

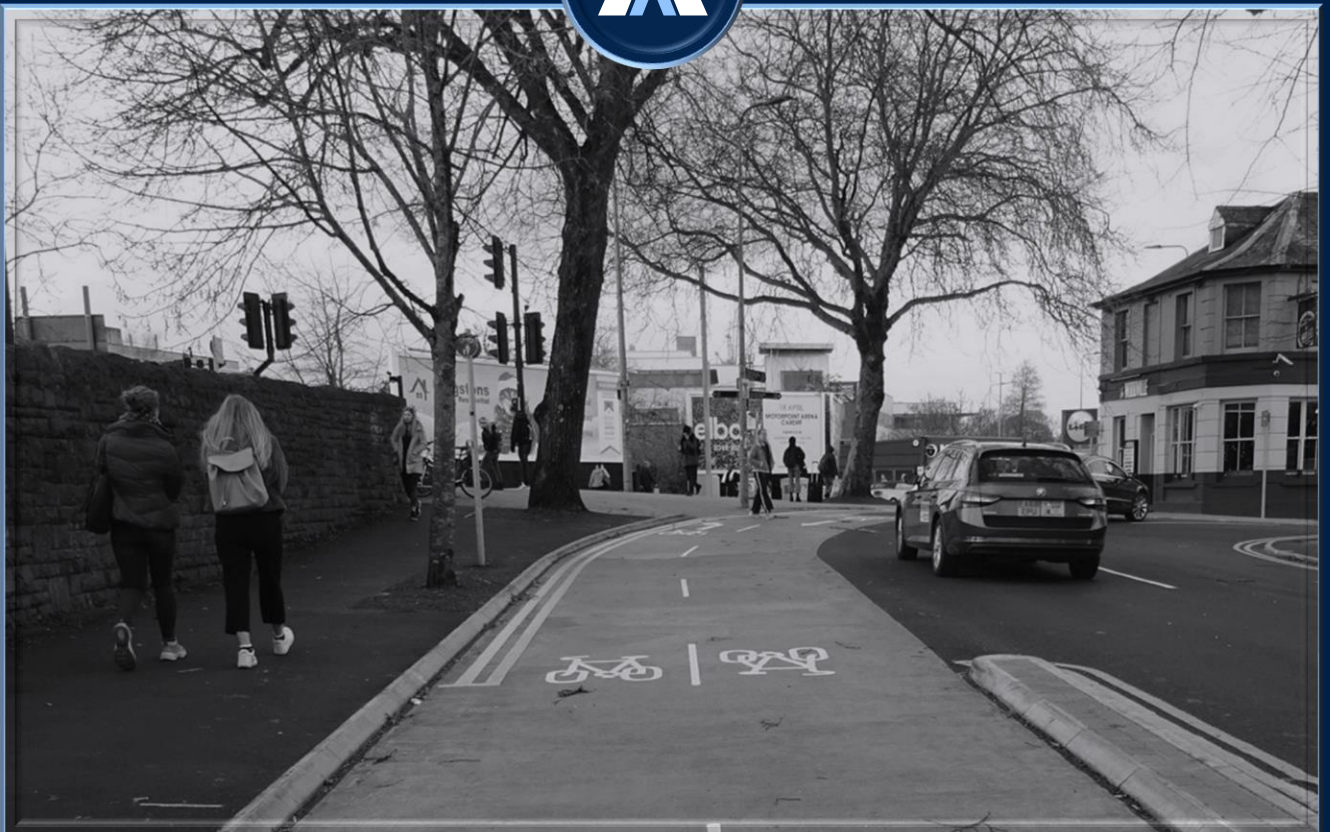
# Baglan Way, Baglan

## Framework Travel Plan

### Glass Systems Ltd

10 May 2022

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# QUALITY MANAGEMENT

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## **1. INTRODUCTION**

### **1.1 Overview**

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by Apex Transport Planning, commissioned by CJ Construction Ltd on behalf of Glass Systems Ltd for the construction of an Industrial Building on a site at Baglan Way, Baglan.
- 1.1.2 The proposals are for a full application for a B2 factory development for the production of insulated glass units with a floorspace of approximately 25,545 sqm. The proposals would relocate and consolidate the existing Glass Systems operations in Swansea, Pontyclun and Port Talbot into one single new location.
- 1.1.3 The site would be accessed via Baglan Way and Moor Road on its northeast and northwest boundaries via two new priority junctions.
- 1.1.4 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.
- 1.1.5 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 Glass Systems Ltd. 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 Glass Systems Ltd 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**

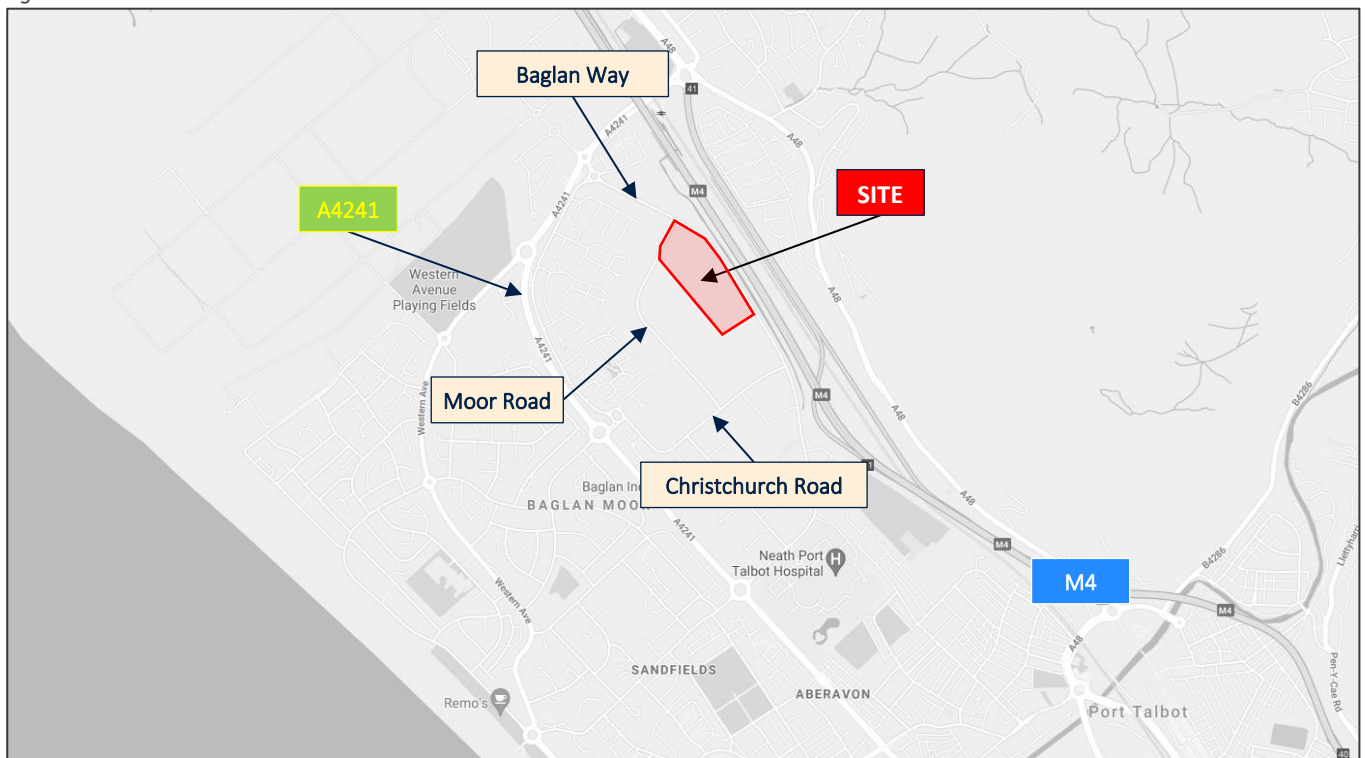
- 1.3.1 This TP has been prepared considering national and local policy and guidance, namely:
  - Future Wales: The National Plan 2040
  - Planning Policy Wales 11th Edition (PPW11)

- 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 in Baglan Industrial Park, Port Talbot as shown indicatively in Figure 1-1. Baglan Way forms the north-eastern boundary of the site and Moor Road forms the northwestern boundary to the site. The site is bounded to the south by industrial uses and further to the northwest and southwest by residential uses.
- 1.4.2 The site is currently undeveloped and has a gated field access onto Baglan Way.
- 1.4.3 The indicative location of the site is shown in Figure 1-1.

Figure 1-1: Indicative Site Location



Source: Google Maps

## **2. THE DEVELOPMENT**

### **2.1 Overview**

- 2.1.1 The proposals are for a full application for the construction of an Industrial Building (B2 use) for the production of insulated glass units, with a floorspace of approximately 25,545 sqm. The proposals would relocate and consolidate the existing Glass Systems operations in Swansea, Pontyclun and Port Talbot into one single new location.
- 2.1.2 The majority of the building would be occupied by a processing plant which would be one floor and the administration and staff accommodation would be situated over two floors on the Baglan Way frontage. The administration area would include meeting rooms and training rooms, reception areas, canteen and staff changing rooms / lockers.
- 2.1.3 There would be two separate car parking areas, one located adjacent to the building on the eastern side, which would accommodate office staff and visitors. The other would be in the northern part of the site and would accommodate shift workers and drivers. These would be accessed from two separate locations onto Baglan Way and Moor Road.

### **2.2 Staff**

- 2.2.1 The operator has stated that the site would have approximately 65 office based staff who would work 'typical' office hours. In addition, there would be three shifts between 0600-1400, 1400-2200 and 2200-0600 where there would be 140 employees per shift, with 180 employees on the 0600-1400 shift. Finally, there would be approximately 40 drivers, who would cover the hours between 0300-2000.

### **2.3 Site Layout**

- 2.3.1 The site layout has been designed to accommodate HGV traffic appropriately and separate pedestrians from vehicle movements, particularly HGVs. The access onto Moor Road would accommodate HGV movements which would travel on the internal service road along the western boundary of the site to the service yards to the north and south of the building. Goods in would be delivered to the southern end of the site and goods out would be taken from the northern end of the site.
- 2.3.2 The northern car parking area would be accessed from this internal service road prior to the service yard which would separate the light vehicles and HGV movements appropriately. The northern car park (car park B) would have a separated pedestrian access route along its eastern side which links to the building entrance.
- 2.3.3 The eastern car park (car park A) has a linear alignment with parking on both sides. It has an aisle width of 7m, which enables cars to turn within the aisle and enter and exit the site in forward gear. A separate pedestrian route is provided along the western side of the car park, adjacent to the building, which provides a link to the building entrance. A separate pedestrian access gate is also provided adjacent to the vehicular access.
- 2.3.4 All vehicles (HGVs and cars) can manoeuvre within the site appropriately.

### **2.4 Access**

- 2.4.1 There will be two new access points into the site, both from priority junctions which connect to Baglan Way and Moor Road. Full details of the geometry and visibility from each are set out in the TA.

- 2.4.2 The Baglan Way access will provide a footway of 2m width on the southern side which accesses into the site via separate pedestrian gate. This links to the car park and pedestrians can then route through the car park or via the footway on the west side of the parking spaces which runs adjacent to the building.
- 2.4.3 The Moor Road access will provide a footway on the eastern side which connects to the car park B entrance and then to the building via the southern side of the car park and enables secure pedestrian access to the building from Moor Road.
- 2.4.4 Dropped kerbs and tactile paving will be provided for the footway crossings at each site access.
- 2.4.5 There is also a separate pedestrian / cyclist access which will be gated and link directly from the footway / cycleway on Baglan Way to the cycle parking area, which ensures that cyclists can be fully separated from vehicles within the site when accessing the cycle parking.
- 2.4.6 The access arrangements are considered safe and suitable for accommodating all movements to and from the proposed development.

## 2.5 Parking

### *Car Parking Provision*

- 2.5.1 A total of 180 car parking spaces are proposed on the site, comprising the following:

Car Park A (Baglan Way) – 51 Spaces including;

- 18 electric vehicle charging spaces (10% of overall total)
- 9 accessible parking bays (5% of overall total)

Car Park B (Moor Road) – 189 spaces

- 2.5.2 Car Park A also provides space to accommodate delivery vehicles such as large panel vans.

### *Car Parking Standards*

- 2.5.3 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.
- 2.5.4 Applying the standards to the proposed development would equate to a maximum requirement for 213 spaces considering a total floorspace of 25,545 sqm.
- 2.5.5 The proposed level of parking is within the maximum standards, which reflects the operator's commitment to encouraging sustainable travel.
- 2.5.6 Car park A would accommodate drivers, office based staff, visitors and ad-hoc deliveries (such as office supplies, post and maintenance vehicles). Car Park B would accommodate shift workers.
- 2.5.7 The disabled parking has been provided in Car Park A as this provides the closest spaces to the building entrance and as such the most appropriate location for this parking to be located. Shift workers using the disabled parking can park in this location and access the factory through the main building entrance.
- 2.5.8 All electric vehicle charging points are located within Car Park A as this is significantly more cost-effective for laying the ducting and electric cabling required.

### *Disabled Parking*

- 2.5.9 The SPG states that 5% of the total allocation of car parking spaces should be provided as disabled parking. A total of 9 disabled parking spaces are provided on the site, which equates to 5% of the total provision in accordance with the SPG.
- 2.5.10 The disabled 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 closest to the building entrance and will have step free access from the spaces to the building entrance via suitable dropped kerbs.

### *Electric Vehicle Charging*

- 2.5.11 The Parking Standards SPG does not provide standards for the provision of electric vehicle charging spaces. However, Future Wales states that *"Where car parking is provided for new non-residential development, planning authorities should seek a minimum of 10% of car parking spaces to have electric vehicle charging points."* As such, infrastructure will be provided on the site for electric vehicle charging for 18 spaces (10% of the overall provision).
- 2.5.12 This is considered appropriate and further encourages more sustainable modes of travel to and from the site.

### *Operational Parking*

- 2.5.13 The operational parking standards are provided in the SPG with the provision stated as a minimum of 10% of the GFA. A large area for operational parking is provided on the north and south sides of the building, in excess of this 10% level which will appropriately accommodate operational vehicles in accordance with the SPG.

### *Cycle Parking*

- 2.5.14 The cycle parking standards are provided in the SPG which states for industrial use that 1 stand per 500 sqm for long stay parking and 1 stand per 1000 sqm for short stay parking should be provided. Applying the standards to the site floorspace of 25,545 sqm would equate to a requirement for 51 long stay stands and 26 short stay stands (77 stands total).
- 2.5.15 The site is providing secure and covered cycle shelters which can accommodate 154 cycles near to the building entrance. This will meet the required level of provision based on the SPG. This is consistent with the requirements set out by NPTCBC within its pre-application response.
- 2.5.16 The cycle parking has appropriate space around it to manoeuvre bikes in and out and would all be covered, as required by NPTCBC. The cycle parking can be accessed by cyclists directly from the cycle route that runs along Baglan Way, which ensures that cyclists can be fully separated from vehicular movements.
- 2.5.17 The cycle parking will be monitored as part of this travel plan and, if demand dictates, additional provision will be considered.
- 2.5.18 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.
- 2.5.19 To further encourage cycling, within each unit there will be showers and changing facilities provided. This also meets the criteria in BREEAM TRA 02 – Option 8.

## 2.6 Deliveries and Servicing

- 2.6.1 The operator has provided information on existing operational vehicle movements which are accommodated at the three existing sites in Wales, which are being relocated to the application site. This shows that there are 30 operational vehicles which currently travel in and out in a single day from the site (as a worst case as not all are always operational). These vehicles typically leave in the morning between 0300 and 1100 (usually with a break between 0700-0900) and then start returning from early afternoon.
- 2.6.2 In addition, there are deliveries of materials and goods from suppliers into the site. As a robust estimate it is assumed there would be around 15 supplier vehicle arrivals on a daily basis.
- 2.6.3 All deliveries and servicing movements have been assumed to be HGVs for the purposes of this assessment for robustness.
- 2.6.4 The access onto Moor Road and the route into the site and service yards 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 turn in the areas provided without conflict.
- 2.6.5 Swept path analysis has been undertaken to ensure that service and delivery movements can be accommodated appropriately and this is shown in the TA.
- 2.6.6 In addition, there is space provided in the Car Park A for accommodating some delivery vehicles, for example postal deliveries, which can park and turn within the service bay.

## 2.7 Design Measures to Encourage Sustainable Transport

- 2.7.1 The layout encourages walking and cycle movements within the site as follows:
- Footways are provided adjacent to the internal access roads and car parks within the site
  - The internal layout encourages low vehicle speeds with straight sections constrained to short lengths within the car parks
  - Pedestrians and cyclists are separated from HGV movements
  - Crossings provided at the site accesses
  - Connection into the site from Baglan Way directly from the existing cycle route
  - A significant level of secure and covered cycle parking provided in accordance with the guidance levels
  - Electric vehicle charging points provided

### 3. SUSTAINABLE CONNECTIVITY

#### 3.1 Introduction

- 3.1.1 This section describes the opportunities to make trips to and from the site by non-car modes. It considers the likelihood of trips being made on foot, by cycle, bus and rail.
- 3.1.2 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.
- 3.1.3 The site location is demonstrated to be consistent with the aims of TAN18 and Future Wales and in accordance with sustainable transport policies in PPW11.

#### 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 to footways which run adjacent to the site boundary on Moor Road and Baglan Way. The route on Baglan Way is a shared footway / cycleway which links to the A4241 to the west and provides access to the industrial estates along Central Road to the west of the A4241, as well as to the industrial areas to the southeast of the site.
- 3.2.3 In addition, there is a footway link between Moor Road and the residential areas to the west (Brooklyn Gardens and Westlands) which reduces the walking distance to these areas and to the closest bus stops.
- 3.2.4 These routes provide continuous connections from the site to the surrounding footway network within Baglan and Port Talbot.
- 3.2.5 There are suitable dropped kerb crossings provided on the routes surrounding the site and as shown in Section 2, there is no evidence of a specific existing road safety issue within the vicinity in relation to walking and cycling movements.
- 3.2.6 Suitable footways and crossings are provided throughout the local area and already accommodate a high level of pedestrian movements, as they are within an existing and established urban area. The routes are appropriate and acceptable for the surrounding employment site uses and would also be appropriate for the proposals.

##### *Routes*

- 3.2.7 The NPTCBC cycle routes map shows the shared footway / cycleway adjacent to the site on Baglan Way connects to further routes to the east and southwest including National Cycle Network Route 4 which runs adjacent to the A4241 within the vicinity of the site. These routes provide a connection to Baglan and Port Talbot Parkway Rail Stations, as well as to Baglan and Port Talbot centres and onwards to Swansea.
- 3.2.8 The site is therefore well connected by cycle routes and as such cycling would be an attractive form of travel for employees and visitors.

3.2.9 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

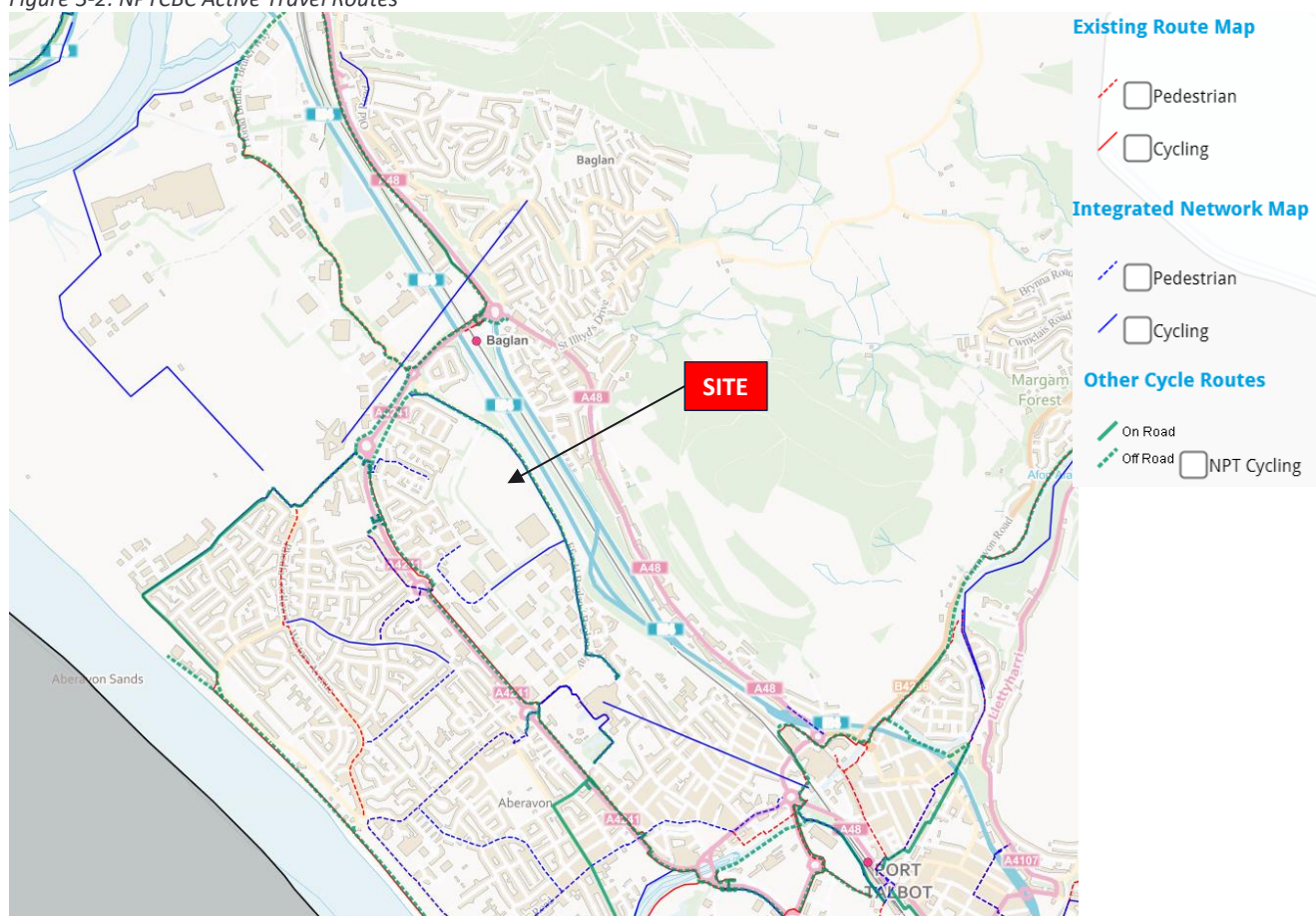


Source: NPTCBC Cycling Map

3.2.10 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 on Baglan Way, which links to other cycle routes and active travel routes to the north and south within Baglan and Port Talbot. The mapping shows that the site has continuous active travel routes connecting to the key local residential areas.

3.2.11 A snapshot of the active travel routes within the vicinity of the site are shown in Figure 3-2.

Figure 3-2: NPTCBC Active Travel Routes



Source: NPTCBC Active Travel Routes Map

3.2.12 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

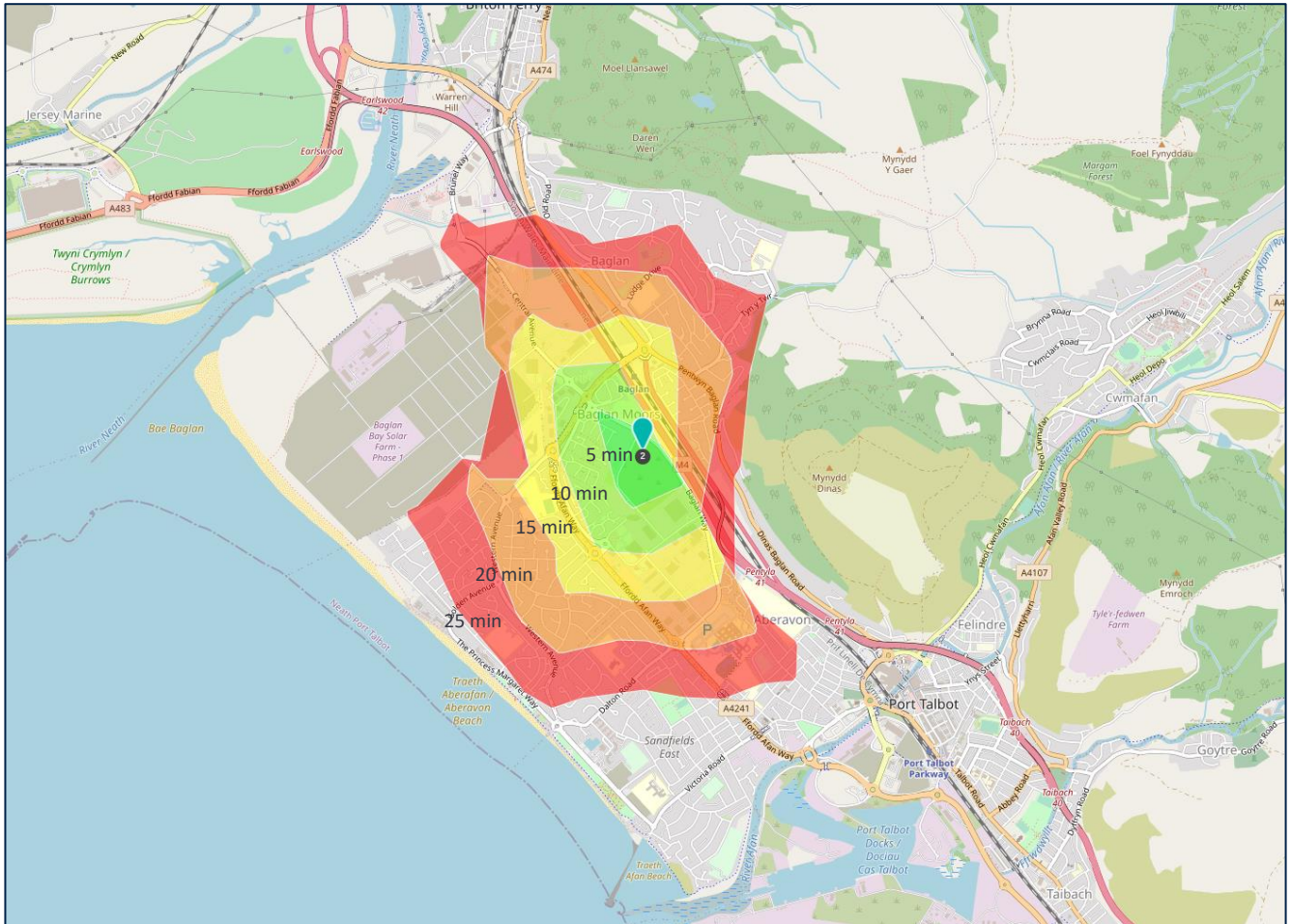
that it is generally acknowledged that walking offers the greatest potential to replace short car trips, particularly under 2km.

- 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 site 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 Baglan and Port Talbot is accessible within a 25 minute walk from the site (c. 2km). This shows that there is a potential for employees to be situated within potential walking distance of the site. As such, a significant proportion of employees (and visitors) could travel to the site on foot.

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



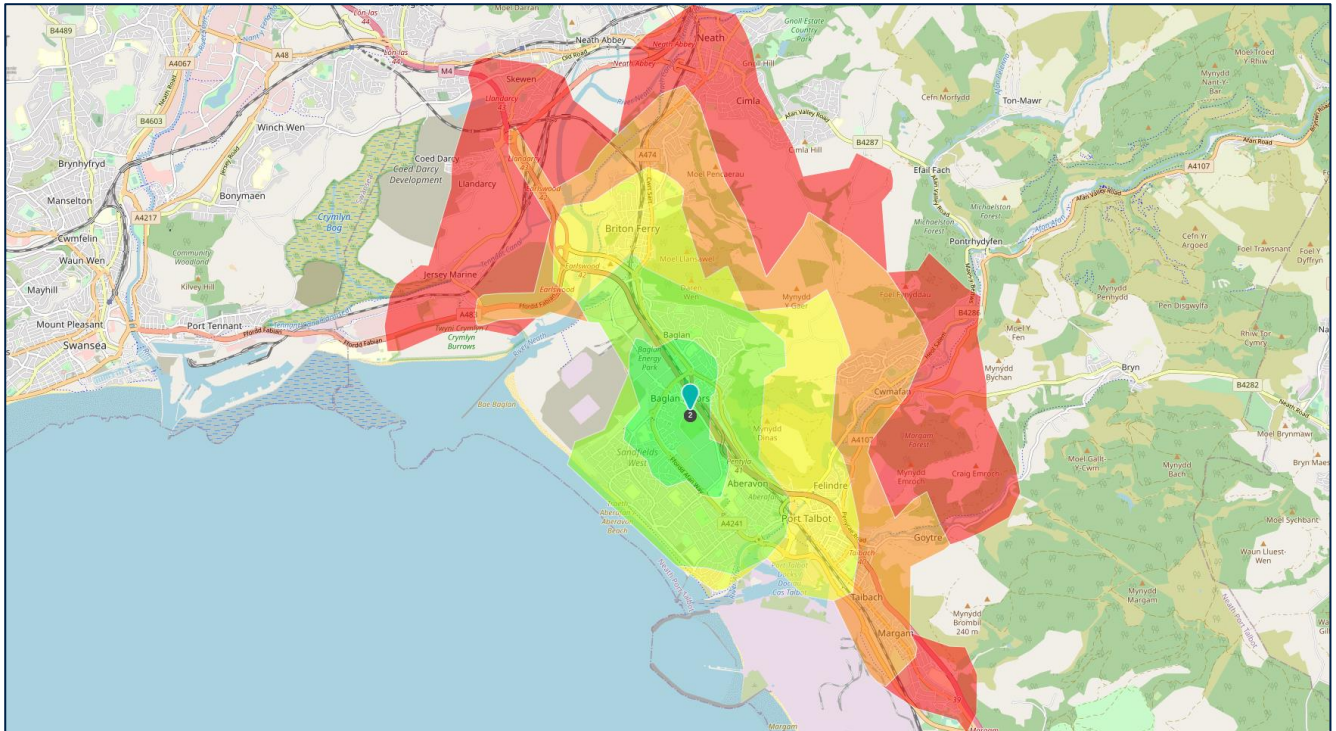
Source: Openroute Service

- 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 that Baglan, Port Talbot, Briton Ferry, Skewen, Cwmafan and Margam are accessible within an appropriate cycling distance. Most of the areas around the site 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: Morrisons – 800m
- Access to cash: Morrisons – 800m
- Access to an outdoor open space (public or private, suitably sized and accessible to building users): Adjacent to Moor Road – 100m
- Access to a recreation or leisure facility for fitness or sports: Port Talbot Town Cricket Club / Bulldogs Boxing and Community Activities – 500m
- Publicly available postal facility: Baglan Post Office – 1.2km
- Community facility: Bulldogs Boxing and Community Activities – 500m
- Over the counter services associated with a pharmacy: Swansea NHS Trust, Central Road – 600m
- Public sector GP surgery or general medical centre: Rosedale Medical Centre – 500m
- Childcare facility or school: Ysgol Bae Baglan – 1km

3.4.3 The site is situated within a short proximity from numerous facilities, the majority of which are within an 800m 'walkable neighbourhood' distance in accordance with Manual for Streets and all of which

are within an appropriate 2km walk. In relation to a 500m BREEAM distance, four of the facilities assessed against the criteria are situated within a 500m walk of the site.

### 3.5 Public Transport

- 3.5.1 The closest bus stops to the site are situated within approximately a 625 metre walk from the site access on Village Road or on the A4241.
- 3.5.2 The stops on the A4241 provide a bus shelter and timetable information and are served by services 66, 84 and 87. These provide services to Margam, Port Talbot, Neath, Swansea and Aberavon.
- 3.5.3 The stops on Village Road also provide a bus shelter and timetable information and are served by bus services 9, 66 and 202. These provide services to Sandfields, Margam, Port Talbot, Neath and Baglan.
- 3.5.4 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                                                                     | Frequency and First / Last Services                     |                                                         |                                               |
|-----|-----------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------|
|     |                                                                                   | Monday-Friday                                           | Saturday                                                | Sunday                                        |
| 9   | Port Talbot – Aberavon - Baglan                                                   | Hourly<br>First Bus 08:51<br>Last Bus: 16:51            | No Service                                              | No Service                                    |
| 66  | Goytre to Baglan Moors via Port Talbot and hospital                               | Hourly<br>First Bus: 08:13<br>Last Bus: 17:38           | Hourly<br>First Bus: 09:17<br>Last Bus: 16:17           | Hourly<br>First Bus: 09:17<br>Last Bus: 16:17 |
| 84  | Swansea – Port Talbot Via Baglan Estate & Sandfields Estate                       | Every 2 Hours<br>First Bus: 06:30<br>Last Bus: 18:05    | Every 2 Hours<br>First Bus: 07:15<br>Last Bus: 18:15    | No Service                                    |
| 87  | Neath - Port Talbot – Margam Via Briton Ferry, Neath/Port Talbot General Hospital | Every 20 minutes<br>First Bus: 06:15<br>Last Bus: 18:39 | Every 20 minutes<br>First Bus: 07:20<br>Last Bus: 18:39 | Hourly<br>First Bus: 08:25<br>Last Bus: 17:25 |
| 202 | Port Talbot – Baglan – Briton Ferry - Neath                                       | Hourly<br>First Bus 09:17<br>Last Bus: 17:57            | Hourly<br>First Bus 09:17<br>Last Bus: 17:57            | No Service                                    |

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

#### *Rail*

- 3.5.7 Baglan Railway Station is located approximately a 900m walk (an 11-minute walk or 3-minute cycle) from the site. The station provides services every two hours to a range of destinations including Cardiff and Swansea.
- 3.5.8 In addition, Port Talbot Parkway Rail Station is situated approximately 3.1km to the southeast of the site and provides more frequent rail services. It can be accessed via the cycle routes connecting to the site, as well as by bus services 66, 87 and 202. 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.
- 3.5.9 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 Parkway Rail Station.

3.5.10 There are four rail services per hour throughout the day provided within two in each direction from the station.

3.5.11 As such, travelling by rail (connected by walking, cycling or a bus journey) 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 and a summary of the Baglan Rail services are set out in Table 3-3. 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 |
|--------------|-------|-------------------|-----------------|--------|------------------|--------------------------------|--------------------|-------------------------------------|---------------------|
| Village Road | 9     | 625               | 1               | 0.5    | 7.81             | 32.00                          | 39.81              | 0.75                                | 0.38                |
| Village Road | 66    | 625               | 1               | 0.5    | 7.81             | 32.00                          | 39.81              | 0.75                                | 0.38                |
| A4241        | 84    | 625               | 0.5             | 0.5    | 7.81             | 62.00                          | 69.81              | 0.43                                | 0.21                |
| A4241        | 87    | 625               | 3               | 1      | 7.81             | 12.00                          | 19.81              | 1.51                                | 1.51                |
| Village Road | 202   | 625               | 1               | 0.5    | 7.81             | 32.00                          | 39.81              | 0.75                                | 0.38                |
| <b>Total</b> |       |                   |                 |        |                  |                                |                    |                                     | <b>2.86</b>         |

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

Table 3-3: Accessibility Index / PTAL Calculation for Rail (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 |
|--------------|-------|-------------------|-----------------|--------|------------------|--------------------------------|--------------------|-------------------------------------|---------------------|
| Baglan       | Rail  | 900               | 0.5             | 1      | 11.25            | 60.75                          | 72.00              | 0.42                                | 0.42                |
| <b>Total</b> |       |                   |                 |        |                  |                                |                    |                                     | <b>0.42</b>         |

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

3.6.4 The Public Transport AI total score is 3.28 which equates to 1b on the PTAL scale.

3.6.5 There are a high frequency of bus services within a 625 metre walk of the site which would be attractive for potential future employees and visitors, as well as rail services within 900m. In addition, the bus services link to Port Talbot Parkway rail station, which has significantly more frequent services and can also be accessed by foot and cycle and this is not included in the PTAL calculation.

## 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 Glass Systems. 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 Glass Systems 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 Glass Systems. 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 Glass Systems 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](http://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 Glass Systems 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 Glass Systems 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 Glass Systems 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 Glass Systems 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 Glass Systems 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](http://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 considered within the site, closest to the building entrances, where feasible. The TPC will monitor these spaces.
- 6.6.5 Glass Systems 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 016 middle layer super output area (MSOA). Census 2011 data has been analysed for the Neath Port Talbot 016 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 | 4.8%          | 6%            |
| Car Driver       | 71.4%         | 65%           |
| Car Passenger    | 8.6%          | 11%           |
| Motorcycle       | 0.8%          | 1%            |
| Bicycle          | 2.4%          | 5%            |
| On Foot          | 11.0%         | 12%           |
| Other            | 1.0%          | 0%            |
| <b>Total</b>     | <b>100.0%</b> | <b>100.0%</b> |

- 7.3.5 The primary objective will be to reduce vehicle driver trips (single occupancy vehicles) to 65% of the overall modal share, which is a reduction in excess of 6% compared with the baseline behaviour in the surrounding area. There would be 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 65% 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                                                                                                                                                                                                                                                                              | Glass Systems                                                                   |
| Site Development     | Cycle Parking                            | Provision of secure, covered cycle parking facilities                                                                                                                                                                                                                                                                           | Glass Systems                                                                   |
|                      | 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.                    | Glass Systems 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                                | Glass Systems 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              |
| <b>Public Transport Measures</b> | 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              |
| <b>Car Sharing</b>               | 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                                             | Consider providing and then monitoring 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 |
| <b>Monitoring / Surveys</b>      | 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              |