to fulfil the Standard Travel Plan actions, timescales and monitoring.

When required, a Travel Plan shall be discussed at pre-planning stage with the Planning Authority and subsequently submitted with the Planning Application. Guidance can be provided by the Planning Authority at the pre-planning stage on whether a Standard Travel Plan is required and the expected contents (see Appendix A).

If the Travel Plan proposals and mechanisms for delivery and management are unclear, clarification may be sought by way of additional information to ensure that no ambiguity exists in relation to the measures and outcomes proposed. Such clarity will ensure that securing the implementation of these measures will be more straightforward. Once a Travel Plan is acceptable to the Planning Authority, it will be conditioned as part of the Planning Decision. This will include the monitoring on the Travel Plan for a specified period post occupation.

10.5 Travel Plans - Contents

The nature and scale of the development will define the type of Travel Plan required. All Travel Plan submitted for future development in the Cherrywood Planning Scheme should be prepared in accordance with best practice on Travel Plans (i.e. the NTA guidance documents “Workplace Travel Plans – A Guide for Implementers” and “Achieving Effective Workplace Travel Plans – Guidance for Local Authorities”). The following should be seen as the essential elements around which the Travel Plan is constructed: -

- Integration – into an organisations long term business strategy
- Management – it is essential that there is an individual identified with defined role and responsibilities to oversee implementation, monitoring and review of the Travel Plan. Adequate resourcing should be made with an appropriate amount of the individual’s time allocated. This individual should also sit on the steering group.
- Objectives – the key goals that the Travel Plan seeks to achieve
- Targets – a means of measuring the achievement of objectives for each user
- Measures – the initiatives that will be introduced to achieve the targets set for each user. This should also include remedial measures and actions that will be taken if the Travel Plan targets are not met
- Action plan – a programme for delivering the measures and a means of communicating the above to site users, including identification of who will oversee delivery of the Travel Plan
- Securing – it is important that the Travel Plan is effectively secured through legal mechanisms
- Monitoring and review – must be undertaken to ensure the Travel Plan achieves the targets it set out to achieve

Appendix A provides details of the content of a Travel Plan.

11 Conclusion

This Area Wide Travel Plan was developed to meet the aim of promoting sustainable travel modes in line with National Transport Policy and objectives and to promote environmentally friendly travel alternatives. It will provide existing and future occupiers in the Cherrywood Planning Scheme with an overall view of the type of initiatives that should be considered when promoting sustainable travel and when preparing their individual workplace Travel Plans.

Through a collaborative approach between the Council and business in the area and working together to share resources and ideas on how to get people to travel more sustainably, the initiatives will benefit everyone in the area resulting in the following:

- Cost savings associated with walking, cycling, using public transport or car sharing as compared with single occupancy car use.
- Health benefits for those that work and visit the area from increased levels of walking and cycling and fewer vehicular emissions in the immediate vicinity of the site.
- Achieving great economies of scale by the pooling of resources and expertise.

Appendix A: Sample Workplace Travel Plan Template

The following is a sample structure for a Workplace Travel Plan for a single occupancy site. The underlined text identifies issues which should be included in a Workplace Travel Plan for a multi-occupancy site.

Section	
A) Introduction	<p>Site, Occupiers, Use</p> <p>Give an overview of the site being developed, introduce existing/ future occupier (if known), the proposed use of the site (if known) and estimated daily site user count.</p> <p>List all known occupiers and include:</p> <ul style="list-style-type: none"> • Business type; • Employee count; and • Square metres allocated per occupier. <p>Outline the trips the plan will address long-term and short term:</p> <ul style="list-style-type: none"> • Business trips; • Commute trips; • Visitor trips; • Patient trips; • On-site campus trips; and • Deliveries and services. <p>If staff are known, the key findings of the travel survey and analysis (staff baseline survey and survey analysis in appendices).</p> <p>If the employees/site users are unknown, estimates should be based on similar developments and the use of existing modal split for the area.</p>
B) Accessibility Audit (off-site)	<p>This section gives an overview of the accessibility of the site location with respect to expected trips and all mode transport provisions off-site.</p> <p>Estimated Trips</p> <p>Give a breakdown of the estimated total daily user/trip count by user type/ trip type:</p> <ul style="list-style-type: none"> • Commute trips; • Visitor trips; • Business trips; • Leisure trips; • Delivery; and • Freight.

Section																																														
B) Accessibility Audit (off-site) (cont.)	<p>Travel options to site to serve the estimated trips</p> <p>The existing and future travel options per mode to the site should be outlined:</p> <ul style="list-style-type: none"> • Number of people within walking distance; • Number of people within cycling distance; • Number of people with access to public transport; • Off-site cycling and walking facilities; • Public transport routes and hours of operation; and • Information & signage. <p>Adjacent Developments</p> <p>Give an overview of significant other buildings, developments, establishments located in the surrounding area that may be significant trip generators themselves affecting site accessibility, or, that may generate trips to/from the site (e.g. local amenity/shopping attractor).</p>																																													
C) Site Design Audit (on-site)	As per the appendix B: Sample Site Audit Checklist.																																													
D) Travel Survey	As per appendix E: Sample Travel Monitoring Survey Template.																																													
E) Travel Objectives and Targets	<p>Modal split targets year on year per trip type to include:</p> <table border="1"> <thead> <tr> <th></th> <th>Baseline</th> <th>Target Year 1</th> <th>Target Year 3</th> <th>Target Year 5</th> </tr> </thead> <tbody> <tr> <td>Walk</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Cycle</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Bus</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Train</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Luas</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Passenger in car</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Drive with passenger</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> <tr> <td>Drive alone</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> </tbody> </table> <p>Note: 'Baseline' is defined as within 3 months of first occupation. 'Target Year 1' is defined as the 1st year anniversary of the first occupation. This should be repeated in the 3rd and 5th years of occupation.</p>		Baseline	Target Year 1	Target Year 3	Target Year 5	Walk	%	%	%	%	Cycle	%	%	%	%	Bus	%	%	%	%	Train	%	%	%	%	Luas	%	%	%	%	Passenger in car	%	%	%	%	Drive with passenger	%	%	%	%	Drive alone	%	%	%	%
	Baseline	Target Year 1	Target Year 3	Target Year 5																																										
Walk	%	%	%	%																																										
Cycle	%	%	%	%																																										
Bus	%	%	%	%																																										
Train	%	%	%	%																																										
Luas	%	%	%	%																																										
Passenger in car	%	%	%	%																																										
Drive with passenger	%	%	%	%																																										
Drive alone	%	%	%	%																																										
F) Action Plan	As per appendix C: Sample Action Plan Template.																																													
G) Monitoring and Review	<p>Set out the monitoring requirements as per appendix E: Sample Monitoring Report and F: Sample Monitoring Survey</p> <p>Clarify that the baseline and travel monitoring surveys will be conducted and submitted to the local authority on specific dates as per 'travel objectives and targets' section above.</p> <p>Opportunities to review and alter the plan if necessary should be outlined.</p>																																													
H) Workplace Travel Plan commitments	Confirm the name and contact details of the Workplace Travel Plan Coordinator.																																													

Appendix B: Sample Site Audit Checklist

This Sample Site Audit Checklist is for guidance purposes only and is not an exhaustive checklist but it may give the applicant an indication of what should be assessed on their own site. Applicants should be advised to utilise the National Cycle Manual when undertaking the audit for cyclists.

Design Element	Checklist	Tick
Pedestrians	<p>Site layout & Building design</p> <p>Do new buildings present an active street frontage? Are buildings arranged to minimise walking distances from the street?</p> <p>Connected and convenient</p> <p>Are there attractive routes in and out of the site for pedestrians? Are footpaths designed for the convenience of the pedestrian e.g. both sides free of clutter and wide enough, visually pleasant and free of flooding? Does the site layout align routes with desire lines to create a permeable interconnected series of routes that are easy and logical to navigate?</p> <p>Safe and conspicuous</p> <p>Are footpaths placed where there is 'natural' surveillance? Are footpaths well lit at night? Are wayfinding signposts, street names and property numbers provided where necessary?</p>	
Cyclists : Cycle paths	<p>On-Site Provision</p> <p>Are there attractive routes within the site for cyclists? Are there clear pathways leading to cycle parking to avoid confusion? Are there dropped kerbs where needed?</p> <p>Off-Site Provision</p> <p>Are there attractive external routes for cyclists? Do on-site cycle paths connect with off-site cycle paths? Is there capacity for providing a connecting path to a nearby cycle path? Do routes connect appropriately to the external cycle network?</p>	
Cycle parking	<p>Visible</p> <p>Is cycle parking visible from the main entrances? If it is not near the entrance is it well-signposted and easy to find? Is there natural surveillance?</p> <p>Accessible</p> <p>Is the cycle parking easily accessible from the road or cycle paths? Is the cycle parking within 20-30m of the final destination?</p>	

Design Element	Checklist	Tick
Cycle parking (cont.)	<p>Secure Can the bike frame as well as the wheel be locked? Is extra lighting or CCTV needed?</p> <p>Easy to use, manage and maintain Is the cycle parking easy to use, manage and maintain? Is the cycle parking robust and well finished? Is the cycle parking thoughtfully placed so it does not get in the way of other site users?</p> <p>Availability Is there an adequate amount of cycle parking in line with the guidance set out in the National Cycle Manual (www.cyclemanual.ie)? In retail or large office areas are there smaller clusters of stands at frequent intervals to cater for short and frequent needs/users?</p> <p>Covered Is long-stay cycle parking covered?</p> <p>Connected Is cycle parking connected to the cycle network?</p> <p>Attractive Does the cycle parking equipment visually fit in the surroundings? Does the cycle parking style and placement prioritise cycling?</p>	
On Site Facilities	<p>Showers and changing rooms Are showers and changing rooms provided for employees? Are they located either near the cycle parking area or on each level of a large building?</p> <p>Storage Are storage areas, such as lockers provided for employees? Are they located in a convenient place for employees to use? Are there enough to cater for demand?</p> <p>Information points Are there information points providing good information about travelling to and from the site by all modes at the main entrances? Are walking times and distances to local public transport nodes and amenities indicated?</p>	
Car Sharing & Car Clubs	<p>Priority Parking Are priority parking places allocated to car sharers?</p> <p>Number of spaces Are there enough car sharing spaces allocated to promote car sharing? Are bays made available for car club/ shared use/fleet vehicles?</p> <p>Road markings and signage Are car sharing spaces marked on the ground? Are spaces signposted to show location and direction of car sharing spaces?</p>	

Design Element	Checklist	Tick
Parking	<p>Short stay parking Are short stay parking areas signposted with their time allocation?</p> <p>Parking management Systems Are barrier and IT systems in place that enable pay-per-use, tracking of usage and restricting usage?</p>	
Public Transport (For larger sites)	<p>Location of stops (on-site and off-site) Are there footpaths connecting the stop from all relevant directions? Is there an exit route for the provider or an ample turning bay? Is the location of any new/ existing stop central and convenient to both pedestrians and the provider?</p> <p>Signage Is there wayfinding signage at the stop?</p> <p>Shelter and information Is a shelter provided for users to wait? Are there seats? Is there provision for an up-to-date timetable and other relevant information provided?</p> <p>Egress Does the site layout make it easy for a bus to serve the site? Where a bus enters the site, can the bus enter/exit the site swiftly at peak times?</p>	
Road Design (For larger sites)	<p>Intersections and crossings Are intersections located in places that are convenient for pedestrians and cyclists? Are there as few intersections for pedestrians/cyclists to cross as possible? Do crossing points complement desire lines? Do crossing points have short wait times?</p> <p>Traffic calming Is on-site traffic calming necessary and is it provided? Is off-site traffic calming necessary and is it provided?</p> <p>Set down parking Are set-down only areas located near an entrance? Are the set down areas located at a footpath?</p>	
Taxi (For larger sites)	<p>Are there clear information points at inner entrances for local taxi services?</p> <p>Are there clear access/ egress points and waiting areas for taxis?</p>	

Appendix C: Sample Action Plan Template

This Sample Action Plan Template is for guidance purposes only and is not an exhaustive list of measures but it may give the applicant an indication of what might be contained in a Workplace Travel Plan. The results of the site audit and information from the employee travel monitoring survey where available will also feed into the Action Plan. The Sample Action Plan contains both infrastructural and promotional measures. More details of potential actions can be found in the NTA Publication 'Smarter Travel Workplaces - A Guide for Implementers'.

Workplace Travel Plan Action Plan			
Workplace Travel Plan Coordinator - Name, position, phone number, email			
Sample Actions	Person Responsible	Timeline	Targets
Infrastructural measures section			
Car-sharing			
Allocate carsharing parking bays in a priority location (e.g. closest to entrances).			
Cycling			
Conduct a site audit to gauge ease of access for cyclists coming on-site.			
Survey & improve cycle parking to encourage cycling to the site and cater for increases in demand.			
Survey & improve cyclists' (and walkers') changing/ storage/ locker facilities to encourage cycling and cater for demand.			
Install showers to cater for cyclists travelling longer distances by bike.			
Provide a drying room for cyclists to air cycling clothes.			
Public transport			
Liaise with public transport operators to relocate bus stops if relevant for site.			
Open up entrances to allow more direct access through the site to public transport stops.			
Introduce a shuttle bus to public transport nodes.			
Open up entrances to allow more direct access through your site for pedestrians.			
Improve 'natural surveillance' on site (e.g. cutting back bushes, improving lighting).			

Sample Actions	Person Responsible	Timeline	Targets
Walking			
Open up entrances to allow more direct access through your site.			
Improve 'natural surveillance' on site (e.g. cutting back bushes, improving lighting).			
Promotional measures section			
Car-sharing			
Set up a company car-sharing scheme by utilising the NTA's www.carsharing.ie website.			
Cycling			
Introduce a Cycle to Work scheme and promote through in-house bike displays from suppliers.			
Organise a Bike Maintenance class.			
Provide Cyclists' equipment (pump, puncture repair kit etc.).			
Display local area maps for cyclists/ walkers interested in local routes.			
Participate in National Bike Week events (see bikeweek.ie).			
Provide fleet bikes for employees for business purposes.			
Arrange tours of cycling facilities for interested/ new employees.			
Public transport			
Introduce & promote Tax Saver monthly & annual commuter tickets for public transport. Highlight potential savings to employees.			
Walking			
Promote walking through organised walking events/ lunchtime walks.			
Introduce a Sli na Slainte or similar walking route on-site.			
Participate in an annual Pedometer Challenge.			
Offer in-house health checks for people interested in getting more active.			
Leave umbrellas at reception for employees to borrow on wet days.			
Business travel			
Introduce a Travel Allowance that includes modes other than the car e.g. walking, cycling, public transport, carsharing, drive-alone car.			
Publicise Dublin Bikes registration for people interested in cycling (if applicable).			

Sample Actions	Person Responsible	Timeline	Targets
Re-examine overall business travel policy to incentivise alternatives to the single occupancy vehicle.			
Make Smart Cards for public transport available for people to borrow when doing business travel. (if applicable)			
Technology-Assisted Trip Reduction			
Offer and highlight tele-conferencing or video-conferencing facilities.			
Publicise sustainable transport options on the company website.			
Promote homeworking policies.			
Other			
Develop and brand a marketing & communications plan.			
Introduce an incentive scheme for commuters.			
Include travel information in employee induction packs and online in an easily accessible location on your organisation's intranet.			
Introduce parking management measures, e.g. permit parking, paid parking, or needs-based parking policies.			

Appendix D: Sample Baseline Travel Survey Template

This Sample Baseline Travel Survey is for guidance purposes only and is not an exhaustive list of questions. The format and style of the baseline travel survey may depend on the type of organisation. However the same type of questions should be used, to enable data comparison and data sharing. A minimum response rate of 30 % is necessary although it is likely to be higher for small sites and those with excellent employee engagement practices.

Sample Baseline Employee Travel Survey - Guidance only

1. Travel Details

Note to Survey Organiser. Offering a prize draw for completed surveys increases uptake Questions should be tailored to your organization.

1. Note to survey organiser: these responses are the CSO responses so your organisation's travel patterns can be compared to CSO data.

How do you usually travel TO work?

Pick one box only, for the longest part, by distance, of your usual journey to work.

- | | | |
|---|---|---|
| <input type="radio"/> On foot | <input type="radio"/> Motorcycle or scooter | <input type="radio"/> Taxi |
| <input type="radio"/> Bicycle | <input type="radio"/> Driving a car | <input type="radio"/> Lorry or van |
| <input type="radio"/> Bus, minibus or coach | <input type="radio"/> Passenger in a car with driver going to same destination | <input type="radio"/> Other means |
| <input type="radio"/> Luas | <input type="radio"/> Passenger in a car with driver going to different destination | <input type="radio"/> Work mainly at or from home |
| <input type="radio"/> Train or DART | | |

2. What is your main reason for choosing that mode?

Please choose one response only.

- | | | |
|---|---|---|
| <input type="radio"/> Cheapest | <input type="radio"/> Lack of alternative | <input type="radio"/> Personal safety |
| <input type="radio"/> Quickest | <input type="radio"/> Less stressful | <input type="radio"/> Other commitments |
| <input type="radio"/> Environmentallyfriendly | <input type="radio"/> Habit | <input type="radio"/> Reliability |

Other (please specify)

3. Which modes of travel do you use occasionally to travel to/ from work?

Please choose all modes that apply.

- | | | |
|---|---|---|
| <input type="radio"/> On foot | <input type="radio"/> Motorcycle or scooter | <input type="radio"/> Taxi |
| <input type="radio"/> Bicycle | <input type="radio"/> Driving a car | <input type="radio"/> Lorry or van |
| <input type="radio"/> Bus, minibus or coach | <input type="radio"/> Passenger in a car with driver going to same destination | <input type="radio"/> Other means |
| <input type="radio"/> Luas | <input type="radio"/> Passenger in a car with driver going to different destination | <input type="radio"/> Work mainly at or from home |
| <input type="radio"/> Train or DART | | |

Sample Baseline Employee Travel Survey - Guidance only

4. Which of the following modes of travel would you consider using for your journey to/ from work, if they were available, even for some days a week?

Please choose all that apply.

- Public Transport
- Bicycle
- Walking
- Car Share (this is sharing a car commute with a colleague for some or all workdays)

Other (please specify)

5. How far do you travel to work?

- Less than 1km
- Between 1 and 2km
- Between 2 and 4km
- Between 5 and 9km
- Between 10-14km
- Between 15-24km
- Between 25-50km
- > 50km

6. If you drive how many people normally travel in your car TO work?

- 1
- 2
- 3+

7. Do you need a car for doing your job through the day?

- Always
- Sometimes
- Never

Sample Baseline Employee Travel Survey - Guidance only

8. If you drive a car every day what could be done to encourage you to travel by another mode of transport to work even for some days a week?

Please tick all that apply.

- Tax free public transport tickets
- Personalised information about other transport options
- Improved cycle parking, showers and lockers at work
- Tax free Bike purchase scheme
- More storage facilities for walkers/cyclings
- Access to an organisational carshare scheme
- Priority parking for carsharers
- Access to a company vehicle for business travel
- Parking supply, parking permits or cost changes

Other (please specify)

9. Are there any factors or needs which affect your choice of mode of transport for the journey to/ from work?

- Yes No

If you would like to comment, please do so:

10. Are you aware that public transport users can purchase a Tax Saver commuter ticket through your employer?

This can save you approximately 50% of the price of the ticket.

- Yes No

11. Are you aware that Tax Saver tickets for public transport are available in both monthly and annual options?

- Yes No

12. Are you aware that some Tax Saver tickets for public transport can be used for travel both during the week and at weekends?

- Yes No

Sample Baseline Employee Travel Survey - Guidance only

13. If you currently use public transport for your journey to or from work, do you avail of Tax Saver tickets through your employer?

- Yes No

Please comment if you wish to do so

14. Would you be interested if ORGANISATION NAME were to set up an employee Cycle to Work scheme, this is a government scheme whereby the costs of purchasing a new bicycle are offset against tax?

- Yes No Don't Know

15. Would you be encouraged to Walk or Cycle even 1 or 2 days a week if the following work was undertaken in your organisation:

	Yes	No	Don't Know
Shower areas increased/ improved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lockers provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drying room for gear provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycle parking increased	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycle parking moved closer to entrances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycle parking covered and secure (e.g. only accessible by cyclists)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased security on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

16. Would you be interested in any of the following initiatives to promote walking or cycling:

Please tick all that apply

- Cycle to Work Tax Saver scheme
- Bicycle maintenance class
- Cycle training
- Fleet bikes to trial
- A cyclist's forum (Bicycle Users Group)
- Incentive scheme for sustainable commuters
- Walking route marked out in the local area/on site

Sample Baseline Employee Travel Survey - Guidance only

17. How do you usually travel on business?

Please choose the modes you take most often.

- | | |
|---|---|
| <input type="checkbox"/> I don't do any business travel | <input type="checkbox"/> Train or DART |
| <input type="checkbox"/> On foot | <input type="checkbox"/> Driving a car |
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Passenger in a car |
| <input type="checkbox"/> Bus, minibus or coach | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Luas | <input type="checkbox"/> Other means |

18. Do you use video/ teleconferencing

- Yes No

19. Would it be possible to substitute some meetings with video or teleconferencing?

- Yes No Maybe

20. Would you be willing to walk, cycle, take public transport or carshare for business travel, where suitable?

- Yes No Don't Know

21. Do you usually have a carparking space available to you at your place of work?

- Always Sometimes Never Don't Know

22. Would you be interested in HomeWorking, where possible/ relevant for your work?

- I already homework when suitable Yes, on a weekly basis
 Yes, on a oneoff/occasional basis No Don't know

23. Do you have any other comments on travel to/ from/ for work not covered?

Sample Baseline Employee Travel Survey - Guidance only

24. TO SURVEY ORGANISER:

Address data can allow your organisation to anonymously map employees travel patterns.

Such maps are useful tools to raise awareness of the variety of transport options used by people in the same area. They can also be used to set up carsharing schemes. Only exclude this question if you have an alternative way to capture this information.

Address:

Note that this survey can be completed anonymously you can leave the name and or address section blank if you wish.

Address collection is purely for anonymously mapping employees' modal choice/accessibility to ORGANISATION NAME's site.

House/Apartment Number:

Building Name:

Street Name:

Locality (if in Dublin) or City/Town (if outside Dublin):

County or Postcode (if in Dublin):

Appendix E: Sample Monitoring Travel Survey Template

This Sample Travel Monitoring Survey is for guidance purposes only and is not an exhaustive list of questions. The format and style of the travel monitoring survey may depend on the type of organisation. A minimum response rate of 30% is necessary although it is likely to be higher for small sites and those with excellent employee engagement practices.

Monitoring Travel Survey - Guidance only

1. Travel Details

The option to offer a prize draw for completing this survey increases uptake

1. How do you usually travel TO work?

Pick one box only, for the longest part, by distance, of your usual journey to work.

- | | |
|---|---|
| <input type="radio"/> On foot | <input type="radio"/> Passenger in a car with driver going to same destination |
| <input type="radio"/> Bicycle | <input type="radio"/> Passenger in a car with driver going to different destination |
| <input type="radio"/> Bus, minibus or coach | <input type="radio"/> Taxi |
| <input type="radio"/> Luas | <input type="radio"/> Lorry or van |
| <input type="radio"/> Train or DART | <input type="radio"/> Other means |
| <input type="radio"/> Motorcycle or scooter | <input type="radio"/> Work mainly at or from home |
| <input type="radio"/> Driving a car | |

2. Which modes of travel do you use occasionally to travel to/ from work?

Please choose all modes that apply.

- | | |
|--|--|
| <input type="checkbox"/> On foot | <input type="checkbox"/> Passenger in a car with driver going to same destination |
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Passenger in a car with driver going to different destination |
| <input type="checkbox"/> Bus, minibus or coach | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Luas | <input type="checkbox"/> Lorry or van |
| <input type="checkbox"/> Train or DART | <input type="checkbox"/> Other means |
| <input type="checkbox"/> Motorcycle or scooter | <input type="checkbox"/> Work mainly at or from home |
| <input type="checkbox"/> Driving a car | |

3. Which of the following modes of travel would you consider using for your journey to/ from work, even some days a week.

Please choose all that apply.

- | | | |
|---|----------------------------------|------------------------------|
| <input type="checkbox"/> Car sharing | <input type="checkbox"/> Bicycle | <input type="checkbox"/> Car |
| <input type="checkbox"/> Public Transport | <input type="checkbox"/> Walking | |

Other (please specify)

Monitoring Travel Survey - Guidance only

4. Measures I am aware have been implemented in my workplace (amend to represent agreed travel plan actions)

	Well implemented	Implemented	Implemented but more could be done	Not aware of any implementation
Sustainable Travel Promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Public Transport Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Public Transport Tax Saver Tickets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Improved shower and locker facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Increased/Improved cycle parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Cycle to Work tax saver scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Cycle training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Cycle maintenance classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
A company car sharing scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Fleet Bike scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Video/Tele conferencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			
Parking Management Scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any further comment	<input type="text"/>			

Monitoring Travel Survey - Guidance only

5. What would encourage you to use public transport, carsharing, cycle or walk to work more often

- | | |
|---|---|
| <input type="checkbox"/> Annual Public Transport Tax Saver Tickets | <input type="checkbox"/> Cycle training |
| <input type="checkbox"/> Monthly Public Transport Tax Saver Tickets | <input type="checkbox"/> Cycle maintenance |
| <input type="checkbox"/> Improved shower and locker facilities | <input type="checkbox"/> A company car sharing scheme |
| <input type="checkbox"/> increased/Improved cycle parking | <input type="checkbox"/> Increased security onsite |
| <input type="checkbox"/> Cycle to Work tax saver scheme | |

6. How far do you travel to work?

- Less than 1km
- Between 1 and 2km
- Between 2 and 4km
- Between 5 and 9km
- Between 10-14km
- Between 15-24km
- Between 25-50km
- > 50km

7. How do you usually travel on business?

Please choose the modes you take most often.

- | | |
|---|---|
| <input type="checkbox"/> I don't do any business travel | <input type="checkbox"/> Train or DART |
| <input type="checkbox"/> On foot | <input type="checkbox"/> Driving a car |
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Passenger in a car |
| <input type="checkbox"/> Bus, minibus or coach | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Luas | <input type="checkbox"/> Other means |

8. Do you use video or teleconferencing for business?

- Yes No

MonitoringTravel Survey - Guidance only

9. TO SURVEY ORGANISER:

Address data can allow your organisation to anonymously map employees travel patterns.

Such maps are useful tools to assess what measures may be needed to meet target modal splits.

Address:

Note that this survey can be completed anonymously you can leave the name and or address section blank if you wish.

Address collection is purely for anonymously mapping employees' modal choice/accessibility to ORGANISATION NAME's site.

House/Apartment Number:

Building Name:

Street Name:

Locality (if in Dublin) or City/Town (if outside Dublin):

County or Postcode (if in Dublin):

Appendix F: Sample Monitoring Report Template

The monitoring report assesses the level of compliance with the Workplace Travel Plan in terms of both measures and targets. This monitoring report should include:

Section	Description
Data	Results of site user mode share surveys and behaviour and attitude surveys. The scope and participation rate of any survey should be included. An example of a staff monitoring survey is included in Appendix E. Less than 30% response rate is deemed representative. The Local Authority may also decide to request independent monitoring surveys, e.g. traffic counts.
Assessment	This should include an assessment of performance against the key targets set out in the Workplace Travel Plan. This may be supplemented by interview with the local authority or independent analysis. The analysis should outline what and how the measures in the action plan have been implemented.
	What has the Workplace Travel Plan been implemented. This may include photography of infrastructural and/or promotional measures (e.g. further cycle parking, travel information points, etc.)
	Who was responsible for implementation
	In what way was the measure implemented including reach and level of corporate commitment
	How long the measure was active if it was a temporary measure
	Assessment of % success of measures and further scope for supporting sustainable travel.
Review	What further actions are planned to maintain achieve or exceed the modal split targets set out in the Targets section. This can include repeating measures that worked or that required further commitment or promotion to ensure success. The responses to behavioural and attitudinal questions on the monitoring survey may assist this process.

Note: If the aims and targets are not being achieved then negotiation and review of the travel plan actions are likely to be the most effective tools for achieving outcomes. The local authority should work with the site Travel Plan Coordinator in reviewing the measures and drawing on best practice to agree what measures, or manner of implementation are most likely to achieve the targets

Survey Results

Key results in the survey will include:

- Baseline modal split between the different modes of travel used by employees to get to work (e.g. percentage walking, cycling, using public transport, car-sharing, home working, or using 'other');
- Distance travelled by employees from their homes to work;
- Occasional use of other modes on the journey to work;
- Willingness to use other modes;
- Factors motivating employees to use current modes of travel or to switch modes;
- Interest in actions to promote cycling, walking, car-sharing and public transport;
- Opportunities to promote video/ tele-conferencing or home working; and
- Business travel requirements.

Appendix G: Guidance Thresholds for Travel Plan Coordinator

Type of Employer	Size	Suggested Coordination
Small Employer	Fewer than 100 employees	Part of HR/Facilities role or delivered by a team reporting to senior management e.g. a green team.
Medium Employer	100- 250 employees	Dedicated and defined part-time role for 12 months e.g. included on job description then as the Action Plan requires. Communications, environmental, HR and Finance will also play a role in implementing the Action Plan.
Large Employer	250 -1,000 employees	Dedicated and defined part time role for at least 18 months, then as the Action Plan requires. Communications, environmental, HR and Finance will also play a role in implementing the Action Plan.
Large Employer sites Universities/ Hospitals	More than 1000 employees or sites with large numbers of students or visitors	Full time person for at least 18 months, then part time or part of another role(s) within the organisation, as the Action plan requires. Communications, environmental, HR and Finance will also play a role in implementing the Action Plan.

Note: This is purely for guidance, and organisations may need to dedicate more or less time to the plan, depending on the actions being implemented.