



Plaza, Port Talbot Travel Plan

*For Neath Port Talbot County Borough
Council*

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1. INTRODUCTION

1.1 Overview

- 1.1.1 Hydrock has been commissioned to prepare this Travel Plan (TP) to accompany the planning application for the redevelopment of the Plaza, Cinema, Port Talbot on behalf of Neath Port Talbot County Borough Council (NPTCBC).
- 1.1.2 The redevelopment will involve the demolition of the rear two storeys of the building, which will be rebuilt to accommodate a Gym, retail units, office space, multi-purpose hall, Café and multi-purpose rooms.
- 1.1.3 This TP has been prepared in accordance with various local and national guidance including Technical Advice Note 18: Transport (TAN18), supplementary planning guidance adopted by the LHA and based on our previous experience of other similar sites.
- 1.1.4 A separate and standalone Transport Statement has been submitted with the application and this assesses the impact of the development on the highway network.

1.2 Scope

- 1.2.1 This TP seeks to encourage the use of sustainable modes of transport and reduce the reliance on private car use for trips to and from the site.
- 1.2.2 All staff will be provided with a Travel Information Pack (TIP) on first occupation of the site. This will also be made available to visitors to the site to inform travel choices.

1.3 Aims and Objectives

- 1.3.1 The TP aims to reduce the dependence of staff and visitors on travel by private car. The objectives are intended to achieve current Government and local policies in respect to transport and are set out as follows:
 - Reduce reliance on single occupancy car journeys;
 - Promote alternative modes of travel to the car;
 - Advocate means of travel that are beneficial to the health of those working on or visiting the site;
 - Constrain car parking demand.
- 1.3.2 The implementation of a TP can bring the following benefits:
 - To an individual by improving their health, reducing everyday stress and cost savings;
 - To the workplace through improved access to the workplace and a healthier, less stressed and more motivated workforce;
 - To the community by everyone involved in the preparation and implementation of the TP demonstrating their commitment to sustainability and minimising the impact on local residents;
 - To the environment by enhanced local air quality with less noise, dirt and fumes brought about by fewer vehicular trips.

2. EXISTING SITE USE AND HISTORY

2.1 Site Location and Use

- 2.1.1 The site is located on the south eastern edge of Port Talbot Town Centre approximately 120 metres east of Port Talbot Parkway Train Station. Pedestrian access to the site is currently possible via Eagle Street and Eagle Mews with direct vehicular access to the site enabled via a gated access to the rear of the site which serves the small enclosed car park.
- 2.1.2 The site lies adjacent to Talbot Road (A48) to the south and is largely surrounded by residential dwellings to the north east and west. In addition, a handful of commercial buildings are located in the immediate vicinity of the site such as the Royal Mail building.
- 2.1.3 Although widely known for its historic use as a cinema the site was also used as a bingo hall in the 1980's. Both uses fall into the same D2 Assembly and Leisure land use classification.
- 2.1.4 The location of the site is shown in Figure 2.1 and in a local context at Figure 2.2.

Figure 2.1: Site Location Plan

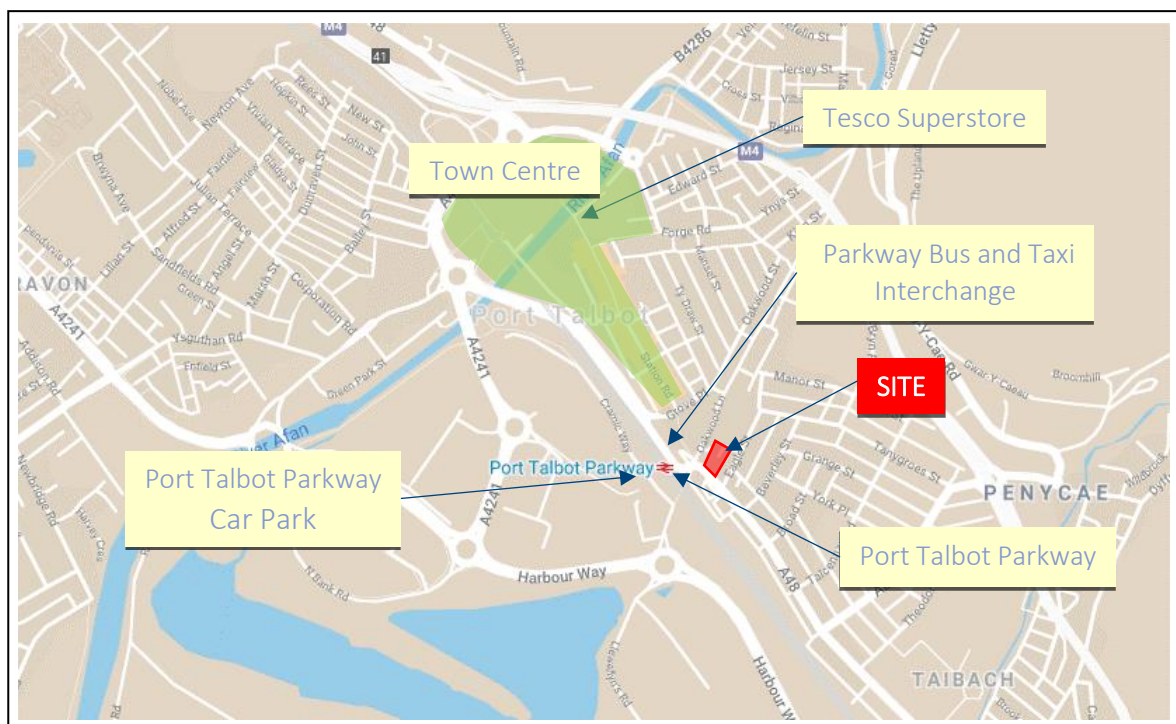
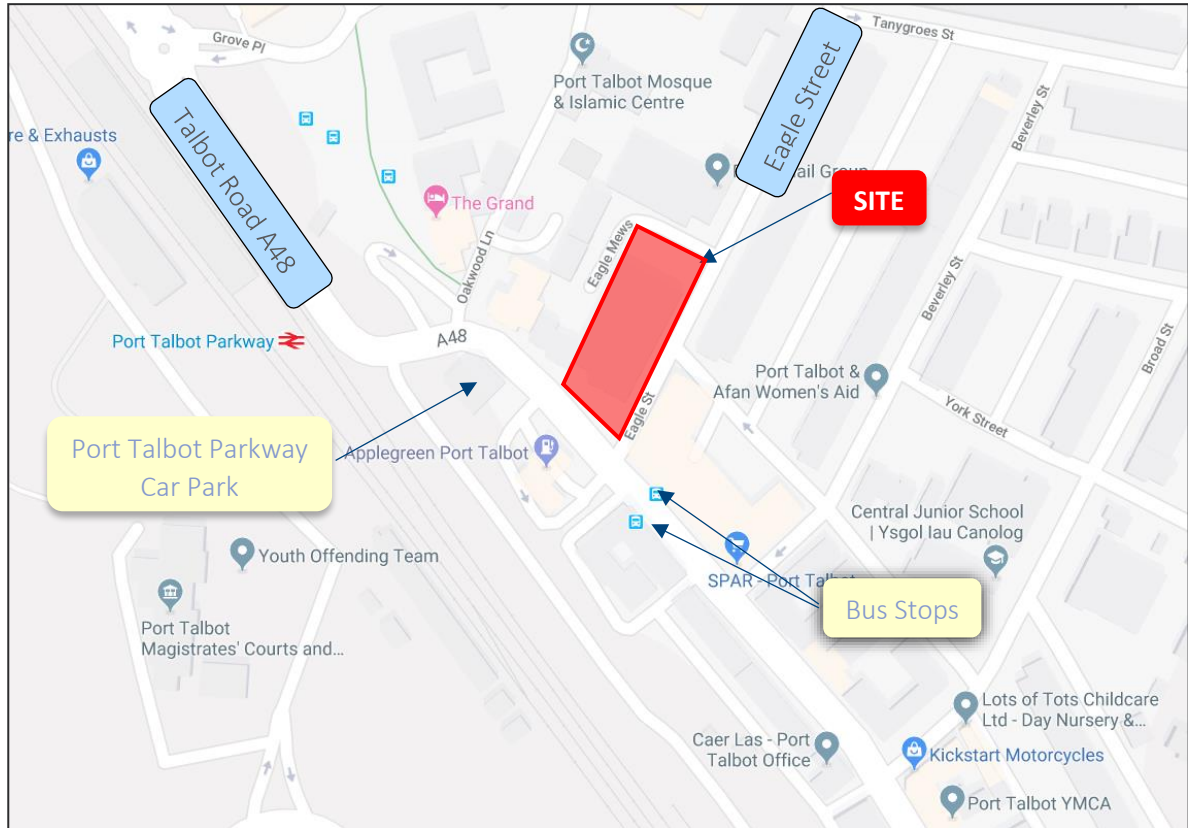


Figure 2.2: Site Location Local Context



3. SUSTAINABLE CONNECTIVITY OF THE SITE

3.1 Introduction

- 3.1.1 The importance of walking and cycling in contributing towards sustainable travel patterns is detailed in the guidance contained within TAN18: Transport (March 2007). 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.
- 3.1.2 TAN18 then continues to state that councils encourage the allocation of “major generators of travel demand in city, town and district centres and near public transport interchanges, as a means to reduce car dependency and increase social inclusion by ensuring that development is accessible by public transport for those without access to a car.”
- 3.1.3 Finally, 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.
- 3.1.4 This chapter sets out both the walking and cycling infrastructure / routes from the site to surrounding facilities and the location of the site in proximity to key facilities. The routes to the surrounding facilities and services have been considered in the context of the Welsh Government Active Travel Act.

3.2 Walking Infrastructure and Routes

- 3.2.1 A review of the walking routes within the vicinity of the site has been conducted as part of this TS considering the Active Travel Act (Wales). This includes a review of footways, crossing facilities, surface quality, lighting provision, whether there is natural surveillance, any obstacles and topography. The review considers key routes to the local bus stops, rail station and other local facilities and amenities which may be required by users of the site (i.e. employees on lunch breaks).
- 3.2.2 The site is well connected to the local area by an extensive network of footways. The routes are mainly flat and the streets surrounding the site have footways on at least one side of the carriageway. These provide suitable links to local facilities and amenities including the Town Centre to the north. This level of provision is typical for a site located in an existing urban area such as this. The local network has also previously accommodated movements associated with the site when it was operational and is considered appropriate to serve the proposed use.
- 3.2.3 Significant improvements have been made to the surrounding highway and pedestrian network, which included improvements to footways and crossing facilities, new areas of public realm and the creation of a new pedestrian concourse as part of a major improvement scheme at Port Talbot Parkway, completed in 2017. The scheme also included new cycle facilities comprising safe and secure sheltered cycle parking.

Site to Transport Hub/Town Centre

- 3.2.4 The main pedestrian route to the town centre is along Talbot Road. Most of the footways within the immediate vicinity of the site in this direction have been recently laid as part of the public realm improvements, and are therefore of good quality surfacing and streetlighting.

- 3.2.5 The crossing of Oakwood Lane benefits from appropriate tactile paving and the crossing route is marked by brick-pave effect surfacing.
- 3.2.6 The route continues north towards the town centre via the new constructed concourse which was completed in 2017 as part of Port Talbot Parkway redevelopment. This area is well surfaced with flush surfaces and appropriate tactile treatments at crossing points and changes of priority.

Site to South of Railway Line

- 3.2.7 This route continues from the town centre and transport hub via a new pedestrian footbridge which has stepped access as well as a lift for those with mobility impairments. This footbridge is well lit and monitored and provides access to the car parks south of the railway line, as well as the routes to the commercial land uses in the area.

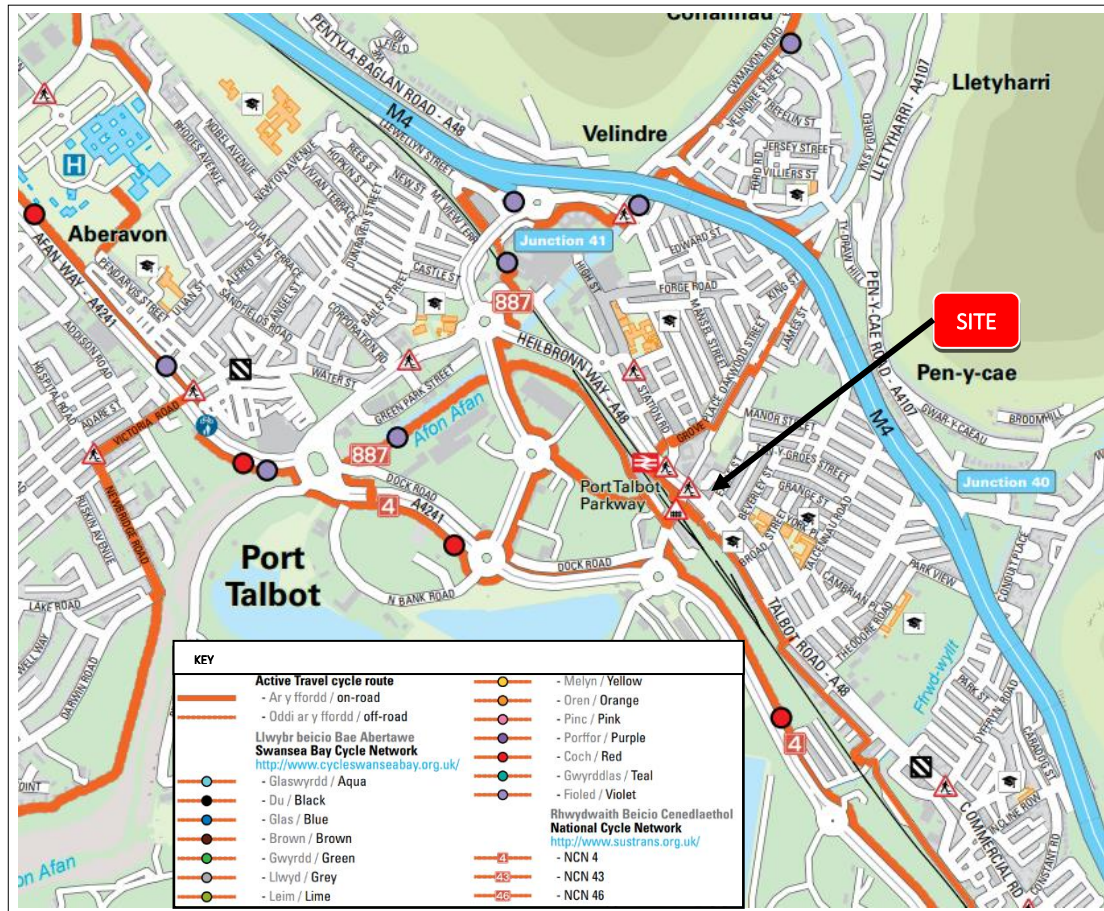
Site to Car Park

- 3.2.8 The car park which is to the north of the railway line can be accessed either via footways alongside the vehicular access or via the access lane which provides access to the rear of the properties on Talbot Road.
- 3.2.9 These routes both require the crossing of Talbot Road, which can be done via the signal controlled crossing point located approximately 20m west of the site. The crossing benefits from central refuge point protected by kerbed islands.

3.3 Cycling Routes and Infrastructure

- 3.3.1 The site benefits from its proximity to a good level of cycle infrastructure, with a number of cycle routes nearby including local and national routes.
- 3.3.2 Figure 3.1 illustrates the surrounding cycle network including local routes as well as National Cycle Network (NCN) Routes within the vicinity of the site.
- 3.3.3 Two National Cycle Network (NCN) Routes pass within close proximity of the site. NCN Route 4 routes along Harbour Way (A4241) to the south and can be described as a long-distance route between London and Fishguard via areas including Swansea and Carmarthen. NCN Route 887 is located to the north west of the site and routes into the Town Centre from Harbour Way (A4241) before continuing north west up the Afan Valley. Route 887 is a new route predominantly off-road between Port Talbot and Afan Forest, linking to Cwmafan and Pontrhydyfen. Both routes benefit from off-road sections within close proximity to the site.

Figure 3.1: Neath Port Talbot Cycle Map



Source: www.npt.gov.uk

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 which would include travelling to the proposed site use. For reference, these have been summarised as follows.

1. 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.
2. 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.
3. 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).

4. 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’.
5. 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). 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.

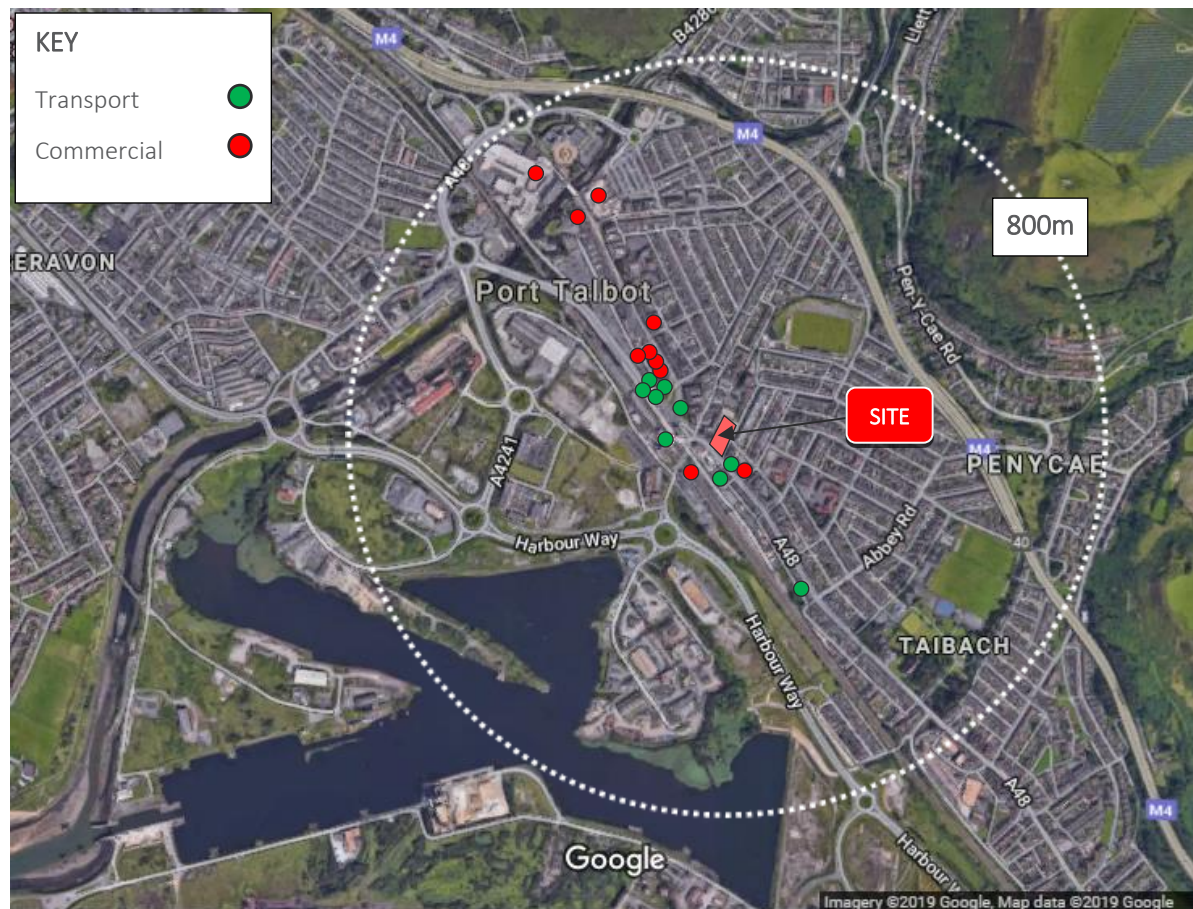
3.4.3 Facilities and services which are within the vicinity of the site and the acceptable walking and cycling distances accessed via established routes, have been summarised in Table 3.1 and displayed in Figure 3.2.

Table 3.1: Proximity of the site to local facilities and services

Facility/ Amenity	Walking and Cycling Distance (metres)	Average Travel Time (minutes)	
		Walking	Cycling
Public Transport			
Plaza Bus Stop	80	1	<1
The Legion Bus Stop	86	1	<1
Port Talbot Parkway (Rail Station)	185	2	<1
Bus Station Stand 1	190	2	<1
Port Talbot Parkway (Stand 3)	227	3	1
Port Talbot Parkway (Stand 4)	237	3	1
Port Talbot Parkway (Stand 5)	247	3	1
Port Talbot Parkway (Stand 6)	257	3	1
Abbey Road Bus Stop	380	5	1
Commercial			
The Red Lion	118	1.5	<1
Spar Port Talbot	120	2	<1
NatWest Bank	350	4	1
HSBC UK	426	5	1
Post Office	682	9	2
Shopping Centre	782	10	2
Tesco Superstore	830	10	3

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

Figure 3.2: Local Facilities and Amenities



3.4.4 As demonstrated in Table 3.1 and Figure 3.2 the site is situated within an acceptable walking distance to a significant number of residential areas, including being within a ‘walkable neighbourhood’ distance of 800 metres of Penycar, Taibach, Port Talbot Town Centre, a number of bus stops, Port Talbot Parkway Rail Station and supermarkets. The site also lies within 3.2km of all of Port Talbot including Baglan, Sandfields and Averavon in addition to Margam, Goytre and Cwmafon. It therefore has the potential for access by walking for a significant number of residents in the local community.

3.4.5 The site is considered to be in a highly sustainable location, close to a variety of facilities and services and will add to the facilities within walking and cycling distance of the local community. Walking and cycling are likely to be attractive options for travel to and from the site.

3.5 Public Transport

Bus

3.5.1 There are a number of bus stops within 200 metres of the site as set out in Table 3.1 and Figure 3.2.

3.5.2 The closest bus stops are located on Talbot Road, near the Talbot Rd/ Eagle Street junction, which are situated within 100 metres of the site. These bus stops are marked stops and benefit from shelters, seating, bus stop flags and live timetable information. In addition, the site is close to Port Talbot Parkway’s new bus terminal (located approximately 240 metres from the site) which is served by a number of services including 66, 82, 85, 87, 88, 901, X1, X3, X4 and TrawsCymru T1C. Details of these services including destinations and frequencies through the week are provided in Table 3.2 and Figure

3.3 which demonstrates the high level of bus connectivity within close proximity to the site, including local and regional services.

Figure 3.3: Port Talbot Bus Network Plan



Table 3.2: Bus Service Timetable

No.	Bus Stop	Route	First / Last	Approximate Weekday Frequency	Approximate Saturday Frequency
66	Plaza, The Legion, Stand 1, Abbey Road	Goytre Rd before Cemetery - Aberavon	08:13/ 17:25	Hourly	Hourly
82	Plaza, The Legion, Abbey Road	Golden Avenue before Chrome Avenue - Tollogate Rd before Cefn Ffynon	07:13/ 16:05	30 mins	30 mins
85	Plaza, The Legion, Abbey Road	Seaway Parade before Afandale - Porthcawl	06:13/ 20.56	Early mornings and evenings only	Early mornings and evenings only
87	Plaza, The Legion, stand 3, stand 5, Abbey Road	Margam - Neath	08:39/ 18.45	20 mins	20 mins
88	Plaza, The Legion, stand 3, stand 5, Abbey Road	Neath - Tollgate Rd before Cefn Ffynon -	06:20/ 22.15	Early mornings and evenings only (hourly)	Early mornings and evenings only (hourly)
901	Plaza, The Legion, stand 5, Abbey Road	Tollgate Rd before Cefn Ffynon - Neath	07:50/ 08:07	1 per day	No service
X1	Plaza, The Legion, stand 4, stand 6, Abbey Road	Swansea – Bridgend	07:15/ 21.57	Hourly	Hourly
X3	Plaza, The Legion, stand 3, Stand 6, Abbey Road	Swansea – Maesteg	09:00/ 18.44	Hourly	Hourly
X4	Plaza, The Legion, stand 4, stand 5, Abbey Road	Bridgend - Neath	09:45/ 17.44	Hourly	Hourly
T1C	Stand 6	Aberystwyth - Cardiff	09:30/ 17.52	1 per day	1 per day

Source: www.firstgroup.com

- 3.5.3 Table 3.2 and Figure 3.3 demonstrate that there are a significant number of bus services which operate from within close proximity of the site which serve a wide range of locations. Travelling to and from the site by bus will be a highly attractive option for visitors and staff, including for evening users.

Rail

- 3.5.4 Port Talbot Parkway Rail Station is located approximately 180m to the west of the site. This provides direct access to regional destinations such as Swansea, Cardiff Central, Newport, London Paddington and Manchester Piccadilly.
- 3.5.5 It is also served by regular local services to and from destinations such as Baglan, Briton Ferry, Neath and Pyle.
- 3.5.6 The station has benefited from significant recent improvements which formed part of the new transport hub built in 2017. This included a new bus terminal, cycle facilities, pick-up and drop-off area, taxi rank and a new pedestrian concourse providing easier access to the surrounding area.
- 3.5.7 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 rail.

3.6 Summary

- 3.6.1 The site is situated in a highly sustainable location, as would be expected for a site situated in an urban area which already accommodates significant levels of pedestrian movements.
- 3.6.2 The site location and surrounding walking and cycling infrastructure are fully in accordance with the Active Travel Act.
- 3.6.3 There are a number of frequent bus and rail services within walking distance of the site accessed by good quality routes.
- 3.6.4 The range and choice of sustainable travel options offer a realistic alternative to the car for travel to and from the site. The highly accessible location will therefore encourage and promote sustainable travel behaviour and would attract employees and visitors who would prefer to travel by modes other than the private car.
- 3.6.5 The site location is therefore fully in accordance with the aims of TAN18 and the Active Travel Act in relation to sustainable travel and potential future users of the site will not require the use of a car. This will assist in constraining vehicle trips generated by the site.

4. DEVELOPMENT PROPOSALS

4.1 Overview and Site Layout

4.1.1 The proposals for the Plaza Cinema redevelopment provide a number of flexible spaces, but for the purposes of this report (and the Transport Statement accompanying the application), the following uses and floor spaces (which are spread over three floors) have been considered:

- Gym (141m²)
- Retail units (80m²)
- Office (480m²)
- Multi-purpose hall (293m²)
- Café (183m²)
- Multi-purpose rooms (97m²).

4.1.2 More details are provided on the indicative floor plans which are included as Appendix A.

4.2 Proposed Vehicular Access

4.2.1 The site is currently served via a gated entrance off Eagle Street to the rear of the building. It is proposed to provide a widened access in approximately the same location. Full details of vehicular access are set out in the Transport Statement.

4.3 Pedestrian Access

4.3.1 It is proposed that the site will continue to be served by pedestrians from both Talbot Road and Eagle Street using the existing footways.

4.3.2 Two metre footways are provided along both sides of Eagle Street in the vicinity of the site allowing pedestrians access from both sides of the carriageway. Talbot Road also provides wide footways on both sides which connect to the surrounding network, aided by dropped kerbs and a signalised crossing. Talbot Road footways also provide connections to the adjacent bus stops and wider area including Port Talbot Parkway to the south west.

4.4 Parking

Car Parking

4.4.1 A total of six car parking spaces are proposed on the site, three of which will be allocated for disabled users and one of which will have an electric vehicle charging point available. The remaining spaces will be allocated to occupiers of the building and their use managed by the occupiers.

4.4.2 Car parking standards are set out in NPTCBC Parking Standards Supplementary Planning Guidance (SPG), October 2016. The SPG identifies the site within Parking Zone 2 - Town Centre or City Centre Fringe.

4.4.3 The parking standards which are applicable to the proposals have been summarised in Table 4.1.

Table 4.1: NPTCBC Car Parking Standards applicable to proposals

Land Use	Parking use as identified within SPG	Standards		Maximum Requirement	
		Operational	Non-operational	Operational	Non-operational
Office (480m ²)	Offices (<1000m ²)	1 space per 20m ²		24	
Retail (80m ²)	Shops (<200m ²)	1 commercial vehicle space	1 space per 60m ²	1	1
Leisure (Gym) (141m ²)	Fitness Clubs, Leisure Clubs & Sports Clubs	1 commercial vehicle space	1 space per 10m ²	1	14
Café (183m ²)	Cafes & Drive-Thru Restaurants	1 commercial space	1 space per 3 non-residential staff & 1 space per 14m ² of dining area	1	13
Multi-purpose Hall (390m ²)	Assembly Halls (Social) E.g. Unlicensed Club / Community Centre	1 commercial vehicle space	1 space per 10m ²	1	39
Total				95	

- 4.4.4 It is accepted that the on-site provision is below the maximum standards set out in the SPG. The parking standards provided within the SPG are set out to be maximum provisions, and that each application is treated individually based on the size, location and trip generation characteristics. The uses on the site will have different periods of peak demand for parking and as such, providing a total level of parking as shown in Table 4.1 would be inefficient and an over provision which may encourage car use.
- 4.4.5 The parking provision (as well as the access arrangements) are also consistent with the existing building use and as such have been acceptable previously for the site.
- 4.4.6 Based on the highly accessible location of the site as set out in Chapter 3, the estimated trip generation set out in the Transport Statement, as well as the significant levels of parking available nearby, it is considered that the level of proposed parking provision is appropriate. It is also in line with the existing provision at the YMCA on Talbot Road.

Cycle Parking

- 4.4.7 The proposals include a cycle parking area located to the rear of the building, providing space for approximately 16 bicycles to be secured safely. Access to the cycle parking area will be provided via the vehicular access from Eagle Street.
- 4.4.8 The cycle parking requirements in the NPTCBC Parking Standards Supplementary Planning Guidance (SPG), October 2016, have been summarised in Table 4.2.

Table 4.2: NPTCBC Cycle Parking Standards

Land Use	Parking use as identified within SPG	Standards		Requirement	
		Long Stay	Short Stay	Long Stay	Short Stay
Office (480m2)	Offices	1 stand per 200m2	1 stand per 1000m2	2	0
Retail (80m2)	Shops (<200m2)	1 stand per 100m2	1 stand per 100m2	1	1
Leisure (Gym) (141m2)	Fitness Clubs	1 stand per 10 staff	1 stand per 25m2 of public floor space	1	6
Café (183m2)	Cafes & Restaurants	1 stand per 10 staff	No requirement	1	0
Multi-purpose Hall (390m2)	Assembly Halls - Social	1 stand per 10 staff	1 stand per 30m2	1	13
Total				26	

- 4.4.9 It is proposed that 8 Sheffield cycle stands are provided within the secure parking area at the rear of the building, providing parking for 16 bikes. While the provision is below the requirements in the SPG, it is considered appropriate for the uses proposed, which are unlikely to have their maximum cycle parking demand concurrently as the use of the building changes throughout the day.
- 4.4.10 Additional cycle parking is available throughout the town centre, including at the rail station, a short walk from the site.

5. TRIP FORECASTS AND TARGETS

5.1 Baseline Travel Behaviour

- 5.1.1 For this Travel Plan, it is considered appropriate to apply targets and a potential reduction in vehicle generation in relation to staff movements as it will be more realistic to influence journeys by these users. There will also be measures implemented from commencement to encourage sustainable travel by visitors and direct parking into public car parks. However, these will not be monitored or targeted.
- 5.1.2 The indicative baseline travel behaviour for employee journeys by all modes to and from the site has been derived from Table WU03EW Location of usual residence and place of work by method of travel to work from the 2011 Census. This has been obtained for journeys to work into the Middle Level Super Output Area (MSOA) of Neath Port Talbot 018 in which the site is located. The modal share has been adjusted removing those that work from home and those not in employment.
- 5.1.3 The Census analysis modal split is summarised in Table 5.1. This is the existing travel behaviour of staff working within the vicinity of the site and has been used as an indicative baseline for this TP.

Table 5.1 Indicative Baseline Staff Method of Travel to Work – MSAO Neath Port Talbot 018

Mode of Travel	Modal Share
Public Transport	6%
Vehicle Driver / Taxi	68%
Car Passenger	8%
Cycle	1%
Walk	15%
Total	100%

** Differences due to rounding*

- 5.1.4 Based on 2011 Census data it is forecast that a total of 68% of the staff at the proposed development could generate a vehicle, if the existing behaviour applied to the proposals.
- 5.1.5 It is shown that walking makes up the largest share of sustainable travel with 15%, followed by car sharing (9%), public transport (6%) and cycle (1%).
- 5.1.6 It is considered that there is scope for increasing sustainable travel for employees of the site from the baseline census levels.
- 5.1.7 Once the site is operational, a travel survey will be carried out of all employees on the site to gather site specific baseline travel data against which final targets can be set (in the context of the Census data).

5.2 Indicative Targets for Staff Car Use Reduction

- 5.2.1 The TP will work towards reducing the modal share of vehicle trips by 8% (to 60% of all staff journeys), which will be used as an indicator for measuring the success of the TP against its objectives.
- 5.2.2 The 8% reduction in vehicle trips will be achieved by increasing travel by sustainable modes. This indicative target will be validated against actual travel data collected through baseline travel surveys undertaken within three months of the site becoming operational.
- 5.2.3 As measures will be implemented when the site becomes operational, there may not be a reduction in vehicle use over time as vehicle use would be constrained from commencement of occupation.

6. MANAGEMENT STRATEGY

6.1 Travel Plan Coordinator

- 6.1.1 The successful impact of the Travel Plan will be dependent upon buy-in from the future staff, and the processes put in place to support, implement and develop the measures outlined.
- 6.1.2 This process will be managed and supervised by the nominated Travel Plan Coordinator (TPC) throughout the life of the development and for the agreed monitoring period. The TPC plays a vital role in the success of the Travel Plan and is responsible for the day-to-day management, co-ordination, promotion and implementation of the Travel Plan.
- 6.1.3 Prior to the appointment of the TPC, any correspondence associated with the TP should, in the first instance, be sent to:

Hydrock Consultants
First Floor, Castlebridge 5
5-19 Cowbridge Road East
Cardiff
CF11 9AB

Or alternatively, travelplancoordinator@hydrock.com.

- 6.1.4 The responsibilities of the TPC will include the following:
- Oversee the implementation of the travel plan;
 - Provide site specific marketing materials;
 - Promote the travel plan to employees and visitors;
 - Produce, explain and distribute travel information packs to new starters / organisations leasing office space;
 - Act as the liaison between public transport, local authorities and other relevant groups including community transport organisations;
 - Promote car sharing;
 - Identify public transport fare discount/opportunities for users;
 - Monitor usage of on-site cycle parking with a view to increasing provision if demand dictates this; and;
 - To monitor the progress of the travel plan and report back to the Local Highway Authority.

7. MEASURES AND INITIATIVES

7.1 Plan Promotion and Information Dissemination

- 7.1.1 All occupiers will be made aware of the Travel Plan prior to occupation and will appoint a Travel Plan Champion who would support the Travel Plan Coordinator in promoting sustainable travel for users of the site.

Travel Information Packs (TIP)

- 7.1.2 Travel Information Packs will be provided to all new employees at the site, which would be produced prior to occupation by the developer / Travel Plan Coordinator and distributed by the Travel Plan Champions in electronic format (or printed, on request). This will ensure that all employees are fully informed of the travel choices available from the outset.

- 7.1.3 The TIP will contain:

- Walking and cycling maps showing safe routes to local facilities, services and amenities;
- A list of free to use route planners (walking, cycling, public transport) – i.e. websites such as www.traveline.cymru and google maps;
- Public transport information showing rail and bus service information;
- A list of contacts for sustainable travel information (i.e. public transport operators);
- Guidance on car sharing, the benefits of car sharing and information on car sharing websites such as liftshare (www.liftshare.com or any other site-specific schemes which may be established);
- Information on sustainable travel initiatives available at the time;
- Information on where facilities are located, such as where cycle parking facilities can be found.

- 7.1.4 The TPC will have the opportunity to discuss any elements of the TIP with the occupiers (via the TP Champions) and it can be adjusted, within reason to suit their requirements (i.e. a logo can be added). This would be undertaken by individual occupiers who would be provided with an electronic format of the TIP.

Visitor Travel Leaflet

- 7.1.5 A short visitor travel leaflet will also be produced which provides a brief overview of the travel options available to access the site. This would be produced in PDF and sent to occupiers for sending to clients and visitors electronically. This would also be included on the site website under a 'travel to the site' section. In particular this will highlight the sustainable options available to access the site and where sustainable travel is not appropriate, direct visitors to the public car parks and request that vehicles do not park on the streets surrounding the site.

Central Notice Board / Information Leaflet area

- 7.1.6 This will include information as contained in the TIP such as bus and rail timetables, walking and cycling route maps, car sharing information and details of local facilities and cycle parking. The TPC will keep these noticeboards / leaflet information areas up to date, as appropriate.

Keeping information up to date

- 7.1.7 The TPC will keep the TIP up to date and send to the TP Champions to ensure it is relevant for employees. The provision of sustainable travel options can be a key factor in attracting a diverse range

of staff from a number of areas so could be used as a selling point for attracting staff. As such, occupiers would benefit from keeping the information up to date.

- 7.1.8 The website would also be kept up to date with the TPC advising the overall site operator of any changes periodically.

7.2 Encouraging Walking

- 7.2.1 As part of the TIP, employees will be provided with information and advice concerning safe walking routes to local services and facilities as well as the health benefits of walking.
- 7.2.2 Shower and changing facilities are being provided on the site and these would be promoted to employees to encourage walking to and from the site.
- 7.2.3 The TPC would seek to obtain discounts with outdoor clothing shops for employees of the site to encourage people to walk to the site in inclement weather.

7.3 Encouraging Cycling

- 7.3.1 As part of the TIP, employees will be provided with information and advice concerning safe cycling routes to local services and facilities (and residential areas) as well as the benefits of cycling as a viable form of transport. Within the TIP, the highway authorities and Sustrans website pages on cycling will be promoted as they provide advice for cyclists and suggest a wide variety of cycling routes and trails within the local area.
- 7.3.2 The development will provide safe, secure and accessible covered cycle parking at the site in accordance with the highway authority standards.
- 7.3.3 The TPC would seek to obtain discounts with cycling shops for employees of the site to encourage people to purchase cycle equipment to encourage cycling to the site.
- 7.3.4 The TPC would monitor the use of cycle parking on the site and provide additional parking, where required.
- 7.3.5 A puncture repair kit and/or spare inner tubes will be provided on site. Staff will be informed of their location and the TPC will be responsible for ensuring the kits are always obtainable.

7.4 Encouraging Use of Public Transport

- 7.4.1 Information on public transport will be included in TIP, and these will be distributed to employees on commencement of occupation. This information could include timetables and contact details of the relevant operators. Information will also be included in the central travel noticeboard / information leaflet area and on the website.

7.5 Encouraging Car Sharing

- 7.5.1 Car sharing would assist in reducing the vehicle generation to and from the site. A car share scheme could reduce the total vehicle mileage of both staff and visitors.
- 7.5.2 The TIP will include information on car sharing, such as car sharing schemes in operation in the vicinity of the site such as <http://www.liftshare.com> and <http://www.blablacar.co.uk>.

- 7.5.3 The liftshare car share cost saving calculator will be advertised to staff with the TP Champions running through savings during staff inductions (where applicable). This will also be included within the travel information pack.

7.6 Parking

- 7.6.1 Staff and visitors travelling to the site would be directed to the public car parks within the vicinity, through showing the locations of the closest car parks within the TIP, visitor travel leaflet and on the website.

7.7 Visitors

- 7.7.1 Visitors to the site will be informed of sustainable travel opportunities via the visitor travel leaflet and will be encouraged to travel by public transport, walking, cycling or car sharing.

7.8 Summary

- 7.8.1 The list of measures in the Action Plan are not exhaustive and will be reviewed prior to implementation and as the Travel Plan develops.

8. MONITORING AND REVIEW

8.1 Introduction

- 8.1.1 The Travel Plan and travel behaviours will be monitored annually for at least five years on the anniversaries of the initial baseline travel survey, which will be undertaken within three months of occupation of the site. The baseline survey undertaken represents the start of the travel plan for monitoring purposes and is known as Year 0.
- 8.1.2 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 that has been appointed.
- 8.1.3 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.
- 8.1.4 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.
- 8.1.5 All measures identified within any approved Travel Plan required by the scheme shall be implemented within three months following its approval.

8.2 Monitoring

- 8.2.1 The monitoring period will be between the first occupation of the site and at least five 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.
- 8.2.2 These travel surveys will be repeated on an annual basis (base year, years one, two, three, four and five) 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.
- 8.2.3 The TPC will be responsible for coordinating the monitoring activities.

8.3 Scheme Administration

- 8.3.1 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.

8.4 Consultation

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

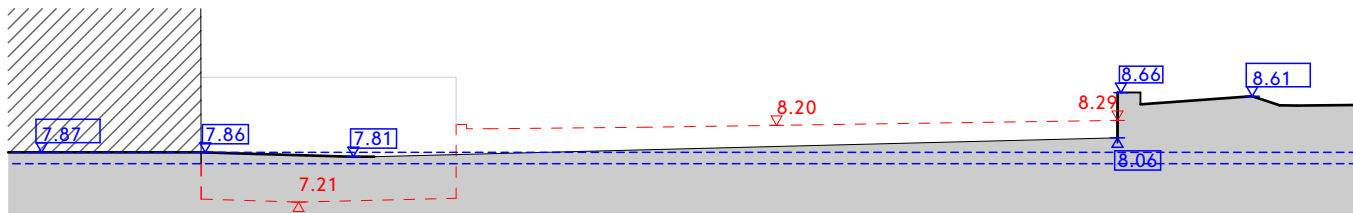
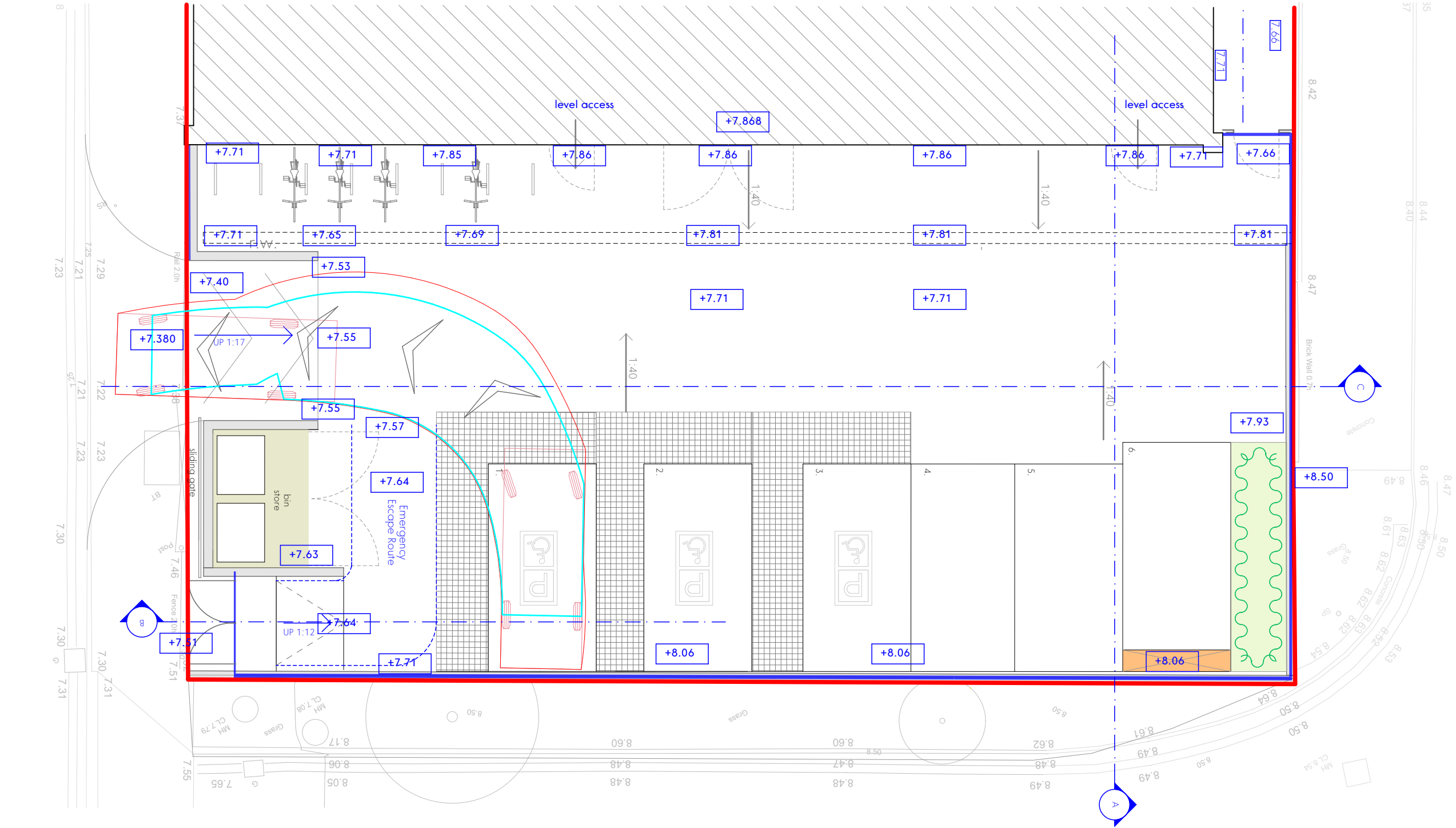
8.5 Travel Plan Review

- 8.5.1 Review - On an annual basis (years one, two, three, four and five), 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 5 and for every 5 years for the duration of the operation of the development. 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.
- 8.5.2 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, three, four and five). The TPC will review the results and adjust any measures if necessary.
- 8.5.3 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 PTCBC for approval and retained for record. The report shall demonstrate to PTCBC 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;
 - The progress of the travel plan in achieving targets and identifying any amendments; and
 - A plan for future actions to be implemented.
- 8.5.4 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 PTCBC within three months of the surveys taking place and, if required, revised targets and new measures will be agreed with PTCBC.

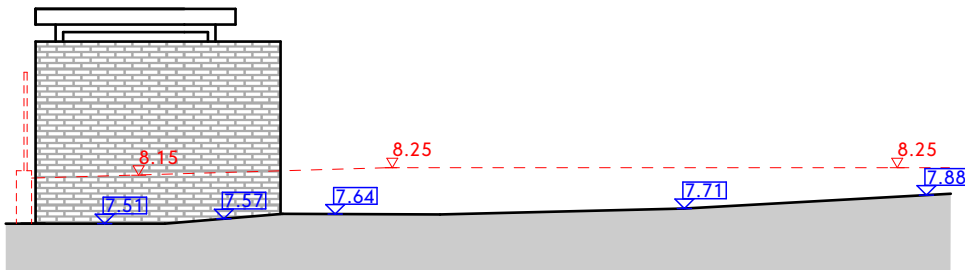
8.6 Mitigation

- 8.6.1 If targets are not being achieved, additional actions will be taken to help attain them. Explanations and information about what is going to be done over the subsequent period to meet the targets will be provided to PTCBC. If the targets continue to not be met, the TPC will liaise with the PTCBC to investigate possible mitigation measures. An example of possible further mitigation measures that could be implemented are as follows:
 - Increase the marketing and promotion of the TP and travel options;
 - Undertake Personal Travel Planning with staff e.g., producing tailored travel maps;
 - Participate in national event days or hold 'TP days' to promote the TP.

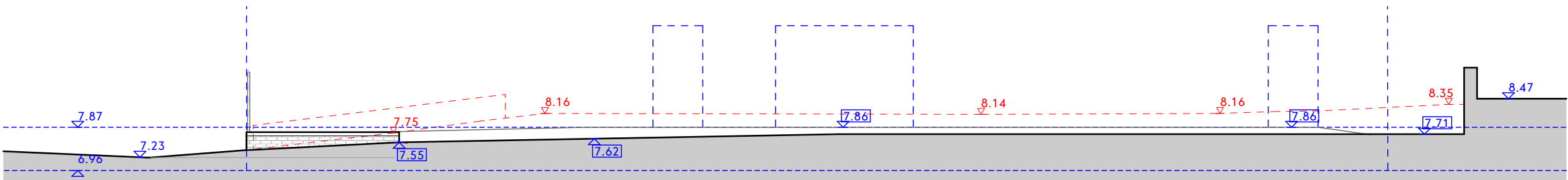
Appendix A Indicative Site Masterplan



Section A



Section B



Section C

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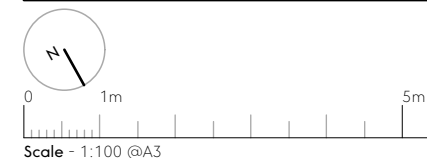
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- Key:
- Existing external levels
 - Site Boundary Line
 - Security Fence Line
 - Bin Store (2 bins)
 - Vehicle Charging Point
 - 8.39 Existing Levels
 - +7.99 Proposed Levels
 - Retaining wall
 - New tarmac structure

P06				
P05	09.07.19	updates in line with FE and SE comments to accommodate route escape	DT	RT
P04	28.05.19	update as per planning consultant's comments	CT	RT
P03	23.05.19	Draft Issue	CT	RT
P02	22.05.19	Draft Issue	CT	RT
P01	17.05.19	Draft Issue	CT	RT
Rev	Date	Comment	Dr	Ch

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GWP Job Reference PPT

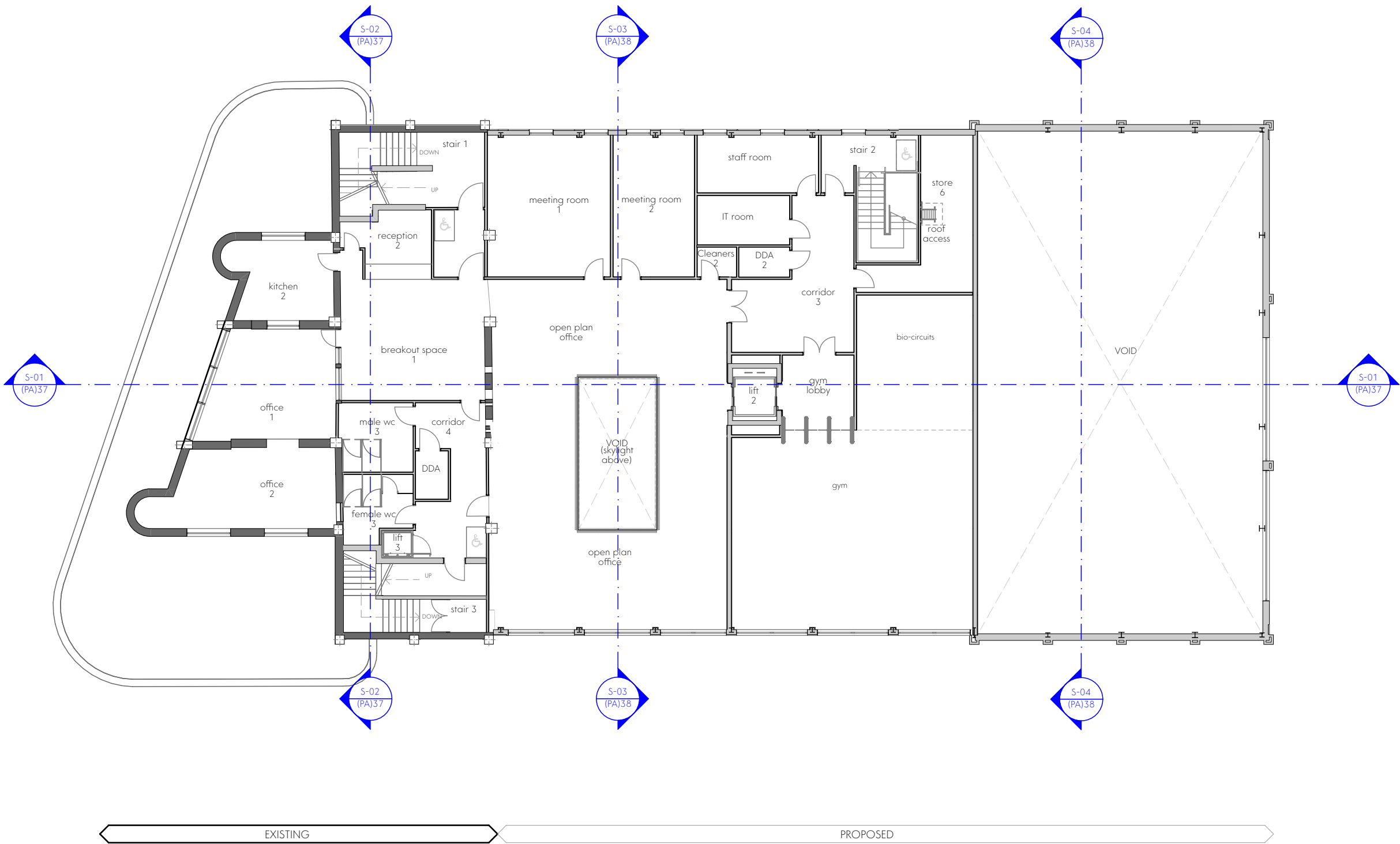
Job Title Plaza Port Talbot

Client Neath Port Talbot County Borough Council

Proposed External Works + Sections

Name	PPT-GWP-01-01-DR-A-(PA)-0029		
Scale	1:100@A3	Revision	05
Drawn/Checked	CT/RT	First Issue	17.05.2019
Drawing Status	S - WIP		

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PROPOSED FIRST FLOOR PLAN
Scale 1:200

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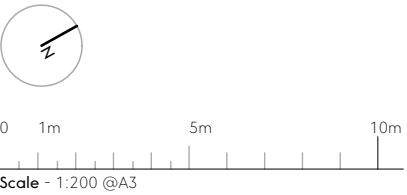
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- Existing Wall
- Proposed New Wall

P09	10.07.19	Wall thickness updates.	DT	RT
P08	21.06.19	Gym access barrier; lift shaft; room names updates.	DT	RT
P07	31.05.19	General Updates	DT	RT
P06	29.05.19	roof hatch position updated	DT	RT
P05	28.05.19	update as per planning consultant's comments	CT	RT
P04	10.05.19	General Updates	CT	RT
P03	08.05.19	General Updates	CT	RT
P02	07.05.19	General Updates	DT	RT
P01	02.05.19	Draft Issue	DT	RT
Rev	Date	Comment	Dr	Ch



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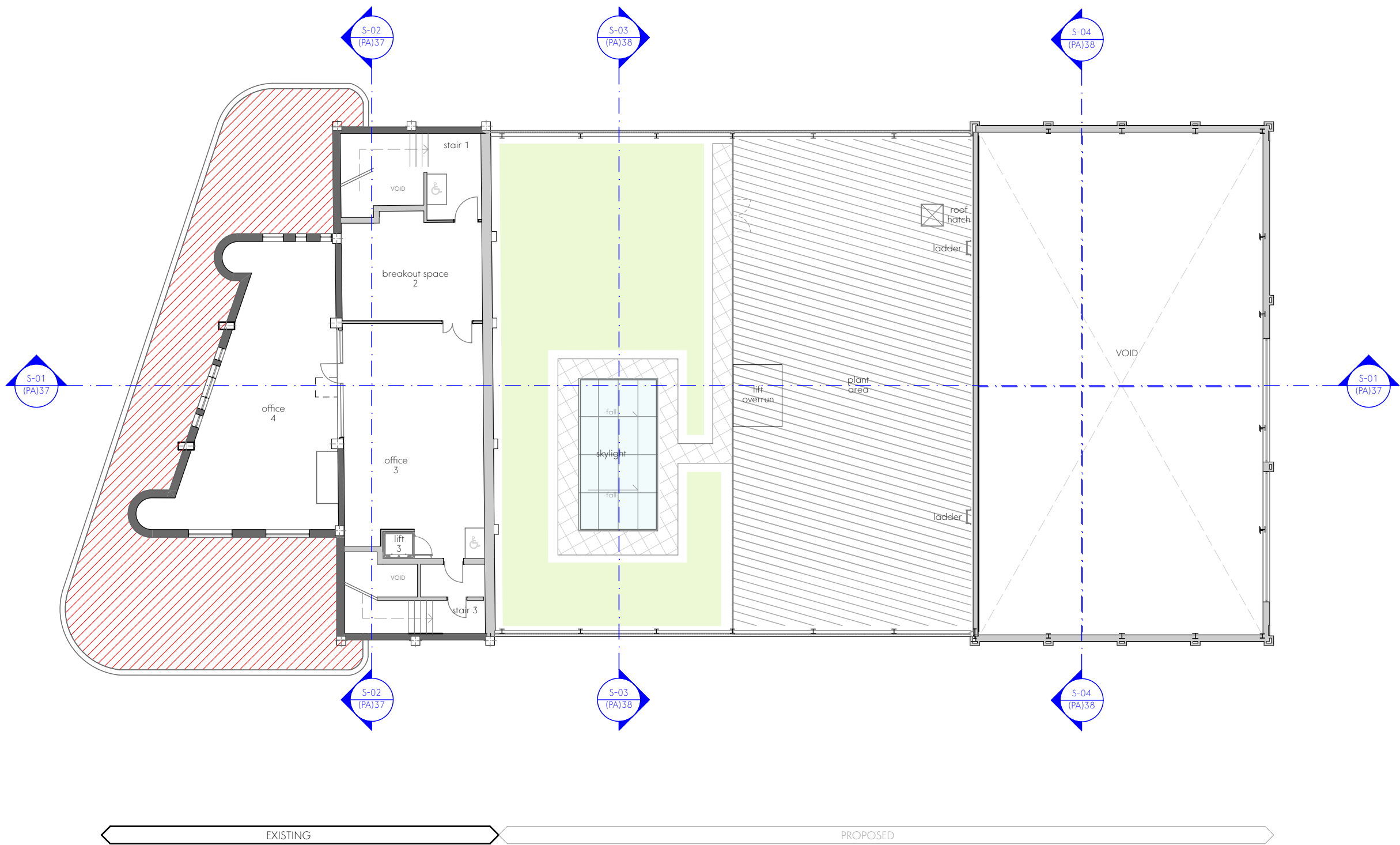
Job Title Plaza Port Talbot

Client
Neath Port Talbot County Borough Council

Proposed First Floor GA Plan

Name	PPT-GWP-01-01-DR-A-(PA)-0032		
Scale	1:200@A3	Revision	09
Drawn/Checked	DT/RT	First Issue	01.05.2019
Drawing Status	S - Work In Progress		

BIMcloud: BIMServer-HP - BIMcloud Basic for ARCHICAD 22/13851902-GWP-01-XX-W3-A-18-PortTalbot-P01



PROPOSED SECOND FLOOR PLAN
Scale 1:200

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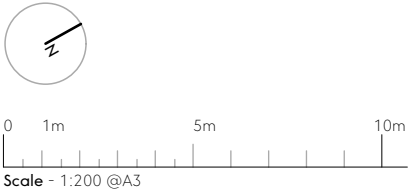
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- Existing Wall
- Proposed New Wall
- Green Roof
- Solar panel
- Plant Area
- Access Walkway
- New membrane roof to ex-surfaces

P08	10.07.19	Wall thickness updates.	DT	RT
P07	21.06.19	Roof updates	DT	RT
P06	31.05.19	General Updates	DT	RT
P05	29.05.19	roof hatch position and major plant area updated	DT	RT
P04	28.05.19	update as per planning consultant's comments	CT	RT
P03	24.05.19	General Updates	DT	RT
P02	10.05.19	General Updates	DT	RT
P01	08.05.19	First Issue	DT	RT
Rev	Date	Comment	Dr	Ch

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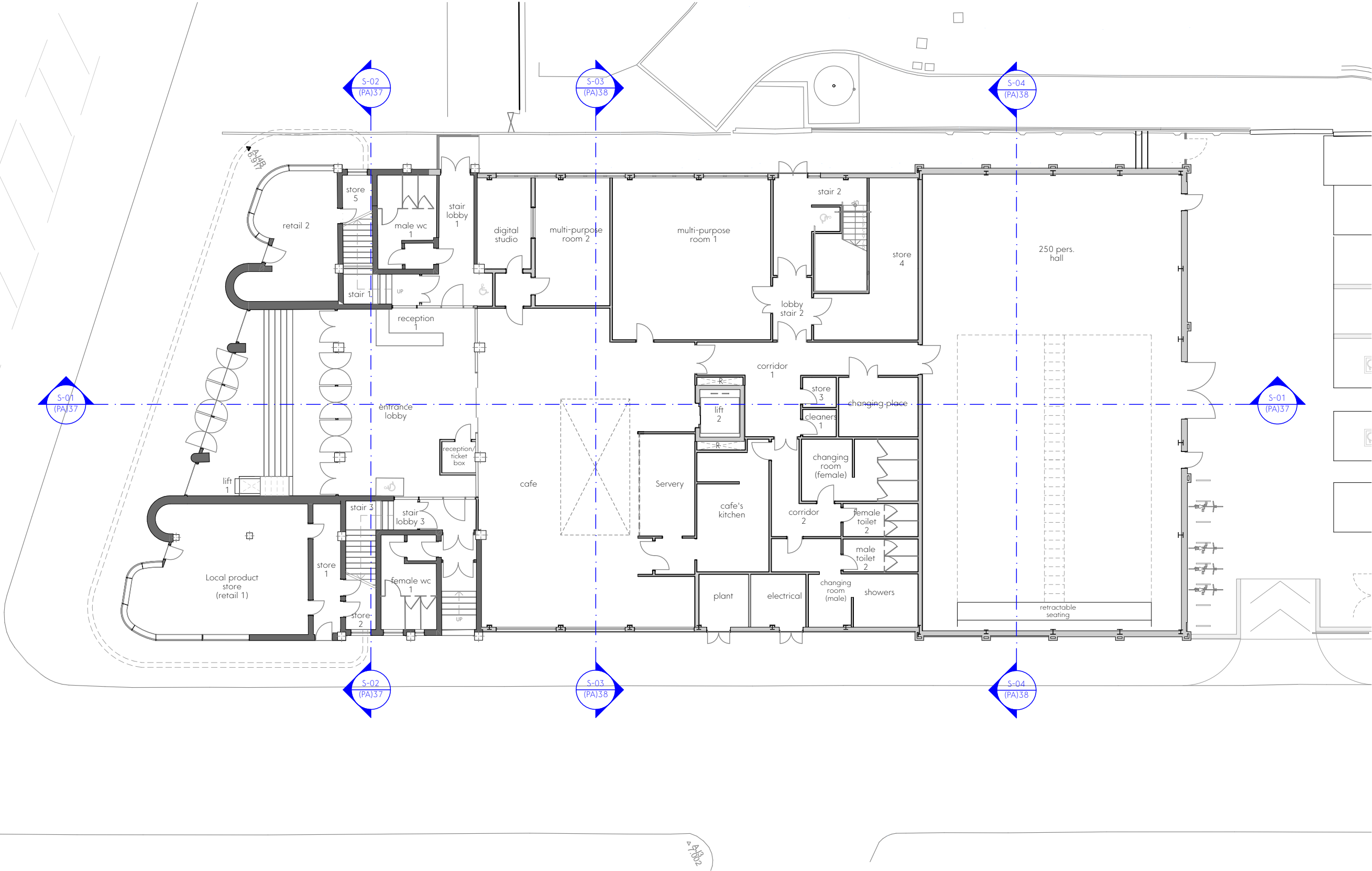
Job Title Plaza Port Talbot

Client
Neath Port Talbot County Borough Council

Proposed Second Floor GA Plan

Name	PPT-GWP-01-02-DR-A-(PA)-0033		
Scale	1:200@A3	Revision	08
Drawn/Checked	DT/RT	First Issue	08.05.2019
Drawing Status	S - Work In Progress		

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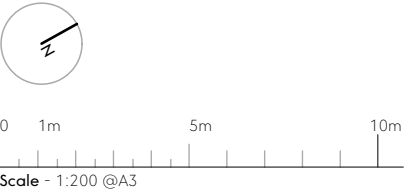
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Existing Wall

Proposed New Wall

P09	10.07.19	Wall thickness updates.	DT	RT
P08	21.06.19	Reception box; lift shaft; room names updates.	DT	RT
P07	31.05.19	General Updates	DT	RT
P06	28.05.19	update as per planning consultant's comments	CT	RT
P05	17.05.19	added coordinates as per Topo Drawing	CT	RT
P04	10.05.19	General Updates	CT	RT
P03	08.05.19	General Updates	CT	RT
P02	07.05.19	General Updates	DT	RT
P01	02.05.19	Draft Issue	DT	RT
Rev	Date	Comment	Dr	Ch



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GWP Job Reference

Job Title Plaza Port Talbot

Client Neath Port Talbot County Borough Council

Proposed Ground Floor GA Plan

Name		PPT-GWP-01-GF-DR-A-(PA)-0031	
Scale	1:200@A3	Revision	09
Drawn/Checked	DT/RT	First Issue	01.05.2019
Drawing Status	S - Work In Progress		

BIMcloud: BIMServer-HP - BIMcloud Basic for ARCHICAD 22/13851902-GWP-01-XX-W3-A-18-PortTalbot-P01

PROPOSED GROUND FLOOR PLAN
Scale 1:200