



**File - Note**

Report:

Date:

Subject: **Travel Plan Review**

APP:

Reviewed by:

Review Date:

<b>1</b>	<b>Background Information</b>	
<b>2</b>	<b>Does the Plan have Senior Management support structure? Have the roles and responsibilities been established?</b>	
<b>3</b>	<b>Is the plan based upon current travel patterns? Does the plan include an assessment of current travel practices?</b>	
<b>4</b>	<b>Has a review of existing and proposed infrastructure been undertaken? The assessment of existing infrastructure should cover: <u>Walking and Cycling</u> <u>Public Transport</u></b>	
<b>5</b>	<b>Does the Plan have clear objectives?</b>	
<b>6</b>	<b>Is there a package of complimentary 'carrot and stick' measures?</b>	
<b>7</b>	<b>Is there a level of staff involvement? (Tie Into Para1) Roles and Responsibilities</b> Within the plan, reference is made to the Dft 'Travel Plan Resource Pack for Employees' which we would suggest is also supplemented by the Dft guide 'The Essential Guide to Travel Planning' and the Scottish Government document 'Travel Plans: An Overview' which can be found at : <a href="http://www.scotland.gov.uk/Publications/2002/10/15454/11016">www.scotland.gov.uk/Publications/2002/10/15454/11016</a> .  'How to set up Travel Plan Networks, should also be made available, copies of which can be found at <a href="http://www.dft.gov.uk/pgr/sustainable/travelplans/work/deonhowtosetupandruntrav1779.pdf">www.dft.gov.uk/pgr/sustainable/travelplans/work/deonhowtosetupandruntrav1779.pdf</a>	
<b>8</b>	<b>How will the plan and its initiatives be marketed? Marketing</b> Has a Travel Information Pack been produced? What links are planned with Aberdeenshire Council's promotion of sustainable travel?	
<b>9</b>	<b>Have clear mode share targets been set with dates? Mode share targets</b>	
<b>10</b>	<b>What is the delivery strategy?</b>	

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11	<b>Has a monitoring procedure been established? (Who, when and how will results be disseminated and fed into review process?) What links with Aberdeenshire Council are built into the Travel Plan process?</b>	
12	<b>Additional Comments</b>	