

1487:PL:TP

DRAFT TRAVEL PLAN

for

Residential Development

At

Eagle House Port Talbot

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1.0 Vision & Introduction

Our Client, Castell Construction Ltd, have acquired an option on a site, Eagle House on Talbot Road, Port Talbot and wish to develop the site to provide high quality 100% affordable housing units to be owned and operated by a Registered Social Landlord (RSL).

An in-principle agreement has been reached with Tai Tarian, a local RSL that the scheme will be purchased when complete and operated as 100% affordable housing on tenures to be agreed.

Tai Tarian is one of the largest Social Housing landlords in Wales. They are based in Neath Port Talbot and were established in 2011 following a Large Scale Voluntary Transfer of stock from the Local Authority. They have a Head Office in the outskirts of Neath, with satellite offices located in Neath and Port Talbot Town Centres.

Kennedy James Griffiths (KJG) have been retained to develop a design for the redevelopment of the site, working to a brief and specifications provided by the Applicant and Tai Tarian.

The design concept as set out in a brief prepared by Castell and the RSL was to provide a mix of high-quality and sustainable 1 and 2 bedroom affordable apartments, in a layout that is respectful to the site and creates a quality living environment for residents. The design is to be aesthetically pleasing and, where appropriate, complimentary to the existing character of the area as defined in the site context analysis.

All apartments are to be fully compliant with Welsh Government's Design Quality Requirements (DQRs) including Lifetime Homes, RNIB Standards and Secured by Design compliance to enable the project to be funded by the Social Housing Grant (SHG).

It is understood the Local Authority may require a draft Travel Plan to be submitted before works as part of the planning application if a reduction in on site parking numbers is sought following a sustainability calculation.

As such a reduction is requested, this document has been prepared to support the request as set out in the adopted Parking SPG.

Details have been included in this section about the measures taken in the siting, design and location of dwellings and the impact these measures may have on future Travel arrangements for building occupiers.

It is intended that the Local Planning Authority assess the contents and quality of this Draft/Framework Travel Plan and approve its use as a template for the future managers of the proposed development.

This document has been prepared in accordance with the guidance included in TAN18: Transport published by the Welsh Assembly Government.

Background

In the final Travel Plan this section will provide information on the site and dwellings that have been constructed. It will detail how the occupier came to manage the dwellings and what were the guiding factors that led them to the site.

However at this stage the document sets out the design solution for the site and the proposed inputs into the design to mitigate Car Trips to and from the individual dwellings. Detailed information on the design of the site, the building and the transport implications can be found in the following Appendices to this document and other documents submitted with the Planning Application:

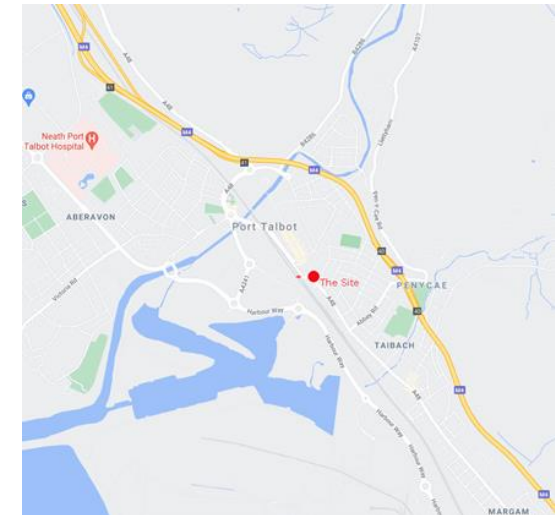
- Appendix A: Scheme drawings
- 1487:PL1:DAS: Design & Access Statement.

Site Description

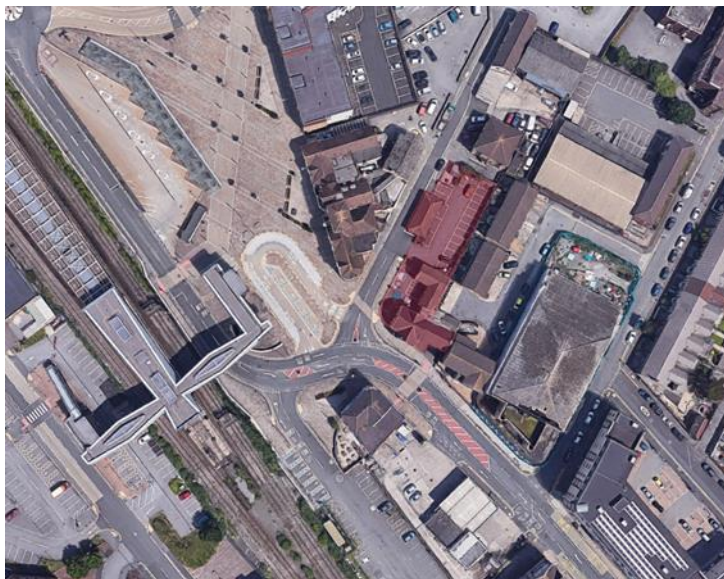
The site location is shown on the drawing 1487:PL1:01 and the following aerial photograph and map and lies in the settlement area of Port Talbot, close to the Town Centre and within the Port Talbot Ward.

The full site address is:

Eagle House
2 Talbot Road
Port Talbot
Neath Port
Talbot
SA13 1DH



Port Talbot is one of the two major towns in the administrative authority of Neath Port Talbot Council, along with Neath. Port Talbot, along with Aberavon and the surrounding area is the largest town in the county by size and population. The Town benefits from a large retail centre, includes a range of local amenities within a relatively compact area and is well connected to the wider region by public transport and road links.



There is a main line train station (London/Swansea), within the Town Centre, a bus station serving the wider region and the M4 and A48 are easily accessible (with 750m and 5m of the proposed site respectively).

The site is urban town centre in nature and the immediate surroundings are a combination of commercial, former leisure and residential properties of varying heights and densities.

The area around the site has undergone significant change in recent years with new residential development along with a major realignment of the A48 to accommodate major transport hub which is within 30m of the proposed site (see later).

The site itself is located in a busy edge of town centre location, within easy walking distance of the Town Centre (100-500m), and other local amenities including Schools, shops, restaurants, leisure and healthcare facilities. Further details are included in the Access Statement later in this document.

The site is well connected to local transport infrastructure as Talbot Road (A48) is one of the main arterial roads into the town linking directly to the M4 which is approx. 1km actual driving distance to the East and approx. 1.5km to the North.

There are a number of bus stops on Talbot Road in addition to the main bus station and train stations which are located less than 100m to the North of the site.

There are cycle routes within a reasonable distance of the site which connect to the wider cycle network in and around Port Talbot as set out later in this document.

The site is classed as a sustainable location and scores highly in the Local Authority Sustainability calculator in the Parking SPG as set out in the Access section of this document.

There are public open spaces and recreation areas within easy walking distance of the site including Port Talbot Memorial Park approx. 600m to the South on talbot Road.

The site is well located to provide plenty of opportunity for employment within reasonable walking and cycling distance. The easy access to Public transport and major road links increases the availability of employment to a regional level with limited detriment to the environment.

The site area is approx. 0.1Ha.

Access Points

The site is currently accessible by pedestrians from the Talbot Road frontage and by vehicles from Oakwood Lane.

There are gates to the car park to the South and North of the separate building that sits on Oakwood Lane, that is a former Public Convenience (see below).



Boundaries

The site boundaries are shown on the submitted existing site plan (1487: PL1:03) and can be summarised as:

To the South (fronting Talbot Road) the existing building frontage forms the boundary of the site and sits directly at the rear of the public pavement.

As the pavement turns into Oakwood lane the existing building is set back with the site boundary formed by a metal fence with stone piers on Oakwood Lane itself.



The Western (Oakwood Lane) boundary is a combination of this metal fence, with gates separating the site from the footpath along with the external wall of the former Public Convenience which interrupts the footpath approx. halfway along the boundary.

To the northern end of this boundary is an electric sub station which is surrounded by a metal palisade fence on 3 sides, with the eastern boundary to the existing car park formed by a stone wall.

The northern and eastern boundaries of the site are formed by a low level concrete wall with a close boarded timber fence above which separates the site from the existing 2 storey houses on Eagle Mews to the East and the 3 storey apartments to the North.

There are overlooking windows at First and Second Floor looking over these 2 boundaries which any proposed design will need to respect (see Site analysis plan 1487:PL:02).

There are also overlooking windows on the Grand Hotel which is on the opposite (West) side of Oakwood Lane, although these are less of an issue as it is not residential accommodation.

Generally, the boundaries and immediate neighbours are not a significant restraint on the proposed design other than the need to respect the overlooking windows.

Road Hierarchy & Access

The site is in a sustainable location and is located close to many local amenities and facilities as well being well connected to the public transport network.

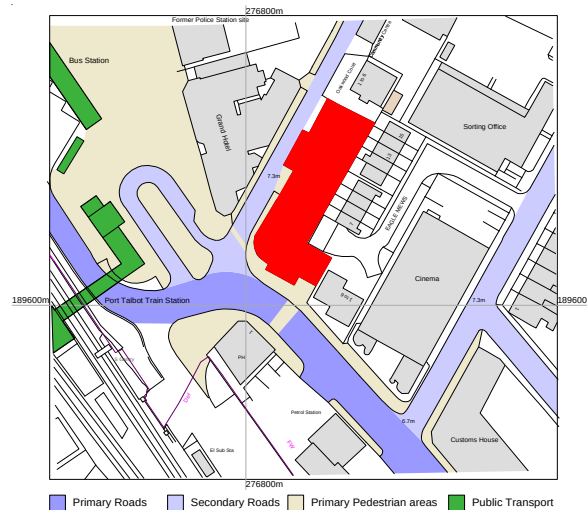
The site is located on Talbot Road (A48), which one of the main arterial roads serving Port Talbot. The A48 connects directly to the M4 in close proximity to the site.

Recent alterations to Talbot Road and the construction of the new Public Transport hub have slowed traffic and created a more pedestrian friendly environment immediately outside the site.

The new transport hub is within 30m of the site giving easy pedestrian access to many bus and train services providing connections to the local, regional and national networks.

The existing vehicular access to the site is via a secondary road which reduces required visibility splays and the potential for the proposed development to have an adverse impact on the existing primary road.

This access is likely to be retained in any proposed development to enable the prime frontage for commercial units onto Talbot Road to be fully utilised.

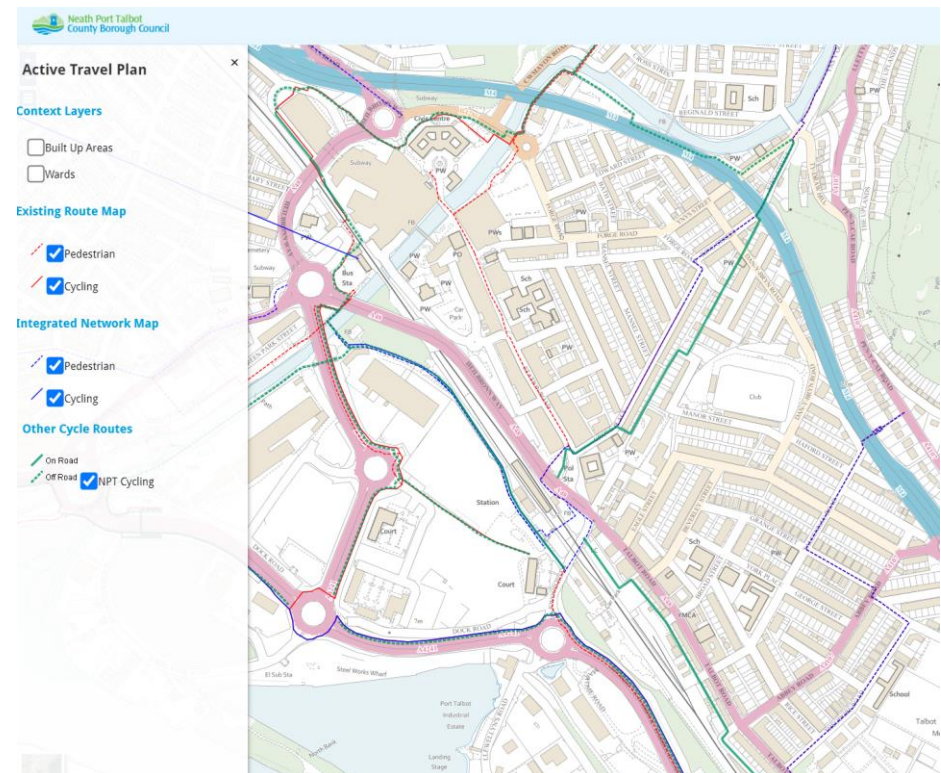


There is a wide pedestrian footpath running along Talbot Road across the front of the site which connects, via a clearly identified crossing over Oakwood Lane, directly to the transport hub and the town centre beyond.

There are identified active travel routes in the vicinity and Oakwood lane is identified as a cycle route on the Neath Port Talbot Active Travel Plan and cycle routes map. See image and links below:

https://www.npt.gov.uk/media/5401/neath_port_talbot_cycle_map.pdf?v=20180717181057

https://maps.npt.gov.uk/active_travel_single_final/



The pavement running alongside the site on Oakwood Lane is currently blocked in part by the former public conveniences. The redevelopment of the site offers the opportunity to reinstall the pavement improving pedestrian links.

Given that the proposed development will be entirely constrained within the boundaries of the existing buildings and car parks, there is no material impact on the existing road hierarchy or routes.

Public Transport

The site is located immediately adjacent to the recently constructed public transport hub which consists of the redeveloped main line train station (Port Talbot Parkway) and an integrated bus station served by a large pedestrian plaza. In addition, there are further bus stops along Talbot Road, all of which are accessible via generous and safe pedestrian footpaths.

Detailed information on the site's accessibility by various modes of transport is provided in Section 5: Access Statement of the Design & Access Statement submitted as part of the Planning Application.

The Benefits of a Travel Plan

Travel plans are an integral part of national, regional and local Planning policy. They are seen as an effective tool in delivering the Government's objectives for more sustainable transport.

TAN 18: Transport published in 2007 requires the submission of travel plans with planning applications for development that will have significant transport implications.

Many new developments result in increased demand for travel. Securing a travel plan as part of the development process has three main purposes;

- Ensuring that development takes place in locations and in ways that minimise the impact of this additional demand;
- Increasing accessibility and ensuring that opportunities are provided for people to travel to and from the site in a variety of ways;
- Reducing dependence on the use of the car.

Successful travel plans are the result of a partnership approach, which will involve, the planning authorities, private sector stakeholders (such as public transport providers) and the communities affected by development.

Some of the more quantifiable benefits of a Travel Plan are:

Benefits to the residents

- Improved accessibility for residents,
- reduced costs if the travel plan minimises/removes the need for highway improvements,
- reduction in congestion and more efficient business and domestic travel,
- the planning process may be easier and faster with a good travel plan in place,
- reduction in the inequalities that may exist between car / non car owners.
- opportunities for more flexible working practises

Benefits to visitors

- improved range of travel choices available
- reductions in stress associated with congestion and locating a car parking space
- improved opportunities for those experiencing accessibility difficulties

Benefits to the environment

- improved air quality
- improved personal and road safety
- reductions in noise pollution
- less congestion

Scope of the Plan

This Residential Travel Plan will detail initiatives to encourage the use of sustainable travel modes to reduce reliance on the private motor vehicle and will also set out targets together with methods that will be used to monitor their success. Whilst the Draft Travel Plan provides guidelines the success of the Plan will depend on the commitment and enthusiasm of the Travel Plan Co-ordinator (see section 5.1), management and staff of the operator company (Linc) and residents.

The core objective of this Framework Travel Plan is to show how both Hard and Soft measures can lead to a reduction in the number of Car journeys to and from the site. Although this is the prime purpose there are a number of other objectives that could be addressed by an enhanced Travel Plan when it is developed by the eventual Plan Co-ordinator. These could include:

- to support local bus services,
- improve road safety,
- reduce localised congestion,

Evaluation of the Travel Plan

An integral part of ensuring the success of a Travel Plan is that it is evaluated and approved by the Local Planning and Highways Authority. This evaluation by Neath Port Talbot County Council will follow the principles of the TRACES evaluation criteria, as summarised in the following table:

Transparent	Plans should clearly identify who is responsible for each element of the plan, how it is to be financed and how targets have been developed
Realistic	Plans should set realistic but stretching targets which reflect Local Development Framework and Local Transport Plan policies. Targets should take account of best practice and the likely make up of occupants.
Achievable	Plans should only include measures which developers and partners are capable of delivering and which are likely to have a positive impact on travel behavior.
Committed	Plans need clear commitment from the developer and occupiers. This can be demonstrated by, for example, the appointment of a travel plan coordinator and the identification of funding to take the plan forward.
Enforceable	The commitments established in the Plan need to be enforceable by the local authorities. This demands precision and clarity in the way measures are set out in the travel plan.
Sustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility from the developer to the occupiers, residents or other organisations and the continuing sources of funding for the plan.

Management Arrangements

The Housing Association will be responsible for the management and delivery of the Travel Plan. The contents of this plan, and as further evolved, will fall on Linc.

Linc will ensure that a Travel Plan Coordinator is in place who will oversee the Draft Travel Plan.

Sections 5.1 and 8.0 of this document set out the development initiatives, which are the responsibility of the Travel Plan Coordinator.

2.0 The Starting Point

Introduction

A full Audit of the site is required. Information is given in this document to assist in the audit of the existing site facilities and to describe the decisions taken at the design stage that impact on travel to and from the site.

The evolved Travel Plan will need to include data collated by the Plan Co-ordinator at the appropriate time and in the manner set out in the various guidance documents referred to in this document. A Sample Site Audit Form is included in Appendix B of this Document.

The survey carried out at that point will include all of the hard measures included in the design as part of the baseline assessment of the site.

The purpose of the audit is to establish opportunities to improve current facilities within and adjacent to the site. This should include consideration of facilities such as local rail stations and services, bus stops and services and on-site facilities such as cycle parking.

Site Assessment

The Site Assessment describes the accessibility of the site by foot, bus, rail and cycle should be used with the eventual Travel Survey to identify areas where reliance on car trips could be reduced.

Whilst the full site assessment will be undertaken by the TPC following completion of the construction works, an assessment of the existing transport facilities and hard measures included in the site design are included here to inform the eventual assessment.

Pedestrian Access

The site is fully accessible by pedestrians via adopted footpaths along Talbot Road and Oakwood Lane, which connect the site to the wider footpath network within the local area including the newly constructed Public Transport Hub and Port Talbot Town Centre to the North.

There are identified Active Travel Routes (existing and proposed) close to the site (see opposite)

The majority of roads within the vicinity of the proposed development have footway provision on one or both sides of the carriageway.

The Chartered Institute of Highways and Transportation (CIHT) guidelines 'Providing for Journeys on Foot' indicate that the desirable walking distance for commuting and school journeys is 500m, the acceptable walking distance is 1km, and 2km is the preferred maximum.

The guidelines also indicate that walking trips for other purposes have a desirable walking distance of 400m, acceptable distance of 800m and the preferred maximum of 1.2km.

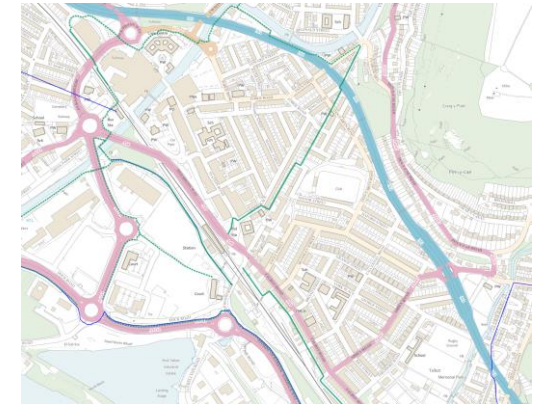
CHIT Table 3.2: Suggested Acceptable Walking Distance.

	Town centres (m)	Commuting/School Sight-seeing (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1000	800
Preferred maximum	800	2000	1200

The table following this section shows the local facilities/amenities within walking distance of the proposed development.

There is a Primary School within desirable walking distances. There is also a Hospital within desirable/acceptable walking distance from the site and a number of bus stops within 30-50m of the site entrance.

There is a major Supermarket within the preferred maximum distance and a number of convenience stores located close to the site.





Facility	Distance *
Post Office (Tesco)	555m
Health facility – Well Pharmacy	510m
Neath Port Talbot Hospital	625m
School – Central Junior School	310m
School – Central Infants School	690m
Food Store – Tesco superstore	555m
Bus Station	720m
Port Talbot Parkway	58m

Given the reasonably good pedestrian links there are no additional proposals necessary to increase accessibility for pedestrians other than the ongoing promotion of walking as an environmentally friendly and healthy alternative to the private car.

Cycle Access

The site is readily accessible by cycle and cycle storage is provided as part of the design in accordance with the Parking SPG.

The Local Authority Active Trave Plan (see https://maps.npt.gov.uk/active_travel_single_final/ and extract below) identifies Oakwood Lane as a cycle friendly route that connects to other dedicated cycle lanes in the area. This is accessible within 40m of the site entrance.

Vehicle Access

The site is well served for vehicle access with all local roads being suitable for both car and commercial vehicle access.

The site is immediately accessible from Talbot Road and Oakwood Lane which provide access to the wider road network including the M4 to the North of the site. The M4 provides easy access to the wider national road network.

Public Transport Access

The new Public Transport Hub (Port Talbot Parkway) is located within 30m to the North of the site and gives access to a wide range of bus services along with mainline train services to Cardiff, Swansea Bridgend and Neath as well as the wider National (UK) rail network.

There are also bus stops on Talbot Road close to the site and Port Talbot Bus Station is approx. 720m (walking distance) to the North of the site.

These stops give access to a number of bus services including 66, 87, X1, X3 and 901 at Parkway and 9, 66, 81, 82, 83, 84, 87, 901, 902, X1 and X3 at the Bus Station. There

are other bus stops within easy walking distance that provide access to additional services. Details of the above services are included in the Sustainability calculator in the parking section of this document.

All of these public transport facilities are well within recognised walking distances as set out in national guidance documents such as the CHIT 'Providing for Journeys on foot' referred to above.

Public Transport frequency:

The following is a selection of bus services that call at the stops identified above:

Route Number	Route	Frequency
9	Port Talbot - Sandfields	hourly between 08.38 and 16.38
66	Goytre - Aberavon	hourly between 07.12 and 20.30
81	Port Talbot - Brynbryddan	30 mins between 07.19 and 19.05
82	Port Talbot – Golden Ave, Sandfields	30 mins between 08.00 and 28.18
83	Port Talbot – Blaengwynfy/Glyncorrwg	hourly between 07.32 and 18.55
84	Swansea – Port Talbot (via Sandfields)	hourly between 06.30 and 18.48
87	Margam – Neath (via Port Talbot)	hourly between 08.25 and 17.25
900	Port Talbot – Neath College	Timetable reduced due to Coronavirus
901	Margam – Neath College	Timetable reduced due to Coronavirus
902	Port Talbot – Neath College	Timetable reduced due to Coronavirus
X1	Swansea- Bridgend via Port Talbot, Pyle	20 mins between 06.36 and 18.45
X3	Port Talbot – Maesteg via Bryn	Hourly between 07.02 and 18.40

The bustimes.org web site: <https://bustimes.org/localities/port-talbot#> gives timetables for all buses departing from the Bus Station and Parkway.

Opposite is an extract from an online live departure board for Port Talbot Parkway Train services showing a train approx. every 20mins.

From the above it can be seen that the combined frequency of service to Port Talbot, Sandfields, Neath, Swansea and other major destinations is approximately every 5 minutes or less during the required hours.

Please note that not all times were available at the time of writing due to the Coronavirus outbreak. Actual frequency may be increased when timetables return to normal.

Live departures and arrivals for Port Talbot Parkway

Departures		Arrivals		
Due	Destination	Platform	Expected	
16:39	Carmarthen	1	On time	See details
16:41	London Paddington	2	On time	See details
17:11	Swansea	1	On time	See details
17:12	Manchester Piccadilly	2	On time	See details
17:30	Cardiff Central	2	On time	See details
17:41	London Paddington	2	On time	See details
17:43	Carmarthen	1	On time	See details
18:14	Swansea		On time	See details
18:15	Manchester Piccadilly		On time	See details
18:21	Millford Haven		On time	See details

Taxis

There are a number of taxi firms operating in Port Talbot and the local vicinity, these include All 7 taxis and AKA Taxi's, which are located close to the site. All can provide access to local towns and facilities. In addition there is a major Taxi rank at the adjacent Port Talbot Parkway transport hub.

Information on local taxi companies will be set out in the home information pack proposed as part of the Travel Plan.

Home/Flexible working facilities

The potential for broadband internet connection to each dwelling is provided with a number of connection points provided in various rooms. A provision for a home office is included in line with the requirements of the Code for Sustainable Homes.

Information on the benefits of home working and the facilities provided in the dwelling will be set out in the home information pack.

Audit Results

This current document helps inform understanding of the travel characteristics of the site and the surrounding area by identifying public transport and it also, along with other documents, helps audit the characteristics of the site i.e. parking positions, pedestrian routes and cycle parking.

A further audit should be carried out as per the action plan following occupation.

Travel Survey

A full survey of the Travel Arrangements of all residents will be required. This is intended to assist the Plan Co-ordinator in understanding the travel patterns of the residents and to assist in the setting of objectives to reduce car journeys to and from the site. An accepted way to undertake travel surveys are in the form of questionnaire surveys at the site. It is considered that these will be conducted annually to compare changes in travel behaviour.

The travel surveys will provide the basis for the modal shift targets. These are important as they provide the base from which comparisons can take place and they provide a focus for what the Travel Plan is trying to achieve. The surveys will be undertaken at the same time (year-on-year) as the original baseline survey to ensure consistency.

The Survey should include questions regarding attitudes and perceptions of alternative transport arrangements as well as factual data on actual travel patterns. The survey should be comprehensive and include all residents.

As a 'living document' measures within the Travel Plan can be adjusted/enhanced year-on-year in response to the travel survey results (see Section 9 for the measures contained within the Travel Plan Action Plan).

3.0 Aims and Objectives

Objectives of the Plan

The overriding objective of the Plan will be clearly set out in this section along with any of the other sub-objectives. These should include:

- Reduce the need to travel and improve accessibility to the site for all those who do travel;
- Reduce parking requirements wherever possible;
- Improve safety and health;
- Promote a wider choice of travel options and provide information about them;
- Raise awareness of travel and transport issues, including the economic, social and environment impacts;
- To reduce the number of single occupancy car trips to and from the site;
- To promote walking and cycling as a health benefit;
- To increase the proportion of journeys to and from the development by sustainable modes of transport such as walking, cycling and public transport.

A travel plan can also be a means of developing positive relationships with local authorities and public transport operators.

These aims will be formally incorporated within the final Travel Plan and will form the basis on which Targets and Timescales can be set.

4.0 Targets and Timescales

Introduction

Targets should be SMART - Specific, Measurable, Achievable, Realistic and Time bound. The targets will be set in light of the results of the travel survey and with consideration to the local surroundings and the targets set in the County Council's Local Transport Plan.

All travel plans should contain an appropriate set of SMART targets. The targets should link to the objectives of the plan, relate to the outcome of the TA and be consistent with the policies of the Local Transport Plan.

The details of the targets will depend on the nature of the development proposal. They must establish clear commitments and need to identify explicitly who is responsible for their delivery. There are two types of targets – 'action' and 'aim' and a plan should include both. Examples include:

Action type targets:

- Install x number of cycle racks by a specified date
- Set up a Steering Group by a specified date.

Aim type targets:

- To reduce the number of single car occupancy car trips arriving on the site by x% by a specified date, when compared with the base year
- To increase the % of persons using public transport by y% by a specified date

It will be for the Plan Co-ordinator to set these targets and monitor progress towards achieving them within the timescales set.

Targets

Walking and Cycling Targets

The Welsh Assembly Government has set walking and cycling targets in its document "A walking and cycling action plan for Wales 2009 - 2013".

For the Adult participation of non-recreational journeys, the walking and cycling targets are to *"Increase the number of people who walk to work to 20%, for cycling the target is to triple the percentage of adults whose main mode of travel to work is cycling."*

For the Adult participation of recreational journeys, the walking and cycling targets are to *"Increase the number of people undertaking walking for recreation to 50% for cycling the target is to double the percentage of adults cycling for recreation."*

The location of this site close to Port Talbot Town Centre will go some of the way to achieving these targets due to its location and proximity to existing facilities.

Single Occupancy Car Use Targets

Initial modal shift targets can be set even if the end users are not yet known, as in the case of this development. The measures outlined in Section 5 are designed to: *"Reduce the reliance on single occupancy car use and encourage residents to consider more sustainable modes of transport when travelling to and from the site."*

This development is not a typical large private residential development but predominantly affordable housing so it is expected that the level of private vehicle ownership will be below the general average and therefore to set a target now is very difficult until the first survey has been undertaken.

It is expected that the general use of single occupancy private vehicle use will be below the local average and therefore it is suggested that the target will be to maintain this level of usage over the five year period.

Although a Framework Document initial Targets have been identified for the life of the Travel Plan, once the appropriate Travel Plan Co-ordinator and Company Travel Plan Co-ordinator have been identified these targets can be reviewed and formalised within the final Travel Plan.

These Targets are:

- To ensure all residents are fully committed to the Travel Plan;
- To educate all residents in 'sustainable transport' and ensure that they fully understand the term;
- Within 5 years of occupation to provide an agreed %age mode shift from single occupancy car trips to those made by foot, cycle, public transport or as multiple occupancy car trips (car sharing) based on initial survey
- To strive to achieve an initial mode shift of 5% in the first year of occupation based on initial survey

The eventual mode share target is to transfer an agreed %age of single occupancy car trips to alternative modes over a period of 5 years from first occupancy by equally increasing car passengers, public transport, walk and cycle and home working mode share.

All targets particularly those targets on the 5 and 1 year reduction of single occupancy car trips should be reviewed once the further audit and surveys following occupation of the building.

Timescales

Details of the initial timescales are set out in the Action Plan in section 9.

5.0 Proposed Actions/Measures

This section sets out some of the actions/measures that the TPC will consider to reduce the vehicle journeys to and from the site. A number of measures have been included within the design of the proposed scheme. These hard measures are referred to below and should be included in any baseline assessment.

Encouraging the use of Public Transport

One of the most effective ways of reducing car journeys is to encourage and promote the use of Public Transport. This means a partnership with residents and local bus companies. Some means of encouraging use of this transport option could include:

- Ensuring that clear information is given to all residents on the public transport options available, including bus timetables etc. The use of a 'Home Welcome Pack' will include details of all available Public Transport options and timetables. This will provide clear information on possible whole journey options to major employment sites linking bus and train timetables where appropriate.
- Make contact with the local public transport providers to ensure that the most effective services are provided.
- Consider contributing to improvements to local Public Transport infrastructure such as real time information or improved waiting areas at bus stops.

Encouraging Walking to Work

The promotion of walking to work/amenities will have health and wellbeing benefits as well as environmental. The proposed scheme includes hard measures to improve pedestrian access to the site and adjacent facilities. These will need to be included in the baseline assessment of the site. Some of the actions/measures which could be considered, which should be read with the management sections below, include:

- Develop a 'Safer Routes' walking map. This is a map showing the safest routes to and from the site. This should incorporate footpaths that are well lit and direct. Routes to destinations such as the local bus stops and amenities should be highlighted.
- Consider additional improvement to the local pedestrian network.
- Promoting walking as a healthier way to travel. This could be with literature on the benefits of an exercise and a healthy lifestyle. It is assumed information will be available from NPTC and/or NHS Wales.

Encouraging Motorcycles

Motorcycles use less fuel and therefore emit less carbon than cars and are a more efficient means of transport to work. The scheme includes a number of dedicated motorcycle parking areas although more could be provided if the car parking requirement could be cut.

- Consider all means of encouraging motorcycle use, but not to the detriment of cycle use.

Encouraging Cycle Use

Encouraging cycling to work is a highly effective means of reducing car journeys. The scheme includes a number of hard measures to assist in this such as the provision of secure cycle parking for each dwelling. These facilities should be included within the baseline assessment.

Additional measures that could be considered within the plan include:

- Develop a 'Safer Routes' cycling map. This could be in conjunction with measure W1, to produce a combined walking and cycling map.
- Provision of secure cycle parking. Each dwelling will have secure cycle parking as required by Code for Sustainable Homes.
- Promote cycling as a healthier way to travel to work.
- Establish a BUG (Bicycle User Group). This will provide a voice for cyclists and ensure that there will be a constant input from those that cycle and the issues they may have as part of the Travel Plan. This would require regular meetings and a staff (Linc) member or resident to be overall co-coordinator on behalf of the staff and residents (this should not be the TPC).

Managing and Reducing Car Use /Encouraging Car Sharing

The reduction of car use and the promotion of car sharing by encouragement or reward is an integral part of any measure to reduce car journeys.

The Plan should include a range of measures to reduce car use and encourage car sharing. These could include:

- Car share database. Residents will be informed how users can access a car share database website: This includes sites such as:
- www.sewtacarshare.com
- www.travelsmartuk.com
- www.liftshare.com
- www.school-run.org

- There will be an intensive promotion of car sharing through leaflets and in the Travel Plan Packs. This will be coordinated by the TPC. The TPC will promote the benefits of car sharing through leaflets/posters advertising the benefits of car sharing i.e. reduced cost, stress.

Altering Work Practices

The altering of work practices to reduce the need to travel, particularly at peak times, and to allow better use of public transport is one of the most effective ways of reducing journeys. Some of the measures that could be considered include:

- Promoting home working and encouraging residents to discuss this with their respective employers.

Information Friendly Homes

It is considered important that all the buildings on site will include appropriate IT links. Promotion of home shopping services will reduce the need to travel for food shopping as well as being a more convenient option for some. Home shopping as an option will be promoted via the TPC.

6.0 Management & Promotion

Management and promotion of the Travel Plan is one of the most important aspects of the on-going commitment to reducing car use. The Plan Coordinator and Senior Management (HA) must agree a robust methodology for ensuring that all stakeholders are provided with the information they need to make informed choices.

The implementation of the Travel Plan and the measures contained within it should be flexible. This will allow alterations and new measures to be introduced as and when required. The submission of this "living" Travel Plan document should not be viewed as a finite document, but a rolling programme of solutions that will continue to evolve and operate successfully in the long term.

The Plan Co-ordinator

To ensure a long lasting Travel Plan legacy, it is crucial that there is the right management structure in place to continually support and drive the Travel Plan forward. Therefore, a Travel Plan Co-ordinator (TPC) will be initiated so that Travel Plan implementation and monitoring will be well managed before, during and post completion of the development.

The Travel Plan Co-ordinator may be different for pre-completion and post completion of the development. During the pre-completion of the development the Travel Plan Co-ordinator will initially be from the Housing Association.

To drive the Travel Plan forward post completion of the development, it is intended (but not guaranteed) that a Travel Plan Co-ordinator from the residents will be nominated for the site. The Travel Plan will therefore evolve so that it is no longer the responsibility of the housing association but will be owned and run by the residents on site.

In summary, the duties of the TPC (both pre and post occupation are:

- Promoting and encouraging the use of alternative modes of transport,
- Providing information and updates of Travel Plan measures,
- Preparing the site assessment and the travel plan documentation,
- Arranging annual travel surveys,
- Putting measures identified in the travel plan in place,
- Promotion and marketing of the plan and measures contained within it
- Setting up and undertaking arrangements for implementation, monitoring and review
- Liaising with the local authority,
- Putting new measures in place in light of experience

Management of the Plan

There are a range of different management structures that could be suitable.

In this proposed use it is anticipated that a steering group, led by the Housing Management team would be the most appropriate format for the management of the Travel Plan. The group would also consist of the Plan Co-ordinator and representatives from the residents.

Working with others

The Plan Co-ordinator and the management team should identify a list of appropriate individuals/organisations that could be worked with to deliver the Travel Plan. This would include at the very least the Local Authority, Local Public Transport providers.

Contact should also be made with any large scale employers in the area to enable the consideration of more strategic objectives.

Effective Marketing and Promotion

The marketing and promotion of the Travel Plan is vital to its success. Ensuring that all residents are aware of the plan and fully understand the intentions behind it is a prerequisite to reducing car journeys.

A number of measures can be employed to ensure this happens, including:

- Provision of information to all, residents, visitors and HA staff on how to access the site by means other than the car through a variety of methods, including personal travel planning, notice boards, newsletters
- Provision of information as part Home welcome packs;
- Hold events,
- Focus groups,
- Use of internet to disseminate information,
- Introduction of a personalised journey planning (or equivalent) scheme.
- Creation of user groups,
- Engagement with the local authority and public transport operators,
- Newsletters and updates to the Home Welcome Packs,
- Vouchers for free/discounted services, public transport tickets, cycle purchase etc,
- Community travel website.

Further Information

Further information is available from the following sources among others:

The Department for Transport: <http://www.dft.gov.uk/pgr/sustainable/travelplans/>

Travel plans, alternative fuels and fleet management:

<http://www.energysavingtrust.org.uk/fleet/>

ACT Travelwise <http://www.acttravelwise.org/home>

Campaign for better transport: <http://www.bettertransport.org.uk/>

Sustrans <http://www.sustrans.org.uk/what-we-do/active-travel/active-travel-information-resources/active-commuting-and-travel-plans-help-and-advice>

South East Wales Transport Alliance <http://www.sewta.gov.uk/>

7.0 Monitoring the Outcomes

A robust monitoring and review strategy must be incorporated within the travel plan and agreed with the local authority. A baseline needs to be set, against which results will be judged.

Monitoring of development control related travel plans is required to ensure compliance with planning conditions.

The monitoring should focus on:

- Inputs – for example, how many hours does the travel plan co-ordinator spend on the plan
- Outputs – how will the delivery of measures take place
- Outcomes – the proportion of trips undertaken to and from the site by various modes

The Travel Plan Co-ordinator will need to establish a clear programme of monitoring and clearly set this out in the final Residents Travel Plan.

Follow up Surveys

The principal objective of the Travel Plan is to limit the number of single occupancy private car trips. This objective will be monitored using the results of an annual travel survey questionnaire. These questionnaires will provide information on travel mode share that can be compared with the initial survey and benchmark data.

The action plan clearly defines that the travel survey will be repeated each year to ensure that modal shifts can be clearly identified and compared to the initial expectations.

Traffic and travel surveys are also a key component of the Travel Plan. The surveys will highlight those measures that are not performing, thereby enabling changes to be made if necessary.

Traffic monitoring will be undertaken by counting vehicle at the access to the site to quantify the number of car trips being generated by the site. It is proposed that monitoring of traffic movements into and out of the site together with the travel surveys be undertaken over a typical week in a typical month each year.

Another objective of the Travel Plan is to increase residents' awareness about the environmental implications of travel mode choice. Awareness is less easy to monitor, although one indicator will be the general response to the introduction to the Travel Plan, measured by the volume and type of feedback from residents, both at the outset and as the strategy evolves.

Additional Monitoring

Monitoring measures in addition to the staff travel surveys are outlined below. These include the collection of analytical data as well as general feedback and information:

- Monitor demand for additional cycle parking for residents,
- Monitor take up of bus taster tickets,

The analytical data, based on a compilation of the above will be considered and set out in the annual monitoring report. This will also include a review of comments received from user and steering groups, the Travel Plan Co-ordinator and residents relating to the operation and implications of the Plan. Feedback will also be obtained from public Transport operators to establish the perceived level of demand for local services.

Annual Review

After each annual Travel Survey and monitoring review the Travel Coordinator will undertake a comprehensive review of the Travel Plan. The principal objective of the review will be to assess the success of the Plan and identify the future refinement of its details.

The Review will include details of the monitoring undertaken throughout the year (monitoring report).

Presentation of the Results

The results of all monitoring/surveys and the annual review should be provided to all residents in a clear and concise manner to enable all parties to assess the success of the Plan. There should be regular feedback from residents to the Plan Coordinator to ensure that a rolling review is taking place.

The report will be filed for record with copies made available to all concerned parties, local press and the Planning Authority on request.

8.0 Funding

The operator company and Commercial Unit occupiers will be responsible for adequately funding all aspects of the travel plan.

9.0 Action Plan

A comprehensive list of measures has been identified for implementation. It should be noted that the Travel Plan is a rolling programme and should be reviewed and assessed after five years. Five years is considered an appropriate length of time to assess the Travel Plan and take stock of its progress.

The success of this Travel Plan will therefore depend on establishing a Travel Plan 'culture' of low car use among residents the moment they occupy their new homes.

At this stage it is unclear when construction will commence or when occupation will take place. As such specific dates have not been included but more general timescales have.

The Action Plan has been broken down into five strategy sections and these are walking, cycling, public transport, car users and Travel Plan support measures.

In addition a Monitoring and Marketing Strategy Action Plan has been prepared

These Strategy Sections will set out the clear timescales for the implementation of the measures detailed in the plan and the monitoring procedures to ensure that targets set are being met:

Walking Strategy

Target Modal Split: -Short/Medium Term 8% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
W1	Develop a 'Safer Routes' walking map. This is a map showing the safest routes to the site. This should incorporate footpaths that are well lit and direct. Routes to destinations such as the local bus stops should be highlighted. Contact Neath Port Talbot County Borough Council.	TBC	- Take up of maps - Feedback from travel surveys	TPC/NPTC	In conjunction with NPTC as this could be developed into an area-wide map incorporating some or all of Port Talbot Leaflets can be obtained free from NPTC
W2	Promoting walking as a healthier way to travel. Leaflets can be obtained free from NPTC	TBC	- Take up of Leaflets - Feedback from travel surveys	TPC	Leaflets can be obtained free from NPTC

Cycling Strategy

Target Modal Split: -Short/Medium Term 2% -long term 5%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
C1	Develop a 'Safer Routes' cycling map. This could be in conjunction with measure W1, to produce a combined walking and cycling map. Contact Neath Port Talbot County Council.	TBC	- Take up of maps - Feedback from travel surveys	TPC/ NPTC	In conjunction with NPTC as this could be developed into an area-wide map incorporating some or all of Port Talbot Leaflets can be obtained free from NPTC
C2	Provision of secure cycle parking. Each dwelling will have secure cycle parking as required by Code for Sustainable Homes.	TBC	Cycle Parking Surveys	TPC/ NPTC	
C3	Promote cycling as a healthier way to travel to work. See www.sustrans.org.uk for cycle events such as National Bike to Work Week and contact Neath Port Talbot County Council	TBC	- Take up of Leaflets - Feedback from travel surveys	TPC	Leaflets can be obtained free from NPTC
C4	Establish a BUG (Bicycle User Group). This will provide a voice for cyclists and ensure that there will be a constant input from those that	TBC	Number of members	TPC/BUG	Time of the TPC/BUG co-ordinator

	cycle and the issues they may have as part of the Travel Plan. This would require regular meetings and a staff member or resident to be overall co-coordinator on behalf of the staff and residents (this should not be the TPC)				
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Car Users Strategy

Target Modal Split: -Short/Medium Term 55% -long term 45%

Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
C1	Car share database. Staff and residents will be informed how users can access a car share database website: This includes sites such as: www.sewtacarshare.com www.travelsmartuk.com www.liftshare.com www.school-run.org There will be an intensive promotion of car sharing through leaflets, the Travel Plan webpage, Travel Information boards and in the Travel Plan Packs	TBC	• Number of hits • Feedback from travel survey	TPC	Time of the TPC
C2	Promotion of car sharing. This will be promoted through the TPC. The TPC will promote the benefits of car sharing through leaflets/posters advertising the benefits of car sharing i.e. reduced cost, stress		• Number of hits • Feedback from travel survey	TPC	Time of the TPC

Public Transport Strategy

Target Modal Split: -Short/Medium Term 5% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
P1	P1 Promotion of public transport information/timetables. Studies have shown that a lack of information/marketing of public transport is a key deterrent as to why people don't use public transport. Leaflets from the bus operating companies with buses that run near the site are to be made available. Contact Neath Port Talbot County Council,	TBC	Feedback from travel surveys	TPC	Leaflets can be obtained free from NPTC Time of the TPC

Travel Plan Support Strategy

Target Modal Split: -Short/Medium Term 7% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
T1	All staff and new residents will receive a Travel Plan Pack (TPP). This will be available to all for the 'life' of the Travel Plan. The TPP will provide up to date details on the following: - Details of the Travel Plan including its aims, benefits and sustainable transport advice. - Public transport timetables (bus and rail). - Contact details of the Travel Plan Co-ordinator, NPTC, Cycling Officer, local bus and rail operators. - Pedestrian and cycle route maps from the development. The maps will also show local amenities such as supermarkets and bus stops near the site. - The menu of Travel Plan measures on offer. - Details of the car sharing database.	TBC	Feedback from travel survey	TPC	Time of the TPC

Travel Plan Monitoring and Marketing Strategy

Action Date	Action	How	NPTC	Submission
	Appoint TPC pre Completion	Appointed by the management Team	To be informed	
	Appoint TPC post Completion		To be informed	
	Travel Plan implemented		To be informed of implementation and initiatives in advance	
	Baseline survey and Audits agreed with NPTC on 100% occupancy			

Year One Schedule

Within 3 months of occupation	Travel issues	Update database of travel issues raised by residents.	Add results summary to portfolio	
Within 3 months of occupation	Site Audit	Carry out initial site Audit	Add results summary to portfolio	January
Within 3 months of occupation	Snapshot Survey	Undertake Modal Share survey of residents travel patterns	Record Modal Shares in portfolio	July
TBA Yrs 1,2,3,4,5	Full Travel Survey and review	Undertake comprehensive travel survey of site users	Record Modal Shares in portfolio	January
TBA Yrs 2,3,4,5	Annual Review	Collate, analyse and interpret all results and evidence of success and use to review Travel Plan effectiveness against set targets. Build Action Plan for the following year. Review targets if necessary.	Portfolio of evidence and data to be submitted: meet with NPTC officer to discuss progress and issues	July

Appendix A: Scheme Drawings

For full size (A3) Scheme drawings please refer to Planning Application.

Appendix B: Site Audit Form (example)

DRAFT SITE AUDIT <http://www.hants.gov.uk/hcc/>**SITE:****DATE:****AUDITOR:****PUBLIC TRANSPORT ACCESSIBILITY**

Requires initial desk top study identifying bus stations and train stations, bus and train services, including routes and frequencies

Nearest bus stops (locate information on plans where possible)

➤ distance from site	
➤ level of accessibility - requirement to cross roads	
➤ types of road	
➤ types of crossing	
➤ subway	
➤ at grade crossing	
➤ services numbers – routes and frequencies	
➤ type of bus stop and condition	
➤ security of bus stop	
➤ lighting on route	
➤ lighting at bus stop	
➤ level of use of bus stop	
➤ level of use of route to bus stop	
➤ pedestrians	
➤ traffic	

Accessibility to bus station (locate route information on plans where possible)

➤ distance from site	
➤ level of accessibility and safety - requirement to cross roads	
➤ types of roads	
➤ types of crossings	
➤ subways	
➤ at grade crossings	
➤ security of route to bus station	
➤ lighting on route	
➤ level of use of route	
➤ pedestrians	
➤ traffic	

Accessibility to train station (locate route information on plans where possible)

➤ distance from site	
➤ level of accessibility and safety - requirement to cross roads	
➤ types of roads	
➤ types of crossings	
➤ subways	
➤ at grade crossings	
➤ security of route to train station	
➤ lighting on route	
➤ level of use of route	
➤ pedestrians	
➤ traffic	

Other issues

CYCLE ACCESSIBILITY	
<i>Requires initial desk top study of cycle route maps. Locate site audit information on site maps where possible.</i>	
Availability of Cycle facilities on site (locate information on site plans)	
➤ Type of facility	
➤ Completeness (link to off-site cycle routes)	
➤ Signing of facility	
➤ Safety and security	
➤ Condition of facility	
➤ Lighting of facility	
➤ Level of use of facility	
Accessibility to off site local authority/Sustrans Cycle Routes (locate information on site plans)	
➤ Ease of access	
➤ Signing	
➤ Route maps	
➤ Complexity of route	
➤ Alternative routes	
Safety of identified cycle facilities/ road routes (locate information on site plans)	
➤ Condition of cycle facilities	
➤ Type of cycle facilities	
➤ Off road	
➤ Type of cycle facility	
➤ Conflict with pedestrians	
➤ On road	
➤ Type of facility	
➤ Type of road	

➤ Conflict with motor vehicles	
Security of identified cycle facilities/ road routes (locate information on site plans)	
➤ Level of lighting	
➤ Level of use	
➤ Cyclists	
➤ Traffic	
Other issues	
PEDESTRIAN ACCESSIBILITY	
On-site pedestrian facilities (locate information on site plans)	
➤ Safety and security	
➤ Requirement to cross roads	
➤ Types of roads	
➤ Types of road crossing	
➤ Condition of facility	
➤ Lighting of facility	
➤ Level of use of facility	
➤ Road speeds	
Identification of main desire lines off-site	
➤ Safety and security	
➤ Requirement to cross roads	
➤ Types of roads	
➤ Types of road crossing	
➤ Condition of facility	
➤ Lighting of facility	
➤ Level of use of facility	
➤ Road speeds	

Other issues	
DISABILITY	
Accessibility for those with disabilities	
VEHICULAR ACCESS AND PARKING AVAILABILITY	
<i>Locate main vehicular access points and areas of parking (public car parks, etc) on site plans</i>	
Vehicular access point	
➤ Ease of access	
➤ Road hierarchy	
➤ Level of use	
Parking availability	
➤ Car park on-site	
➤ Number of spaces	
➤ Level of use	
➤ Security	
➤ Lighting	
➤ Car sharing spaces	
➤ Public car parks in the vicinity	
➤ Charge rates	
➤ Levels of use	
➤ Security	
➤ Lighting	
➤ On-street parking/restrictions in the vicinity	
➤ Parking availability	
➤ Type of parking	
➤ Approximate no. of spaces	
➤ Waiting restrictions	

➤ Type of restrictions	
➤ Extent of restrictions	
Motorcycle parking	
Other Issues	
OTHER DEVELOPMENTS IN THE VICINITY	
<i>Note on site plans the developments and development type in the vicinity of the site.</i>	

Appendix C: Travel Survey (example)

[BUSINESS NAME] TRAVEL SURVEY [DATE]

Please TICK relevant boxes

1 Title of your job

2 How many hours a week do you normally work?

3 What hours do you normally work?

..... am/pm till am/pm

4 How do you mostly travel to work? Tick one of the following:

- | | | |
|--|---|-------------------------------------|
| ☐ bus | ☐ Underground | ☐ other rail |
| ☐ cycle | ☐ walk | ☐ motorbike |
| ☐ car, on your own | ☐ car, with other(s) | |
| ☐ other (specify) | | |

5 Which one of the following do you occasionally use instead of your usual form of transport?

- | | | |
|---|---|-------------------------------------|
| ☐ bus | ☐ Underground | ☐ other rail |
| ☐ cycle | ☐ walk | ☐ motorbike |
| ☐ car, on your own | ☐ car, with other(s) | |
| ☐ other (specify) | | |
| ☐ don't use an alternative | | |

6 Do you have a disability that affects your travel?

- ☐
- Yes
- ☐
- No

7 How far do you travel to work?

- | | |
|--|--|
| ☐ up to 1 mile | ☐ 1 - 2 miles |
| ☐ 2 - 4 miles | ☐ 4 - 10 miles |
| ☐ 10 - 20 miles | ☐ over 20 miles |

8 How long does it usually take you to travel to work?

- ☐
- up to 15 minutes
- ☐
- 16- 30 minutes
- ☐
- 31- 60 minutes

☐ 61 - 90 minutes☐ over 90 minutes

9 If you do not cycle now which of the following changes would encourage you to cycle to work? Please tick no more than three

- ☐
- improved cycle paths on the journey to work
-
- ☐
- general improvements in road safety (e.g. more traffic calming)
-
- ☐
- improved cycle parking at work
-
- ☐
- showers and changing facilities (should you need to change clothes)
-
- ☐
- lockers for clobber (e.g. helmet, clothes)
-
- ☐
- cycle training to improve confidence when cycling to work
-
- ☐
- arrangements to buy a bike at a discount
-
- ☐
- free taxi home in emergencies
-
- ☐
- other (please specify)

10 If you already cycle what improvements would you most like to see?

.....

.....

11 Which of the following changes would encourage you to use public transport for your journey to work? (If you already use public transport which would you most like to see). Please tick no more than four

- ☐
- more direct bus routes
-
- ☐
- more frequent bus service
-
- ☐
- more frequent train service
-
- ☐
- earlier/later buses/trains to fit in with my shift hours
-
- ☐
- better lighting at bus stops
-
- ☐
- provision of bus shelters
-
- ☐
- provision of seating at bus stops
-
- ☐
- better bus link from station (which?)
-
- ☐
- provision of public transport information at work
-
- ☐
- interest-free season ticket/travelcard loan
-
- ☐
- discount fares
-
- ☐
- other (please specify)

12 Which of the following changes would encourage you to walk to work? (If you already walk which would you most like to see). Please tick no more than two

- ☐
- better maintained pavements
-
- ☐
- safer road crossings
-
- ☐
- more street lighting

- ☐ free taxi home in emergencies
☐ other (please specify)

13 Do you qualify for a company car?

- ☐ yes ☐ no

14 If yes, do you use it to get to work?

- ☐ yes ☐ no

15 Could you work from home occasionally if you had the necessary IT equipment?

- ☐ all the time ☐ most of the time ☐ occasionally ☐ never

16 How interested would you be in exploring home-working?

- ☐ very interested ☐ fairly interested ☐ not interested

PLEASE COMPLETE QUESTIONS 17 - 20 IF YOU USE A CAR TO WORK

17 What are your main reasons for using a car to work?

- ☐ need to use it during the day on business
☐ drop/collect children
☐ you get or give a lift
☐ for personal security
☐ lack of an alternative
☐ other, please specify

If you ticked the first box, how many days a week on average do you need it for business?

.....

and, how many hours are you normally away from the office at a time?

.....

18 Where do you usually park?

- ☐ on site, SITE NAME
☐ OTHER NAMED LOCATION RELEVANT TO YOU
☐ free parking in nearby street
☐ other, please specify

19 Would you be prepared to car share?

- ☐ yes ☐ no ☐ I already car share

20 Which of the following would most encourage you to car share? (If you already car share which would you most like to see). Please tick no more than two.

- ☐ help in finding car share partners with similar work patterns
☐ free taxi home if let down by car driver
☐ reserved parking closest to entrance for car sharers
☐ other, please specify

☐ none of these

PERSONAL DETAILS

21 Full home postcode

22 Gender ☐ male ☐ female

23 Age ☐ under 25 ☐ 25-34 ☐ 35-44
☐ 45-54 ☐ 55 & over

Do you have any comments about your travel to work?

.....

.....

.....

..... [continue overleaf if necessary]

Thank you for your co-operation. Please be assured that all your answers are confidential.

PLEASE RETURN THIS FORM TO [PERSON] BY
[DATE]

***** ENTER YOUR OWN INCENTIVE HERE *****

The first xxx questionnaires opened will be awarded BOTTLE OF CHAMPAGNE / FREE BUS TICKET / M&S VOUCHERS. If you wish to be included please write your name here. This will be separated from the completed questionnaire and used only for the purposes of the draw.

Name (please print)