



Swansea Bay Technology Centre

Travel Plan

For Morgan Sindall

Date: 5 March 2020

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1. INTRODUCTION

1.1 Overview

- 1.1.1 Hydrock Consultants Ltd has prepared this Travel Plan (TP) on behalf of Morgan Sindall in support of a planning application for a proposed development of a new office building at Baglan Energy Park, Port Talbot.
- 1.1.2 The development is to accommodate 2,600m² of office space in a new building adjacent to The Technium.

1.2 Aims of the Plan

- 1.2.1 This TP is a long-term management strategy which includes a package of measures that will be used to promote more sustainable travel choices and reduce reliance on the private car. Focus will be on staff commuter travel to and from their place of work.
- 1.2.2 One of the main aims of the TP is to reduce the number of private cars travelling to and from the site by providing a platform for increased information about the availability of alternative modes of transport such as walking, cycling and public transport.
- 1.2.3 The TP provides a firm commitment to delivering the measures and initiatives outlined within this document.

1.3 Benefits

- 1.3.1 This TP will assist employees in making an informed decision on how they travel to and from the site and encourage them to use sustainable transport. This will reduce reliance on single occupancy vehicle trips and encourage a reduction in car trips to the site. This will assist in benefits in the wider area such as reduced congestion, increased road safety and environmental improvements as well as benefitting the personal health and fitness of staff.

1.4 Objectives

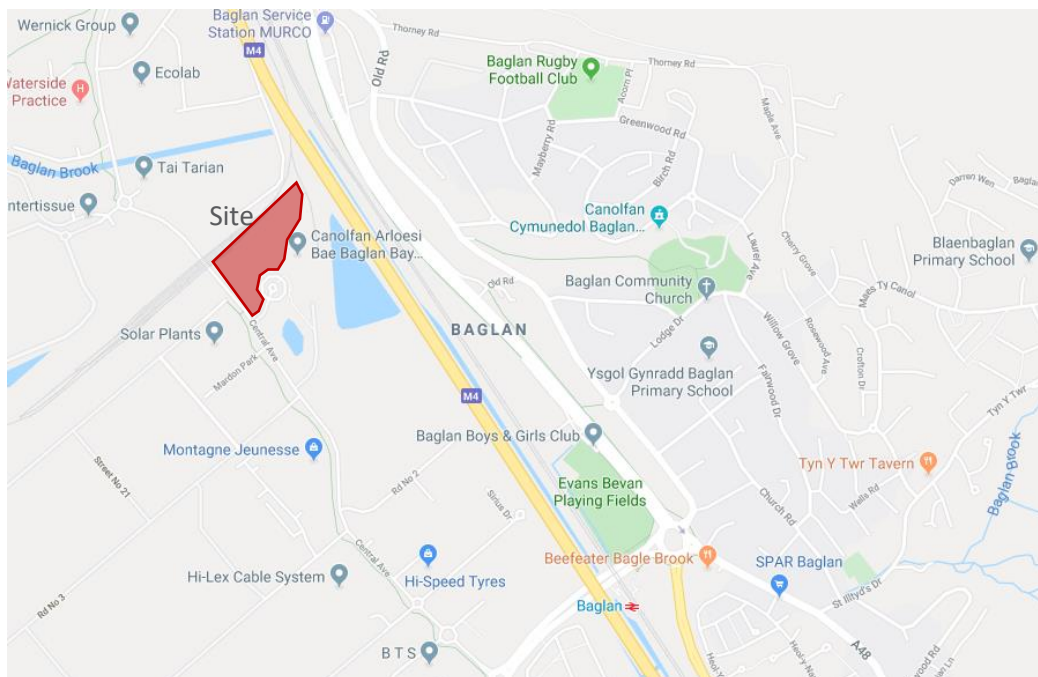
- 1.4.1 The main objectives of the TP are:
- To increase awareness of the advantages and potential for travel by more environmentally-friendly methods of travel
 - To reduce private car mileage in favour of more sustainable modes of travel, reflecting current Government policy objectives in respect of transport
 - To introduce measures that will encourage travel by other modes
 - To reduce the number of trips by single occupancy vehicles (SOV) to and from the site.

2. SITE DESCRIPTION AND EXISTING CONDITIONS

2.1 Site Location and Use

- 2.1.1 The site is located in on the northern edge of Baglan Bay in Baglan, Port Talbot, approximately 1.4km north-west of Baglan Train Station. Pedestrian access to the site is currently possible via Central Avenue, with direct vehicular access to the site enabled via a gated access to the south-east bound of the site which serves a car park.
- 2.1.2 The site lies adjacent to the M4 to the east and is largely surrounded by businesses to the south and west across Central Avenue. The site is also bound by rail lines to the north.
- 2.1.3 To the east the existing proposal is bound by the existing Baglan Bay Innovation Centre. The TRICS database will be used to estimate the potential trip attraction characteristics of the site with the proposed new development.
- 2.1.4 The location of the site in its context is shown in Figure 2-1.

Figure 2-1: Site Location Plan



2.2 Site allocation

- 2.2.1 The proposed development lies within Port Talbot Waterfront Enterprise Zone (2016) which the Baglan Energy Park Development Framework (2016) is concerned with. This Supplementary Planning Guidance (SPG) and the adopted NPTCBC Local Development Plan (2011) incorporate aspirations for Baglan Bay to promote the "knowledge-economy", which this proposed development would support. Additionally, the SPG locates the site within Zone 1 which "is considered to be an appropriate location for high value business development and knowledge and innovation-based industries", reiterating the adequacy of the proposal.

2.3 Existing Parking Conditions

- 2.3.1 The current Baglan Bay Innovation Centre car parking provision is of 127 on-site car parking spaces (including 6 blue badge spaces) which the proposal plans to accommodate the trips to the proposed building.

2.4 Local Highway Network

- 2.4.1 Central Avenue is a two-way single carriageway that lies directly west of the site. The road is subject to a 30mph speed limit and provides the singular point of vehicular access into the site. Footways and street lighting are provided on both sides for the majority of Central Avenue; within the vicinity of the site, the footway on the eastern side terminates approximately 10m north of the site access. There is a pedestrian refuge present with tactile paving and dropped kerbs accommodating crossing movements to and from the western footway. To the south of the access, footways are provided on both sides.
- 2.4.2 Central Avenue connects to Brunel Way/ Central Avenue roundabout junction at its northern extent which provides access to office buildings, and Sirius Drive/ Central Avenue roundabout at its southern extent which routes to the A4241 roundabout junction.
- 2.4.3 The A4241 northbound connects to A48 roundabout junction in which the southern arm of the junction provides a southbound on slip and northbound off slip to the M4. To the south, the A4241/ A48 roundabout junction provides a northbound on slip and a southbound off slip to the M4.
- 2.4.4 The M4 is a motorway that provides a strategic route through south Wales and routes to London. The M4 is extremely accessible from the site connecting the site to areas such as Swansea and Cardiff.

3. CONNECTIVITY BY SUSTAINABLE MODES

3.1 Overall Site Accessibility

- 3.1.1 The importance of the location of the site in relation to encouraging sustainable travel is set out within TAN18 Transport (March 2007). Paragraph 3.8 states “Locations that are highly accessible by a variety of travel modes offer significant opportunities to make travel patterns more sustainable.” As such it is recognised by TAN18 that the sustainable location of a site can assist in facilitating sustainable travel habits.
- 3.1.2 This chapter sets out the connectivity of the site to the surrounding area by sustainable modes of travel and demonstrates its proximity to public transport, services and residential areas. The site location is considered consistent with the aims of TAN18.
- 3.1.3 This section sets out details of the sustainable connectivity of the site in the context of the local and national guidance.

3.2 Walking and Cycling Introduction

- 3.2.1 The importance of walking and cycling in contributing towards sustainable travel patterns is detailed in TAN18. The guidance emphasises not only the role walking and cycling can have as main modes of transport for local journeys but also the considerable contribution they play in forming parts of longer journeys by public transport. Paragraph 6.2 of TAN18 states that Local Authorities should promote walking as the main mode of transport for shorter trips.
- 3.2.2 This section of the TA sets out both the walking and cycling infrastructure and key routes to and from the site to key facilities/services and residential areas in the locality. The routes to the surrounding facilities and services have been considered in the context of the Welsh Government Active Travel Act Design Guidance (ATADG) (2013).

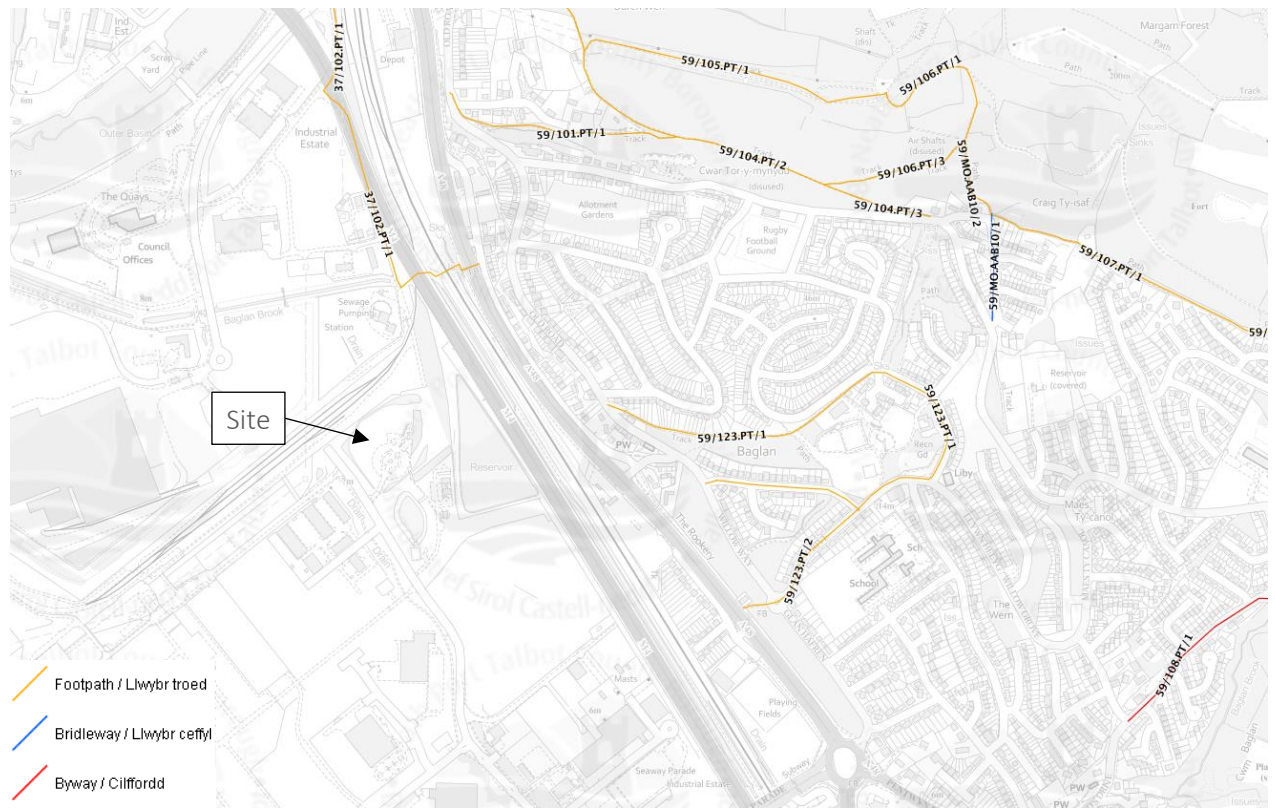
3.3 Walking and Cycling Infrastructure and Routes

- 3.3.1 The site benefits from good links to the surrounding area via existing pedestrian infrastructure as would be expected for a site adjacent to the existing Technium building.
- 3.3.2 The routes to key facilities are mainly flat and well-lit and benefit from good quality footways. There are numerous crossing opportunities, the majority in the form of a pedestrian refuge island which are located at the roundabout junctions to the south of the site. Routing south from the site provides access to bus stops, Baglan train station, and the residential areas in Port Talbot.
- 3.3.3 The site, located on the eastern side of Central Avenue, connects to a footway of approximately 2m wide. On the western side of the carriageway a shared footway/ cycleway is present; this is present along Central Avenue up until the A4241 roundabout junction where it continues along Village Road running adjacent to the A4241. At the A4241/ Southdown Road roundabout junction, the shared cycleway connects to the A4241 providing a safe off-road route into the centre of Port Talbot and providing access to the residential areas.
- 3.3.4 The footway on the eastern side of Central Avenue connects to the footway along the A4241 northbound. A footway is present on both sides of the A4241; the footway on the southern side of the carriageway can be accessed via a pedestrian refuge island with tactile paving and dropped kerbs. This crossing point is located on the A4241 northern arm of the roundabout. The footways along the A4241 accommodate pedestrian movement into the large village of Baglan. A footbridge is present over the

A48 northbound connecting Baglan to the footway on the northern side of the A4241. In addition, there is a footbridge over the M4 on/off slip which provides safe pedestrian crossing and provides access into Baglan via Sunny Mount road from the footway on the southern side of the A4241.

- 3.3.5 The site is located within close proximity to the Public Right of Way (PRoW) network, shown in Figure 3-1.

Figure 3-1: PRoWs within Close Proximity to Site



- 3.3.6

Neath Port Talbot Council Map

- 3.3.7 The PRoWs shown in Figure 3-1 are located within Baglan. These PRoWs can be accessed by suitable walking routes from the site via the footways along Central Avenue and the A4241.

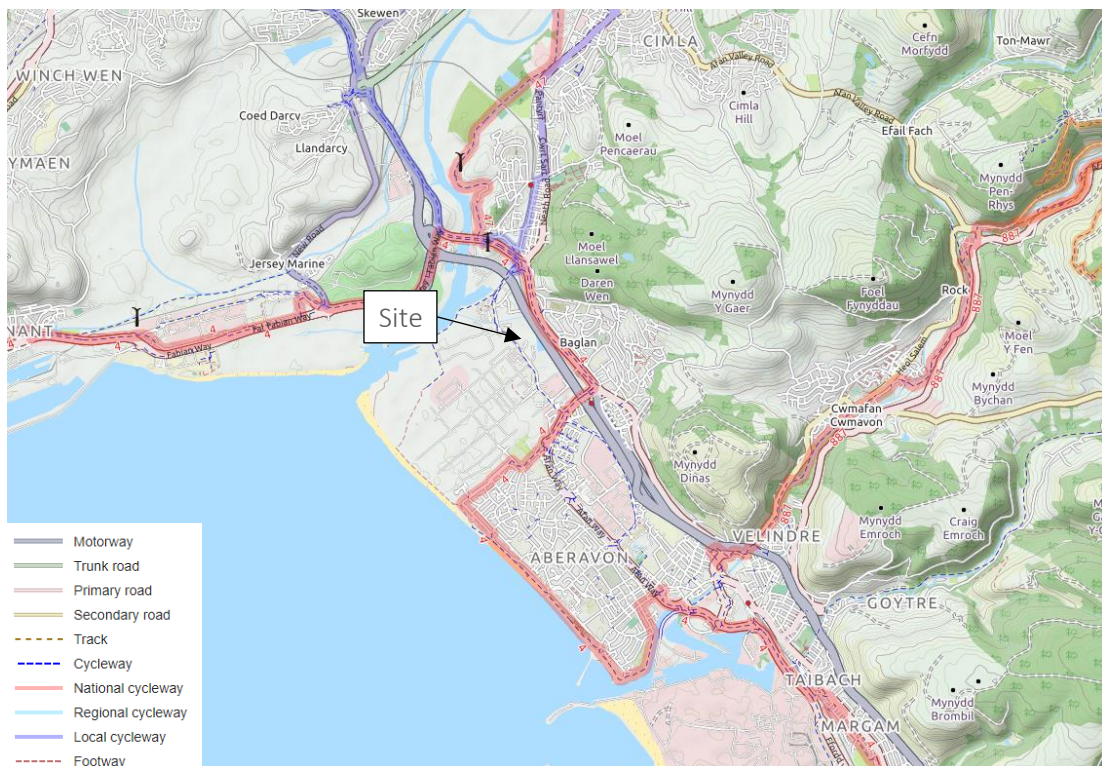
The National Cycle Network (NCN) Routes are shown in

3.3.8 Figure 3-2 and Figure 3-3.

Figure 3-2: NCN Routes



Figure 3-3: NCN Routes within Close Proximity to Site



3.3.9 NCN Route 4 is within close proximity to the site. This route can be accessed via the existing cycleway along Central Avenue which connects to the route at the A4241 roundabout. The route continues north

west towards Swansea via a mainly off-road route. To the south, route 4 connects the site to the centre of Port Talbot.

- 3.3.10 NCN Route 4 can be described as a long-distance route between London and Fishguard via areas including Swansea and Carmarthen.

3.4 Walking and Cycling Distances

- 3.4.1 There are a number of publications which suggest guidance for appropriate walking and cycling distances to facilities. For reference, these have been summarised as follows.

- Welsh Government - Active Travel (Wales) Act 2013: Within the Active Travel Act Design Guidance (ATADG) it is stated within paragraph 4.1.4 that “walking as a mode of travel predominates for journeys of less than two miles whilst cycling is more convenient for longer journeys, typically of up to five miles for regular journeys”. This equates to walking distances of up to 3.2km and cycling distances of up to 8km.
- DfT - TA91/05 Provision for Non-Motorised Users - Paragraph 2.2 states that 2 miles is ‘a distance that could easily be walked by the majority of people’. Paragraph 2.3 also continues by stating that ‘Walking is used to access a wide variety of destinations including educational facilities, shops, and places of work, normally within a range of up to 2 miles’ (3.2km). This is consistent with the Welsh Government ATADG guidance.
- Department for Transport (DfT) – Manual for Streets (2007): The ATADG references MfS guidance. MfS states that ‘walkable neighbourhoods’ are typically characterised by having a range of facilities within 10 minutes walking distance (c. 800 metres).
- CIHT (2015) – Planning for Walking: In relation to shorter trips in particular, (section 2.1) states that across Britain about ‘80% of journeys shorter than 1 mile (1.6km) are made wholly on foot’.
- DfT - Local Transport Note (LTN) 2/08: Further guidance set out in LTN2/08, suggests that the average distance that cyclists will generally travel is approximately 5km (16 minutes based on a cycling speed of 19.2km/h as set out in LTN2/08).

- 3.4.2 As such, it is considered that suitable walking distances could be up to 3.2km. This equates to around a 40-minute walk travelling at 3mph (4.8kph). In addition, a site with a variety of facilities within 800 metres is considered to be situated within a ‘walkable neighbourhood’.

- 3.4.3 It has been assumed that journeys of up to 8km are within an acceptable cycling distance. A cycling journey of 8km would equate to approximately a 25-minute trip.

- 3.4.4 Facilities which are within the vicinity of the site and the acceptable walking and cycling distances accessed via established routes, have been summarised in Table 3-1.

Table 3-1: Proximity of the site to local facilities and amenities

Facility/ Amenity	Walking and Cycling Distance (metres)	Average Travel Time (minutes)	
		Walking	Cycling
Public Transport			
Central Avenue (bus)	234	3	<1
Briton Ferry Health Centre (bus)	580	8	2
Railway Station (bus)	1200	16	4
Roundabout & Neath (bus and coach - on Swan Road A48 roundabout with Brunel Way and A474)	1340	17	4
Baglan Rail Station	1400	18	4
Commercial			
Spar Baglan	1850	24	6
Education			
Miles of Smiles Day Nursery	1800	23	6
Baglan Education & Training Centre	1940	25	6
Ysgol Gynradd Baglan Primary School	1980	26	6
Leisure/ Religious			
Saint Catherine's Church	1930	25	6
Baglan Community Church	2100	28	7
Residential			
Baglan	2414	30	8
Baglan Moor	2735	34	9
Sandfields	3700	46	12
Aberavon	3700	46	12

* Based on walking speeds of 80 metres per minute and Cycling Speeds of 320 metres per minute

3.4.5 Table 3-1 demonstrates that there are a number of services and residential areas within acceptable walking and cycling distance of the proposed site such as bus stops, Baglan train station, a convenience store, and residential areas to the east and south.

3.4.6 All facilities/ services and majority of residential areas in Table 3-1 are within the ATADG upper walking distance threshold and can be accessed via suitable walking routes in accordance with the ATADG.

3.5 Accessibility by Public Transport

Bus

3.5.1 There are a number of bus stops within 800m of the centre of the site. The closest bus stops are located on Central Avenue which are situated within 300 metres of the site.

3.5.2 The bus stops are serviced by bus services 87, 84, 86, 900, 901, X1 and X3. These combined routes provide a frequent service to Port Talbot, Neath and Swansea, summarised in Table 3-2.

Table 3-2: Bus Service Timetable

No.	Bus Stop	Route	First / Last	Number of Services			
				Mon – Fri		Sat	Sun
				AM	PM		
87	Central Avenue, Briton Ferry Health Centre and Railway Station	Neath Bus Station to Port Talbot Bus Station and Margam via Baglan Energy Park and General Hospital	06:20/23:17	7	21	28	6
84	Railway Station and Roundabout	Port Talbot Bus Station to Swansea City Bus Station via Sandfields Estate and Elba Crescent	06:35/18:36	11	9	12	0
86	Railway Station	Neath Bus Station to Port Talbot Bus Station via Briton Ferry, Baglan Estate and General Hospital	07:15/17:35	6	6	10	0
900	Roundabout	Port Talbot Bus Station to Neath Port Talbot College (Neath Campus)	07:50/-	1	0	0	0
901	Roundabout	Margam to Neath Port Talbot College (Neath Campus) via Port Talbot Bus Station, Sandfields Estate and, Baglan Estate	07:50/08:10	2	0	0	0
X1	Roundabout	CYMRU CLIPPER - Swansea City Bus Station to Bridgend Bus Station via Port Talbot Bus Station, Margam Park and Pyle.	06:25/21:25	6	6	10	0
X3	Roundabout	CYMRU CLIPPER - Swansea City Bus Station to Maesteg Bus Station via Port Talbot Bus Station, Ynysygwas and Bryn.	07:05/17:10	7	5	12	0
TOTAL NUMBER OF DAILY SERVICES				40	47	72	6

- 3.5.3 Table 3-2 demonstrates that the site is served by local bus services providing access to the surrounding areas such as Swansea and Port Talbot.
- 3.5.4 In addition, the bus stops benefit from bus stop flags, bus shelters, seating and timetable information.
- 3.5.5 As such, travelling by bus would offer a realistic choice of transport for potential future employees of the site.

Rail

- 3.5.6 Baglan Rail Station is located approximately 1400m to the south-east of the site. This provides direct access to regional destinations such as Llanelli, Swansea, Cardiff Central and Manchester Piccadilly.

- 3.5.7 Swansea services arrive at Baglan every two hours and depart on an hourly basis, taking a duration of approximately 22 minutes. In addition, an hourly service is provided to and from Cardiff Central taking approximately 45 minutes.
- 3.5.8 The station offers parking, drop-off and pick-up facilities and a bus stop next to it (Railway Station).
- 3.5.9 The presence of this transport hub within close proximity of the site significantly enhances the sustainable accessibility of the development providing a realistic and attractive alternative for journeys to and from the site by sustainable modes.
- 3.5.10 The proximity of the rail station and ability to access the station by a linked trip via walking or cycle to local and regional destinations offers an attractive option for trips to and from the site to be made via rail.

3.6 Summary

- 3.6.1 In summary, the site is situated in a moderately sustainable location accessible by a range of sustainable modes of transport including by train, bus, cycling and walking.
- 3.6.2 A number of services and residential areas are situated within acceptable walking and cycling distances. A review of the key walking routes demonstrates that pedestrians benefit from a good standard of infrastructure provision which offers a realistic and attractive option for travel to and from the local area.
- 3.6.3 This provides future employees of the site with a realistic choice of travel, which will assist in constraining the level of vehicle generation to and from the site and will encourage and promote sustainable travel behaviour which is fully in accordance with the aims of TAN18 and the Active Travel Act.

4. DEVELOPMENT

4.1 Overview and Site Layout

- 4.1.1 The current indicative proposals for the technology centre are for an office building of approximately 2600m². The building would comprise of a number of 'labs', individual units within the building aimed at emerging companies. This would be supplemented by communal breakout spaces to foster collaboration between the occupants, as well as an atrium/exhibition area.

4.2 Proposed Vehicular Access

- 4.2.1 It is proposed to retain the existing gated vehicular access currently serving the Innovation Centre which forms a ghost-island priority junction with Central Avenue.

4.3 Pedestrian Access

- 4.3.1 It is proposed that the site will continue to be served by pedestrians from Central Avenue using the existing footways provided.
- 4.3.2 Two metre footways are provided along the eastern side of Central Avenue which continues through to the site via the existing access to the Baglan Innovation Centre.

4.4 Parking

Car Parking

- 4.4.1 Current car parking standards for the site are set out in *NPTCBC Parking Standards Supplementary Planning Guidance (SPG)*, October 2016. The SPG identifies the site within Parking Zone 4 - Town Centre or City Centre Fringe.
- 4.4.2 The parking provision with reference these standards have been summarised in Table 4-1.

Table 4-1: NPTCBC Parking Standards applicable to current proposals

Car Parking Requirements for Zone 4			
Development	Parking use as identified within SPG	Standards	
		Operational	Non-operational
Office	Offices (>1000m ²)	1 space per 20m ²	

- 4.4.3 It is proposed that approximately 102 car parking spaces are to be provided, five of which will be allocated for disabled users. The parking standards in Table 4-1 indicate that 125 spaces would be required for the proposed development. While it is noted that this maximum required level of provision exceeds the proposed level of parking, it is considered that the strict application of the standards would not be appropriate for this development. While the standards are based on the GFA of the office building, the proposals include a large amount of floor area which is not traditional office space and should therefore not be included in the parking calculation. As such, the proposed parking provision is considered to be appropriate.

Cycle Parking

- 4.4.4 Cycle parking standards are set out in the *NPTCBC Parking Standards Supplementary Planning Guidance (SPG)*, October 2016, which have been summarised in Table 4-2.

Table 4-2: NPTCBC Cycle Parking Standards

Cycle Parking Requirements for Zone 4			
Development	Parking use as identified within SPG	Standards	
		Long Stay	Short Stay
Office	Offices	1 stand per 200m ²	1 stand per 1000m ²

- 4.4.5 Table 4-2 demonstrates that the development proposals should provide a minimum of 16 cycle spaces (13 long stay and 3 short stay). The development proposes 16 cycle spaces; therefore, this complies with the minimum cycle parking requirements stated in the NPTCB SPG and is a reflection of the location of the site in close proximity to high quality cycling links with the wider community.

5. REVIEW OF BASELINE TRAVEL DATA

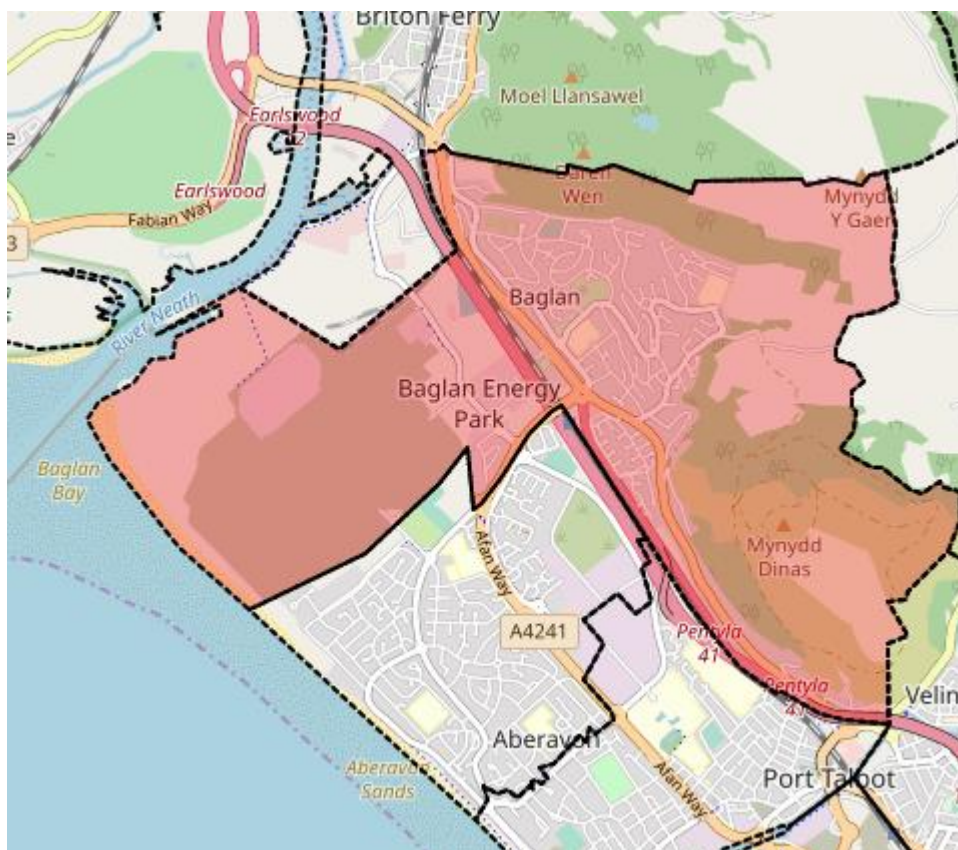
5.1 Introduction

- 5.1.1 In order to identify realistic targets for modal shift, there must be an awareness of the current modal choice of travel to the area, against which targets can be set and the success of the TP can be measured.

5.2 Travel Modal Share – Employment Trips

- 5.2.1 Reference has been made to the 2011 census Workplace Population ‘Method of Travel to Work’ data for Middle Super Output Area (MSOA) Neath Port Talbot 015, to determine the method of travel to work to the area and establish the likely method of travel to work for the employees of the site.
- 5.2.2 Figure 5-1 shows the extent of the MSOA – NPT 015.

Figure 5-1: MSOA NPT 015



5.3 Method of Travel to Work Trips (MSOA NPT 015)

- 5.3.1 Table 5-1 highlights the modal choice for employment trips to the NPT 015, the area in which the site is situated.

Table 5-1: Travel to Work Modal Split

Method of Travel	MSOA – NPT 015
Train	1%
Bus	3%
Taxi	0%
Motorcycle	1%
Driving a car or van	81%
Passenger in a car	8%
Bicycle	1%
On foot	5%
Total	100%

5.4 Summary of Travel to Work Modal Split

- 5.4.1 The MSOA 026 figures provide a baseline from which this TP has set measures and targets to encourage sustainable travel. Travel to work surveys undertaken as part of the monitoring process will provide site specific details of employees' travel patterns at the site and therefore specific measures and actions can be considered and implemented based on survey results.
- 5.4.2 As can be seen from Table 5-1 the car is the preferred method of transport to employment sites in and around the site with some 89% of employees travelling to work by car. 81% of staff travel to work by car alone.

6. TRAVEL PLAN APPROACH

6.1 Introduction

- 6.1.1 This TP presents a long-term strategy for reducing dependence of employees on travel by private car and in this regard this TP itself will be an ever-evolving document, amended as required once the development is undertaken, completed, occupied and surveys have been completed. The TP will then naturally evolve and change as subsequent travel surveys are undertaken.
- 6.1.2 This document is intended to demonstrate that the site can operate in a manner that makes the best use of the site's location, existing infrastructure and best practice to operate in as sustainable way as possible.

6.2 Approach

- 6.2.1 In order for a TP to be successful, it must influence behaviour as opposed to dictate a specific modal use. In order for this to be achieved, the TP must successfully alter an individual's perception in the following ways:
- The individual must be able to appreciate that a change in behaviour will benefit them;
 - He / she is enabled to change his / her behaviour; and
 - An individual must be encouraged to take action, by experimenting with transport modes.
- 6.2.2 Measures should focus on the areas that need most development in order to ensure that all of the above factors are covered. A TP should therefore consider as a minimum the following three points:
- Raise awareness of the TP and its benefits, the sustainable transport infrastructure and incentives to encourage use;
 - Improve accessibility and encourage alternatives to single occupancy vehicle use as a primary mode of travel; and
 - Measures should be developed and provided to encourage a behavioural shift and adoption of sustainable modes of transport.

6.3 Identifying Effective Measures and Realistic Targets

- 6.3.1 A TP can contain a mix of measures aimed at influencing different audiences and / or making best use of existing or proposed infrastructure.

7. MANAGEMENT

7.1 Implementing a Travel Plan

- 7.1.1 A full-time Travel Plan Coordinator (TPC) will be appointed at the earliest opportunity and will manage the Travel Plan.
- 7.1.2 The TPC role will be appointed at least three months prior to the occupation of the new building so that the TPC can be fully briefed on their role. This will allow the TPC to have sufficient time to gather information and prepare this in an appropriate format (induction pack, notice boards etc) ready to be disseminated to staff from day one of occupying the new building.

7.2 The TPC Role

- 7.2.1 The TPC will promote the benefits of travel planning as a positive step towards a healthy and more sustainable lifestyle.
- 7.2.2 The TPC will be the first point of contact for matters regarding travel to the site.
- 7.2.3 The main responsibilities of the TPC will be:
- Overseeing the development and implementation of the TP;
 - Promoting and marketing the objectives and benefits of Travel Planning;
 - Provide every employee with a Travel Information Pack (TIP) as well as up-to-date travel and transport information;
 - Act as point of contact for employees requiring information;
 - Potentially organise the formation of an employee travel forum;
 - Undertake travel surveys to monitor the effectiveness of Travel Plan measures;
 - Liaise with officers at NPT;
 - Provide annual reports giving updates on the Travel Plan, its measures and its effectiveness.
- 7.2.4 A key component to a successful TP will be the requirement to raise awareness, this will be achieved via on site visual displays and marketing. The TPC will ensure that the TP and other information relating to sustainable travel are conveyed to employees through a variety of media.

8. MEASURES AND INITIATIVES

8.1 Introduction

- 8.1.1 A wide range of measures and actions will be implemented to encourage walking, cycling, public transport use and car sharing in accordance with national and local policies.
- 8.1.2 This TP demonstrates the commitment of the application site to sustainable travel. The design principle for this site is to provide a sustainable environment that promotes the ethos of sustainability through encouraging the use of walking, cycling and local public transport as an alternative to SOV trips.
- 8.1.3 Measures that will be introduced as part of this TP to achieve its aims and objectives are provided in this section. The list of measures is not exhaustive, if required, further potential measures and initiatives may be investigated by the TPC.
- 8.1.4 The measures outlined below are intended to be reviewed and monitored following completion of subsequent travel surveys.

8.2 Measures / Initiatives to Promote Sustainable Transport and Travel

- 8.2.1 It is essential that the design incorporates good quality, safe and comfortable walking and cycling routes, and that the layout is 'permeable' to those on foot or bicycle.
- 8.2.2 Travel initiatives used to encourage journeys by non-car modes must be suitable for review and monitoring and need to be practicable for implementation by those involved.

Travel Information Board

- 8.2.3 A travel information board will be provided in the employee area at the new office.
- 8.2.4 The board will promote travel by alternative modes of transport and display the following information:
 - Details of pedestrian and cycle routes in the local area;
 - Information regarding general pedestrian and cycle safety;
 - Details of car sharing and sign-up sheet; and
 - Promotion of national travel events such as Cycle to Work Day (www.cycletoworkday.org) and 'Bike Week' (www.bikeweek.org.uk).
- 8.2.5 The travel information board will provide a point of reference for all staff members in all respects of the TP. The board will be used for information, relevant travel promotion and advertising.

Travel Information Pack (TIP)

- 8.2.6 A Travel Information Pack (TIP) will be produced and provided to all employees to outline the benefits of sustainable travel i.e. health and the environment and to give employees maximum choice in choosing how to travel.
- 8.2.7 The TIP will contain information on the alternatives to single-occupancy car use available to employees and include various information for different modes of travel outlined below.
- 8.2.8 This Travel Pack will include the following information, with illustrated route maps for the relevant public transportation information:

- Timetables and route maps for public transport. This should include isochrone maps showing schedules journey times and timetable information;
- Cycling and walking maps for the local area and the contact details of local and national cycling organisations, such as Sustrans;
- Details of car sharing schemes;
- Details for any community travel sites and community forum sites.

Walking

- 8.2.9 Well documented evidence suggests that people who are physically active in their daily lives are more productive and take less time off sick. The C3 Collaborating for Health 'Choosing Health: Making healthy choices easier' (2012) document, recognised the health benefits of walking and / or cycling. Active travel as part of a Travel Plan enables people to enjoy these health benefits as part of their daily routine as well as reducing environmental impacts and saving money.
- 8.2.10 Walking advice and local pedestrian routes will be provided within the TIP and on the travel information board.

Cycling

- 8.2.11 Cycle parking spaces for exclusive use by staff will be provided as part of the development. The use of these stands will be monitored by the TPC and if demand dictates, the potential for increasing provision will be considered if this is possible.
- 8.2.12 Changing facilities and showers will be available for tenants of the building to use.
- 8.2.13 Cycle information and guidance will be contained within the TIP and on the travel information board to support and encourage cycling.
- 8.2.14 National cycle events will be promoted through the travel information board.
- 8.2.15 The TPC will endeavour to negotiate discounts with local cycle shops (and outdoor clothing shops) which could benefit from the implementation of the TP. The locations of nearby outlets would be identified in the TIP.

Public Transport

- 8.2.16 The TIP and travel notice board will include up to date information on public transport services and the location and details of the closest bus stops to the site.
- 8.2.17 The most practical pedestrian and cycle routes to and from the application site to public transport stops will be identified within the TIP and on the travel information board.

Car-sharing

- 8.2.18 Car sharing is a key way in which to constrain single occupancy car travel to the site.
- 8.2.19 By increasing the number of occupants for any given car trip, the sustainability of that trip can increase above that of public transport. Potential benefits to be gained from an effective car sharing scheme are considerable.

- 8.2.20 Employees will be made aware of websites administered by the Local Authority and car share / club schemes in the area. It is hoped that a higher car share trip rate can be encouraged for employees, if not on a daily basis at least once or twice a week on a regular basis.
- 8.2.21 The TPC will encourage registration on the Liftshare website www.liftshare.com and to increase the options for employees to car share.

Table 8-1: Transport Information Websites

Website Address	Content of Website
www.traveline.cymru	Travel line is a service that provides impartial journey planning information about all public transport services – buses, coaches, trains - throughout Wales. The website offers a 'journey planner' to enable journeys to be planned from an address or postcode, including all non-car modes of travel
www.trainline.com	Provides the full mainline rail timetable and will provide journey times and will plan your mainline rail journey from origin to destination.
www.nationalrail.co.uk	Provides the full mainline rail timetable and will provide journey times and will plan your mainline rail journey from origin to destination.
https://liftshare.com	Liftshare is a social enterprise that helps individuals to travel more sustainably by sharing their journeys. Liftshare funds itself by helping businesses and organisations in the UK and around the world set up their own online journey matching tools to encourage local car-sharing and more sustainable mobility.
www.sustrans.org.uk	Sustrans provides creative, innovative and practical solutions to the transport challenges affecting us all. By working with communities, local authorities and many other organisations, Sustrans creates change by putting people at the heart of activities, enabling many more people to travel in ways that benefit their health and the environment.

9. TARGETS AND ACTIONS

9.1 Introduction

- 9.1.1 To maximise the effectiveness of this TP targets have been set which are Specific, Measurable, Achievable, Realistic and with time scales fixed, i.e. SMART. To be measurable, indicative baseline modal split figures have been identified as a starting point from Census data. However, to provide a more site-specific baseline position, employees of the site will be subject to an employee travel survey at the earliest opportunity and targets will be adjusted accordingly.

9.2 Indicative Modal Share Targets

- 9.2.1 As TP measures often require resourcing with cost implications, it is preferable to maximise the TP's effectiveness by concentrating resources where they achieve most benefit.
- 9.2.2 Table 9-1 presents indicative proposed SMART modal share targets for employment trips to/ from the site. Modal share targets should, however, be re-entered following the results of employee travel surveys and based on this information, future achievable targets are to be devised in liaison with the Local Authority. Nevertheless, based on data derived from the 2011 Census data for the MSOA - NPT 015, indicative minimum targets are proposed in the first instance as shown in Table 9-1.

Table 9-1: Provisional Plan Targets

Mode of Travel	2011 Census Data	Annual Targets			
		Baseline Survey	Year 1 (%)	Year 2 (%)	Year 3 (%)
Train	1%	1%	1%	2%	3%
Bus	3%	3%	4%	5%	6%
Taxi	0%	0%	0%	0%	0%
Motorcycle	1%	1%	1%	1%	1%
Driving a car or van	81%	81%	78%	74%	72%
Passenger in a car	8%	8%	8%	9%	10%
Bicycle	1%	1%	2%	3%	1%
On foot	5%	5%	6%	7%	8%
Total	100%	100%	100%	100%	100%

- 9.2.3 The above targets will be reviewed and amended as survey information becomes available from the baseline surveys which will be undertaken within 3 months of meaningful occupation. Within 6 months of meaningful occupation of the building, the Full Travel Plan will be finalised and targets will be agreed with NPTCBC. The indicative targets are considered to provide a good basis for daily travel targets because the journeys to work occur at the highway network's peak times of operation.

10. MONITORING AND REVIEW

10.1 Introduction

- 10.1.1 The Travel Plan and staff travel will be monitored annually for at least three years on the anniversaries of the initial baseline travel survey, which will be undertaken within three months of occupation of the DWP office building. The baseline survey undertaken represents the start of the travel plan for monitoring purposes and is known as Year 0.
- 10.1.2 Regular monitoring and reviewing will help to gauge progress towards targets and objectives, and, if necessary, enable the TP to be refined and adapted in order to improve its progression. Monitoring and review will be the responsibility of the TPC.
- 10.1.3 The stages to monitoring a TP include:
- Collection of base data and resultant setting of travel mode targets;
 - Measures implemented over a period of time are recorded;
 - Collection of future data at defined point;
 - Comparison of data collected; and review of mode share against target and resultant implementation of new measures or setting of revised targets.
- 10.1.4 To understand the extent to which the initiatives are contributing towards achieving the Objectives and targets of this TP, a Monitoring structure has been specified as follows which will be in place for at least three years following first occupation of the development.

10.2 Monitoring

- 10.2.1 The monitoring period will be between the first occupation of the site and at least three years thereafter. Monitoring will include the issue of travel surveys, which will be issued to all employees, initially at a time to be agreed between NPTCBC.
- 10.2.2 These travel surveys will be repeated on an annual basis (years one, two and three) to show the trends in travel behaviour and to allow for targets to be appropriately refined. This review process will identify the most effective measures and key motivators influencing people's travel choices. This will enable the TPC to keep track of the progress that the TP is making against its targets. If targets have/ have not been met, measures and monitoring would need to be reviewed.
- 10.2.3 The TPC will be responsible for coordinating the monitoring activities.

10.3 Scheme Administration

- 10.3.1 The TPC will be required to keep up to date records associated with the day to day operation of the TP. These will include:
- a. Details of Travel Patterns: This information will be derived from the employee travel surveys and will be retained for input into the review procedure;
 - b. Monitoring Records: Feedback from the monitoring procedure will be maintained for input into a TP review process;
 - c. Review Reports: Copies of historic review reports will be retained for reference purposes and for analysis of the longer-term effectiveness of the plan.

10.4 Consultation

- 10.4.1 The success of the TP will rely on the support of the employees, and the TPC will retain close contact with representatives to ensure that the principles and initiatives within the TP are understood.
- 10.4.2 The TPC will also retain responsibility for liaison with outside bodies, including with officers for NPTCBC.

10.5 Travel Plan Review

- 10.5.1 Review - On an annual basis (years one, two and three), the TPC will undertake a review of the TP. The objective will be to measure its success and to identify the potential for improvements to the travel initiatives. The second stage involves the TPC undertaking a full comprehensive review of the Travel Plan at Year 2. This review will involve completely updating the Travel Plan document to take into account changes to transport availability, staff changes, changes in travel patterns, and revisions to targets and measures.
- 10.5.2 Re-issue of Travel Survey - An element of the review will involve re-issuing the employee travel surveys on an annual basis (years one, two and three). The TPC will review the results and adjust any measures if necessary.
- 10.5.3 Monitoring Report - The developer will produce an annual monitoring report to coincide with the annual travel surveys. The Monitoring Report will be submitted to the NPTCBC for approval and retained for record. The report shall demonstrate to NPTCBC how the TP has been implemented during the previous years and include:
 - Site information;
 - Measures introduced and actions taken to promote the travel plan;
 - A statistical summary of the modal split of employees disclosed by the monitoring surveys;
 - The progress of the travel plan in achieving targets and identifying any amendments; and
 - A plan for future actions to be implemented.
- 10.5.4 Updating the Travel Plan - The TP will be updated following the results of the travel surveys to determine whether the proposed objectives and targets have been met. Results will be provided to NPTCBC within three months of the surveys taking place and, if required, revised targets and new measures will be agreed with NPTCBC.

11. ACTION PLAN AND BUDGET

11.1.1 This section draws together the proposed measures, monitoring and review proposals into an Action Plan that identifies who will be responsible for the delivery of each element.

11.1.2 This Action Plan will be updated to reflect the outcome of the monitoring and review process and any impact on this Action Plan will need to be agreed with the RCTCBC.

Table 11-1: Action Plan of Proposed Measures

Informational Measures			
Measures to be Implemented	Implemented by Date	Person(s) Responsible	Duration / Period of Repetition
Nominate TPC	First occupation	Developer	For duration of occupation
Undertake Initial Travel Survey	Within 3 months of first occupation	TPC	After 1, 2 and 3 years
Prepare TIP	Prior to first occupation	TPC	For duration of occupation
Travel Information Boards	Prior to first occupation	TPC	For duration of occupation
Promotional Measures			
Measures to be implemented	Implemented by date	Person(s) responsible	Duration / Period of Repetition
Encourage Employees to Walk, Cycle, Use Public Transport or Car Share	First occupation	TPC	To be included in Travel Information Pack and on Travel Information Boards
Promotion of National Travel Awareness Days	No later than 4 weeks preceding each day	TPC	Annually for each event as long as the development is occupied
Encourage safer cycling	First occupation	TPC	For duration of occupation
Promotion of Liftsharing / Car Clubs	First occupation	TPC	To be included in Travel Information Pack and on Travel Information Boards
Contact local retailers of cycle and outdoor equipment to enquire about discounts	First occupation	TPC	N/A
Promotion of cycle to work scheme	First occupation	TPC	For duration of occupation
Design Measures			
Measures to be Implemented	Implemented by Date	Person(s) Responsible	Duration / Period of Repetition
Secure Cycle Parking	Prior to first occupation	Developer	For duration of occupation
Employee Locker, Shower, Rest Facilities	Prior to first occupation	Developer	For duration of occupation

11.2 Budget

11.2.1 A budget will be available to the TPC to implement the TP. The amount of funding that will be required for the TP is anticipated to vary year on year based on the surveys undertaken and needs of the TP. Throughout the TP, the business case will be reviewed and will be an agenda item at management meetings, as appropriate to discuss matters. Management will liaise with the TPC prior to meetings to discuss matters and the TP progression.