

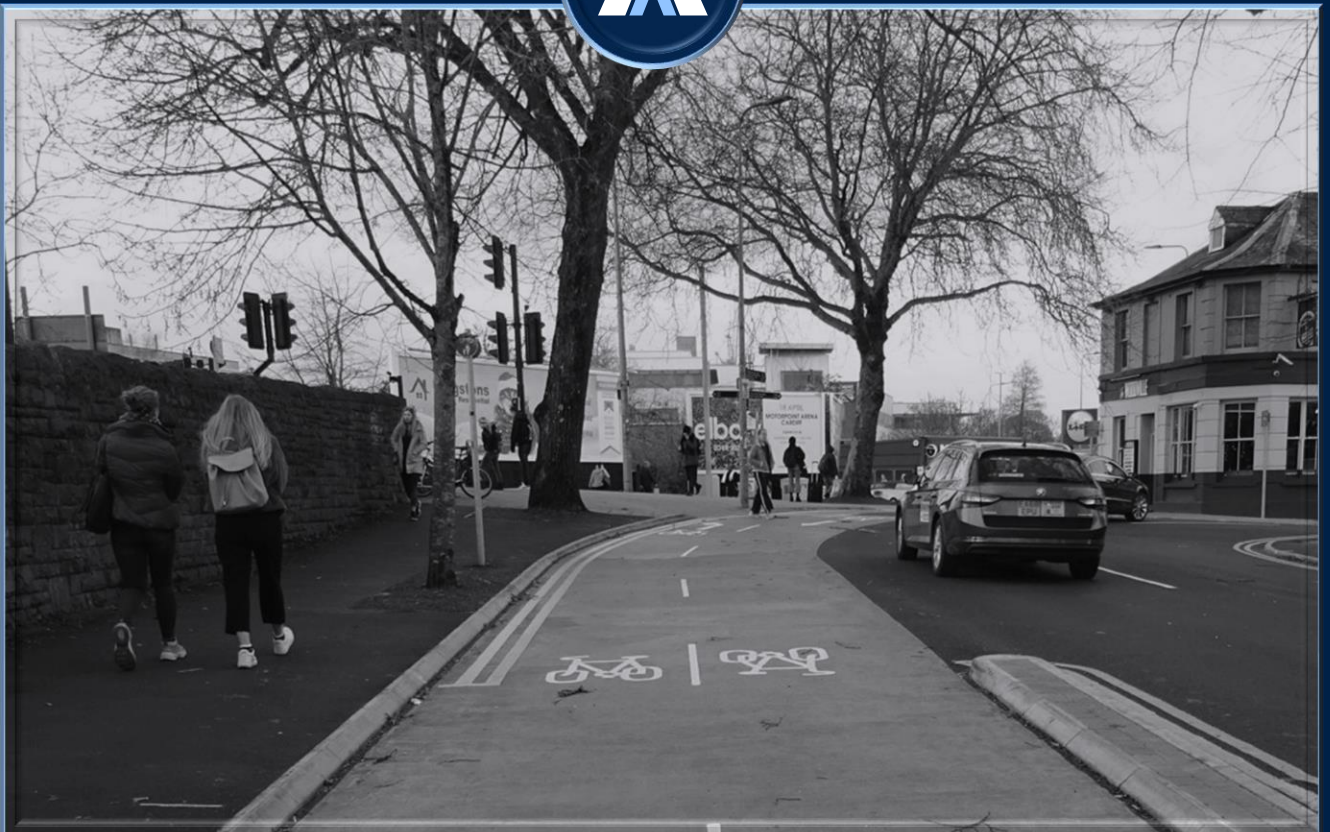
Junction 38, Margam

Framework Travel Plan

Sandvik Osprey

28 January 2022

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1. INTRODUCTION

1.1 Overview

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by Apex Transport Planning on behalf of Sandvik Osprey in relation to a proposed industrial unit on a site situated to the northwest of Junction 38 of the M4 in Margam, Port Talbot.
- 1.1.2 The proposals are for a full application for a new metal processing facility (Use Classes B1, B2 and B8). Industrial processes to be carried out on site would consist of the melting and atomizing of raw materials to manufacture metal powder for use in other industry. Metals on-site include (but not limited to) stainless steels, nickel alloys, cobalt alloys aluminium alloys and copper. The site would be operational for 24 hours a day between 6 and 7 days a week.
- 1.1.3 The site is accessed from an unadopted road which links to the A48 / A4241 roundabout and is within close proximity of the strategic road network, which will assist in minimising the impact of the development on the local network.
- 1.1.4 The site is allocated under Policy EC1/2 of the Neath Port Talbot County Borough Council (NPTCBC) Local Development Plan (LDP) as a Strategic Employment Site. As such, the location has been accepted as suitable for employment uses by NPTCBC.
- 1.1.5 A separate and standalone Transport Assessment (TA) has been submitted with the planning application and this assesses the impact of the development on the highway network. This FTP sets out measures to encourage the use of sustainable modes of transport and reduce the reliance on private car use for trips to and from the site. This has utilised information from within the TA, where appropriate and should be read alongside the submitted TA.
- 1.1.6 This FTP has also been produced to ensure compliance with the 2018 BREEAM guidance for criteria TRA01 and TRA02. The FTP covers all aspects of TRA01, although where required, reference to specific criteria have been set out. This relates to criteria 2d and 2f in relation to accessibility to amenities and a public transport accessibility level.

1.2 Travel Plan Approach and Commitment

- 1.2.1 This FTP sets out measures and an action plan which will be adopted by Sandvik Osprey. A final Travel Plan will be produced as a full version prior to occupation and agreed with the planning authority, as required. This would be due to potential changes in the background conditions between submission of the application and the operational start on the site. A Travel Plan Coordinator will be appointed to ensure that the plan and measures are promoted appropriately to all staff.
- 1.2.2 It considers measures for positively influencing staff and visitor travel patterns to encourage sustainable modes of transport and reduce the reliance on private car use for trips to and from the site. The implementation of measures will also assist in constraining vehicle trips.
- 1.2.3 Sandvik Osprey are committed to minimising the negative impacts of travel on the local environment, community and economy and recognise the importance of reducing the reliance on the car, providing sustainable travel choices for employees and visitors and promoting greener, cleaner travel.
- 1.2.4 Travel Plans are evolutionary documents that should be regularly updated, ensuring they consider and respond to ongoing changes in travel patterns. As such, this Travel Plan will be reviewed and updated on an annual basis.

1.3 Policy

1.3.1 This TP has been prepared considering national and local policy and guidance, namely:

- Future Wales: The National Plan 2040
- Planning Policy Wales 11th Edition (PPW11)
- Technical Advice Note 18: Transport (TAN18)
- NPTCBC Local Development Plan 2011-2026 (Adopted 2016)
- NPTCBC Supplementary Planning Guidance – SP20 Parking Standards

1.4 Site Location

1.4.1 The site is located approximately 4.5km to the south of Port Talbot centre. It is situated to the northwest of Junction 38 of the M4 and is accessed from an unadopted road which links to the A48 / A4241 roundabout at its northern end.

1.4.2 The site is currently used for agricultural purposes and has a gated access from its southern side onto Heol Cae'r Bont as well as a spur access from the north via the unadopted road. To the immediate west of the site are Margam Green Energy Plant and Western Wood Energy Plant and to the southwest is a further large industrial unit. As such, there are existing industrial units situated within the immediate vicinity of the site.

1.4.3 The indicative location of the site is shown in Figure 1-1.

Figure 1-1: Indicative Site Location



Source: Google Maps

- 1.4.4 The NPTCBC LDP Policy EC1/2 relates to the site and states that the site is allocated for 6 hectares of employment use for B1, B2 and B8 uses. It specifically states that *“The strategic employment allocation at J38 lies to the south of Harbour Way and adjacent to the A48 and M4 and thus benefits from excellent road transport links.”* These links are therefore considered to be a benefit of the development, as this will minimise the operational traffic through residential or sensitive areas.

2. THE DEVELOPMENT

2.1 Overview

- 2.1.1 The proposals are for a full application for a new metal processing facility (Use Classes B1, B2 and B8). Industrial processes to be carried out on site would consist of the melting and atomizing of raw materials to manufacture metal powder for use in other industry. Metals on-site include (but not limited to) stainless steels, nickel alloys, cobalt alloys aluminium alloys and copper. The site would be operational for 24 hours a day between 6 and 7 days a week.
- 2.1.2 The site would comprise of one large main building which incorporates the furnace, warehousing, engineering areas, welding bays and the atomising area. There would also be two smaller amenity blocks which would comprise of the administration, HR and support buildings. Maximum building heights would be approximately 19m. There would also be four car parking areas and separate service yards adjacent to the main building. The exact description of the development is as follows:
- “Development of a metal processing facility totalling 28,500sq.m of floorspace comprising a powder processing plant (17,377sq.m), warehouse and store (5,428 sq.m) office building (1,442 sq.m), amenity building (776 sq.m), laboratory (200 sq.m), services building (470 sq.m), substation (107 sq.m), phase 2 (2,700 sq.m), CCTV and parking on-site at J38, M4, Margam, Port Talbot.”*
- 2.1.3 Approximately 150 full-time equivalent (FTE) staff would be employed at the site on both shift and standard working patterns. It is also forecast that there would be between c.2-10 HGV vehicle movements per day.
- 2.1.4 In addition, an argon tank will be added to the services building. This will measure 16.16m in height with a 3m diameter, which is the same height of the eaves of the main building. The tank itself has no moving parts but will supply a number of pumps. Lorries from BOC will use the operational vehicle access to deliver the argon once/twice a week.

2.2 Site Layout

- 2.2.1 The site layout has been designed to accommodate HGV traffic and separate pedestrians from vehicle movements. In addition, the HGV traffic has been separated from light vehicle traffic and will be accommodated from a new priority junction obtained on the northern boundary. This connects to the site access road and is situated around 60m to the west of the main site access.
- 2.2.2 The main site access is obtained directly from the existing spur onto the site access road. The spur would continue into the site and connect to the four main car parking areas. The internal access road would be subject to 20mph speed restrictions along its length, with short straight sections and deviations provided to slow vehicle speeds within the site. Signage and road markings can also be provided indicating that the speed limit is 20mph, although the geometry of the access road will assist in enforcing these speeds. As well as the car parking areas, this main access provides a secondary / emergency route to the service areas, if the secondary operational access is blocked.
- 2.2.3 The main internal access road is an appropriate width to accommodate the vehicle movements safely, minimise vehicle speeds and ensure that pedestrians and cyclists can be accommodated safely.
- 2.2.4 A footway will be provided adjacent to the main access road along its southern side, which provides a continuous route to access the buildings within the site. Crossings are also provided at appropriate locations within the site and pedestrian routes are available on both sides of the car parking areas to further separate vehicles and pedestrians. All crossings will provide suitable inter-visibility between pedestrians and vehicles for at least 25 metres, consistent with 20mph speeds (based on Manual for

Streets). As such, there is a suitable and continuous pedestrian route linking to all parts of the site from the main access and from the car parks.

2.3 Access

- 2.3.1 The footways from the spur are also extended into the site. Dropped kerb crossings with tactile paving are provided at the spur which enable pedestrians (both site users and existing movements) to cross safely within the mouth of the junction.
- 2.3.2 A secondary access is provided on the northern boundary of the site which will accommodate operational vehicles. This will be a new junction onto the site access road. Visibility can be obtained at 2.4m x 43m in each direction from the access, which is appropriate for 30mph speeds in accordance with TAN18 and Manual for Streets.
- 2.3.3 The access junction has been discussed with highway officers at NPTCBC and has a 15m radii on the eastern side and a 6m radii on the west side. The junction has suitable separation from the opposite access (at 29m), as well as from the main access into the site (at approximately 60m). The carriageway is 7.8m wide within the proximity of the site access road to accommodate passing HGVs safely and provide a suitable angle close to perpendicular where the junction adjoins the site access road. The geometry enables all vehicle movements to turn into and out of the site appropriately.
- 2.3.4 All movements would be to and from the north, particularly HGV's, and suitable signage would be provided within the site to advise drivers of HGVs that left turn movements are not allowed.
- 2.3.5 Dropped kerb crossings with tactile paving will be provided at the junction to enable pedestrians (both site users and existing movements) to cross safely within the mouth of the junction.
- 2.3.6 The access arrangements are considered safe and suitable for accommodating all movements to and from the proposed development. There are suitable crossings provided and there would be low vehicle speeds and flows. This is in accordance with BREEAM TRA02.
- 2.3.7 The primary pedestrian access into the site would be via the main access point and then via the continuous footways that are provided within the site. This is suitable for accommodating all movements safely and appropriately.
- 2.3.8 In addition, there is a further pedestrian access from the south onto Heolcae'r Bont. This connects to the footways on the northern side of Heolcae'r Bont, which in turn connect to footways crossing the M4 slip roads to and from the southbound carriageway. This forms part of a route to and from the closest northbound bus stops.

2.4 Parking

Car Parking

- 2.4.1 The following parking provision is proposed on the site:
- Southern car park – 10 spaces
 - Main car park – 98 spaces (6 disabled, 10 electric vehicle charging)
 - Secondary car park – 55 spaces (4 disabled, 6 electric vehicle charging)
 - Northern car park – 7 spaces (1 disabled, 2 electric vehicle charging)
 - **Total car parking – 170 spaces (11 disabled, 18 electric vehicle charging)**

- 2.4.2 The parking standards within NPTCBC are provided within Supplementary Planning Guidance – SP20 Parking Standards. The site is within a Zone 4 location based on the maps shown in the SPG. The standards for industry use in a Zone 4 location state 1 space per 120sqm for non-operational use.
- 2.4.3 Applying the standards to the proposed development would equate to a maximum requirement for 238 spaces considering a total floorspace of 28,500 sqm. The provision of parking is therefore within the standards set out in the SPG. A provision slightly below the maximum levels is also in accordance with policies in Future Wales.
- 2.4.4 All spaces on the site have dimensions of 2.6m x 4.8m which is in accordance with the SPG, with some wider spaces at the end of aisles to ensure vehicles can turn in and out appropriately.

Disabled Parking

- 2.4.5 The SPG states that 5% of the total allocation of car parking spaces should be provided as disabled parking.
- 2.4.6 A total of 11 disabled parking spaces are provided on the site, which equates to 6% of the total provision, which is therefore in excess of the guidance in the SPG.
- 2.4.7 The spaces allow for an additional 1.2m hatched area around the side and rear of the space to enable safe access to vehicles for people with mobility impairments. The spaces are situated close to the amenity building entrances and will have step free access from the spaces to the building entrance via suitable dropped kerbs and crossings, where needed.

Electric Vehicle Charging

- 2.4.8 The Parking Standards SPG does not provide standards for the provision of electric vehicle charging spaces. However, providing electric parking on new developments is an aspiration within Future Wales and as such, infrastructure will be provided on the site for electric vehicle charging for 10% of the spaces (18 spaces).
- 2.4.9 This is considered appropriate and further encourages more sustainable travel to and from the site.

Operational Parking

- 2.4.10 The operational parking standards are provided in the SPG with the provision stated as 10% of the GFA. Sandvik Osprey has set out that the development would generate c.2-10 HGV movements per day so there would not be a significant demand for operational parking for large vehicles. However, a large area for operational parking is provided on the east and west sides of the building which will appropriately accommodate the demand.

Cycle Parking

- 2.4.11 The cycle parking standards are provided in the SPG which states for industrial use that 1 space per 500 sqm for long stay parking and 1 space per 1000 sqm for short stay parking should be provided. Applying the standards to the site floorspace, excluding the sub-station and servicing area as these would not have employees based within, of 27,923 sqm would equate to a requirement for 56 long stay spaces and 28 short stay spaces (84 spaces total).
- 2.4.12 The site is providing secure and covered cycle shelters which can accommodate 56 cycles in two separate locations within close proximity of the amenity blocks. In addition, 28 further cycle stands are provided for visitor use. This is consistent with the required level of provision based on the SPG. The shelters are provided close to the building entrances.

2.4.13 The level of cycle parking is in accordance with the local authority standards and is therefore considered to meet the criteria in BREEAM TRA 02 – Option 7.

2.4.14 To further encourage cycling, there will be showers, changing facilities and lockers provided. This also meets the criteria in BREEAM TRA 02 – Option 8.

2.5 Deliveries and Servicing

2.5.1 The site layout allows for HGVs to turn appropriately and enter and exit in forward gear. Vehicles are able to reverse against each proposed service bay throughout the site and turning areas are provided, where required.

2.6 Design Measures to Encourage Sustainable Transport

2.6.1 The layout encourages walking and cycle movements within the site as follows:

- Footways are provided adjacent to the internal access road within the site
- The internal layout encourages low vehicle speeds with straight sections constrained to short lengths and deflections on the main route within the site
- Crossings provided throughout the site and at the site accesses
- Secure and covered cycle parking provided in accordance with the guidance levels
- Electric vehicle charging points throughout the site

3. SUSTAINABLE CONNECTIVITY

3.1 Introduction

- 3.1.1 This section describes the opportunities to make everyday trips by non-car modes. It considers the likelihood of trips being made on foot, by cycle, bus and rail.
- 3.1.2 The site is allocated under Policy EC1/2 of the Neath Port Talbot LDP as a Strategic Employment Site. As such, the sustainable connectivity of the site has been accepted for employment uses by NPTCBC. Notwithstanding this, the sustainable links to the site have been analysed within this section.
- 3.1.3 There are alternative modes to the car available to potential employees of the site which will assist in minimising the level of vehicle trips to and from the site. Public transport services can be accessed by continuous walking and cycling routes.

3.2 Walking and Cycling

- 3.2.1 At the top of the PPW11 hierarchy is the consideration of active travel (walking and cycling). Walking is the most important mode of travel at a local level and offers the greatest potential to replace short car journeys.

Infrastructure

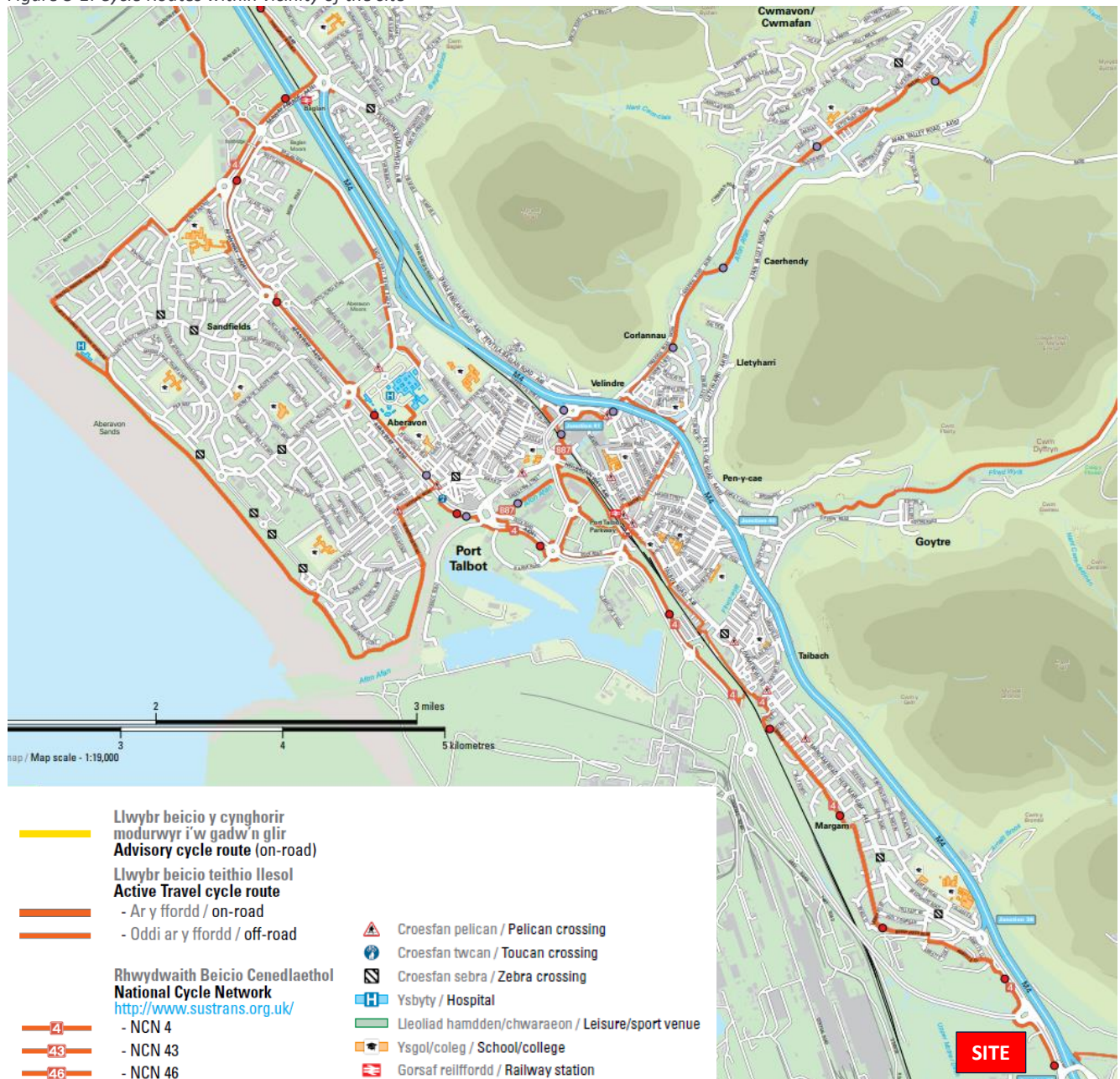
- 3.2.2 The site is connected by footways which run adjacent to the unadopted access road connecting to the A48 roundabout. These connect to a shared footway / cycleway which routes adjacent to the A48 and this forms part of the Wales Coastal Path. The route crosses the unadopted access road and the A4241 Harbour Way at dropped kerbs with central refuges provided at each crossing. Tactile paving is provided at each crossing to aid movements by people with visual impairments. This crossing is considered suitable and safe to accommodate all movements. The review of road safety data does not show a safety issue in relation to pedestrians and cyclists and as such, there is no evidence that these crossings are unsafe.
- 3.2.3 There is a footway adjacent to the northern side of Heolcae'r Bont with an informal crossing provided at the central refuge onto the M4 J38. The footway continues to the south and crosses both the M4 slip roads at informal crossing points, which have dropped kerbs. The footway continues around to the A48 on the southeastern arm of the M4 J38. The Heolcae'r Bont footway also connects to the north via the shared footway / cycleway and a crossing is provided of the A48 northwestern arm at J38. There is a footway provided on the northern side of J38 which crosses the southbound off-slip road and connects to the footway on the eastern side of the carriageway. As such, there are suitable routes and crossings, which connect to the north and southbound bus stops on the A48 from the southern boundary of the site.
- 3.2.4 There are no public rights of way which cross any of the key routes within the vicinity of the site.

Routes

- 3.2.5 The shared footway / cycleway provides a link into Margam and then onto Port Talbot, where footways are provided adjacent to most residential roads. The NPTCBC cycle routes map shows that National Cycle Network Route 4 runs adjacent to the A48 past the site access road, utilising the off-carriageway shared footway / cycleway. This connects with other routes to the north and south of the site on the A48, including connecting to Port Talbot Parkway Rail Station, providing a key cycling link for movements to and from the site.

3.2.6 The cycle routes within the vicinity of the site, taken from the NPTCBC cycle routes map, are shown in Figure 3-1.

Figure 3-1: Cycle Routes within vicinity of the site

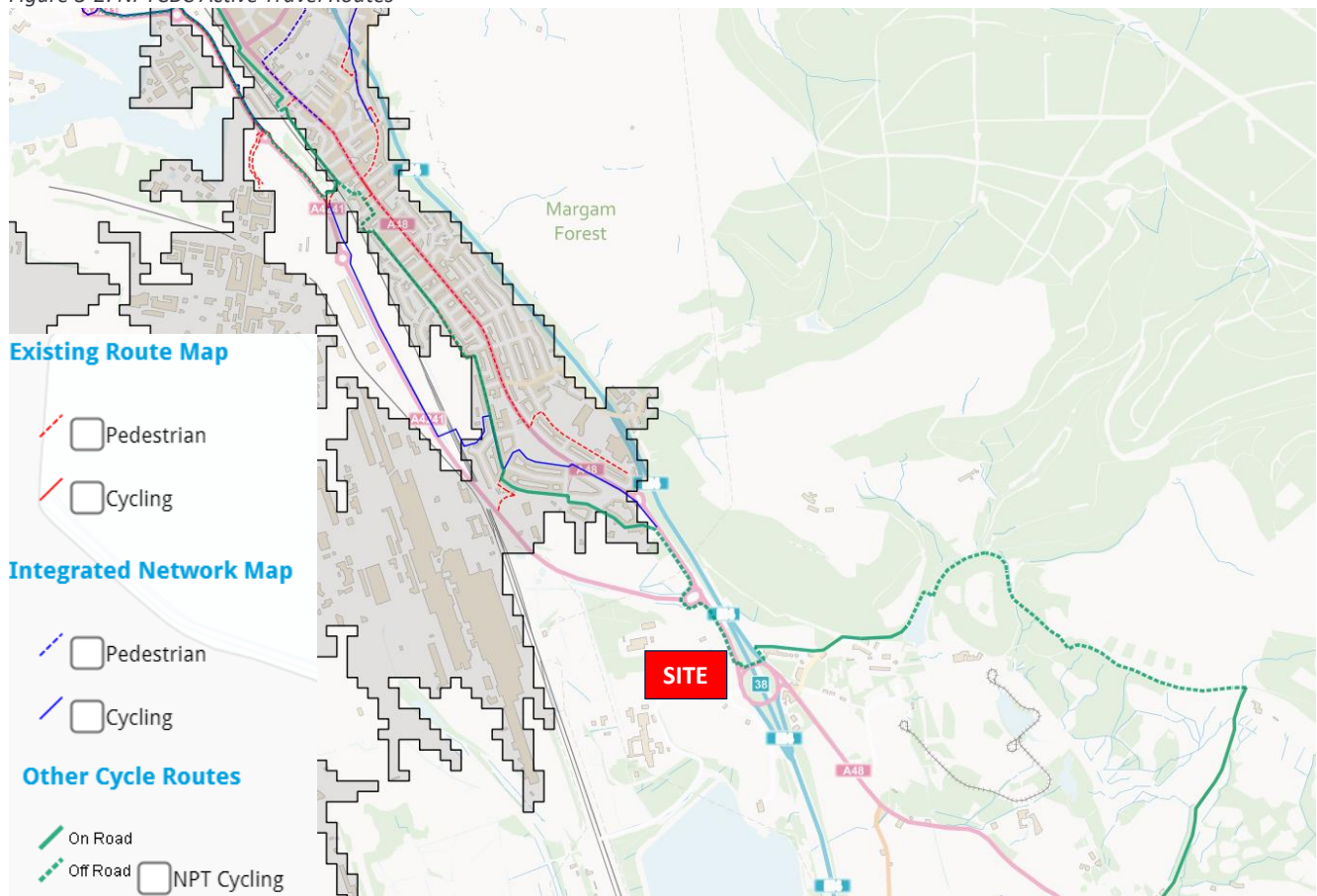


Source: NPTCBC Cycle Map

3.2.7 NPTCBC have produced active travel maps to identify existing suitable routes for walkers and cyclists. The NPTCBC active travel online map shows the active travel routes within the vicinity of the site, as well as cycle routes. This shows the shared footway / cycleway route past the site access road, which links to other cycle routes and active travel routes to the north within Margam, which continue into Port Talbot. The mapping shows that the site has continuous active travel routes connecting to the key local residential areas.

3.2.8 A snapshot of the active travel routes within the vicinity of the site are shown in Figure 3-1.

Figure 3-2: NPTCBC Active Travel Routes



Source: NPTCBC Active Travel Routes Map

3.2.9 The active travel routes have been considered appropriate by NPTCBC for walking and cycling. The site is therefore well positioned to benefit from existing and proposed good quality links, which connect to further routes, as well as key local areas. This will encourage potential future employees to walk and cycle to and from the site and reduce the reliance on travelling by car.

3.3 Distances

Overview

3.3.1 To enable an assessment of the viability of walking between the site and residential areas, it is appropriate to establish the maximum distance that people are generally prepared to walk or cycle for work purposes.

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

- Welsh Government - Active Travel (Wales) Act 2013: Within the 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 distances for walking of up to 3.2km and cycling of up to 8km.
- Department for Transport (DfT) – Manual for Streets (2007): MfS states that ‘walkable neighbourhoods’ are typically characterised by having a range of facilities within 10 minutes walking distance (c. 800 metres) – i.e. this would include employment uses. MfS also acknowledges that this is not an upper limit and references previous planning policy guidance in

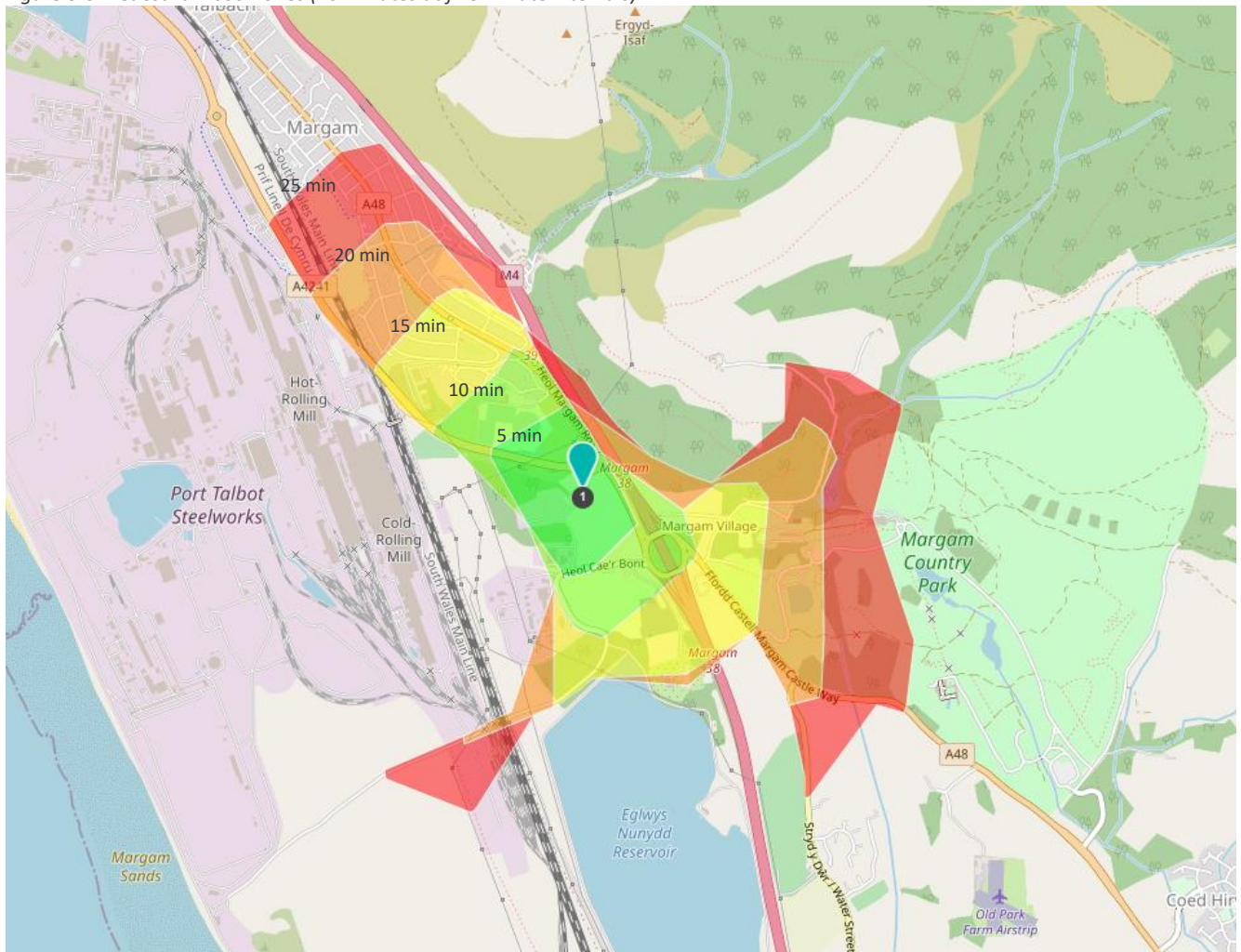
that it is generally acknowledged that walking offers the greatest potential to replace short car trips, particularly under 2km.

- 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’*.
- CIHT - Guidelines for Providing for Journeys on Foot (2000): suggests preferred maximum distances for commuting journeys are up to 2km.
- DfT – LTN1/20 Cycle Infrastructure Design (paragraph 2.2.2) – states that *“Two out of every three personal trips are less than five miles in length, an achievable distance to cycle for most people”* (c.8km).

Walking

- 3.3.3 Based on guidance, it is considered that suitable walking distances could be up to 3.2km. This equates to around a 40-minute walk travelling at 3mph. However, distances of 2km are considered more likely for walking journeys and residential areas within 800 metres are considered to be within ‘walkable neighbourhood’ distances.
- 3.3.4 Openroute Service has been used to generate pedestrian isochrones at five minute (c.400m) intervals from the main access as shown in Figure 3-3. This is based on walking speeds of 5km per hour (c. 3mph) via the road network.
- 3.3.5 It demonstrates a significant proportion of Margam is accessible within a 25 minute walk from the site (c. 2km). This includes Margam Village, the southern half of Margam and Margam Country Park. This shows that there is a potential for employees to be situated within potential walking distance of the site. As such, some employees (and visitors) could travel to the site on foot.

Figure 3-3: Pedestrian Isochrones (25 minutes at five minute intervals)



Source: Openroute Service

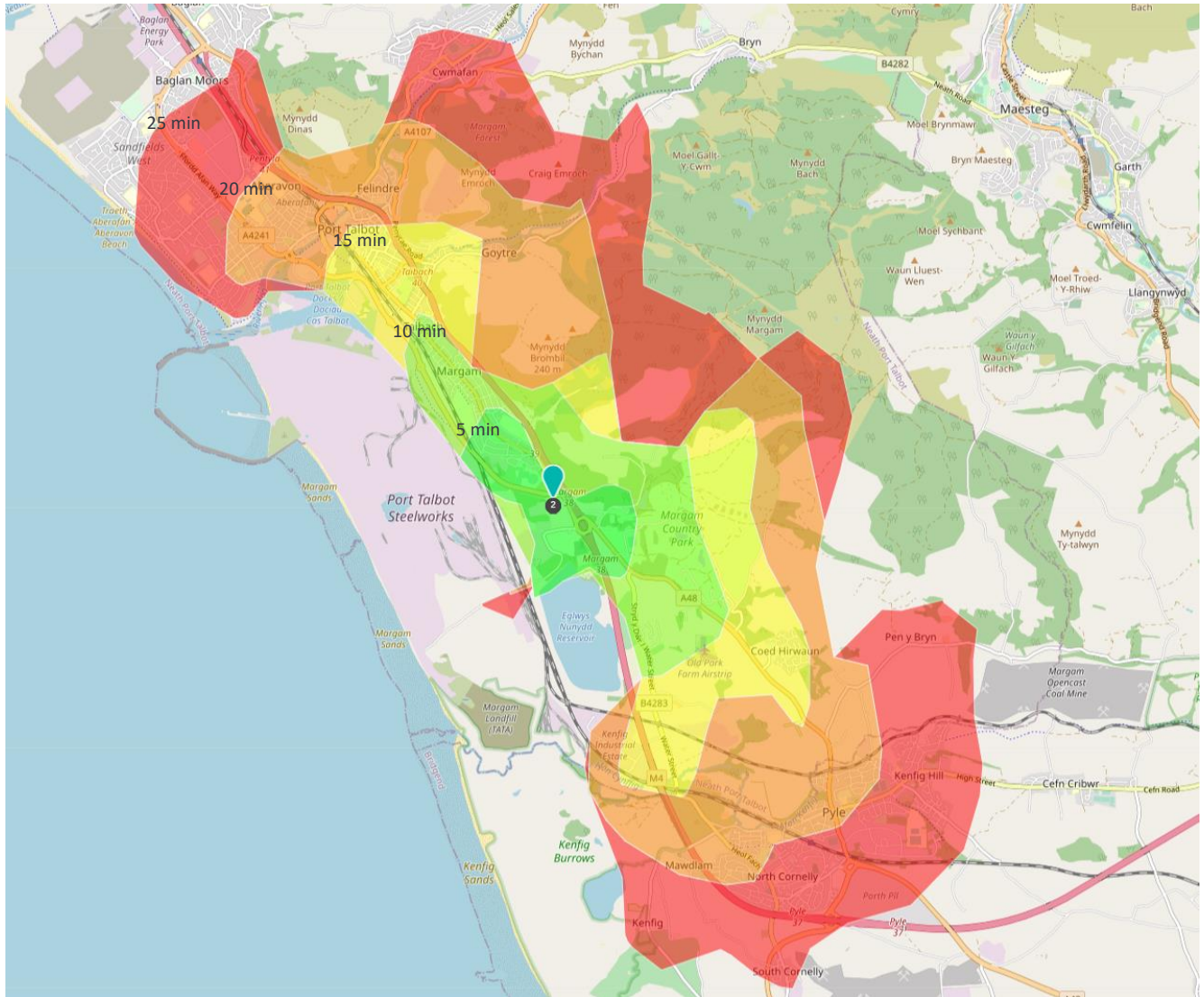
- 3.3.6 As such, travelling to the site by walking is considered a feasible and realistic option for employees of the site and visitors. As shown in Section 2, there are already journeys made by walking for work purposes in this area.

Cycling

- 3.3.7 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.
- 3.3.8 The Openroute Service has been used to generate cycle isochrones at five minute intervals up to a total of 25 minutes (c.8km) using roads and cycle routes (i.e. not straight line distances) from the main site access. This has been shown in Figure 3-4.
- 3.3.9 The isochrones are generated based on speeds dependent on the surface and highway type. The majority (if not all) of the routes used would be paved and as such would be subject to an 18kph speed based on the parameters in the software. A five minute isochrone would therefore cover a distance of c. 1.5km, with a 25 minute isochrone covering a distance of c.7.5km. As such, this is broadly in accordance with the relevant design guidance (indeed, cycle journeys to the site could originate from slightly greater distances, up to 8km from the site, in accordance with the guidance).

3.3.10 The isochrones show the entire of Margam is accessible within an appropriate cycling distance in addition to Port Talbot, Sanfields, Baglan Moors, Goytre, Cornelly, Cwmafan and Kenfig. Most of the areas within and around Port Talbot can be accessed by suitable and recommended cycling routes, as shown within Figure 3-1.

Figure 3-4: Cycle Isochrones (25 minutes at five minute intervals)



Source: Openroute Service

3.3.11 As such, travelling to the site by cycle is considered a feasible and realistic option for employees of the site. As shown in Section 2, there are already journeys made by cycle for work purposes in this area.

3.4 Proximity to Accessibility Amenities (TRA01)

3.4.1 In relation to TRA01, it sets out the minimum that a site-specific travel assessment (or Statement) shall cover. This section provides an outline of the sites' proximity to amenities in accordance with 2d of the criteria.

3.4.2 In reference to the amenities within the proximity of the site, these are outlined within Table 7.1 of the BREEAM guidance, and this has been reflected as follows, together with the walking distance from the site for each facility (i.e. not straight line distances). If these are outside of the 500m distance, this has been stated.

- Appropriate food outlet: Co-op store – Margam Road – 1.5km
- Access to cash: Post Office, Margam Road – 1.5km
- Access to an outdoor open space (public or private, suitably sized and accessible to building users): Gorsedd Stones – 525m, Tata Sports and Social Club pitches – 685m, Margam Country Park – 1km, Groeswen Playing Fields – 1.4km,
- Access to a recreation or leisure facility for fitness or sports: Tata Sports and Social Club pitches – 685m
- Publicly available postal facility: Post Office, Margam Road – 1.5km
- Community facility: Margam Abbey – 1km
- Over the counter services associated with a pharmacy: Taibach Pharmacy – 3km
- Public sector GP surgery or general medical centre: The Forge Centre – 4.7km
- Childcare facility or school: Afan College – 1.1km

3.4.3 The site is situated within a short proximity from numerous facilities, some of which are within an 800m 'walkable neighbourhood' distance in accordance with Manual for Streets and the significant majority of which are within an appropriate 2km walk. In relation to a 500m BREEAM distance, none of the facilities assessed against the criteria are situated within a 500m walk of the site.

3.5 Public Transport

Bus

3.5.1 The closest bus stops to the site are situated within a 425m - 475m walk from the southern pedestrian access on the A48 to the southeast of the site, adjacent to J38 of the M4. Further stops are available on the A48 Margam Road approximately 1.2km to the northwest of the main site access. The closest stops are served by the X1 with the stops on Margam Road also served by the 87. Bus shelters, seating and lighting are provided at all stops closest to the site.

3.5.2 The services provide a link into Port Talbot centre within approximately 8-10 minutes.

3.5.3 A summary of the services in provided within the vicinity of the site are provided in Table 3-1. These are shown in a single direction, with the other direction providing the same frequency of service.

Table 3-1: Local Bus Services

No.	Route Summary	Weekday Start and Finish		Frequency		
		First Service	Last Service	Monday-Friday	Saturday	Sunday
87	Neath Bus Station to Port Talbot Bus Station and Margam via Baglan Energy Park and General Hospital.	08:41	18:44	Every 20 minutes	Every 20 minutes	Hourly
X1	Swansea City Bus Station to Bridgend Bus Station via Port Talbot Bus Station, Margam Park and Pyle.	07:46	20:21	Half Hourly	Half Hourly	Hourly

3.5.4 Both of the bus services connect to Port Talbot bus station as well as Port Talbot Parkway Rail Station, both of which offer interchange opportunities to a significant number of other services to wider destinations.

3.5.5 The site is served by buses which connect to Bridgend, Port Talbot and Swansea throughout the day, which provide start and finish times suitable for commuting. As such, travelling by bus would be suitable option for some commuting journeys to and from the site as well as for journeys by visitors.

Rail

- 3.5.6 Port Talbot Parkway Rail Station is situated approximately 4.2km to the northwest of the site. It can be accessed via the cycle routes connecting to the site access road, as well as by bus services 87 and X1. The station provides cycle parking which enables access to and from the station by cycle for employees who wish to leave a cycle at the station.
- 3.5.7 Port Talbot Rail Station provides services to local and regional destinations. These services include trains routing to/from London Paddington, Manchester Piccadilly, Carmarthen, Milford Haven, Cardiff Central and Swansea. It is a c. 30 minute journey to Cardiff Central from Port Talbot Rail Station.
- 3.5.8 There are four rail services per hour throughout the day provided within two in each direction from the station.
- 3.5.9 As such, travelling by rail and cycle (or bus) to the site provides a reasonable alternative for some employees, particularly those travelling longer journeys to the site.

3.6 Sustainable Transport Solutions (TRA 01)

- 3.6.1 In relation to BREEAM, TRA01, criteria 2f requires a calculation of the Public Transport Accessibility Index (AI).
- 3.6.2 A calculation of the Public Transport AI has been undertaken in accordance with the BREEAM TRA 01 requirements. The AI calculation has been based on the Transport for London (TfL) Public Transport Accessibility Level (PTAL) calculation methodology and as such, demonstrates how accessible the site is by public transport services. The AI calculation should include all services to bus stops within 640m and rail stations within 960m of the site.
- 3.6.3 A summary of all bus services within these distances by stop is set out in Table 3-2. As rail services are outside 960m, these have not been considered. The frequency shown is the number of services in one direction in the morning period of 8.15am to 9.15am.

Table 3-2: Accessibility Index / PTAL Calculation for Buses (in accordance with BREEAM TRA01)

Stop	Route	Distance (metres)	Frequency (v/h)	Weight	Walk Time (mins)	Service Wait Time (SWT) (mins)	Access Time (mins)	Equivalent Doorstep Frequency (EDF)	Accessibility Index
A48	X1	425	2	1	5.31	17.00	22.31	1.34	1.34
Total									1.34

** Calculated based on TfL calculation criteria in Section 2.5 of 'Assessing transport connectivity in London'*

- 3.6.4 The Public Transport AI score is 1.34 which equates to 1a on the PTAL scale which is classified as 'very poor' by TfL.
- 3.6.5 Although this is classified as 'very poor', it is considered that the good frequency of the X1 bus service within walking distance of the site, which also links to the closest rail station (which is also not included in this calculation) would be attractive for potential future employees and visitors.

4. OBJECTIVES AND BENEFITS

4.1 Aims and Objectives

4.1.1 The overall aims and objectives of the TP are to:

- Reduce the dependence of staff and visitors on travel by private car
- Promote alternative modes of travel to the car
- Promote means of travel that are beneficial to the health of staff and visitors to the site
- Increase awareness of the advantages of more sustainable travel
- Comply with relevant policies and guidance in terms of reducing vehicle use, vehicle emissions and congestion, and promoting sustainable travel
- Ensure that the sustainable travel objectives of the TP are reflected in the daily travel patterns of all employees over the long term
- Constrain car parking demand
- Generate fewer vehicle trips than would otherwise have been the case

4.2 Benefits

4.2.1 The benefits of implementing a TP and increasing active travel are as follows:

- 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 employees
- To the environment by enhanced local air quality with less noise, dirt and fumes brought about by fewer vehicular trips
- It will provide potential road safety benefits through a reduction in vehicular traffic, which in turn can lead to an increase in dedicated infrastructure for vehicles and a reallocation of space for active travel, public transport and green spaces
- Numerous households have no regular access to private vehicles and therefore the use of public transport, cycling and walking can play a significant role in improving accessibility and reducing social exclusion and ensuring the viability of public transport services for those that need it
- The burning of fossil fuels is widely considered to be altering the climate, with carbon dioxide emissions being the most common contributor. The implementation of Travel Plans can assist in reducing the adverse impact of transport on climate change

5. MANAGEMENT

5.1 Travel Plan Coordinator

- 5.1.1 The management of the Travel Plan will be the responsibility of Sandvik Osprey. They will designate an employee/s as a Travel Plan Coordinator (TPC).
- 5.1.2 Where possible, the TPC will advocate travel by sustainable modes and would be a keen walker / cyclist. They would be encouraged to spread the word to colleagues about active travel and should look to gain assistance from other travel plan 'champions' throughout the company.
- 5.1.3 The designated TPC will be confirmed before occupation.
- 5.1.4 The TPC's contact details will be made available to all new employees as well as the Travel Plan Officer at the highway authority (where applicable).
- 5.1.5 The TPC would be responsible for implementing the plan, distributing information and promoting measures as well as surveying and data collection, where necessary.
- 5.1.6 The TPC will ensure that the TP measures are in place from the outset and that a final plan is produced adhering to this Framework prior to occupation.

5.2 Induction Process

- 5.2.1 Sandvik Osprey will, through their induction processes, undertake a travel induction session (through the TPC or 'travel champions' if the TPC is based off-site) when employees start. This would cover the relevant aspects of the Travel Plan. The induction session will enable all staff to be fully aware of the aims and objectives of the Travel Plan. This could be incorporated into the general induction programme as required, which will also cover procedures such as identification of emergency exits, emergency fire evacuation procedures, health and safety, contact details etc.
- 5.2.2 The sustainable travel part of the induction would involve presenting the information within the TIP (details within Section 6).

6. MEASURES AND INITIATIVES

6.1 Travel Plan Measures

- 6.1.1 This FTP provides a set of measures which are intended to achieve the overarching aims and objectives set out in Section 4.
- 6.1.2 The measures outlined within this section are designed to be suitable for implementation by Sandvik Osprey. The list of measures is not exhaustive and would be subject to review over time. Additional measures may be added following the annual travel survey responses.
- 6.1.3 Once the TP commences, the TPC will be free to investigate and implement other potential initiatives to increase the attractiveness of journeys by non-car modes.
- 6.1.4 This section provides a summary of the key initiatives which Sandvik Osprey would commit to providing. The initiatives reflect experience of other travel plans, the location of the site and travel planning guidelines.

6.2 Plan Promotion and Information Dissemination

- 6.2.1 All employees will be made aware of the Travel Plan and the responsibilities of the TPC. The aim is to maximise awareness of the Travel Plan initiatives and measures from the outset.

Travel Information Packs (TIP)

- 6.2.2 Travel Information Packs will be provided to all new employees at the site, which would be distributed by the TPC's in electronic format (or printed, on request) to ensure that all employees are fully informed of the travel choices available from the start of their employment.
- 6.2.3 The TIP will contain (albeit this list is not exhaustive):
- Walking and cycling maps showing safe routes to local facilities, services and amenities (and residential areas)
 - A list of free to use route planners (walking, cycling, public transport) – i.e. websites such as traveline, cyclestreets, and google maps
 - Public transport information showing bus and rail 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)
 - Information on sustainable travel initiatives available at the time, i.e. discounts available to employees (if applicable)
 - Information on where cycle parking facilities can be found
 - Contact details of the TPC

- 6.2.4 Employees will have the opportunity to discuss any elements of the TIP with the TPC. The TPC will maintain a record of all relevant comments made and adjust the TIP and / or Travel Plan, as necessary.

Visitor Travel Leaflet

- 6.2.5 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 also include information on electric vehicle parking. This would be produced electronically for employees to send to visitors when confirming appointments or meetings on the site.

Noticeboards

6.2.6 Travel noticeboards (or similar i.e. electronic screens or information holders) will be provided in staff communal or reception areas. Information will likely include the following (albeit this list is not exhaustive):

- Walking and cycling routes and the health benefits of travelling by these modes
- Local bus times and maps of routes
- Rail timetable information and information on how to travel to and from the rail station
- Car Sharing Information and Leaflets
- Economical Driving information
- Cycle Training Information

6.2.7 It will be the responsibility of the TPC to ensure that all information is kept up to date.

Reducing the Need to Travel

6.2.8 Sandvik Osprey will reduce the need to travel through implementing home working and video-conferencing (although it is recognised that the level of home working will be minimal due to the type of use on the site). They will also be flexible with start and finish times to fit around public transport times, where possible, although it is recognised that bus services are extensive and frequent throughout the day.

6.2.9 These working practices will be promoted and encouraged through the TPC.

6.3 Encouraging Walking

6.3.1 The TPC will encourage employees living within a reasonable distance (up to 3.2km) of the site to walk to and from the site by:

- Advising on suitable routes to and from residential areas
- Advising on the location of local facilities for use at lunchtimes and suitable routes to these
- Promoting the accessibility of the site by foot
- Promoting the health benefits of walking

6.3.2 The development of the site will also encourage walking through providing a pleasant pedestrian environment through the provision of lighting and landscaping on the site, which will connect to the existing good quality routes on the highway network.

6.3.3 Online route planners (and apps) which enable users to get a walking route between two points and provide, for example information on journey time, calories burned, steps taken and carbon saving, will be advertised and promoted within the TIP (such as <https://gb.mapometer.com/walking>). Any relevant posters or information will be displayed on the noticeboards.

6.3.4 Local and national travel awareness campaigns and events relating to walking will be promoted including walk to work week and national walking month (Livingstreets #walkthismay).

6.3.5 The TPC will approach outdoor clothing shops seeking a discount for employees on the purchase of waterproof clothing to encourage walking in inclement weather conditions.

6.3.6 Promotional posters and leaflets highlighting the health benefits of walking will be posted in staff communal areas, as available. These can also be included within the TIP.

6.4 Encouraging Cycling

- 6.4.1 The TPC will encourage employees living within a reasonable cycling distance (8km) to cycle to and from the site, by:
- Providing safe and secure covered cycle parking at the site
 - Monitoring usage of cycle parking and providing additional parking if demand dictates it
 - Providing employees with information and advice on safe cycle routes to and from the site
 - Promoting the benefits of cycling
 - Seeking to secure discounts with local cycle shops
 - Promoting the accessibility of the site by cycle
- 6.4.2 As part of the TIP, employees will be provided with information and advice on safe cycling routes to local services and facilities (and residential areas) as well as the benefits of cycling as a viable form of transport.
- 6.4.3 The TPC will obtain feedback from employees and visitors on any potential issues in relation to the cycle network surrounding the site. They will discuss these with NPTCBC and seek to ensure that the cycle network is maintained to a suitable standard. They will also encourage improvements to be delivered to further promote cycling.
- 6.4.4 The development will provide safe, secure and accessible covered cycle parking at the site in excess of the NPTCBC standards. The TPC will monitor the usage of cycle parking and seek to provide additional parking if demand dictates it, where feasible.
- 6.4.5 Sandvik Osprey will support a cycle to work scheme such as Bike2Work to enable employees to benefit from savings on bikes and equipment. This will be promoted by the TPC. This is applicable to employees whose place of residence is located within a reasonable cycling distance to the site. Providing information leaflets within the TIP will highlight their eligibility for the scheme.
- 6.4.6 Many people would like to cycle to work or for pleasure but are put off by the traffic or because they feel out of practice. Cycle training is a great way of building confidence on a bike in a controlled environment. Adult cycle training is provided within the local area by Cyclecraft as part of the NPTCBC Road Safety team. Further courses are also run by Bikeability Wales. Information on this training would be included within the TIP and the noticeboard to provide employees with more information on how to access this training if they should wish to do so. Cycle maintenance training is also provided by Bikeability Wales and these courses will be promoted to employees and Sandvik Osprey will consider bringing a trainer onto the site as part of a Travel Plan event day for employees to learn the basics of cycle maintenance.
- 6.4.7 The TPC will contact local cycling shops seeking to agree discounts on cycling products for employees of the site.
- 6.4.8 A puncture repair kit and/or spare inner tubes will be provided within a suitable staff area for use by employees. A puncture often becomes a barrier to people cycling to work as they do not repair the bike and it is often out of action for some length of time. It also means that if a tyre is punctured on the way into work (or visiting) then staff / visitors are still able to ride home. Staff will be informed of the location of the kit by the TPC or 'travel champions'. A 'How to Fix a Puncture' flyer will be displayed in communal staff areas.
- 6.4.9 Local and national travel awareness campaigns and events relating to cycling will be promoted to employees, including Bike Week and Cycle to Work Day.

6.5 Encouraging Use of Public Transport

- 6.5.1 Information on public transport routes and timetables will be included in TIPs including details of key public transport websites and route maps, including local stops. This will include the Traveline Cymru, Transport for Wales and Google Maps travel planning websites. Bus and rail timetables are usually available from stations and will also be provided on the noticeboard / information area.
- 6.5.2 Real time information public transport mobile apps and websites will be promoted to employees, where these are available at the time of site occupation. This will assist with improving the user experience and reduce waiting times at stops, thereby encouraging bus use.
- 6.5.3 The TPC will work liaise with NPTCBC and the bus and rail companies to promote the use of public transport services, including through any relevant marketing material they can provide. They will also discuss existing services with them and seek to increase the frequency of services in the local area and/or provide additional bus stops closer to the site, if feasible, to further improve access by public transport.
- 6.5.4 The TPC will seek to secure discounts on period travel passes with the bus and rail companies for employees.
- 6.5.5 Sandvik Osprey will consider flexibility in working hours for employees using public transport where this might co-ordinate better with existing bus and rail service timetables, albeit it is recognised that the majority of staff will work on a shift basis.
- 6.5.6 Sandvik Osprey will also consider providing staff with interest free loans to purchase public transport season tickets.
- 6.5.7 The TPC will also obtain feedback from employees using public transport on potential issues and improvements and discuss this with NPTCBC and public transport operators.

6.6 Encouraging Car Sharing

- 6.6.1 Car sharing is an effective method of reducing vehicle generation and parking demand and will therefore be encouraged. The TIP will include information on car sharing schemes in operation in the vicinity of the site such as www.liftshare.com.
- 6.6.2 The TPC will actively promote car sharing websites and assist employees who wish to join a car share scheme, if needed. Car sharing information and benefits will also be displayed on the noticeboard.
- 6.6.3 The TPC will also seek to informally encourage car sharing between staff, subject to GDPR restrictions.
- 6.6.4 Dedicated car-sharing spaces will be provided within the site, closest to the building entrances, where feasible. The TPC will monitor these spaces.
- 6.6.5 Sandvik Osprey will provide guaranteed rides home for those who have car shared and their car share partner is unexpectedly called away/delayed. To avoid possible abuse of this facility, it should be restricted to exceptional circumstances of genuine need.

6.7 Awareness and Events

- 6.7.1 Promotional events will be organised, where required, in relation to specific aspects of the Travel Plan or to promote the introduction of any new initiatives. This will allow travel awareness to be maintained amongst employees and be used to raise recognition levels for initiatives that may have become less popular with time.

- 6.7.2 The TPC will investigate the feasibility of participating in national events such as Bike Week, walk to work week and World Car Free Day. These events will be actively promoted by the TPC.

7. TARGETS

7.1 Introduction

- 7.1.1 The targets set out within this section will provide a clear measure of the Travel Plan's progress towards meeting the objectives and benefits. These targets are shown as output targets, where specific actions are undertaken to successfully deliver or monitor the Travel Plan, and outcome targets which demonstrate the specific outcomes of the plan.

7.2 Output Targets

- 7.2.1 These show what will be undertaken and can be measured against to ensure the successful delivery of the Travel Plan. The output targets are as follows:

- Appoint a Travel Plan Coordinator prior to first occupation
- Provide a 'travel information pack' to all employees
- Contact public transport operators and local retailers, seeking discounts
- Establish communication channels with the local highway authority
- Undertake a baseline monitoring survey
- Undertake monitoring surveys annually for five years

7.3 Outcome Targets

- 7.3.1 To be effective a Travel Plan is required to have targets which need to be Specific, Measurable, Achievable, Realistic and Time-bound, i.e. SMART. To be measurable, initial modal split figures should be identified as a starting point. This TP sets targets using a baseline obtained from the modal split data shown in the Transport Assessment.
- 7.3.2 The overall aims of these targets are to constrain Single Occupancy Vehicle (SOV) trips and increase travel by sustainable modes.
- 7.3.3 Once the site is occupied, baseline monitoring surveys will be undertaken and the targets will be reviewed by the TPC and amended if considered necessary.

Baseline Travel Data and Targets

- 7.3.4 The targets can be agreed with NPTCBC, however for this Framework TP baseline modal split and targets have been calculated using Census 2011 journey to work data for existing behaviour within the immediate vicinity of the site. The site is located within the Neath Port Talbot 019 middle layer super output area (MSOA). Census 2011 data has been analysed for the Neath Port Talbot 019 MSOA to establish the journey to work modal split for the workplace population. This is shown in Table 7-1, together with the target modal split.

Table 7-1: Baseline and Target Modal Split

Mode	Baseline %	Target %
Public Transport	1.8%	3%
Car Driver	82.6%	77%
Car Passenger	8.0%	9%
Motorcycle	1.5%	2%
Bicycle	2.7%	5%
On Foot	3.1%	4%
Other	0.2%	0%
Total	100.0%	100.0%

- 7.3.5 The primary objective will be to reduce vehicle driver trips (single occupancy vehicles) by 5% of the overall modal share compared with the baseline behaviour in the surrounding area. Based on the Census data, this would equate to 77% of employees travelling to/from the site by single occupancy vehicles, with corresponding increases in the use of other modes of transport.
- 7.3.6 The Travel Plan and measures within it will be in place prior to the first occupation of the site. Sustainable travel will be promoted to staff from the commencement of their employment and ongoing. Employees will benefit from the measures and initiatives in place from the start of their employment.
- 7.3.7 As such, the development may not provide a reduction in single car occupancy trips over time, as the travel plan will aim to constrain car trips from first occupation. The target to reduce against the behaviour in the surrounding area, is therefore considered appropriate.
- 7.3.8 On this basis, a baseline travel survey will be undertaken once the site is occupied. If the baseline travel survey shows a higher level of car use than Census baseline levels, the targets of a reduction against the Census levels would remain valid.
- 7.3.9 If the baseline travel survey shows a lower level of car use than 77% of all trips, as per the indicative targets against the Census, constraining the vehicle use to this surveyed baseline level would be appropriate. The site would already be generating a lower level of vehicle trips than the surrounding area (potentially due to the Travel Plan measures) and a further reduction in vehicle use over time against this lower level is not considered to be appropriate.

8. MONITORING

8.1 Overview

- 8.1.1 Travel Plans are 'active' documents that must be reviewed on a regular basis to demonstrate that the measures implemented have met the agreed targets. It is the responsibility of the TPC to ensure that monitoring takes place and that the outputs are reported to NPTCBC.
- 8.1.2 The objective of the monitoring process is to assess employees travel patterns and identify when/if the plan, or elements of the plan, may need to be changed or if further marketing initiatives are required.
- 8.1.3 A programme of monitoring and review will be implemented by the TPC to generate information by which the success of the Travel Plan can be evaluated.
- 8.1.4 Monitoring will involve the regular collection of analytical "hard" data and "soft" data in the form of feedback. The TPC will:
- Undertake an annual travel survey of employees to determine whether the travel plan targets are being met and to provide information for the next iteration of the Travel Plan
 - Seek feedback from NPTCBC and public service operators to establish the perceived level of demand for services
 - Record comments made by employees on the operation of the Travel Plan
- 8.1.5 The TPC will monitor the performance of the Travel Plan on an annual basis for five years after the first occupation.

8.2 Surveys

- 8.2.1 Travel surveys to assess the existing travel patterns of staff and visitors will be completed three months after occupation and then as required to inform the travel plan process i.e. on an annual basis for a total of five years. The survey day should reflect past surveys in terms of day of week and month, where feasible.
- 8.2.2 The results of the initial three month survey would inform and refine the targets within this FTP (if needed). The refined targets will be agreed in liaison with NPTCBC and confirmed within a revised and final Travel Plan document submitted within one month of the surveys being completed.
- 8.2.3 The survey would take the form of a questionnaire either in electronic or hard copy form.
- 8.2.4 It is essential to maintain employee interest in the Travel Plan. It will need regular publicity drives to attract interest. As a result, employees will be kept informed of the results of the surveys which will act as additional promotional material to retain interest in the objectives.

8.3 Update Plan

- 8.3.1 Following each annual monitoring survey, the TPC will provide an update plan / monitoring report which will be submitted to NPTCBC, as required. The update plan will include:
- Confirmation that travel information is available to staff/visitors
 - Note any travel comments/suggestions received
 - Any additional measures, or changes/refinements to existing measures
 - Summary of actions completed and any key tasks for following year
 - Results of the travel surveys

9. ACTION PLAN

9.1.1 This section draws together the proposed measures, monitoring and review proposals into an Action Plan that identifies responsibilities for the delivery of each element of the Travel Plan. This is shown in Table 9-1.

Table 9-1: Action Plan

Type	Measure	Details	Responsibility
Prior to Occupation	Appoint a Travel Plan Coordinator	Appoint three months before occupation of the site	Sandvik Osprey
Site Development	Cycle Parking	Provision of secure, covered cycle parking facilities	Sandvik Osprey
	Notice Boards / Leaflet Information Area	To be placed within employee areas of the site, displaying walking / cycling / public transport / car sharing information and other relevant sustainable travel information. This allows employees and visitors to access up to date information on available public transport and transport infrastructure.	Sandvik Osprey to provide, TPC responsible for posting & maintaining information
	Lighting and Landscaping	Ensure pleasant pedestrian environment through the provision of lighting and landscaping on the site, which will connect to the existing good quality routes on the highway network.	Developer
Upon Occupation	Induction	Sandvik Osprey will undertake a travel induction session.	TPC
Promotional Measures	Travel Information Pack	To include such information as walking / cycling maps and routes, information on the health benefits of walking / cycling, information on relevant car sharing websites and literature promoting travel awareness. In addition, they will provide information on public transport availability within the vicinity of the site.	TPC
	Visitor Travel Leaflet	Provides a brief overview of the travel options available to access the site and electric vehicle parking.	TPC
	Awareness Events	Promotional events will be organised around events such as car free day, bike week, walk to work week etc.	TPC
	Reduce the Need to Travel	Measures to reduce the need to travel such as homeworking and video-conferencing (albeit recognising this will be limited due to the site use)	TPC / Management
Walking and Cycling	Route Maps	Provide route maps showing the location of local facilities (for lunchtimes) and residential areas	TPC
	Posters and Leaflets	Promotional posters and leaflets highlighting the health benefits of walking will be posted in staff communal areas, where available.	TPC
	Walking Route Planners and Apps	Will be advertised and promoted to employees	TPC
	Walking Events	Instigate participation in local and national walking events	TPC
	Cycle literature	Provide and promote websites and literature promoting cycling	TPC
	Cycle to Work	Run a 'Cycle to Work' salary sacrifice scheme which provides an opportunity for employees to purchase a bicycle or cycling accessories at a reduced cost. This also allows employees to	TPC / Management

		purchase higher value items in manageable monthly increments.	
	Cycle Training	Promote to employees	TPC
	Discounts	Seek to secure discounts on outdoor clothing and cycling equipment with local retailers	TPC
	Monitoring	Monitoring usage of cycle parking and provide additional provision if demand dictates it	TPC
	Puncture Repair Kit	A puncture repair kit and/or spare inner tubes will be provided. Staff will be informed of their location and the TPC will be responsible for ensuring the kits are always obtainable.	TPC / Management
	Cycle Routes	The TPC will obtain feedback from employees and visitors on any potential issues in relation to the cycle network surrounding the site and discuss with NPTCBC. This will ensure that the cycle network is maintained to a suitable standard.	TPC
Public Transport Measures	Information	Provision of up to date public transport information on the notice boards	TPC
	Travel route planner	Promote the use of travel route planner websites to provide information on travel choices	TPC
	Real time information apps	Promote apps and websites that improve the user experience of public transport by reducing wait times.	TPC
	Flexible Start / Finish times	Consider offering flexible start / finish times to coincide with the public transport timetable (where feasible)	TPC / Management
	Season Ticket Loans	Consider providing staff with interest free loans to purchase public transport season tickets.	TPC / Management
	Discounts	Seek to secure discounts on period travel passes with the bus and rail companies for staff.	TPC
	Discussions with operators	Discuss existing services and seek to increase the frequency of services in the local area, if feasible, to improve access by public transport.	TPC
Car Sharing	Websites	Existing car share databases such as liftshare will be utilised and promoted.	TPC
	Manually match up car sharers	Seek to identify common journeys through matching up staff living within close proximity (considering GDPR).	TPC
	Cost Savings	The liftshare car share cost saving calculator will be advertised to staff through staff inductions (or other similar information). This will also be included within the travel information pack.	TPC
	Car Parking Spaces	Provide and monitor dedicated car sharing spaces on the site in the closest location to the buildings.	TPC / Management
	Guaranteed Ride Home	Provide guaranteed rides home for those who have car shared and their car share partner is unexpectedly called away/delayed.	TPC / Management
Monitoring / Surveys	Travel Surveys	Surveys of travel behaviour to be undertaken within 3 months after first occupation of the site then every 12 months thereafter for a five year period.	TPC
	Following surveys (and when required), update the Travel Plan.	Travel Plan update / monitoring report to be produced and sent to planning and highway authorities	TPC