
Developing a Travel Plan: A Simple Guide for Faith Groups

The Energy Saving Trust

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1 Introduction

1.1 About this Guidance

The way we travel has a huge impact on our economy, health, environment, and the resources available for future generations. Currently, it is estimated that 27% of all greenhouse gas emissions in the UK are transport related.¹ The transport sector also generates other environmental impacts like airborne and waterborne pollutants. For these reasons it is easy to understand why encouraging more efficient, convenient and sustainable travel is important.

Places of worship play a very important role within local communities, they:

- Are places of worship for faith groups;
- Bring communities together and frequently form the 'civic heart' of the local community, and;
- Also function as centres for a wide range of community-based activities.

As such, places of worship can often generate a significant amount of travel – the congregation and the wider community walk, cycle, travel by public transport, drive and share lifts to and from them.

At first, it may not seem as if transport has very much to do with religious observance, but by thinking about the travel and transport issues that may affect access to and from a place of worship it will soon become clear that there are a number of factors - such as parking, congestion, safe walking and cycling routes, road safety and disabled access - that may at times make it inconvenient or difficult to travel to and from a place of worship.

The aim of this guidance is to help faith based groups, and the many community groups that use their premises, identify simple and practical measures to help make their transport and travel easier, cheaper and more convenient. A 'travel plan' or 'travel planning' are the terms used to describe this process.

This guidance also aims to support the widest possible range of religious and community groups in looking at how they currently travel and exploring ways to improve the convenience, sustainability and accessibility of that travel. This guidance not written to support those observing a specific religion or a particular religious denomination and therefore employs the catch-all terms *faith*, *faith group* and *places of worship* throughout to avoid bias.

1.2 How this Guidance came about

This guidance was made possible by the Energy Saving Trust's Site Specific Travel Plan Advice Scheme, which is funded by the Scottish Government.

Following discussions with faith groups, it was identified that there was a need for guidance for faith groups that is:

¹ Source: Local & Regional CO₂ Emissions for 2005 for the UK, DEFRA 2007: <http://www.defra.gov.uk/environment/statistics/globalatmos/galocalghg.htm>.

- Based on travel planning good practice and including illustrative examples;
- Providing step-by-step guidance through the general travel planning process, and;
- Identifying sources of further information and support.

It was also seen as important that the guidance:

- Is accessible to those with limited transport knowledge, avoiding transport jargon and explaining measures with reference to faith and community based activities;
- Provides concise, practical information and allowing readers to easily understand key concepts;
- Complements existing activities and programmes and identifies how sustainable transport can support daily activities;
- Is applicable to those with limited resources and focuses on 'quick wins' and measures that are straightforward and cost-effective, and;
- Utilises existing channels of communication within faith-based groups and between faith groups and their communities.

1.3 Structure of this Document

The remainder of this guidance is structured as identified below.

Section	Purpose	Page
Section 2	Highlights the key benefits of developing a travel plan and introduces the travel planning process.	5
Section 3	Outlines how to assess your congregation's current travel patterns and identify key problems and issues.	9
Section 4	Outlines a range of measures that may help make your congregation's travel easier and more convenient.	13
Section 5	Identifies a how to implement different measures and raise awareness of the different transport options available.	17
Section 6	Looks at ways of monitoring the effectiveness of your travel plan.	19
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The Quick Reference Guide	Provides a useful summary of the travel plan process which you can provide to members of your congregation	22

2 Getting Started

2.1 What is a 'Travel Plan'?

A Travel Plan is a term used to describe a package of measures tailored to the needs of an organisation and aimed at promoting travel choice and reducing reliance on the car. It involves the development of a set of initiatives and mechanisms and can bring about a number of benefits for an organisation, its members and the wider community.

It is a dynamic process that will grow and develop with time and in accordance with the changing circumstances of your organisation and the environment in which it works. It is not a one-off event to be undertaken and completed, nor is it a document to be produced and put on a shelf.

Travel Plans: An Overview (Scottish Government, 2002)²

That all sounds very complicated but Travel Plan really asks 3 simple questions:

- How does your congregation currently travel?
- What facilities are available to accommodate your congregation's travel?
- What scope is there to changing the way your congregation travels?

The Problem Solving Process

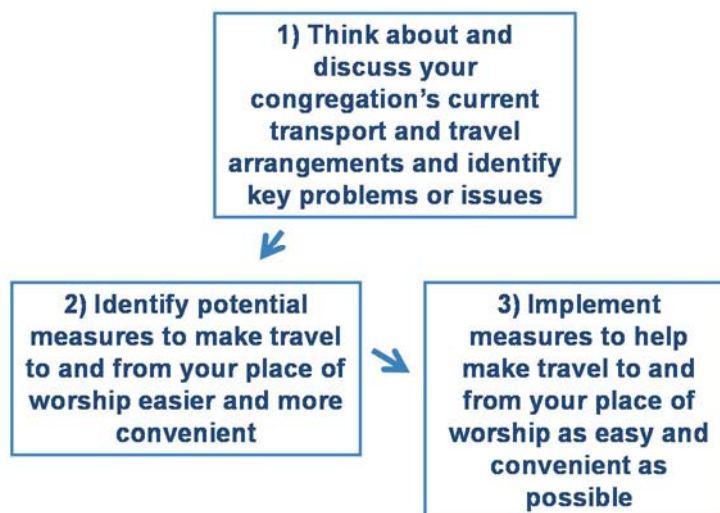


Figure 1 – The Problem Solving Process.

The best way to think about a Travel Plan is as a way of solving the travel and transport problems that may affect your congregation and your place of worship. A Travel Plan is simply a structured way for you to identify the problems your

² See: <http://www.scotland.gov.uk/Publications/2002/10/15454/11007> for further details.

congregation may encounter when travelling to and from your place of worship and identify possible ways to collectively solve those problems.

2.2 The Benefits of Travel Planning

Places of worship play a very important role within local communities and can often generate significant volumes of traffic. Even if your primary concern is not the environmental impact of your congregation's travel, there are many other very good reasons to look at its existing travel patterns. Some of the potential benefits are highlighted below.

Car park management:

- Reduce demand for car parking on site or in streets surrounding your place of worship;
- Ensure available car parking is allocated to those who need spaces most, such as members of the congregation with mobility issues, or those with no practical alternative to travelling by car;
- Reduced car park management and maintenance costs, and;
- Free up car parking space for alternative uses such as community events and festivals.

Improved accessibility:

- Improve accessibility for members of the congregation travelling by all modes of transport;
- Reduced traffic congestion and improved journey times within the vicinity of the place of worship;
- Improved recruitment and retention of congregation members by ensuring the place of worship is easy and convenient to access, and;
- Support for those members of the congregation who may otherwise have remained at home.

Reduced transport costs:

- Reduced transport costs by walking or cycling shorter journeys, and;
- Through lift sharing rather than driving alone.

Improved health and wellbeing:

- Supporting a healthier congregation by encouraging active travel such as walking and cycling for shorter journeys;
- Support a happier congregation through reduced travel stress;
- Create more time to relax, think and consider by walking, cycling or travelling by public transport to the place of worship;
- Create the opportunity for increased social contact between members of the congregation through shared walking and cycling trips and lift sharing, and;
- Improve road safety through increased awareness and reduced local road traffic.

Community relations:

- Help create an attractive local environment by minimising local and on-site traffic;
- Support good community relations by minimising the impact of congregation's travel on the local community;
- Set a positive example to other groups and organisations, and;
- Help meet the planning requirements for a new site or an extension to an existing place of worship.

2.3 Roles and Responsibilities

It is important to give the whole congregation the opportunities to get involved in the development and implementation of your travel plan. This will help develop a sense of 'ownership' towards the Travel plan and will dramatically improve its chances of success. You should try and involve:

- A broad cross section of the your congregation;
- Members of your congregation who may have particular needs or interests when it comes to travel, such as young people, mothers with small children, the elderly and those with mobility issues;
- Community groups that use your place of worship for their activities, and;
- Senior members of the congregation, religious leaders and those responsible for the day-to-day management of your place of worship.

It may also be helpful to involve:

- The wider local community, and;
- Other key stakeholders who may be able to provide support or assistance such as your local authority and local public transport operators.

To develop and implement your Travel Plan, it is recommended that you identify:

- **A Travel Plan Coordinator** – one or several members of the congregation willing to volunteer to coordinate the development and implementation of your Travel Plan with the support from the wider congregation;
- **A Travel Plan Steering Group** – a group representing a cross section of the your congregation, and other key stakeholders as appropriate, to oversee the development of your Travel Plan, and;
- **Working Groups** – specific working groups, made up of volunteers from the congregation, to look at specific Travel Plan measures as and when appropriate.

2.4 The Travel Planning Process

The travel plan process can help you solve travel and transport problems that may affect your congregation and place of worship. It does this by helping you to come up with number of simple measures that can help make everyone's travel easier and more convenient.

To go through this process, like the problem solving process identified in Figure 1 above, you follow 3 simple stages:

- **Assessment** – where your congregation think about, discuss and identifying problems or issues that may affect their travel;
- **Formation** - where your congregation come up with a number of simple solutions based on the problems they've identified, and;
- **Implementation** – where your congregation implements the solutions you've identified.

Depending on the time you have available and, once your congregation's travel plan is being implemented, you may also want to introduce a 4th stage: **Monitoring** where you review how successful your solutions are in tackling your congregation's transport problems.

Figure 2 below illustrates this simple process and each element is looked at in more details in later sections of this guidance.

The Travel Plan Process

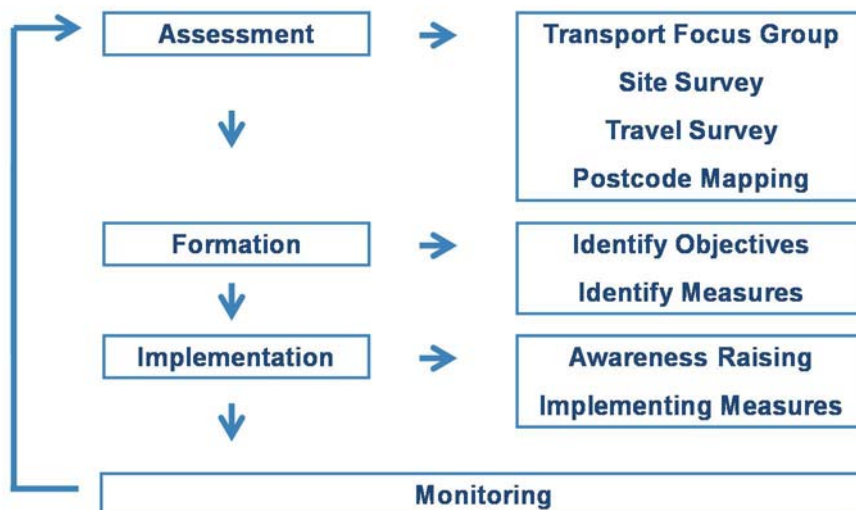


Figure 2 – The Travel Plan Process.

Following this step-by-step process is recommended because it will help you explore all of the options available. Implementing a package of carefully thought out measures is likely to be far more effective in tackling your congregation's transport problems than taking a less structured approach.

How Long Will it Take?

The amount of time required to develop a travel plan depends on the size of your congregation, the nature you place of worship and the level of detail required but between 5 and 7 days work is not unusual. This work can be shared between a number of volunteers and spread over several weeks and months, so there is no reason to feel daunted.

3 Assessment

3.1 Building a Picture of Current Travel Patterns

As we have seen, Travel Planning is simply a structured way of identifying problems your congregation may encounter when travelling to and from your place of worship and developing possible ways to solve those problems collectively. The first step in this process is to identify problems or issues that may affect your congregation's travel.

There are several ways to gather this information, but the most effective approaches tend to be a combination of several of the following:

- A transport focus group;
- A site audit of the place of worship;
- A congregation travel survey, and;
- Postcode mapping.

Each of these approaches is described in turn below.

3.2 Transport Focus Group

A focus group representing a broad cross-section of your congregation can provide you with detailed local knowledge of travel and transport issues in order to help you develop your Travel Plan. The focus group should identify:

- Opinions and experience of travelling to and from your place of worship by different modes of transport;
- Barriers and opportunities to travel to and from your place of worship more sustainably, and;
- Measures likely to be most successful in encouraging the congregation to travel to and from your place of worship more sustainably.

The transport focus group can also help you:

- Raise awareness of your Travel Plan amongst the congregation, and;
- Get members of the congregation involved in the travel planning process at an early stage.

To help inform the discussion it may be useful to have maps of your place of worship and the surrounding area as well as information on local walking and cycling routes, public transport timetables and car park provision. It is a good idea to have a nominated chair or facilitator to make sure everyone gets a chance to contribute to the process. It is also recommended that you nominate someone to record a note of the ideas that are put forward.

3.3 Site Audit

Conducting a site audit will help you to build a picture of the full range of existing transport options available when travelling to and from your place of worship. This information can help inform your Travel Plan as it will identify barriers as well as informing your congregation about the full range of transport options available.

A site audit typically involves one or more people walking around the site and the local area with a map, pen, clipboard and camera. It is best to record, and where appropriate photograph, both the positive and negative features of local access routes and onsite facilities; this might include highlighting a scenic walking route, or graffiti at a local bus stop.

The site audit gives you a chance to look and record:

- **Pedestrian access** – the ease with which pedestrians and those with mobility issues can access your site, including local walking routes and the accessibility of your place of worship for pedestrians;
- **Cycle access** – the ease with which cyclists can access your place of worship and provision for cyclists such as cycle parking and changing areas;
- **Public transport provision** – the availability of public transport at key times, including its frequency, relevant journey times and the nature and location of the nearest stations and stops, and;
- **Vehicle access** – the ease with which cars and other road vehicles can access your place of worship, including local roads, access to and from the site and the number of on-site and local parking spaces available and how these are managed.

The site audit helps you identify both the barriers and opportunities to travelling to and from your place of worship on foot, by bike and by public transport, and helps you identify possible improvements such as better lighting along a local walking route or a shelter at a local bus stop. A site audit is typically written up into a short report summarising key findings with and including pictures and maps as appropriate.

It is recommended that you try and get as many members of your congregation as possible involved in the site audit process. The site audit will be a lot more fun if it is undertaken as a community activity and is also an opportunity for members of your congregation to take a gentle walk around the local area and get to know it better.

3.4 Travel Survey

By conducting a simple travel survey you can identify how your congregation travel to and from your place of worship and what they would like to change about the way they travel. You can use this information to establish a baseline of the ways in which your congregation currently travel.

It is probably best to keep this survey simple so it is recommended that you produce a short paper questionnaire asking 4 key questions and distributed it to every member of the congregation. Alternatively you can opt for a simple 'hands-up' survey after an event or service at your place of worship; counting the number of positive responses based on the number of raised hands.

The key questions your travel survey should ask are identified below.

Key Survey Questions	The Reasoning Behind Question
How do you usually travel to and from your place of worship, do you walk, cycle, take the bus, a train, share a lift or drive alone?	This question gives you information about your congregation's usual and is useful in identifying a baseline for your Travel Plan.
Do you occasionally travel by a different form of transport, if yes; do you walk, cycle, take the bus, a train, share a lift or drive alone?	This question can give you a good idea of your congregation's willingness and/or ability to use alternative modes of travel; for example occasionally walking instead of driving.
How far do you usually travel to our place of worship?	This question can help you identify the potential to encourage walking and cycling for shorter journeys and public transport and sharing a lift for longer journeys.
What would encourage you to walk, cycle, travel by public transport, or share a lift to our place of worship?	This question helps you identify some of the measures that may be effective in encouraging more sustainable forms of transport.

You may want to consider offering a small prize as an incentive to members of the congregation who take the time to complete and return your travel survey, as this can improve the number of responses you get. A high response-rate is important as it means that the information you gather is more likely to be representative of the whole congregation.

It is important to keep individual survey responses confidential and encourage your congregation to answer honestly as there are no 'right' or 'wrong' answers to the survey.

The results of your simple travel survey will help inform your Travel Plan and identify specific measures to help improve accessibility and travel choice.

3.5 Postcode Mapping

Developing a postcode map is a simple way of illustrating where members of your congregation live in relation to your place of worship, each other and to key walking, cycling and public transport routes. Postcode maps are useful in helping you identify opportunities for members of your congregation to take advantage of walking and cycling routes, local public transport services or to share lifts to and from your place of worship.

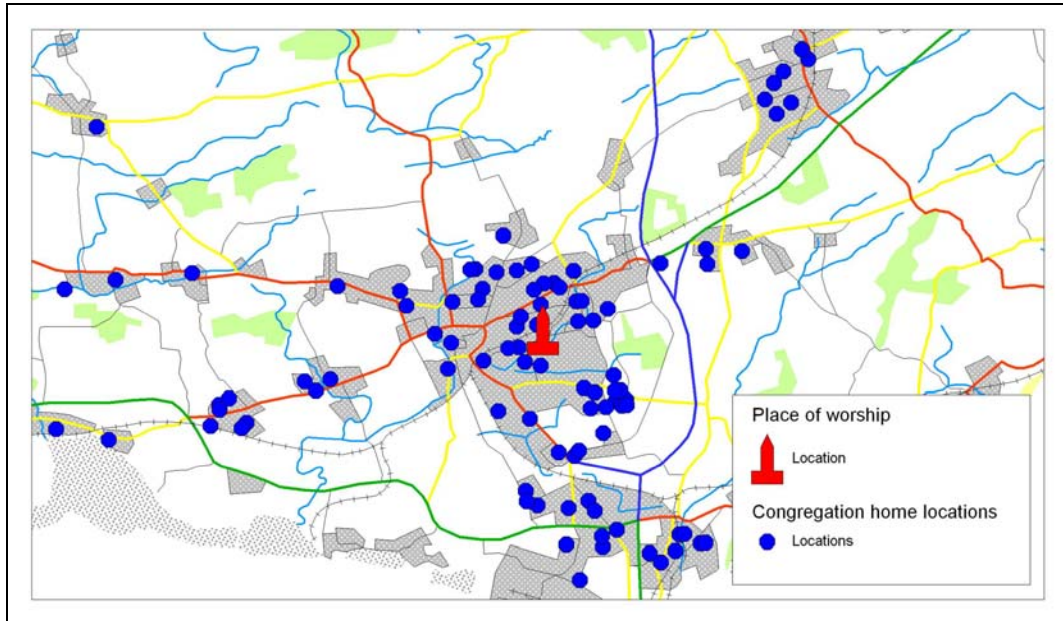


Figure 3 – An Example Postcode Map.

You can produce a postcode map using mapping software and an anonymous list of congregation member postcodes or simply by having members of the congregation put pins or stickers on a local map. To protect personal details it is recommended that you use a scale of map that identifies general neighbourhoods rather than individual homes and the map does not identify individual members of the congregation, as illustrated in Figure 3 above. Mapping applications such as Google Map can be used to create postcode maps and your Local Authority may even be able to assist you in developing a postcode map for your travel plan.

4 Formation

4.1 Identifying What You Want to Achieve

The second stage in developing a Travel Plan for your place of worship is to identify what you want your Travel Plan to help you achieve, based on the problems or issues you have identified.

Gathering information about your congregations travel arrangements by conducting a transport focus group, site audit, travel survey or postcode mapping should give a good idea of the issues or problems faced by your congregation. In the formation stage of developing your Travel Plan you identify specific measures to help your congregation tackle issues collectively. In setting objectives and measures for your Travel Plan you are really asking the questions:

- What do we want achieve?
- How will we go about achieving it?

The following section describes how to identify set objectives for your Travel Plan and identifies a toolbox of possible measures that can help you achieve those objectives.

4.2 Identifying Travel Plan Objectives and Measures

What you are going to want your Travel Plan to achieve will depend on:

- The location and nature of your place of worship;
- The personal circumstances of members of your congregation, and;
- The transport problems experienced by your congregation.

Factor	Example
The transport problems experienced by your congregation will vary depending on the nature and location of your place of worship.	Places of worship located in urban areas tend to have better public transport provision than those in more rural areas and location will also affect things like the availability of safe walking and cycling routes and car parking provision.
The geographical area from which you congregation is drawn will shape how your congregation travel to and from your place of worship.	Places of worship serving local communities located in close proximity, such as those within a village or a particular neighbourhood within a town or city will experience different transport problems from those covering a wider area, such as a city or region.

Factor	Example
The personal circumstances of members of your congregation are likely to shape the problems they encounter.	Elderly members of your congregation may have particular mobility issues; parents with young children may feel they need to drive their children if there are no convenient and safe walking and cycling routes, and; busy professionals may struggle to fit attendance into their busy lives and feel the car is the quickest or most convenient way to get to your place of worship.

The transport problems identified by your congregation might include issues such as:

- Lack of information about public transport routes and times;
- Lack of knowledge of local walking and cycling routes;
- Difficulty in easily transporting things to a place of worship without a car;
- Lack of cycle parking or somewhere to store a bike at place of worship, and;
- Concern about the environmental impact of travel by car.

Your Travel Plan objectives should be to tackle problems such as these and by doing so make it easier and more convenient for your congregation to travel to and from your place of worship. For example: if a key issue for members of your congregation is the perceived need to encourage people to share a lift rather than drive alone then a key objective of your Travel Plan should be setting up a lift share scheme to help members of your congregation share lifts to and from your place of worship.

Sample Travel Plan Objectives
• Promote healthier and more active travel such as walking and cycling
• Reduce traffic problems in and around your place of worship
• Reduce the impact of your congregation’s travel on the environment, such as reducing greenhouse gas emissions
• Increase awareness of the range of options available to travel to and from your place of worship (promoting walking, cycling, public transport and lift sharing).
• Improve the accessibility of your place of worship for pedestrians, cyclists and those with impaired mobility

It is recommended that you identify and agree 4 or 5 objectives for your Travel Plan. You should also try and address each mode of transport (walking, cycling, public transport, lift sharing and car use) as by doing so you are more likely to expand the range of travel options available to your congregation.

Once you have identified your Travel Plan objectives you can identify associated measures you will implement in order to achieve that objective. For example, if you have identified an objective of promote healthier and more active travel such as walking and cycling, the travel plan measures you might seek to implement could include:

- Providing information on safe walking and cycling routes to the congregation and visitors to your place of worship;
- Contacting your local Council to get them to tackle problems with litter or graffiti on local routes, and;
- Promoting a 'bike buddy' scheme or a 'walking bus' to encourage congregation members to share active journeys to and from your place of worship.

Objectives, Targets, Indicators and Measures

Travel Plans produced to help manage travel to and from work places tend to have quite detailed objectives, targets, indicators and measures to allow for monitoring and analysis of the effectiveness of the Travel Plan and of specific measures implemented as part of the Travel Plan. Unless you are required to monitor your Travel Plan due to a planning requirement or to secure funding, it's recommended you use the simplified approach outlined in this guidance. See the Appendix for further guidance on developing a Travel Plan including objectives, targets, indicators and measures.

4.3 Travel Plan Measures

In order to achieve your objectives and meet your targets you need to identify suitable measures to encourage and promote change. No single measure will solve all your congregation's transport problems and different people will respond to different measures. To give to give your congregation the greatest chance of success, you should introduce a combination of measures. This will let people 'pick and mix' according to what suits their day-to-day requirements and personal circumstances.

It is good idea to identify measures that will give you some 'quick wins'; things you can do reasonable easily that may have an immediate impact, such as distribution of local public transport timetables and information. It is also important to identify some longer term measures which may take greater collective effort to achieve, such as campaigning for improvements to a local walking and cycling route.

Example Travel Plan measures are identified below, although this list is by no means exhaustive. Further sources of information are identified in the Appendix.

Walking measures

- Promote local walking routes to and from your place of worship;
- Promote the personal benefits of walking including health, cost savings and convenience;
- Organise a 'walking bus' or 'walking buddies' to encourage members of the congregation to walk to and from your place of worship;
- Provide / promote facilities to store outdoor and wet weather clothing at your place of worship;
- Make sure your place of worship is safe and accessible for pedestrians and those with mobility issues, and;
- Contact your local Council if local pedestrian routes are not safe, well-lit, well-signed, graffiti and litter free and if they do not include safe pedestrian crossing points.

Cycling measures

- Promote local on and off-road safe cycling routes to and from your place of worship;
- Provide secure covered cycle parking and facilities to store clothing and cycle safety equipment at your place of worship;
- Promote the personal benefits of cycling, including health, cost savings and convenience;
- Organise a 'bike buddy' scheme to encourage members of the congregation to cycle to and from your place of worship together, and to support less confident cyclists;
- Make sure your place of worship is safe and accessible for cyclists, and;
- Contact your local Council if local cycle routes are not safe, well-lit, well-signed, graffiti and litter free.

Public transport measures

- Provide local bus and train timetable information at your place of worship;
- Provide details of local bus stops and bus and rail stations if appropriate;
- Contacting your local authority and public transport operator when there is no bus shelter, the bus stop is vandalised or where there is no timetable information or information is out of date;
- Provide details of public transport journey planning websites such as: <http://www.travelinescotland.com/> and <http://www.transportdirect.info/>, and;
- Contact your local Council and public transport operators if local bus stops lack shelters, up-to-date timetable information or are affected by graffiti or vandalism.

Lift sharing measures

- Promote the benefits of lift sharing, including cost savings;
- Organise a lift sharing scheme, such as a register of those offering and/or looking for lifts, to help potential lift sharers who live in the same area or on the same route to your place of worship to get in touch with each other;
- Seek volunteers to take lift sharers home in the unlikely event they are left stranded due to unforeseen circumstances, and;
- If onsite parking is limited, provide dedicated parking spaces at your place of worship for lift sharers, to reduce demand for spaces.

Will lift sharing affect my car insurance?

According to the Association of British Insurers, there should be no insurance implications for normal lift sharing arrangements provided you are not making a financial gain from sharing; however it is always best to check with your insurer.

Car measures

- Provide details of local Park and Ride schemes, if available, for those members of the congregation who need to drive for part of their journey to or from your place of worship;
- Promote eco-driving techniques to help members of the congregation reduce driving costs and emissions, and;
- Provide information on the use of cleaner fuels.

5 Implementation

5.1 Awareness Raising

You begin providing information about travel planning the moment you start talking to members of your congregation about the potential benefits of developing a Travel Plan for your place of worship. Travel plans are intended to bring about change and you should communicate information about your Travel Plan in ways that ensures it is positively received.

Language you use to provide information and encourage participation in the development of a Travel Plan should take account of the strong feelings some members of your congregation may have about issues such their cars, lifestyle choices and environmental issues. It is important to remember that your Travel Plan is not anti-anything and is rather a way for your congregation to work together to collectively solve shared transport problems. It is recommended that you focus on the potential personal benefits, those for the congregation as a whole and for the wider community.

Help Visitors Travel to Your Place of Worship

Your place of worship plays an important role within the local community. Not only is it a place of worship, it also brings together the local community and it may host a wide range of community based activities and community groups. Without information, visitors may through habit and lack of information, travel to your place of worship by car, potentially adding to transport problems in and around the site. You can help visitors by providing them with details of how to travel to you place of worship by walking, cycling, public transport as well as car parking arrangements. You could provide this information on your website, in a leaflet and in letters and email to visitors.

Information about your Travel Plan, and the measures your congregation are working together to implement, can be communicated in a variety of ways:

- At services and other events held at your place of worship;
- Through congregation discussion groups;
- You place of worship website;
- Posters and notice boards at your place of worship;
- Leaflets and other printed information;
- Displays close to the entrance of your place of worship;
- Promotional events;
- Competitions and prizes;
- Participation in national promotional events, and;
- With the support and assistance of your local Council and sustainable transport organisations such as Living Streets, the Paths for All Partnership, Transform Scotland, Sustrans and the Energy Saving Trust.

5.2 Implementing Measures

As we have seen a Travel Plan is a structured way for you to identify the problems your congregation may encounter when travelling to and from your place of worship. Travel Plans also identify possible ways for congregations to solve those problems by working together. How you implement your Travel Plan is key to ensuring it is effective.

It is recommended that you develop a timetable for implementing your Travel Plan, including identifying:

- Who will implement each measure, for example: one or several congregation volunteers;
- When each measure will be implemented and for how long, for example: running a competition to encourage younger members of the congregation to walk to your place of worship over a three week period in the summer, and;
- The resources required to implement each measure, for example: A3 paper, a colour printer, a design and drawing pins or bluetac for promotional posters.

The Travel Plan you develop for your place of worship should be seen as an ongoing process, and not a one-off event. It should grow and develop in accordance with the changing circumstances and transport requirements of your congregation.

As you implement your Travel Plan measures it is recommended that you publicise your successes. To help maintain the commitment and enthusiasm of your congregation you should keep them informed about the progress of the Travel Plan, let them know what they have helped achieve. You should also consult the congregation to get their ideas on what the next steps should be. The continued involvement and support of the congregation as a whole is a key way of ensuring the success of the Travel Plan.

As you develop your travel plan you may encounter challenges and obstacles that may threaten to derail the process. Some of the common barriers to implementation are identified below along with possible solutions. Further sources of information and support are identified in the appendix.

Common Barriers	Possible Solutions
Lack of time and or resources to develop a travel plan.	Develop you travel plan in easy to manage 'bite sized' sections and start with simplest and least expensive measures first.
Lack of support from members of the congregation for the travel plan	Highlight the benefits of a travel plan and the ways in which it can help make travel easier and more convenient.
Lack of belief that transport poses a problem that needs to be addressed	Find out what problems or challenges concern those members of the congregation and look at how the travel plan can help their travel.
Lack of convenient alternatives to travel by car	Where walking, cycling and public transport and less attractive options encourage lift sharing and journey planning.

6 Monitoring

6.1 Monitoring your Travel Plan

Monitoring your Travel Plan allows you to assess how affective your measures are in achieving your objectives and the how effective your Travel Plan is as a problem solving process. It's recommended you use a simplified approach to Travel Plan monitoring on the basis that you are likely to be implementing your Travel Plan on a voluntary and part time basis, and with comparatively few resources. It is important to identify:

- What aspects of your travel will be monitored;
- How frequently monitoring will be conducted;
- How monitoring will be carried out, and;
- How results will inform the ongoing re-development of your Travel Plan.

Conducting a simple follow-up travel survey a year or two after you have developed a Travel Plan for your place of worship will help you gauge the impact your Travel Plan. Comparing results to the baseline provided by your first travel survey will allow you to identify changes in your congregation's travel patterns and the problems and issues associated with those patterns of travel.

The Travel Plan Process

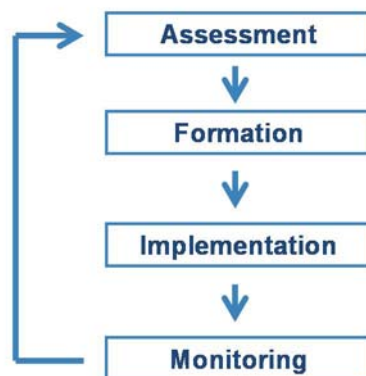


Figure 4 – The Travel Plan Process.

The results of this survey will help you update your Travel Plan in accordance with the changing circumstances and transport requirements of your congregation. In this way your Travel Plan will not simply be a one off event but a cyclical process that helps you continually support you congregation's ongoing and changing travel needs.

Appendix

Links to further sources of information

This appendix provides links to useful sources of additional information to help develop your Travel Plan or specific measures you implement as part of the travel planning process.

Links to further general travel planning guidance:

- Choose Another Way: Your practical guide to creating a Travel Plan for your organisation, Scottish Government 2008:
www.scotland.gov.uk/Publications/2008/06/23093233/0
- Travel Plans: An Overview, Scottish Executive 2002:
www.scotland.gov.uk/Publications/2002/10/15454/11007
- Car Sharing Guide for Business, SEStran 2008:
www.sestran.gov.uk/files/car%20share%20guide.pdf
- UK Government Department for Transport guidance on travel plans:
www.dft.gov.uk/pgr/sustainable/travelplans/

Travel planning guidance and best practice:

- ACT Travelwise: www.acttravelwise.org
- Choose Another Way: www.chooseanotherway.com

Links to journey planning information providers:

- Travel Line Scotland: www.travelinescotland.com
- Transport Direct: www.transportdirect.info
- National Rail Enquiries: www.nationalrail.co.uk
- Walkit route planner: www.walkit.com/
- The AA Route Planner: www.theaa.com/route-planner/index.jsp

Links to regional and national public transport providers:

- Stagecoach: www.stagecoachbus.com
- Citylink: www.citylink.co.uk
- National Express: www.nationalexpress.com
- MegaBus: www.megabus.com
- First Bus: www.firstgroup.com/ukbus
- First Scotrail website: www.firstgroup.com/scotrail
- Glasgow Subway: www.spt.co.uk/subway

Other transport practitioners and information providers:

- Energy Saving Trust:
www.energysavingtrust.org.uk/scotland/Scotland/Transport
- Cycling Scotland: www.cyclingscotland.org/
- Sustrans: www.sustrans.org.uk
- Healthy Working Lives: www.healthyworkinglives.com
- Paths to Health: www.pathsforall.org.uk/pathstohealth/
- Walking Works: www.walkingworks.org.uk

- Transport Scotland: www.transformsotland.org.uk
- Sustrans : www.sustrans.org.uk
- Campaign for Better Transport: www.bettertransport.org.uk
- Road Safety Scotland: www.road-safety.org.uk
- Traffic Scotland: www.trafficscotland.org

National sustainable transport promotional events:

- Green Transport Week: www.eta.co.uk/green_transport_week
- Bike Week: www.bikeweek.org.uk
- European Mobility Week: www.mobilityweek.eu

Online mapping websites:

- Google Maps: maps.google.co.uk/
- Multimap: www.multimap.com/

Travel Plan Quick Reference Guide

Your place of worship plays a very important role within your community, it is:

- A place of worship for you and your congregation;
- Forms a 'civic heart' of your community bringing people together, and;
- Acts as centre for a wide range of community-based activities.

The way we travel has a huge impact on our economy, health, environment, and the resources available for future generations and your place of worship can often generate a significant amount of travel. You and members of your congregation and the wider community walk, cycle, travel by public transport, drive and share lifts to and from it. For that reason it is a good idea to look at your travel and make sure it is as easy and as convenient as possible. This process is usually called 'travel planning' and it asks 3 simple questions about your travel:

- How does your congregation currently travel?
- What facilities are available to help your congregation's travel?
- What scope is there to changing the way your congregation travels?

Based on the answers to these questions it asks two further questions:

- What would your congregation like to change or improve?
- How will your congregation make those changes or improvements?

A travel plan identifies the answers to these questions and helps you implement some simple and inexpensive measures to help ensure your congregation's travel is as easy and as convenient as possible. A travel plan is developed in a simple 4 stage process:

STAGE	POSSIBLE THINGS TO DO	EXPLANATION
Assessment	<ul style="list-style-type: none"> • Transport Focus Group • Site Survey • Travel Survey • Postcode Mapping 	Find out how your congregation currently travel and any problems or issues you and other members of your congregation may have with your transport and travel arrangements
Formation	<ul style="list-style-type: none"> • Identify Objectives • Identify Measures 	Find out what you and your congregation would like to change or improve and how you will make those changes or improvements.
Implementation	<ul style="list-style-type: none"> • Implementing Measures • Awareness Raising 	Make the improvements you are wanted to make changes and raise awareness.
Monitoring	<ul style="list-style-type: none"> • Review and Update Travel Plan 	Check to make sure your travel plan is working and everyone is enjoying the benefits.