

Travel Plan & Car Parking Management Plan for the LOROS Hospice

Groby Road
Leicester
LE3 9QE



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Foreword

LOROS Hospice is committed to encouraging all users to the site including: staff, volunteers, contractors and visitors to use sustainable travel options where possible to travel to the site so as to reduce the number of single occupancy cars. Raising awareness through various forms of communication on the sustainable travel choices available to users by promoting walking, cycling, public transport and car sharing.

This Travel Plan Statement confirms the commitment LOROS has towards discouraging any irresponsible on and offsite parking, and will raise awareness to users of the site of the parking concerns of local residents.

Helen Williams, Facilities & Operation's Manager has met with Bal Minhas, Leicester City Council's Travel Plan Officer on 9 March 2015, and would like to thank him for his guidance and assistance with the development of the following Travel Plan.

In November 2017, sees the completion of the Phase 1 site development works with the creation of the new LOROS Professional Development Centre and Willow ward extension which is a key driver in the implementation and on-going management of this Travel Plan.

1.0 INTRODUCTION

The Travel Plan focuses on providing viable and sustainable alternatives to the private car and can help achieve the identified objectives, including raising awareness of sustainable travel modes amongst all site users.

These measures will encourage the use of sustainable modes, reduce dependence on the private car and minimise dependency on car journeys for staff. It also includes a Car Parking Management plan which aims to ensure that the parking facilities provided are used efficiently, and that should any parking issues arise between the various end users on site, this can be managed and resolved appropriately.

LOROS is aware that our neighbours have experienced problems with on-road parking from workers from other organisations, which has resulted in additional double yellow lines to prohibit parking, or waiting at all times, and LOROS does not want to exacerbate this.

Photo A: Duncombe Road leading to Heathley Park Drive. Photo B: clearly signed overflow parking in the LOROS rear car park



Photo C:



We do, on occasion hold large events at the Hospice, for example, the annual Light Up A Life event in December. LOROS proactively writes to all our neighbours in advance to advise them of this event, and apologise in advance for any inconvenience this may cause. To reduce congestion on the estate we **provide all our visitors with a "Park and Ride" service from County Hall.**

December 2018, sees the completion of the Phase 2 site development works to extend our existing patient Day Therapy, Outpatients and Enablement services.

2.0 HOSPICE SITE

Located just off the A50 Groby Road, the 7-Acre Hospice site currently comprises of a 31 bed In-Patient Ward, Out-Patient Clinics, patient Day Therapy service, educational facilities and general administration offices.

The Hospice is open 24 hours a day, 365 days a year. The site is predominantly busier between 9am and 5pm Monday to Friday excl. bank holidays.

Staff and Volunteers

There are 257 permanent members of staff located at the hospice of which full time equivalents equate to 190 persons – 67% work part time. Non-clinical staff normally work core hours between 8.30 am and 5pm, Monday to Friday. Clinical staff work shifts over a 24-hour period. The evening clinical shift (to 9.30pm) there are 11 staff, which reduces down to 7 staff on the night shift.

A staff and volunteer travel survey has been undertaken. The information collected as part of the travel survey helped to inform the Travel Plan Co-ordinator (TPC) of existing home locations (i.e. baseline survey conditions) and travel patterns, enabling a targeted approach to travel planning measures to be undertaken, such as introducing car sharing for staff, park and ride services, parking permits or informing individuals of alternative options if their current mode becomes unsuitable.

On completion of the site development works, which finished in December 2018, LOROS have continued to operate the staff blocking-in bay areas which allow staff to double park, blocking in colleagues who all finish work at the same time. This helps to free up other parking spaces for part time staff, volunteers and visitors.

Visitors

Visitors to the hospice will either be visiting a patient on the In-Patient Ward, attending an Out-Patient Clinic appointment, booked on a training course or attending a meeting.

These visitors may be travelling in their own vehicles, car sharing, taking public transport or taxi, be cycling or on foot.

Contractors

Contractors are encouraged to attend site in one vehicle if more than one contractor from that organisation is carrying out work.

Patients

Patients may be transported to the hospice site by relatives, ambulance, or be collected by our volunteer drivers either using their own transport or via the LOROS minibuses or wheelchair accessible vehicles.

Deliveries

The number of day to day deliveries to LOROS have been minimised for logistical and environmental reasons, and the frequency is not expected to increase. To date we have never experienced any issues with parking resulting from these deliveries:

- Groceries are delivered periodically during the week for the kitchen usually during the early hours – 7.30am. A separate delivery bay is available for these goods.
- Clinical, general & recyclable waste collections are made twice a week by LGV (Monday, Thursday and Friday). These are undertaken usually outside peak hours.
- Liquid Oxygen deliveries are made once a week by tanker (Thursday). These are undertaken usually during peak hours.
- Laundry deliveries and collections are via LGV and take place 6 times a week (Mon – Sat mornings) this will in 2015/16 increase to 7 days a week.
- NHS Stores deliveries take place every Wednesday via LGV during normal office hours.
- Ad hoc courier deliveries and Royal Mail postal deliveries and collections take place daily Monday to Friday and are off-set from the main traffic route at the Hospice.

Deliveries associated with any future site development works will be in a controlled manner, and will form part of the contractual arrangements with our supply chain to ensure due care and consideration is given to our neighbours, and is planned around staff start and finish times to reduce congestion.

3.0 CAR PARKING MANAGEMENT

Following the site development works there are now a total of 194 car, 14 disabled, 4 dedicated minibus parking spaces and 1 motorbike parking space on site. There is also a dedicated cycle shelter with 2 sets of cycle racks and a further cycle parking area outside the new LOROS Professional Development Centre that can accommodate 25 bikes.

All hospice staff and volunteers use the rear car park, we have implemented staff and volunteer parking permits which allows them to park the blocking in bays within the car park to maximise the availability of empty parking spaces to the rest of the car park.

Visitors to the hospice use the spaces to the front of the hospice site. There are also dedicated visitor parking spaces to the rear of the hospice (overflow).

There is appropriate signage in place directing our visitors to the dedicated Visitor parking spaces at the rear of the site, if the front car park is full.

No cars are allowed to park on site whose owners are not visiting the site.

There are no fixed visiting times to see patients, as such we do not experience large volumes of visitors turning up at the same time. When large events are being held during the week for example with the LOROS Education Team, delegates are advised of the alternative transport options available to them and advised of the limited parking spaces on site, car sharing is encouraged. Weekend parking is also infrequent and has never caused any issues for the site.

Unauthorised and Irresponsible Parking Management

Staff, volunteers, contractors **and visitors to the Hospice are asked NOT to park on residents' driveways**, which has in the majority of cases been abided by. Where issues have occurred they have been addressed swiftly following the process set out below.

The TPC will address any unauthorised or irresponsible parking on or off site, by checking if this relates to members of staff by checking the staff vehicle(s) registration database. In **addition a check can be made of the visitor's book to see if** the parking relates to people on its premises.

If the owner of the vehicle cannot be found, an unauthorised parking sign will be placed on the car windscreen to advise the user that they have parked inappropriately and will advise where they should be parking.

The TPC will occasionally audit the off-site parking where there has been a large influx of visitors, or if indeed any complaint is received from nearby residents regarding irresponsible off-site parking. Any irresponsible parking will be noted and a photograph will be taken. If the vehicle user can be identified we will ask them to move their vehicle. Any evidence gained will form part of the Monitoring Report.

The TPC will be the point of contact for residents to make a complaint and will work with them to resolve the issue, recording any complaints/incidents and their outcome within the Monitoring Report.

If any major problem arises, the TPC **will contact Bal Minhas, Leicester City Council's Travel Plan Officer** (bal.minhas@leicester.gov.uk) for his advice. He has confirmed he will be able to help, guide and suggest recommendations to solve any issues or put the TPC through to other officers who can.

4.0 SUSTAINABLE TRAVEL FACILITIES

Site Location and Surrounding Area

The Hospice is situated just off the A50 Groby Road within the Heathley Park residential estate. The A50 is a main arterial road leading to Leicester City Centre, and also connects with the city outer ring road. This road also has links to the M1 motorway.

Photo D: map of the immediate area



Walking

The pedestrian network is of a high standard covering the immediate area of the site. However there is a hill for people to walk up from the nearest bus stop on Groby Road. The road is even surfaced and there is good lighting. Given the existing infrastructure, and the areas contained within the pedestrian catchment area, there are good opportunities, with no real barriers, for pedestrians to travel to and from the site.

Photo E: Duncombe Road entrance into LOROS



Photo E: Groby Road, LOROS is sign posted at this junction. Crossing is via traffic lights system.



There are numerous documents that provide guidance on walking requirements; however, benchmark recommended guidelines include:

Walking requirements
<p>The Institution of Highways and Transportation (IHT) publication "Guidelines for Providing Journeys on Foot" (2000) describe 'acceptable' walking distances for pedestrian without mobility impairment. They suggest that, for commuting, up to 500m is the desirable distance, up to 1000m is an acceptable distance and 2000m is the preferred maximum.</p>

The travel plan notice board, will Promote the health benefits of active travel including walking to work

- 'Why Walk'
- 'Walking as a healthy option'
- 'Walk to work'
- 'Walk more, feel better'

The LOROS website will have a web portal links to:

- Walking journey planner: www.google.co.uk/maps
- Walking (walking route planner): www.walkit.com

The LOROS webpage has the address of the site including the postcode, which will allow any user of the site to plan a walking route to the Hospice. The walking planner (see appendix) will also allow a user to plan a walking route as part of a multi modal journey (i.e. user parked car many streets away), as well as if the user used a bus and got off a stop some distance away etc.



Cycle Access

Photo G: Groby Road A50 cycle path leading to LOROS

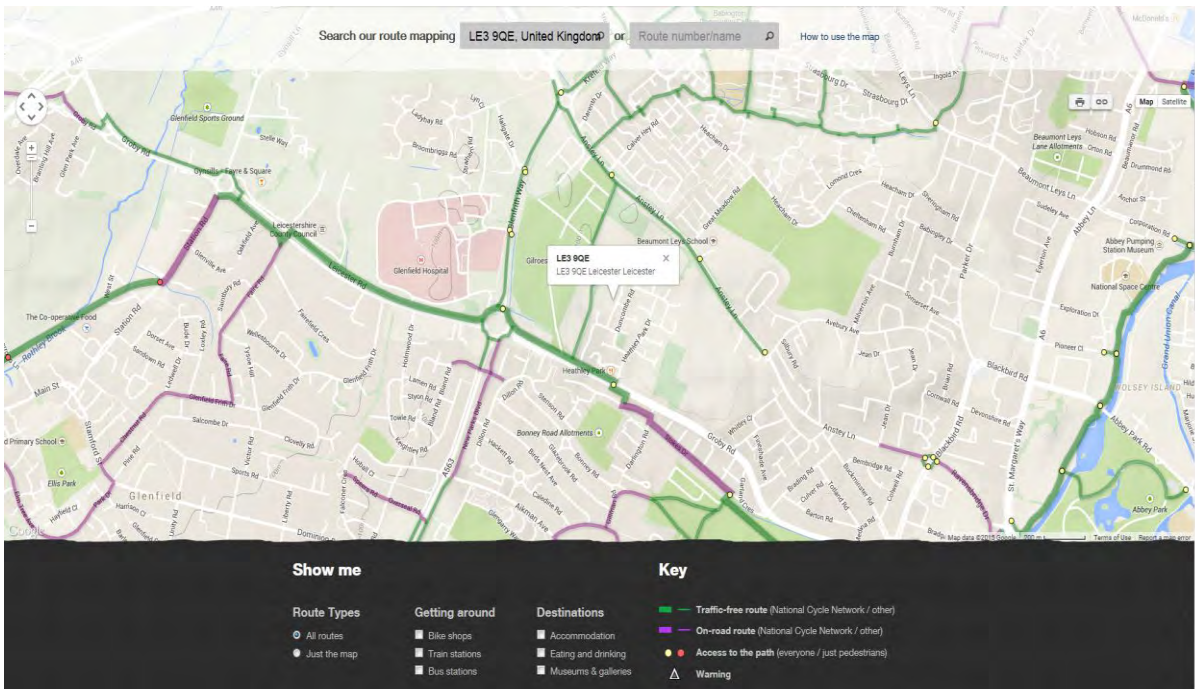


Photos H & I: A563/A50 junction there is a clearly signposted cycle route to leading to LOROS and cycle map



Details of all cycle routes in and around the area are attached in the appendices. There are good opportunities, with no real barriers, for cycle travel to and from the Hospice.

Map: Sustrans cycle map for the area



Cycle parking spaces (sheltered and secure) have been provided in the rear car park. There is also CCTV in operation in that area.

Site facilities staff cycling to work will be encouraged through the provision of shower facilities, together with secure and covered cycle parking. Lockers will also be provided so that attendees can store any change of clothes and / or other equipment.

Cycle to Work Scheme: we have a scheme with Evans Cycles. Cycle to work schemes are approved by the government and HM Revenue and Customs compliant.

<https://www.evanscycles.com/ride-to-work>

How it works

- LOROS is set up as an employer. Our employer reference is HO-CT01839940
- Any employee can go in to Evans Cycles, choose the equipment they need, up to the value of £1,000
- The employee then applies for the certificate: <https://www.evanscycles.com/ride-to-work-apply/certificate/get-certificate-step1>
- We are sent an e-mail asking for the certificate to be authorised.
- Once authorised, LOROS are sent an invoice to pay for the equipment
- Once paid by LOROS, the employee is notified by e-mail that the certificate is ready
- Use the certificate to purchase equipment
- Employee repays LOROS using salary sacrifice on a monthly basis, which will be automatically administered by LOROS payroll. Employee benefits through tax saving of 32% to 42%. <https://www.evanscycles.com/b2b/ride-to-work/savings-calculator> - see calculate your savings at bottom of screen.
- Any questions, please contact Wayne Matts x8412

There are numerous documents that provide guidance on cycling requirements; however, the benchmark recommended guidelines include:

Cycling requirements

Paragraph 78 of PPG13 states that cycling also has the potential to substitute for short car trips, particularly those under 5km, and to form part of long journey by public transport.

The travel plan notice board, will promote the health benefits of cycling:

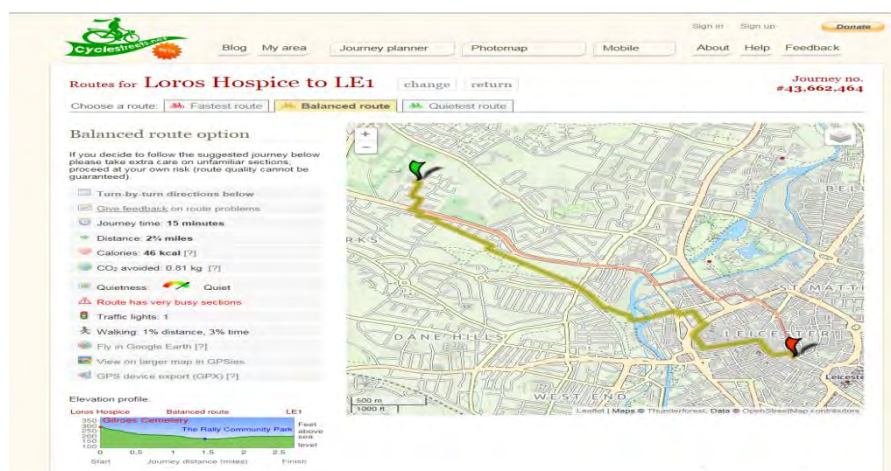
- 'Why cycle'
- 'Leicester Cycle Map' which covers all the cycle routes in the city (on and off road)



Leicester City Council Cycling Officer will be available to answer any queries relating to cycling and the provision of cycle maps andy.salkeld@leicester.gov.uk, and be available to assist with any queries relating to cycling. The TPC will contact the Cycling Officer to check the availability of cycle training events, and establish if the company is entitled to a £300 bike challenge fund to help promote cycling to the site.

Leicester City Council under take free adult cycle training courses to teach staff of organisations to cycle so as to increase their cycling confidence. This is normally taught by a qualified instructor somewhere off road like a playground, park or car park. The TPC can obtain further information at <https://www.leicester.gov.uk/transport-and-streets/cycling-in-leicester/cycle-training-courses/cycle-training-for-adults/> or by e-mail: cycletraining@leicester.gov.uk or Tel: 0116 252 6536.

The LOROS website will have a web portal links to: [Cyclestreets](#) (for cycle journey planning) This link allows any user to plot on road/off road journeys to the site. It will draw up the carbon savings, gradient of route, quickest route etc.



The site will look at setting up a case study of regular cycle users to the site to highlight the ease and time of making a cycle journey, the amount of money saved undertaking a cycle journey. This will aid in promoting the benefits of using a cycle.

Public Transport – Bus Routes

The immediate bus stops to LOROS are covered and have up to date bus timetables for identification of all bus services covering the area.

Buses can be caught from either of the 2 x bus stations in Leicester City Centre. First and Arriva operate services to this location.



Photo J: shows the closest bus stop to LOROS, is a sheltered bus stop on Groby Road with timetable information available.



Table 1: The following buses cover the immediate site, which cover:

Service	Provider	Route	Frequency		
			Mon – Fri	Saturday (Arrives at)	Sunday (Arrives at)
26, 27, 28 29 & 29A	Arriva	<u>Ratby – Groby - Leicester</u> <u>return</u>	Every 20 minutes	no.29A every 20 & 42 minutes past the hour no. 29 every 12 & 50 minutes past the hour nos. 26, 27, 28 - every 10 minutes	no. 29A every 17 & 56 minutes past the hour no. 27 every 20 & 42 past the hour
Hospital Hopper	Hospital Hopper	<u>Park and ride from Beaumont Leys Shopping Centre</u>	06:30 – 21:00 arriving at Groby Road every 07 & 37 minutes past the hour	Service does not run	Service does not run

The benchmark recommended guideline requirements for public transport include:

Public Transport requirements

The Institute of Highways and Transportation's 'Guidelines for Planning for Public Transport in Developments' (IHT 1999) recommends that the maximum walking distance to bus routes should not exceed 400m

The travel plan notice board, will display...

- City Bus Map'
- Bus timetables for routes to site
- Bus discounts available including family ticket'
- 'Traveline' app details for the next bus

Bus timetables for services running along Groby Road to/from Leicester City Centre will be held on Main Reception, and be displayed on the Patient Information Boards.

The LOROS website will have a web portal links to:

Bus journey planner: www.travelineeastmidlands.org.uk link will be provided as part of the 'How to get to the site' webpage, and will be available to all users (a phone number will also be provided). This website informs the user of all the suitable bus services to the site, once the start and end locations are entered and searched.

The webpage allows all the bus stops to be seen near to the postcode address or near to the destination, as well as, giving accurate details of bus times/expected times/last bus times etc. (See Appendix 1)

Option 1

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1659 LE3 9QE
Walk about 6 mins to

1705 Leicester Frith, adj Heathley Park Drive (on Groby Road) (SMS: lecdmgmw)
Take Arriva Midlands Bus 28
towards Leicester, St Margaret's Bus Station
Normally operated by a low floor bus.
and get off at

1714 Leicester, Gravel Street, Stand BH (on Gravel Street)
Then walk for about 4 mins to the centre of Leicester

1718 Leicester

The webpage will also promote NextBuses.mobi which will allow any user to log-on to www.nextbuses.mobi to confirm when the next buses will be at a specific bus stop. If the user cannot get mobile internet on a phone, the bus stop code can be texted to 84268 and a text will be received with the next buses to the stop.

Txt traveline to 84268 for a link to this new service - for times of next departures from any stop sent to your mobile browser

now in apps for iPhone, iPod Touch and Android

Public Transport - Rail

The nearest railway interchange to the site is Leicester Railway Station, which is located on London Road in Leicester City Centre, approximately 5 miles from the site.

LOROS does not expect many trips to the site to be made via this mode of transport; the city centre bus services identified in Table 1 above could be used to access the railway station from the site.

There is also dedicated taxi rank at the train station.



Photo K: Leicester Train Station

The LOROS website will have a web portal links to:

- National Rail / Live Train Departure Boards: <http://www.nationalrail.co.uk>
- Details of ticket ability and costs can be obtained via: www.thetrainline.com
- Bus journey planner www.travelineeastmidlands.org.uk

Car Sharing

All users of the site will also be encouraged to car share to the site.

If the staff travel surveys indicates that there are a number of car drivers either living close to one another or close to a route taken by another car driver, there would be an opportunity to establish shared journeys where staff have matching working hours.

The TPC will promote staff car sharing across the site, by providing priority allocated parking spaces between 8.30am and 5pm Monday to Friday (as part of the **Parking Management Plan**) and a **'guaranteed lift home'** if a lift falls through.



If you car-share with just one other person, your fuel costs are halved.
Sign up today and see how much money you can save.

In addition to potential car sharing by members of staff within the site, local and national car sharing databases, i.e. Leicestershare.com, will be promoted to staff which may provide additional car sharing options. Marketing material will be displayed on the travel notice board, whilst other marketing materials and information will be included within staff travel induction packs.



An easy to use guide to registering onto Leicestershare.com is provided in the Appendix 2.

The travel plan notice board, will promote:

- Internal car sharing
- Leicestershare.com – scheme info
- Vehicle sharing posters
- Cost benefits/calculators on car sharing



The LOROS website will have a web portal links to:

- Local and national car sharing databases
<https://liftshare.com/uk/journeys/from/leicester-uk#filter/true/0/30/false/2>
- Travel Calculator: <http://www.travelmath.com/cost-of-driving>
- Car share savings calculator:
https://www.liftshare.com/content/savings_calculator.asp?skin=277

Taxis

There are vehicle drop off points at the front of the hospice site. As in the nature of drop off points, any drop offs will be over a very short period of time. As such this will not cause any major disturbance or traffic impact issues.

A list of taxi numbers will be available from Reception, on the webpage and on the Travel Plan noticeboard if any car sharers cannot manage to get a lift back.



5.0 TRAVEL PLAN ADMINISTRATION

Travel Plan Co-ordinator (TPC)

The Travel Plan Co-ordinator will be responsible for the implementation, and future development of the Travel Plan in co-operation with Leicester City Council.

Travel Plan Co-Ordinator: Helen Williams

Address: LOROS Hospice, Groby Road Leicester.

E-mail: facilities@loros.co.uk

Tel: 0116 231 8409

TPC Responsibilities

- To oversee the implementation and development of the Travel Plan
- To liaise with the Leicester City Council (LCC) Travel Plan Officer with regards to any issues affecting the Travel Plan
- To liaise with public transport operators, and other transport organisations and LCC officers to promote discounts and information
- To prepare and disseminate information packs for staff
- To prepare and update the travel information board
- To administer the car parking management plan
- To be a point of contact for staff on transport/parking issues
- To complete the first monitoring travel surveys following within 3 months of implementation and in accordance with the monitoring schedule
- To monitor and review the Travel Plan
- To prepare update reports

6.0 TRAVEL PLAN IMPLEMENTATION, TARGETS & MONITORING

Implementation

Obtain Senior Management buy-in and brief all staff on site on the Travel Plan and Parking Management Plan for the Hospice.

Provide access to a wide range of information as detailed below:

1. Webpage Development

A webpage on our website on "How to get to the Hospice" will highlight our objectives:

- 1) To Inform and make aware to all users of the centre of sustainable travel choices
- 2) To reduce number of single occupier vehicle usage
- 3) To discourage irresponsible on and off street parking by all users

The webpage will include links to useful sites, providing users with information on the variety of sustainable methods of travel to the site. (See Appendix 3 for a full list of links)

- walkit.com (for planning walks)
- [Cyclestreets](http://cyclestreets.com) (for cycle journey planning)
- [Traveline](http://traveline.co.uk) (for public transport)
- [Google maps](http://google.com/maps) (for public transport and car journey planning)
- [National Rail enquiries](http://nationalrail.gov.uk) (for train journey planning)
- [RAC route planner](http://rac.co.uk) (for car journey planning)
- [AA route planner](http://aa.com/uk) (for car journey planning)
- <http://www.leicester.gov.uk/your-council-services/transport-traffic/transportpolicy/sustainable-team-homepage/buses-public-transport/> (Transport and travel in Leicester city)
- www.leicestershare.com (Car sharing opportunities)
- <http://www.nhs.uk/Livewell/weight-loss-guide/Pages/calorie-counting.aspx> (Calorie Counter)
- [Ordnance Survey](http://ordnancesurvey.co.uk) (maps)
- [Royal Mail](http://royalmail.com) (find a postcode or address)

2. Staff Induction Packs / Travel Noticeboard

Information within staff induction packs, webpage and on the travel notice board will include and promote:

Contact details of the TPC, the aims and objectives of the Travel Plan, the strategy of the Car Parking Management plan, the benefits of sustainable travel, bus routes and timetable information, walking and cycling routes, cycling information, including details of local cycle shops, car sharing information and useful website links. The pack will advise staff of the locations of cycle spaces/lockers/showers, dedicated parking spaces for car sharers etc. on the site. These packs will be issued to HR to be disseminated to staff when they first join the organisation.

All documentation provided will be reviewed annually to ensure information within the pack is up to date and relevant. The TPC will contact the LCC Travel Plan Officer on a regular basis to ascertain any new information to supplement the noticeboard and new starter packs.



Ensure sufficient provisions of bus timetables, route and fares information for staff and visitors, which will be located on Main Reception, the Operations office, the Travel Noticeboard and Patient Information Boards.

3. New Starter Inductions

On a quarterly basis all new starters to the organisation receive a formal induction. This will include a section promoting the aims of the travel plan: parking regime at the site, initiatives available to staff, how to access/use the route planners for walking/cycling/car sharing, identifying the noticeboard/ lockers/showers/cycle parking for staff.

4. Heads of Department Monthly Meeting

The Heads of Departments will be inducted to the aims and objectives of the Travel Plan at the time of going live by the TPC, so this can be disseminated to all staff and volunteers. Regular updates and promoting **“up and coming” sustainable events such as** Bike Week, Car Share Week, and the travel surveys will be cascaded to all staff via this forum.

5. Visitors Book

Every effort is made to ensure all visitors to the hospice sign in the Visitors Book and complete all relevant sections within it.

Targets & Monitoring

The first year targets for the site will be mainly outcome based, and these will include:

- Preparation of Induction Packs covering all the potential sustainable travel initiatives.
- Provide a travel noticeboard with a range of information covering all modes, including discount information, timetables, taxi numbers, etc.
- Set up and administer the Car Parking Management plan
- Update the visitors sign in book on Main Reception.
- Organise an initial travel survey of staff and volunteers 3 months after the travel plan implementation, to obtain baseline data.
- Work with LCC Travel Plan Officer on any overarching Area Wide Travel Plan work involving other organisations in the area to promote best practices, and look at underlying issues affecting the area with regards to travel/transport/parking etc.
- In terms of modal shift targets, a provisional target to reduce the percentage of car drivers by 10%, over the first 5 years of occupation of the site is considered appropriate. Additional targets can be set for increasing the use of particular modes of travel to provide focus for the measures being implemented, or for evaluating the use of bus travel or car sharing.
- The monitoring of progress towards the modal shift targets will be the responsibility of the TPC. After the first 12 months of occupation the first monitoring survey will be undertaken (in the same format as the initial staff travel surveys) the results will be presented to the LCC Travel Plan Officer in the Monitoring Report. Specific targets for the following year will be agreed with LCC, taking on board all extenuating factors affecting the site/staff as part of this process.

- The Monitoring Report will review the travel patterns and identify progress towards achieving the target mode shifts, as well as setting annual progress targets for the following year. The TPC will liaise with the LCC TP Officer to review and amend the travel plan targets and measures accordingly. The Monitoring Report will include:
 - A summary of the results;
 - Details of progress made since the submission of the previous reports;
 - An assessment of whether the travel plan targets are on track to be met;
 - Identification of actions and priorities for the forthcoming travel plan period;
 - A summary of any parking issues, any travel issues affecting the site, a summary of what marketing and promotion undertaken by the site, uptake of potential bus and other transport initiatives etc.
- In addition to the annual staff travel surveys, the visitor log-book will provide key travel information on visitors such as the origin and mode of travel used to reach the site for inclusion into the Monitoring Report.
- The TPC will organise and submit travel surveys for 5 years to establish any changes to the modal split and obtain feedback on the uptake of incentives. The survey results will be presented in the annual Monitoring Report issued to the LCC TP Officer.

7.0. HANDOVER AND CONCLUSION

In conclusion, this robust Travel Plan sets out a long term strategy to promote and raise awareness of sustainable travel choices for all end users of the site, and to efficiently manage car parking demand.

The LCC Travel Plan Officer will need to be consulted on the on-going implementation of the Travel Plan. Contact details for the submission of Monitoring Reports and any other queries are set out below:

Bal Minhas
Leicester City Council's Travel Plan Officer
Leicester City Council
City Hall
2nd Floor, Rutland Wing
115 Charles Street
Leicester
LE1 1FZ
Tel: 0116 4542849
E-mail: bal.minhas@leicester.gov.uk

APPENDIX 1 - TRAVEL PACK INFORMATION

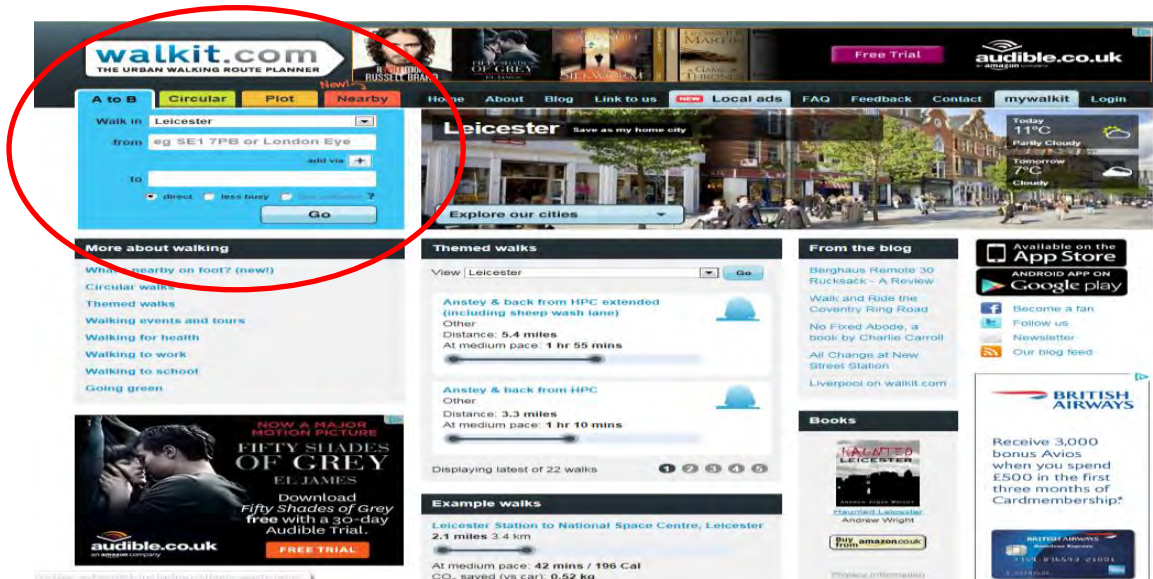
PEDESTRIAN JOURNEY PLANNER READY REFERENCE

(Easy to use guides)

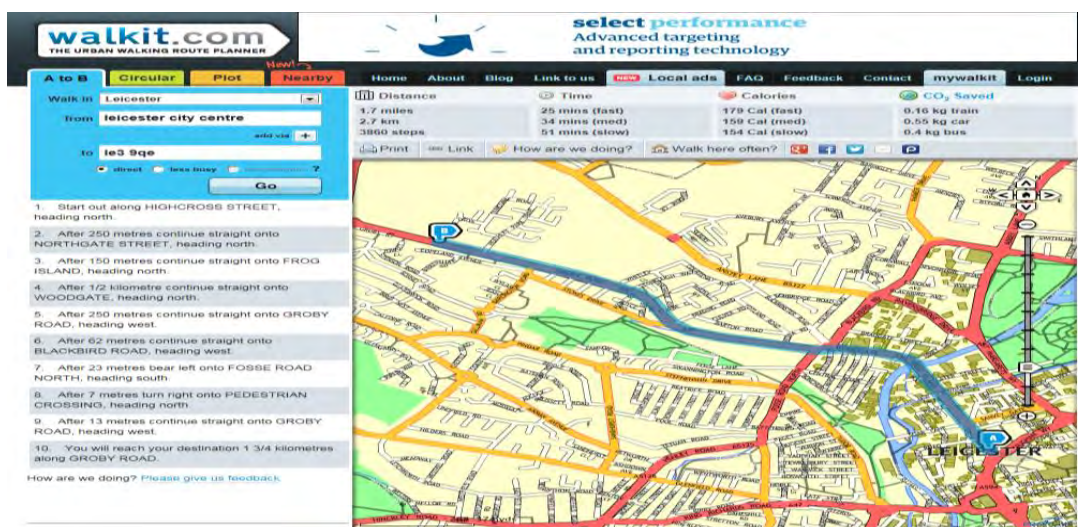
This is a free website that helps you plan the most efficient way of making a journey without the use of a car by walking. It can help you find suitable walking routes and the ability to choose the most direct route, less busy route and low pollution route. To begin planning your route:

1. Log onto the free website <http://walkit.com/cities/leicester/>

Select the city you are walking in, input the from and to destinations and choose from the most direct route, less busy route and low pollution route.



Then press Go. The route planner will detail each road and the distance to travel. The screen also informs you on the distance of the journey, how long it will take, the number of calories you can burn and the levels of CO2 you are saving by not driving.



This is another free website that helps you plan the most efficient way of making a journey without the use of a car by walking. It can help you find suitable walking routes and give eye level street satellite views as well as street maps. To begin planning your route:

1. Log onto the free website: www.google.co.uk/maps

2. The home page will put you through to a map of the UK. Click on the 'Get Directions' sign on the blue toolbar.



3. You will need to click the picture of a man walking (just above the two direction search boxes). This will allow a pedestrian search.



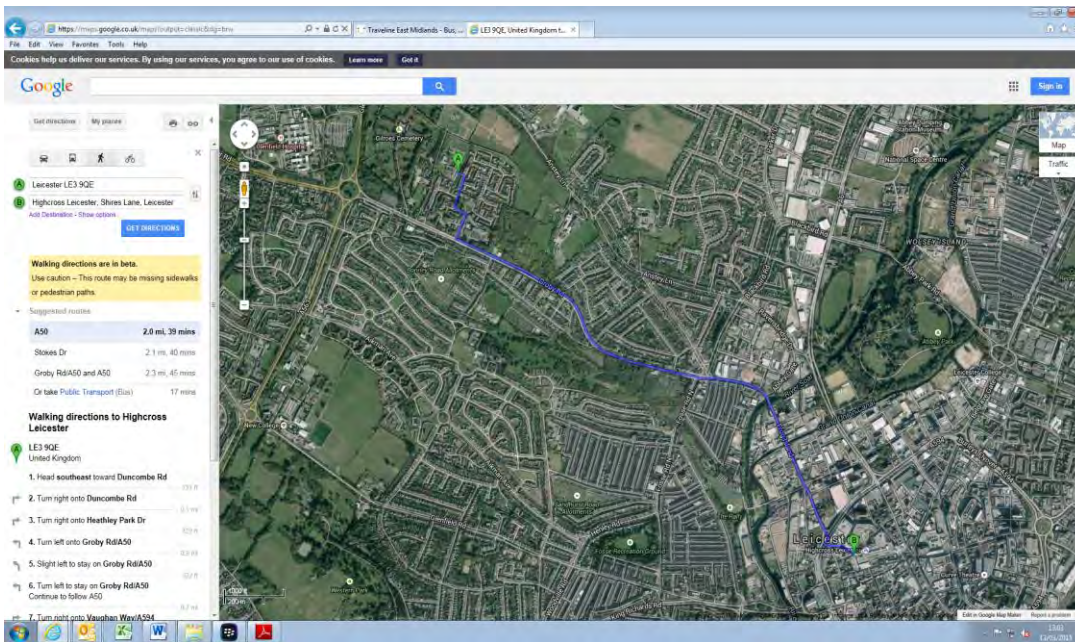
Once this has been done, you will need to put in the directions you want to go to and from. For this example it will be:

A: LOROS

B: Highcross, Leicester

Once you have put the address in, a list of similar streets in the country pop up. You will need to click on the appropriate address in Leicester. Once the two addresses have been entered click on 'Get Directions'.

4. Once the 'Get Directions' box has been clicked, the suggested walking route to the site are illustrated.



The journey to the destination is shown. The user can choose a satellite map or street map by clicking the white boxes at the top of the satellite map. The user can also get an eye level street map of the journey.

The breakdown of the journey route is described on the left hand side of the screen. Each part of the journey can be clicked, which will allow a look at that part of the journey.

5. To view an eye level street view the user will need to click on the 'yellow man' on the suggested routes breakdown. This will allow an eye level view of the street. The user can move up and down and sideways by navigating the arrows in the top left part of the view. To go forward the user will need to point the cursor key to where in the street the user wants to progress to and click once. The screen will then move forward to the area requested. The map below the viewing image is used as a guide for the user to get their bearings.



Why walk?

- Walking is one of the easiest ways to get around and be physically active. It is often the quickest route to local shops, schools and work. A mile takes on average about 20 minutes.
- The Department for Health recommends that adults participate in physical activity for at least 30 minutes, 5 days a week.
- A daily commute on foot often satisfies this target and has great benefits for health, helping to cut the risk of developing coronary heart disease, diabetes, obesity, stroke and some cancers, as well as, reducing cholesterol and lowering blood pressure.
- Walking also helps improve your mood and self-esteem.
- Walking is low impact so will not stress your knees. It is good for your heart and lungs, strengthens muscles, bones and joints, and helps maintain flexibility and co-ordination.
- All this for FREE! And it is zero emission transport. No carbon footprint, just your own. Coupled with this are many routes into the town are off road, traffic free, through delightful surroundings.

Walking Facts

- *On average it only takes about 20 minutes to walk one mile.*
- *Pollution is actually worse inside a car than outside.*
- *Walking is the cheapest way to get around (shoes are cheaper than tyres) and money saved on car parking can be enormous.*
- *The walk to work will always take the same amount of time as there will be no holdups from traffic jams.*
- *The British Heart Foundation says 10,000 steps a day (about five miles) can promote a healthy heart and reduce body fat.*

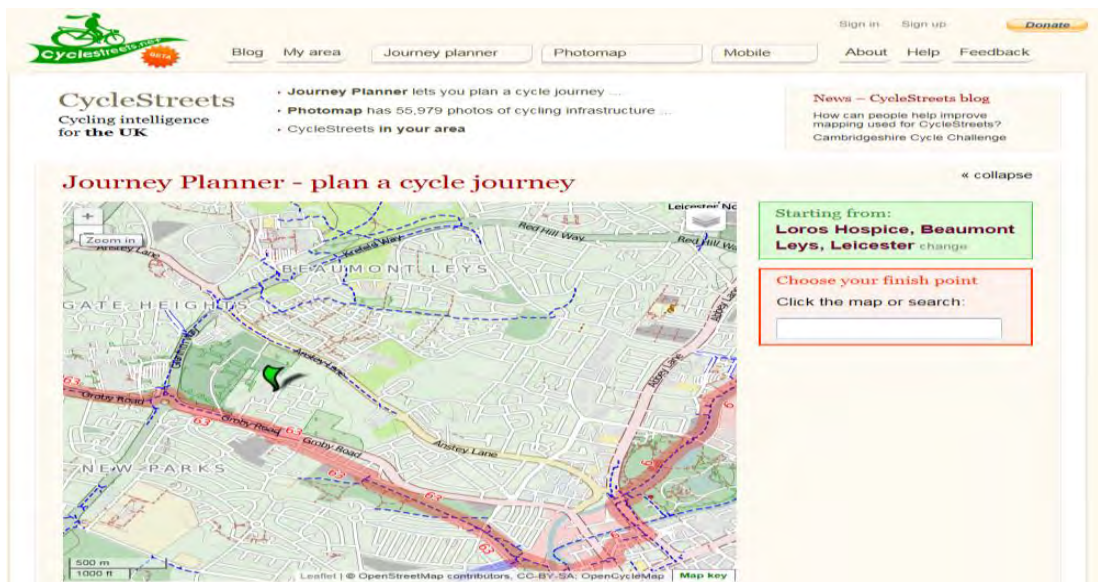
CYCLESTREETS JOURNEY PLANNER READY REFERENCE

(Easy to use guide)

This is a free website that helps you plan the most efficient way of making a journey without the use of a car. It can help you find suitable cycle routes, including the quietest, quickest and most balanced. To begin planning your route:

1. Log onto the free website www.cyclestreets.net
2. The home page will put you through to a journey planner for you to choose where you want to start the journey (i.e. LOROS).
3. You will need to firstly enter the start location for the journey: i.e. From: LOROS

Once this has been entered, a list of similar addresses will/may appear. You will need to click the correct address.



4. The screen will then show a box for you to confirm where you are going to, your finish point i.e. To: LEICESTER

Similar to the previous point, a pop up of various addresses will appear. You will need to select and click the appropriate address in Leicester.

5. Once you have clicked onto 'plan a journey', a breakdown of the journey is visible. The fastest route (red), the most balanced route (yellow) and the quietest route (green) can be selected by clicking the appropriate box on the top left hand side of the page. The example below all three selected. The page also describes:

- i) The estimated time of the journey.
- ii) How difficult the journey is (via a diagram showing the gradients along the journey)?
- iii) How busy the route is for traffic?



Routes for Loros Hospice to LE1 change return

Journey no. #43,662,464

Choose a route: [Fastest route](#) [Balanced route](#) [Quietest route](#)

Balanced route option

If you decide to follow the suggested journey below please take extra care on unfamiliar sections, proceed at your own risk (route quality cannot be guaranteed).

- Turn-by-turn directions below
- Give feedback on route problems
- Journey time: 15 minutes
- Distance: 2¼ miles
- Calories: 46 kcal [?]
- CO2 avoided: 0.81 kg [?]
- Quietness: Quiet
- ⚠ Route has very busy sections
- Traffic lights: 1
- Walking: 1% distance, 3% time
- Fly in Google Earth [?]
- View on larger map in GPSies
- GPS device export (GPX) [?]

Elevation profile:



Under the image of the route journey, a breakdown of the journey is given which allows both a street view and a map view. The segments highlight how long each part of the journey is.

Why Cycle?

- Cycling can save you money and eliminate car-parking hassles.
- Cycling improves your strength, stamina and aerobic fitness with little risk of over exertion.
- At 10-20 mph door to door, it is the fastest travel mode in urban peak hours.
- According to the British Medical Association (BMA), cycling five miles, four times a week can cut risks of coronary heart disease by up to half. Regular activity also reduces chances of strokes, colon cancers and osteoporosis.
- Riding your bike to work is a great way to make two aerobic workouts part of your daily routine.

On Your Bike (Safely)

Here are a few simple tips to make your cycling safer and more enjoyable.

- ❖ *Be Seen. Wear fluorescent by day, reflective by night. By law you must have front and rear lights and a red reflector at night.*
- ❖ *Be Protected. Wear a helmet. Make sure it is the right size and properly fastened at all times.*
- ❖ *Be Heard. Fit a bell or horn.*
- ❖ *Be Safe. Look after your bike. Check brakes, tyres and clean reflectors regularly.*
- ❖ *Be Wise. Always lock your bike when you leave it. Get the frame marked with your postcode. Record information about make, model, frame- number, wheel size and take a photo.*
- ❖ *Be Courteous. Cycle paths make your journey safer, but on shared facilities give priority to pedestrians.*

Cycling and the Law.

A cyclist must exercise due care and attention at all times, and obey the Highway Code, including all traffic signs and traffic signals.

You CAN cycle on

- Bridleways and byways, but you must give way to walkers and horse riders.
- Canal towpaths, see below.
- Cycle tracks and bus lanes if the lane signs include a cycle symbol.

You CANNOT cycle on

- A pavement or a footpath unless there is a right to do so.
- Open land without the permission of the landowner.

Cycling on canal towpaths

Canal towpaths can provide safe and convenient routes for cyclists. However, the quality of the surface varies and some routes may be impassable in bad weather.

Before cycling on the towpath you must obtain a cycle permit and check to ensure cycling is allowed on the section you wish to use. Check with the local waterway office for FREE permits and further information. <https://canalrivertrust.org.uk/see-and-do/cycling>

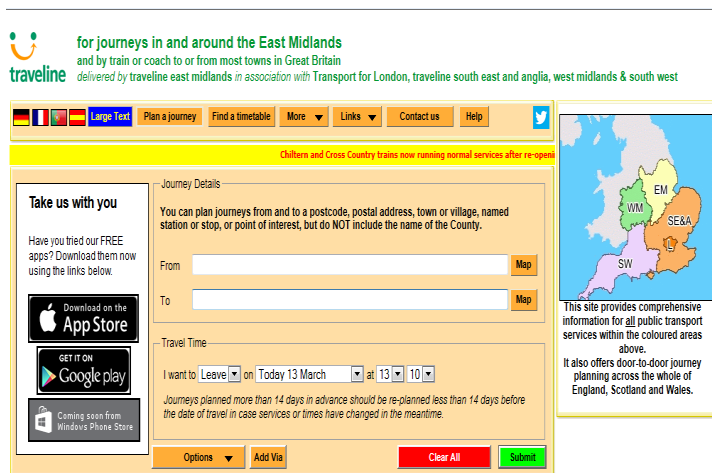
PUBLIC TRANSPORT – BUS SERVICES

TRAVELINE JOURNEY PLANNER READY REFERENCE (Easy to use guide)

Step One: Go to the TraveLine website www.travelineeastmidlands.org.uk

Step Two: Insert the details of your location and destination

i.e. From: Leicester City Centre
To: LOROS, LE3 9QE



The boxes will come up with similar addresses in the country. You will need to select the appropriate address in Leicester or the house number from the list for a particular road. When this is done you can put in a travel time and click the **options** search box. This will allow the desired options for your journey.

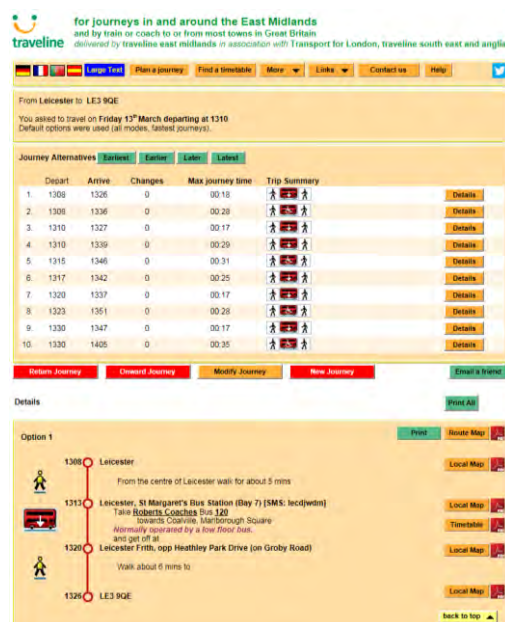
When this is completed click **Submit**

Step Three: After selecting the SUBMIT button the screen will take a few seconds to load to calculate a route to your desired destination. Please wait ...

Step Four: A breakdown of the route will emerge in the chosen travel option and be available to print. Parts of the journey and the whole journey can be printed and emailed to others. Journeys are available in map, table and also summary format for quick reference. The user can also print timetables.

All the options list the different bus operators (i.e. First or Arriva)

Clicking onto the **local map** search box will allow a map of all the bus stops along the route.



If you are going to be using the bus frequently then a weekly or monthly ticket may offer better value. For all queries regarding bus routes, fares and further assistance regarding bus queries it is recommended you contact Traveline (public transport info) on 0871 200 22 33 or via www.travelineeastmidlands.org.uk

YOUR EASY GUIDE TO USING BUSES

1. Find where the bus goes and when

An up to date bus guide in the form of a map can be obtained free of charge from the local bus depot customer service centres, from local libraries or Leicester City Council offices. You can pick up our timetables from the First Bus Travel Shop and ticket agents. You can also view maps and timetables online at www.firstgroup.com or call Traveline on 0871 200 22 33.

2. What kind of journey are you making?

Bus operators offer single journey tickets, but to make real savings, both **FirstDay** and **FirstWeek** tickets offer unlimited anytime travel at an affordable price. Simply buy from the driver!

3. At the bus stop

Your local bus stop will tell you which services stop there and will also display a timetable of times from the stop. As the bus approaches, look for the display on the front, which will **show the number and the destination. Many bus stops have access to 'Star Trak' display** screens which confirm the times of the next buses. Many of the buses feature low floors with easy access - simply hold your hand out and the driver will stop the bus for you.

4. Tell the driver where you wish to go

And your driver will issue you with a ticket or view your pass.

5. Take a seat, relax and let the bus drive!

By letting the bus driver drive, you are saving the stress of parking, fuel and getting stuck in jams. Why not read the paper!

6. When you want to get off, press the bell

It is always appreciated showing thanks to the driver for the journey by thanking them and wishing them all the best for the future.

For further information:

Call *First Bus* customer services on 0800 587 7381

Call *Arriva Bus* customer services on 0844 800 4411

CAR SHARING (Easy to use guide)

Sharing lifts makes sense. You can save money, park easier and still enjoy the convenience of travelling by car. At the same time you will be helping to reduce congestion and pollution.

Sharing will at least halve your fuel cost and any parking charges. You will also benefit from a car with lower mileage, therefore a higher resale value. It also provides the chance to make new friends and socialise on the way to work, and you will have someone with you in event of a breakdown or bad weather etc.

LOROS will create employer database for those wishing to car share from work. To register your interest please contact Helen Williams, Travel Plan Co-Ordinator.

If you are interested in car sharing www.Leicestershare.com have a free database you can join. There is an open car sharing database where you can meet with other people who do similar leisure type journeys.

LeicesterSHARE.com

Home Register FAQs Links Savings calculator Safety tips Why carshare?

Welcome! Please [sign in](#)

Welcome to LeicesterSHARE.com

[Join now!](#)

Already a member? [Forgotten your password?](#)

Email:

Password:

[Sign in](#)

[Sign in using Facebook](#)

Is anyone going your way?

From:

To:

[Search](#)

The latest registered journey is...

The latest registered journey is from Middlewood Close, Hinckley, Leicestershire to Glenfield (Leicestershire), outside County Hall, Leicester, Leicestershire LE3, UK

Calculate what you could save by sharing...

LeicesterSHARE.com uses special software to find you suitable, like-minded people to share your car trips with. You can register your regular trips such as a daily commute, as well as any one-off trips, and then search to see if anyone else is going your way.

With fuel becoming ever more expensive and the roads getting busier, why not see if you can **reduce your travel costs** by choosing to share your car journeys with somebody else?

See what our members are saying!

“The cost of fuel makes the case for car-sharing overwhelming. I estimate my car pool keeps about £150 a month in my pocket that would otherwise plug down my filler cap. At typical levels of taxation, that’s equivalent to a salary rise of £2,500.” – Norman

Simply

type in the postcode or area where you are travelling from and the location you want to travel to and it will advise you of the no. of people where there is the potential to car share.

Just read the brief message from each person and the one nearest to your requirements you can click on the “find out more” box and obtain further information on the days of the week, times etc. If this fits in with your requirements, you can join the scheme (register) and make contact with that person.

<https://liftshare.com/uk/savings-calculator> is a travel calculator which enables both financial savings and carbon emissions to be calculated.

LeicesterSHARE.com Leicestershire County Council | for Transport

Home Register FAQs Links Savings calculator Safety tips Why carshare?

Welcome! Please [sign in](#)

Who's already going my way?

I'm going from: ✓
 I'm going to: ✓

Map of search results
There are 11 journeys that you could share.

Join for FREE!

more details

- 1 offering and/or seeking a lift
- 2 seeking a lift
- 3 offering a lift
- 4 offering and/or seeking a lift
- 5 offering and/or seeking a lift

List of search results

	tim is offering and/or seeking a lift. From Forest House Lane, LE3 to County Hall, Glenfield, Leicester. Travelling on Mon, Tues, Wed, Thur, Fri at 08:15, returning at 16:45.	Find out more
	Nisha is seeking a lift. From Kingcup Close, LE3 to Gorse Hill, LE7. Travelling on Tues, Wed, Fri at 08:30, returning at 17:00.	Find out more
	Nisha is offering a lift. From Kingcup Close, LE3 to Gorse Hill, LE7. Travelling on Tues, Wed, Fri at 08:30, returning at 17:00.	Find out more
	Jared is offering and/or seeking a lift. From Stackyard Close, LE3 to Leicestershire County Council, County Hall, Leicester Road, Leicester, LE1 7TU.	Find out more

Smarter Driving Top Tips

By making some simple changes to the way you drive you could reduce the fuel you burn and **also save money. This could be equal to about one month's worth of fuel each year.**

Check your revs - When you change up a gear, check your rev counter. Change up between 2000rpm and 2500rpm.

Efficient speed - The most efficient speed is around 45-50mph, depending on your car. Faster speeds will greatly increase your fuel consumption. At 70mph you will use around 10% more fuel than at 50mph.

Read the road - Anticipate road conditions to avoid unnecessary acceleration and braking.

Step off the accelerator - Remain in gear but take your foot off the accelerator as early as possible, for example when approaching a red light or roundabout. This reduces fuel flow to the engine to virtually zero.

Drive off from cold - Modern cars are designed to be driven off straight away. Warming up the engine just wastes fuel.

Check your tyre pressure - Under inflated tyres are dangerous and increase fuel consumption. Check your tyre pressure once a week and remember to look in your car manual to find out the correct tyre pressure for your car.

Air conditioning - Use air conditioning only when really needed as it makes a big difference to the amount of fuel you use. At high speeds air conditioning is better than opening a window as this greatly increases wind resistance and fuel consumption.

Reduce drag - Drive only with the accessories you need. Roof racks, bike carriers and roof **boxes significantly affect your car's aerodynamics and reduce fuel efficiency. One study** indicated that at 75mph a roof rack will add up to 15% to the fuel consumption, and a roof box up to 39%.

Switch it off - **Modern cars use virtually no fuel when they're re-started, so if you're stuck in a jam for more than a minute switch off your engine.**

Plan your journey - This will avoid congestion, road works and getting lost!

Fascinating Facts

THE DRIVE OF YOUR LIFE!

- **25% of Britain's car journeys are less than 2 miles, that's a 30 min walk or a 12 min bike ride!**
- 50% of car journeys are less than 5 miles, 17% of car journeys are travelling to and from work.
- School journeys are estimated at 17.5% of morning peak traffic in urban areas in term time.
- The British have the longest commute times in Europe, averaging 46 mins to get to work.
- Exposure to pollutants inside a car can be three times as high as that of pedestrians or cyclists outside!
- If half of UK motorists received a lift one day a week, pollution would be reduced by 10% and traffic jams by 20%.
- There are 38 million empty seats on the road every day. 30% of all motorists are unaware of how much their car costs to run.

THE TRUE COST....

- Traffic jams cost the economy £5 billion every year in lost productivity. The cost of **running a car in Britain's averages at £438 a month.**
- UK household spend £1 in every £6 on motoring. For the cost of running a car you could spend £7 a day on taxis.
- **Research shows the average commuter can save £1,000 per year by car sharing, that's a holiday away in the summer!**
- UK businesses could save £2.6 billion a year by driving **their cars in a 'greener' way.**
- A single car parking space can cost an employer at least £500 a year.

THE ALTERNATIVES

- When there is a good travel plan in place, 18% of car drivers change how they travel.
- 10 bikes take up the same space as 1 car parking space, reducing car parking pressure.
- The average double-decker bus carries as many people as 20 cars and takes up just a seventh of the road space.
- 72% of people who work from home say they get more done at home than when in the office. 77% of people who work from home are more satisfied with their career now than before working from home.
- 80% of people working at home feel a greater commitment to their employer.

HEALTHY OPTIONS!

- We are all walking less, and driving more. In the last 15 years the annual distance we walk has dropped 20%, while distance driven has increased by 40%.
- Physical inactivity is costing the country £8.2 billion a year. Walking and cycling are easily accessible ways for many people to become more active. Coronary heart disease is the biggest killer of adults in this country.
- Regular walking or cycling reduces the risks of coronary heart disease by up to 50% and a stroke by 66%.
- Heart disease rates would drop by 5-10% if a third of all short car journeys were made by bike.
- **Regular exercise can reduce the risk of dementia and Alzheimer's by up to 40% for people aged 65 and over.** Research shows walking for 15 mins three times a week is enough to cut the risk.
- A 15 min bike ride to and from work, 5 times a week burns off the equivalent of 11 lbs of fat in a year.
- 89% of British households have a bus stop within a 6 minute walk.
- for urban journeys, cycling beats a car in peak hours and is quicker than a bus for journeys up to 5 miles

APPENDIX 3 – TRAVEL PLAN FORMS

Staff and visitor baseline survey

LOROS Staff Travel Survey – CONFIDENTIAL

As you are aware, in a matter of weeks from now, site development work will begin on the new Professional Development Centre. These works will be followed in 12 months' time by the Day Therapy, Outpatients and Enablement build. These are big projects that will impact on the existing parking to the Hospice.

In order to gauge staff and volunteers current travel methods, and any willingness to find alternative modes of transport to get to the Hospice, we have put together a short questionnaire for you to complete.

Please be aware we are currently looking at a number of offsite parking options, including a “park and ride” service for staff and volunteers to site.

We appreciate the disruption associated with the above works will cause all staff and volunteers extra travel pressures. Our priority is to ensure works which improve our site are developed, but we must also consider the impact on those who work and volunteer. Without you we cannot provide the great service to our patients.

Your co-operation is greatly appreciated, thank you.

Helen Williams 08/08/16

Please highlight or tick ✓ as appropriate

Your postcode	
Gender	Male / Female
Age	Under 25 25-34 35-44 45-54 55 or over
Do you have a disability which affects your travel arrangements	Yes / No
Where is your usual place of work?	
Is your work full time or part time?	Full / Part time
What are your start / finishing times of your working day	Start: Finish: Work shift patterns? Yes / No
How do you mostly travel to work?	Bus Bike Car, on own Car, with other(s) On foot Motorbike Train Other* _____

*Please specify

Which of the following do you occasionally use instead of your usual form of transport?	Bus Bike Car, on own Car, with other(s) On foot Motorbike Train Other* _____
How far do you travel to work?	Up to 1 mile Over 1 mile and up to 2 miles Over 2 mile and up to 4 miles Over 4 mile and up to 10 miles Over 10 mile and up to 20 miles Over 20 miles
How long does it currently take you to get to work?	0-15 minutes 16-30 minutes 31-60 minutes 61-90 minutes Over 90 minutes
If your main mode of transport is a car, what are your main reasons for using a car to get to work?	Car essential to perform job Dropping off/collecting children Get a lift Health reasons Lack of an alternative Other* _____
Where do you normally park?	At work site Free parking in nearby street Paid parking in nearby street/car park
If LOROS were to offer a park and ride bus service? Please highlight or add, what would most encourage you to use this service?	Regular bus shuttle service Secure parking Free parking Incentives Short time/distance from the P&R to the hospice Other _____
Would you be prepared to use a park and ride service if LOROS provided one?	Yes / No
Would you be prepared to car share?	Yes / No
Which of the following would most encourage you to car share?	Help in finding a car share partner(s) with similar work patterns Financial savings i.e. petrol / wear & tear Free taxi home if let down by car driver Reserved parking for car shares Other _____
Which of the following changes would encourage you to cycle to work?	Improved cycle paths on the journey to work Improved cycle parking at work Improved cycle changing facilities & lockers at work Ability to buy a bicycle at a discount Other* _____

*Please specify

Which of the following changes would encourage you to use public transport?	More direct bus routes More frequent bus service Better lighting at bus shelters Discounted tickets/passes available at work More convenient bus drop off points Better connection from home / to work from the station Access to Public transport information Other* _____
Do you have any comments about your travel to work patterns or any concerns around parking during the site development?	

*Please specify

Please return your completed questionnaire to:

Helen Williams, Facilities & Operations Manager, LOROS, Groby Road, Leicester, LE3 9QE
 or email: helenwilliams@loros.co.uk

**PLEASE RETURN YOUR COMPLETED QUESITONNAIRE
 BY _____**

End of year visitor survey

1) What transportation did you use to arrive at the site?

Car (single occupancy)

Car (two or more share)

Bus

Bicycle

Taxi

Walk

2) Where have you travelled from? Distance—miles

3) If car is your preferred mode of travel what would be the alternative mode of travel to the site if you did not use the car (as a single driver)?

Car (single occupancy)

Car (two or more share)

Bus

Bicycle

Taxi

Walk

5) What facilities are you using at the site?

Parking space

Bike rack

6) Do you have any mobility difficulty that affects your transport choice?

No/Yes

7) Do you have any comments to add which would improve your journey to the site and the available choices to travel to the site?

THANK YOU FOR YOUR CO-OPERATION

Poster used to display on vehicles parked inappropriately on site

Attention, you have parked in a NO PARKING ZONE

This area is to be kept clear to enable clear access for emergency vehicles at all times.

*Please park in the spaces provided within the hospice.
Overflow car parking is available at the rear of the visitor/staff car park.*

If you are unable to find alternative parking on site, please be considerate to our neighbours. There is a pay and display car park at the Heathley Park Public House/Travelodge on Heathley Park Drive, approx. 5 minutes' walk from the Hospice



Thank you for your co-operation, please direct any queries to the Operations Department

Example of letter sent to local residents about our Light Up A Life Event

November 2014

Dear Residents

LOROS – LIGHT UP A LIFE SERVICE Sunday 7th December 2014

You may be aware that LOROS holds each year, a Light up a Life service at the Hospice in remembrance of loved ones. This year the service is to take place on Sunday 7th December 2014 between 4.30 pm – 5.00 pm. However we expect that visitors will start arriving by bus from 2.30 pm onwards.

There will be 'no parking' cones in the local area in order to avoid congestion.

LOROS needs to raise in excess of £4 million each year from voluntary contributions in order to be able to provide care free of charge to our terminally ill patients and support for families. Your understanding on this day will be very much appreciated.

May I take this opportunity to thank you for your co-operation and apologise for any inconvenience that may be caused to you.

Yours faithfully

**HELEN WILLIAMS
FACILITIES & OPERATIONS MANAGER**

PS If you would like further details about the work of LOROS, our fundraising events or future copies of our newsletter then please contact the Fundraising Department on 0116 2318431/2

Email: fundraising@loros.co.uk
Please also visit our website loros.co.uk

APPENDIX 4 – SUSTAINABLE TRAVEL CONTACTS

Sustainable Travel Contact Sheet

Name	Company/Organisation	Information Requested	Contact Details
Bal Minhas	Leicester City Council Travel Plan Officer	Various sustainable contact information	Tel: 0116 4542849 e-mail: bal.minhas@leicester.gov.uk
Andy Salkeld	Leicester City Council Cycling Officer	Cycle route maps, posters and cycle parking locations & info on adult cycle training	Tel: 0116 4542873 e-mail: andy.salkeld@leicester.gov.uk
Sally Slade	Leicester City Council Team Leader Local Sustainable Transport	Obtain pedometers, walking route plans and walking and cycling activities, incentive information	Tel: 0116 4542814 e-mail: sally.slade@leicester.gov.uk
Julian Heubeck	Leicester City Council Public Transport Officer	Discount scheme leaflets, bus maps and timetables	Tel: 0116 4542832 e-mail: julian.heubeck@leicester.gov.uk
Jim	Sustrans	Up to date cycle routes, maps, leaflets on cycling & walking and information	Tel: 0845 1130065 Tel: 0117 9150113 www.sustrans.org.uk
Keith Myatt	Commercial Manager Arriva	Request route maps, discount information, advice on, taster offers.	Tel: 0844 8004411
Ady Culpin	First Group Marketing Manager	Request route maps, discount information, advice on discount information	Tel: 0116 2689150 or mobile: 07734 734 450
TBC	Traveline	Public Transport Information	Tel: 0871 200 22 33
Janine Williams/Helen Bevins	Leicester Promotions	Latest tourist/ shopping maps for the city centre	Tel: 0116 2254009
C/O Sally Slade	'Free Adult Cycle training	Up to date cycle training information	Tel; 0116 4542814
Vicki, Zoe, Karen	Liftshare ('Leicestershare')	Any information and help in regards to car sharing and queries regarding 'Leicestershare' (the free online car sharing database)	Tel: 08700 780225 support@liftshare.com
TBC	Cycle City/Leicester City Council/Traffic Concerns	* Report pot-holes, broken signs & glass. * Report street lighting problems * Report traffic concerns & anti- social road use to Police	Tel: 0116 252 7001 Tel: 0116 223 2032 Tel: 0116 2222222

Travel Plan Leaflets

Public Transport

Contact Leicester City Council's Public Transport Officer julian.heubeck@leicester.gov.uk

Tel: 0116 4542832 for any information on current bus routes and proposed route changes in the future and any queries or advice needed regarding public transport in the city/to the site.

Free

Leicestershire Bus Map and Guide/timetables

Tel: 0116 305 8777

Central Leicester Bus Map and guide

Tel: 0871 200 2233

Arriva Bus Timetables/discount info/leaflets

Tel: 0844 800 44 11

First Timetables/discount information/leaflets/Flexi Day info.

Tel: 0871 2002233

Hospital Hopper leaflets

www.centrebuss.co.uk

The following are some of the measures which will supplement the mentioned public transport measures:

- The provision of up to date bus timetables in reception;
- Investigating the potential for obtaining discounted fares or assistance with the purchase of season tickets for staff
- Advertise any promotions/discounts offered by public transport operators via the noticeboard (assistance will be given by Julian Heubeck, Leicester City Council).

Rail

A map will also be provided identifying the route from the train station to the site. Any help needed to undertake will be provided through john.dowson@leicester.gov.uk.

Cycling

Contact Leicester City Council's Cycling Officer- Andy Salkeld- regarding cycle routes from the development into the town centre

Tel: 0116 4542873

Sustrans (Any information/leaflets/posters on cycling, and walking including 'Get Cycling', 'Why Walk', 'Why Cycle', 'Brilliant Bike It' etc)

Tel: 0117 9150113

'Bike to Work' leaflet by the CTC

Tel: 08447368451

You can also download a cycle map of Leicester or download from the map the area in and around the development via www.sustrans.org

Walking

Contact Leicester City Council's Team Leader for Local Sustainable Transport c/o Sally Slade

Tel: 0116 4542814 for any information on walking and cycling activities, routes & initiatives.

'Walk In to Work out' – free booklet from the Dept. of Transport
Walking Maps e.g North, South, and Central Leicester

Tel: 0300 1231102

Tel: 0116 2294249

City Walking Map

Tel: 0844 8885181

'Walking your way to health' leaflets

Tel: 01242 533337

'Walking & Cycling-how to be more active &save money'

Tel: 0300 1234567

Car Sharing – Leicestershare: Bal Minhas

Tel: 0116 4542849

Greener driving – contact Energy saving trust for the guide

Tel: 0800 512 012

"Save on fuel, save on CO2" via:

Leicester Promotions Map

Tel: 0116 2254009

FREE SUSTAINABLE TRAVEL INFORMATION

Journey Planners, Initiatives & Carbon Calculator:

- 1) Maps Google (walking and bus): www.maps.google.com. Very handy for walking routes. This provides sustainable information (bus and walking) to a destination, street or postcode. This allows maps (aerial and street maps to be viewed).
- 2) Walking maps: www.walkit.com. This gives walking routes (breaks down the quickest routes, most scenic, longest routes etc) and is set up in certain cities of the UK including Leicester. The website lists all these cities the site covers.
- 3) Cycle Journey Planner: www.cyclestreets.net. This gives the quickest, most balanced and quietest cycle routes and an array of tools including average times for journeys.
- 4) Cycle Maps: www.sustrans.org.uk. This gives general information about predominately cycling, but also has information about walking. An online cycle map is provided for any city in the UK. This is a free service.
- 5) Cycle Campaign Network. www.cyclenetwork.org.uk. This is the UK national federation of cycle campaign groups, supporting cycling locally, regionally, nationally, and in Europe.
- 6) Cheap/discounted train tickets: <http://www.thetrainline.com/farefinder/>
- 7) Leicester Park & Ride sites in the city (Enderby, Meynells Gorse or Birstall) <https://www.leicester.gov.uk/transport-and-streets/travelling-by-bus/park-and-ride/>
- 8) Bus Map of the city. For a copy of the bus map, bus services bus stops, information on Star Trak, bus passes and concessionary fares, bus companies and traffic and travel can use the following free website <http://www.leicester.gov.uk/your-council-services/transport-traffic/transportpolicy/sustainable-team-homepage/buses-public-transport/>
- 9) Traveline (public transport information): www.travelineeastmidlands.org.uk. This gives public journey route maps, stops along route and the specific bus numbers covering journey. The site can also include details covering the whole country. A telephone number is also given.

- 10) Plusbus: www.plusbus.info. This is a service which offers discount price tickets for integrated train and bus travel across Britain.
- 11) Leicestershare: www.Leicestershare.com. This is a free on line database the city council provide to organisations and individuals to promote car sharing. The site has within it facilities for organisations to adopt their own portal just for their own organisation.
- 12) Travel Calculator (Liftshare):
https://www.liftshare.com/content/savings_calculator.asp. This calculator enables both savings and carbon emissions to be calculated.
- 13) Cutting Your Car Use: www.cuttingyourcaruse.co.uk. **This is Britain's only traffic reduction guide offering easy to follow ideas, contacts and encouragement.**
- 14) National rail/ Live Train Departure Boards (train information):
<http://ojp.nationalrail.co.uk/service/ldbboard/dep/ASP> This gives a combination of train information regarding live departure and arrival times, fares, discounts, special offers and a journey planner that informs the user what stops to get off at and what adjoining trains to catch. This is a free service. For all train times, fares and rail information tel: 08457 48 49 50.
- 15) Low emission taxis: Swift taxis 0116 2628222
- 16) Ordnance Survey Map Shop: This gives ordnance survey details of any area in the UK. It also provides details on buying maps (digital and paper). A digital map can be used to create a more personal journey planner for an organisation.
<http://www.getamap.ordnancesurveyleisure.co.uk/>
- 17) Create own local walk. <http://www.walk4life.info/> This allows you to create your own local walks in your local area, post comments and add photos. You can even record how much you walk and take a walking fitness test. All the walking routes are shown on a printable Ordnance Survey Map.
- 18) Walking information. <https://www.walkingforhealth.org.uk/get-walking/walking-works> This website gives information on walking to work, walking campaigns, improving your walks, campaign partners.
- 19) Walking information. www.livingstreets.org.uk. This website gives details on walking initiatives in the UK and highlights campaigns to promote walking to work. Details of the website are given to organisations to help supplement walking initiatives.
- 20) Working From Home: www.workwiseuk.org. Work Wise UK provides a unique opportunity for employers and employees to work together to create mutually beneficial ways to work.
- 21) Transport Impact Calculator: <http://www.carbon-calculator.org.uk/>. This is a free service which calculates your pollutant emissions from journeys, the energy that used on journeys, and the full annual cost of car ownership.
- 22) Cycle Calculator: <https://theconvergingworld.org/carbon-calculator/> Calculates how much money you will save by cycling to work

- 23) Live traffic cameras in the city:
http://www.bbc.co.uk/leicester/webcams/jamcam_leicester.shtml
- 24) Highways England:
<https://www.gov.uk/government/organisations/highways-england> is **responsible for England's strategic road network** – managing traffic, tackling congestion, informing road users, improving safety, minimising adverse impact on the environment and more. For live traffic information see <https://www.gov.uk/government/organisations/highways-england/services-information> for the latest updates from the National Traffic Centre.
- 25) Change 4 life: <https://change4life.service.nhs.uk/change4life> . Website gives helpful tips to undertake active travel. It also has many leaflets/posters which are downloadable.
- 26) Travel Pack amenities: www.upmystreet.com. This gives a map and breakdown of the nearest businesses, services, schools, events, activities, properties to be included in a Travel Pack.
- 27) Rate My Street: <https://www.checkmystreet.co.uk/> This site rates the pedestrian quality of the street in terms of pavement width, trip hazards, crossing the street, disabled access.
- 28) Leicester Sky ride: <http://www.goskyride.com/Leicester>
- 29) AA Roadwatch Traffic news from: www.theaa.com/traffic-news
- 30) BBC Leicester: up-to-date travel information:
http://www.bbc.co.uk/leicester/content/articles/2004/07/09/roads_info_feature.shtml
- 31) Staying overnight – for great city hotel offers:
<http://www.goleicestershire.com/richardiii.aspx>
- 32) Postcodes To find out bus, walking, cycle and train/coach routes to a destination, postcode details are required which can be obtained free of charge using the following website: <http://www.pcapredict.com/en-gb/address-validation/try-it-now/>
- 33) To find a whole selection of businesses in an area you can use the following website:
www.streetmap.co.uk/ids.srf
- 34) National Travel Survey:
www.dft.gov.uk/pgr/statistics/datatablespublications/nts/
- 35) Act Travelwise (<http://www.acttravelwise.org/>). The site gives information regarding sustainable travel initiatives and has a news page with the latest information and articles promoting sustainable travel. Act Travelwise also promote seminars and surgeries.