

MAGNA

FRAMEWORK TRAVEL PLAN

PROPOSED PRE-16 VOCATIONAL CENTRE (SKILLS HUB)
FORMER EDUCATION LIBRARY RESOURCE CENTRE,
REGINALD STREET, PORT TALBOT

On behalf of **Neath Port Talbot County Borough Council**

Report Reference: **25/629/TP/C**

September 2025

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1 INTRODUCTION

1.1 Purpose Of Report

- 1.1.1 Magna Transport Planning Ltd have been appointed by Tilbury Douglas Ltd on behalf of Neath Port Talbot County Borough Council (NPTCBC) to prepare this Framework Travel Plan (FTP) in support of a planning application for the proposed Pre-16 Vocational Centre (Skills Hub) at the former Education Library Resource Centre, Reginald Street, Port Talbot.
- 1.1.2 This FTP has been prepared in accordance with Planning Policy Wales (PPW), Technical Advice Note (TAN) 18: Transport, Manual for Streets, Active Travel Act guidance, and Neath Port Talbot County Borough Council's (NPTCBC) Local Development Plan and relevant Supplementary Planning Guidance.
- 1.1.3 The FTP is aimed at facilitating and encouraging sustainable transport and the reduction of single occupancy vehicle use by staff at the proposed development.

1.2 BREEAM

- 1.2.1 This Travel Plan (TP) has been prepared to meet the principles set out under BREEAM UK Refurbishment and Fit-Out 2014, in particular Tra 01 to Tra 05, and the requirements of TAN 18.
- 1.2.2 The measures within this TP and the wider site design aim to maximise sustainable travel, promote active travel, and manage car usage in line with BREEAM's sustainable transport requirement.
- 1.2.3 Key measures and their references within this TP are as follows:

Tra 01: Sustainable Transport Solutions

- Dedicated minibus transport for students, ensuring no individual pupil car trips — see Section 1.4 (Scope) and Section 8.1 (TP Measures) and throughout in the Transport Statement (TS).
- Safe, well-lit, step-free pedestrian routes linking to the local network — see Section 7.5 (Promotion of Walking) and Transport Statement (TS) Chapter 5.2 (Off-Site Improvements).
- Improved off-site crossing points to enhance pedestrian safety — see TS Chapter 5.2 and TP Section 2.4.

- Promotion of car sharing and potentially including designated spaces — see Section 7.2.
- Provision and promotion of EV charging points, with 10% active and 20% passive provision — see Section 7.3 (Promotion of Electric Vehicles).
- Calculation of Accessibility Index demonstrating good access to local transport — see TS Chapter 4.3 and TP Section 2.2.

Tra 02: Proximity to Amenities

- Proximity to local bus stops, train station, shops and community facilities, all within acceptable walking distances — see TS Sections 2.2 and 4.2, and TP Section 2.2.

Tra 03: Cyclists Facilities

- Provision of secure, covered cycle parking for staff and visitors, with step-free access — see Section 7.6.
- Commitment to monitor cycle parking demand and provide additional spaces if needed — see Section 7.6.
- Provision of showers, lockers and changing facilities to encourage cycling — see Section 7.6.

Tra 04: Maximum Car Parking Capacity

- Car parking numbers determined using a first-principles approach reflecting the unique Skills Centre use, with levels kept below local maximum standards — see TS Chapter 5.4 (Parking Provision).
- Potential dedication of two to three car share bays to reduce single occupancy vehicle trips — see Section 7.2 (Car Sharing).

Tra 05: Travel Plan

“Travel plan developed as part of feasibility and design stages.”

- This Travel Plan and the supporting Transport Statement have been prepared and evolved alongside the design, ensuring early integration of sustainable travel measures — see TP Sections 1.2 and 1.4, and TS Chapter 8 (TIS).

“A site specific travel assessment/statement has been undertaken to ensure the travel plan is structured to meet the needs of the particular site and covers the following (as a minimum):

a. Where relevant, existing travel patterns and opinions of existing building or site users towards cycling and walking so that constraints and opportunities can be identified “

- This is not relevant because the existing building is unoccupied and therefore there are currently no site users

“b. Travel patterns and transport impact of future building users.”

- This is detailed within the Transport Statement (TS) Chapter 6.

“c. Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children).”

- This is detailed within the Transport Statement (TS) Chapter 4 Section 4.1.

“d. Disabled access (accounting for varying levels of disability and visual impairment).”

- This is detailed within the Transport Statement (TS) Chapters 4 (Sections 4.1 and 4.4) and 5.

“e. Public transport links serving the site.”

- This is detailed within the Transport Statement (TS) Chapter 4 Section 4.2

“f. Current facilities for cyclists.”

- There are currently no facilities on site for cyclists. The site is unoccupied.

“3. The travel plan includes a package of measures to encourage the use of sustainable modes of transport and movement of people and goods during the building's operation and use.”

- This is detailed in Chapters 7 and 8 of FTP

“4. If the occupier is known, they must be involved in the development of the travel plan and they must confirm that the travel plan will be implemented post refurbishment or fit-out and be supported by the building's management in operation.”

- The Applicant is fully aware of the TP requirements and measures and will be actively involved in shaping the Framework Travel Plan (see TP Section 1.4).
- A Travel Plan Coordinator (TPC) will be appointed by the Applicant before first occupation to oversee implementation and ongoing management — Section 6.1.
- The Applicant confirms that the measures within this Travel Plan will be implemented post-completion and that they will be supported by the Skills Hub's operational management team to ensure that the TP remains active and effective for its full monitoring period — see TP Section 6.2.

Compliance Note CN8

Providing priority parking spaces for car sharers

- This is detailed in Chapter 7, Paragraph 7.2.6

Providing dedicated and convenient cycle storage and changing facilities or improving existing facilities such as through improved security, lighting, provision and access

- This is detailed in Chapter 7, Paragraph 7.6.1

Restricting and/or charging for car parking

- The need to review car parking supply, or to consider charging mechanisms for staff parking, will be kept under review by the TPC in consultation with NPTCBC, especially if single-occupancy car use remains high

Financial incentives and benefits for walking, cycling or car sharing

- This is detailed in Chapter 7, Paragraphs 7.5.5 and 7.6.17

Providing information in lobby areas about public transport or car sharing made available.

- This is detailed in Chapter 7, Paragraphs 7.2.4 and 7.7.2

Improved safe access for pedestrians and cyclists as feasible and within the scope for the existing site (for all types of user regardless of the level of mobility or visual impairment) via improved lighting, way-marking and signage for cyclist and pedestrian routes to adjoining routes, transport nodes and amenities, and provision of new or improved crossing points for pedestrians and cyclists.

- Improved off-site crossing points are proposed. This is detailed in Chapter 3, Section 3.2

Providing suitable taxi drop-off/waiting areas.

- A dedicated drop-off/loading bay is proposed on site. This bay will accommodate minibus drop-offs and pick-ups, delivery vehicles, and will also serve as a convenient and safe area for taxi drop-offs and pick-ups, ensuring suitable access for all users, including those with limited mobility

Improved lighting, landscaping and shelter to make pedestrian and public transport waiting areas pleasant

- The site layout will incorporate appropriate lighting and landscaped areas to create a pleasant, safe and welcoming environment for pedestrians and those waiting for transport. See Architect's Site Layout Plan for more information.

Negotiating improved bus services, i.e. altering bus routes or offering discounts.

- This is detailed in Chapter 7, Paragraphs 7.7.4

1.3 Planning Policy

Planning Policy Wales Technical Advice Note 18: Transport (2007)

- 1.3.1 Regarding Travel Plans, paragraph 9.12 states the following:

“A Travel Plan should be integrated into the TA process where significant additional trips are likely or significant effects on the surrounding transport networks could occur.”

- 1.3.2 As the proposal would generate significant amounts of movement, a Travel Plan has been provided to encourage sustainable travel and reduce single occupancy car travel.

Neath Port Talbot Local Development Plan

- 1.3.3 The Neath Port Talbot LDP Policy TR2 (Design and Access of New Development) states that:

Development proposals will only be permitted where all of the following criteria, where relevant, are satisfied:

- 1. The development does not compromise the safe, effective and efficient use of the highway network and does not have an adverse impact on highway safety or create unacceptable levels of traffic generation;***
- 2. Appropriate levels of parking and cycling facilities are provided and the access arrangements for the site allow for the safe manoeuvring of any service vehicles associated with the planned use;***
- 3. The development is accessible by a range of travel means, including public transport and safe cycle and pedestrian routes;***
- 4. Transport Assessments and Travel Plans are provided for developments that are likely to create significant traffic generation.***

- 1.3.4 This FTP has been prepared to improve the sustainability of the development through encouraging walking, cycling, public transport and lift sharing as part of journeys to and from the site by employees. This will reduce the number of car trips that the development generates as is promoted in TAN 18 Transport (2007).

1.4 Travel Plan Scope

- 1.4.1 This FTP sets out a clear strategy to encourage and support sustainable travel options for staff at the proposed Skills Centre. Students attending the centre will be transported by dedicated minibuses, so they are not expected to generate individual car trips.

- 1.4.2 While trips made by community visitors to the café or salon will be modest and largely outside the direct control of the centre, appropriate measures will be put in place to

make walking, cycling and public transport convenient and attractive for these users wherever possible.

- 1.4.3 This TP is a live document and will be updated and refined once baseline travel surveys have been completed. These baseline surveys will be undertaken within six months of first occupation, with further monitoring at agreed intervals to track progress, set meaningful targets and identify any additional measures needed.

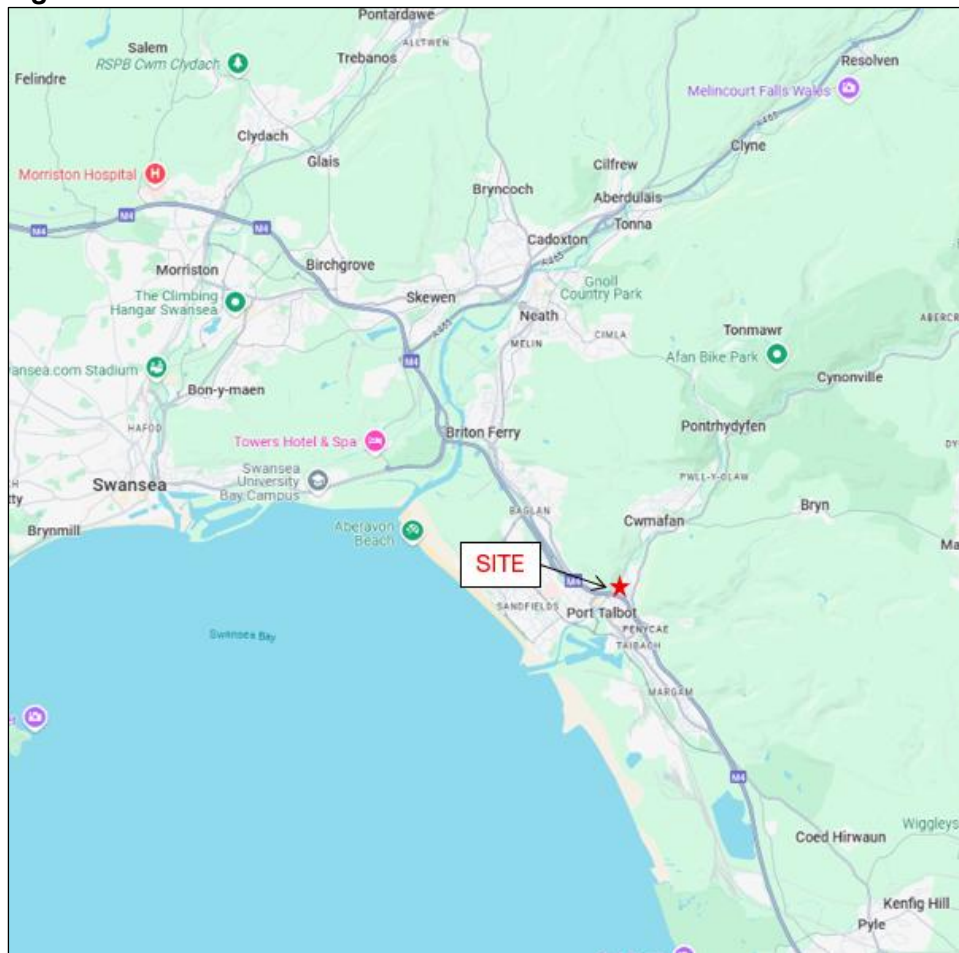
2 SITE CHARACTERISTICS

2.1 Site Location

2.1.1 The application site is located at the former Education Library Resource Centre (ELRS) on Reginald Street at approximately 600 metres northwest of Port Talbot town centre. The site lies approximately nine kilometres southeast of Neath and 15 kilometres southeast of Swansea.

2.1.2 The location of the application site in wider context is shown in Figure 2A.

Figure 2A Site Location in Wider Context



2.1.3 The site is bound by Reginald Street to the south, Velindre Community School to the east, Villiers Street to the north and the rear of residential properties (fronting Ford Road) to the west.

2.1.4 The application site location is shown in Figure 2B.

Figure 2B Site Location in Local Context



- 2.1.5 The site contains a two-storey building with an overall floor area of approximately 2,080 sqm. The car parking areas flank the building on either side.
- 2.1.6 The main vehicular access to the site is via Reginald Street, which is approximately seven metres wide, with a separate pedestrian gate located around seven metres west of the main entrance. A secondary vehicular access, approximately 2.7 metres wide, and two additional pedestrian gates are located on Villiers Street. The existing access arrangements are illustrated in Figure 2C.

Figure 2C Existing Access Locations



2.2 Local Facilities and Residential Area

2.2.1 Active Travel Act Guidance (July 2021) states that walking is most suitable for journeys of less than two miles (or 3.2 kilometres). However, the majority of day-to-day facilities and services for future staff, students and visitors are located well within approximately 1 kilometre of the site. The key facilities within this convenient walking distance include:

Public Transport

- Bus stop on the link between Villiers Street and Jersey Street — 100 metres from the site
- Bus stops on Cwmavon Road — 450 metres from the site
- Port Talbot Railway Station — 950 metres from the site
- Port Talbot Bus Station — 1.2 kilometres from the site

Education

- Velindre Community School — adjacent to the site
- Central Junior School – 1.0 kilometre from the site

Foodstores / Convenience Stores

- Premier Convenience Store — 420 metres
- Margaret Gammond Convenience Store — 550 metres
- Tesco Superstore — 780 metres

Access to Cash

- Cashpoint at Premier Convenience Store — 420 metres

Port Talbot Town Centre

- Between 600 metres and 1.0 kilometre

Postal Facility

- Port Talbot Post Office – 740 metres

Leisure / Sports Facility

- Port Talbot Ynys Bowling Club — 550 metres

2.2.2 This demonstrates that the site is highly sustainable in transport terms, offering excellent access on foot to public transport connections, local services, educational

facilities, food stores, and community amenities. The location supports Active Travel objectives and minimises the need for private car trips.

2.3 Local Road Network

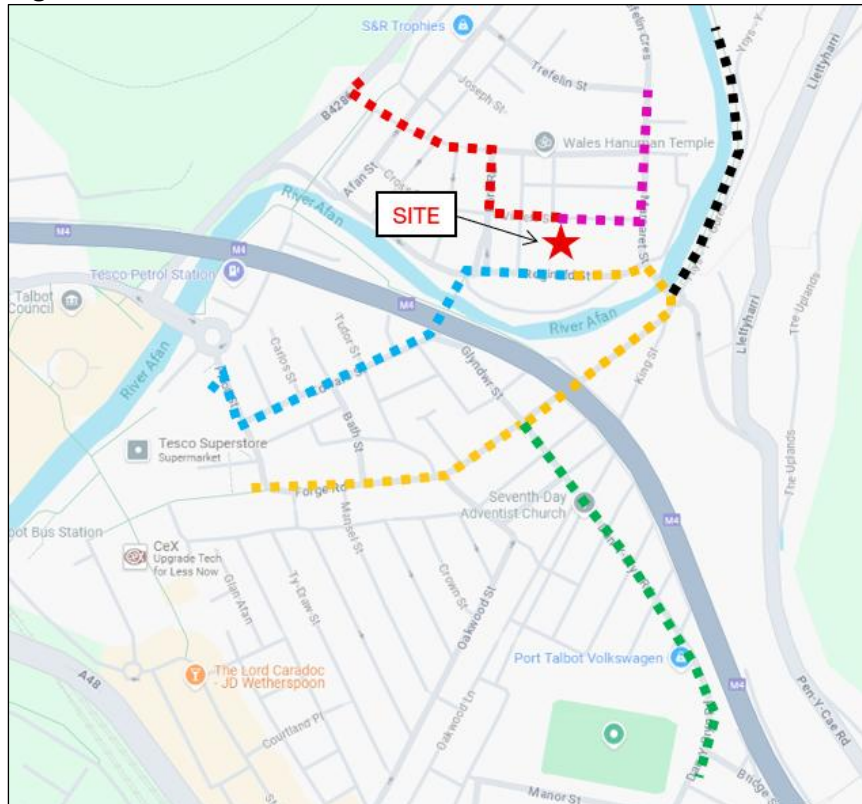
- 2.3.1 Reginald Street and Villiers Street form the northern and southern boundaries of the site respectively. Both streets are subject to a 20 mph speed limit and benefit from minimum 1.8 metre wide footways and street lighting.
- 2.3.2 Reginald Street and Villiers Street are each approximately 8.3 metres wide, with on-street parking observed on both sides.
- 2.3.3 Both streets connect to Margaret Street to the east and Ford Road to the west of the site. Margaret Street forms a roundabout junction with Ynys-Y-Gored, Ty-Draw Hill (entry only) and Ynys King Street. Ty-Draw Hill is a spur off the A4107, which can be accessed from the site via Ynys Street, Dan-Y-Bryn Road, and M4 Junction 40.
- 2.3.4 Beyond the junction with Dan-Y-Bryn Road, Ynys Street continues south-west as Forge Road, which in turn provides direct access to Port Talbot town centre.
- 2.3.5 West of the junction with Ford Road, Reginald Street continues westwards as a one-way street, connecting to the B4286 Cwmavon Road. The B4286 provides further connectivity to the A48, which links to the M4 via Junction 41.
- 2.3.6 The site is therefore well connected both locally and strategically, with good access to the surrounding residential areas, the town centre, and the wider highway network including the A4107, A48, and M4 motorway. This supports convenient and safe access for the development traffic.

2.4 Accessibility

Pedestrians and Cyclists

- 2.4.1 The main pedestrian desire lines associated with the proposed development are likely to be associated with the public transport facilities, Port Talbot town centre and residential areas surrounding the site.
- 2.4.2 These likely desire lines are mapped in Figure 2D.

Figure 2D Pedestrian Route to/from Site



2.4.3 Figure 2D shows the following pedestrian routes:

- Red route = route towards the bus stops on Cwmavon Road
- Pink route = route into residential area to the immediate north of site
- Blue route = route towards Tesco Superstore via pedestrian bridge over River Afan
- Orange route = route towards town centre via Margaret Street
- Black route = route towards residential area along footpath parallel to Ynys-Y-Gored
- Green route = route towards residential area southeast of site

2.4.4 All local streets are subject to a 20 mph speed limit and are therefore relatively safe for pedestrian and cyclists.

Red Route

2.4.5 This route is made up of Villiers Street, Ford Road and a ramped pedestrian route onto Cwmavon Road. Villiers Street has an approximately 1.8 metre wide footway. At its junction with Ford Road, although there are no formal pedestrian crossings across Villiers Street, the footways have relatively low-height kerbs which are easier for people with limited mobility to navigate. However, this junction could be further improved by

providing dropped kerbs and tactile paving across Villiers Street and Ford Road to better support inclusive access.

2.4.6 The Ford Road junction with Velindre Street already has a dropped kerb across the Velindre Street (west) approach, which improves accessibility for wheelchair users and those with pushchairs.

2.4.7 Beyond this junction, Ford Road leads onto the ramped footway access to Cwmavon Road. There are footways on both sides of Cwmavon Road which provide step-free access to the bus stops, supporting safe and inclusive access for all users.

Pink Route

2.4.8 This route is made up of Villiers Street and Margaret Street. The Villiers Street approach to the junction with Margaret Street benefits from dropped kerbs, which offer a safer, more inclusive crossing point for pedestrians, including wheelchair users and people with limited mobility. This infrastructure supports access north along the footway on Margaret Street.

Blue Route

2.4.9 This route is made up of Reginald Street, the pedestrian bridge over the River Afan and Edward Street. The Ford Road approach to the junction with Reginald Street does not currently have dropped kerbs with tactile paving, which could limit ease of movement for those with mobility needs.

2.4.10 The steps onto the pedestrian footbridge over the River Afan from Reginald Street are made up of low-height steps, which can be manageable for people with some mobility difficulties, although they may not be suitable for wheelchair users. The access to the bridge from the south side is ramped, providing an alternative step-free route.

2.4.11 The side road junctions with Edward Street have dropped kerbs with tactile paving, which facilitate safe and inclusive pedestrian crossings for all users.

Orange Route

2.4.12 This route is made up of Reginald Street, Margaret Street, Ynys Street and Forge Road.

2.4.13 The Reginald Street approach to the junction with Margaret Street has dropped kerbs with tactile paving, which supports safer crossing for wheelchair users and people with limited mobility. Margaret Street, which crosses the River Afan, has approximately two-

metre-wide footways on both sides. The footway on the western side links directly to the northern side footway on Ynys Street. The Ynys Street approach to the roundabout junction with Margaret Street also benefits from dropped kerbs and tactile paving, supporting inclusive access for all pedestrians.

2.4.14 The Glyndwr Street approach to the junction with Ynys Street currently does not have dropped kerbs, which may limit ease of movement for users with mobility needs. Similarly, other side roads connecting onto Ynys Street and Forge Road along this route to the town centre also lack formal crossing facilities with dropped kerbs or tactile paving, which could be considered for improvement in the future.

2.4.15 Forge Road leads onto the pedestrianised section which marks the start of the town centre. This section provides a safe and accessible environment for all users, including those with disabilities.

Black Route

2.4.16 This route is made up of Reginald Street, Margaret Street and Ynys-Y-Gored.

2.4.17 The footway on the eastern side of Margaret Street leads onto the footway along Ynys-Y-Gored, which continues parallel to the River Afan in a northerly direction. These footways provide a continuous, level route, supporting step-free pedestrian access for all users.

Green Route

2.4.18 This route is made up of Reginald Street, Margaret Street, Ynys Street and Dan-Y-Bryn Road.

2.4.19 The first section of this route is described under the Orange Route. Dan-Y-Bryn Road has 1.8 metre wide footways on both sides, providing continuous pedestrian access to the residential areas to the southeast of the site. These footways are of a suitable width to accommodate wheelchairs and pushchairs, supporting inclusive access.

Summary

2.4.20 Overall, the site is well-connected by a network of local footways and pedestrian routes that link conveniently to surrounding residential areas, public transport facilities and the town centre. Most key desire lines already benefit from dropped kerbs, tactile paving,

and step-free access points, which support safe and inclusive movement for all users, including those with mobility needs.

2.4.21 To further enhance the pedestrian environment and support BREEAM objectives for accessibility, some localised improvements could be considered in the form of dropped kerbs with tactile paving at the following junctions:

- Villiers Street / Ford Road
- Ford Road / Reginald Street
- Glyndwr Street / Ynys Street
- Minor side roads along Forge Road

2.4.22 The locations of these improvements are shown in Figure 2E.

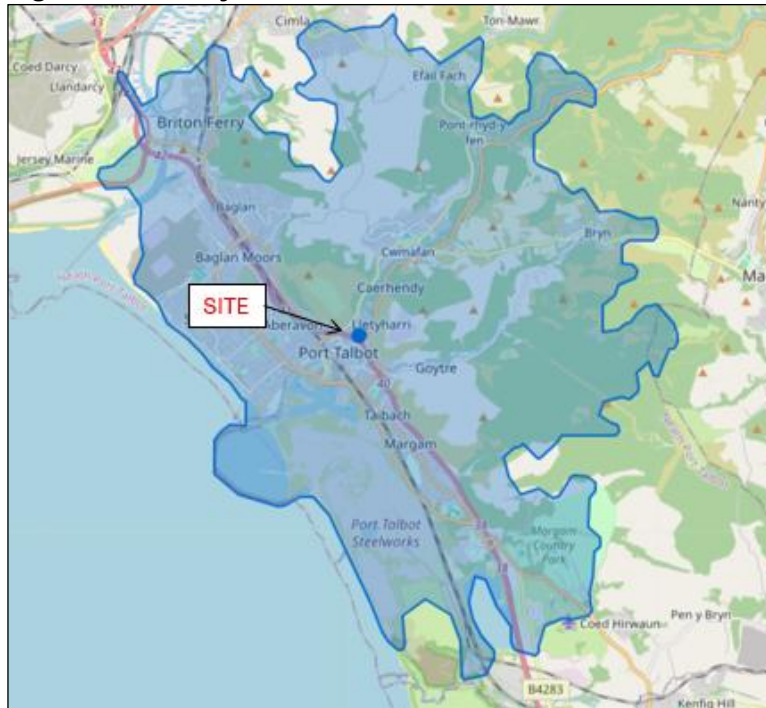
Figure 2E Proposed Improvements to Off-Site Walking Infrastructure



2.4.23 These minor enhancements would strengthen the active travel network and improve accessibility for all users travelling to and from the site.

2.4.24 CIHT's "Planning for Cycling" (2014) document states that majority of the cycling trips are for short distances with 80% being less than five miles (or eight kilometres). A plan displaying eight-kilometre cycle isochrone is shown in Figure 2F.

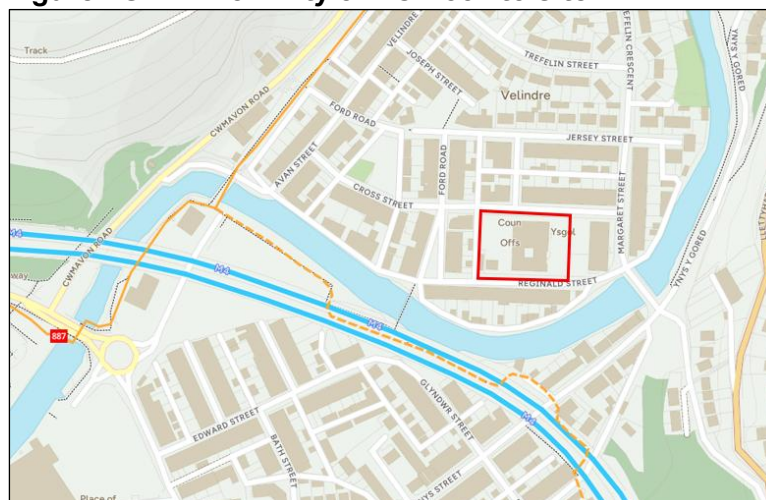
Figure 2F Cycle Isochrone



2.4.25 As shown in Figure 2F, the eight-kilometre cycle isochrone from the site covers the majority of Port Talbot, Baglan, Briton Ferry, Margam and surrounding residential communities such as Bryn, Cwmafan, Pontrhydyfen and Caerhendy. This illustrates that the site is accessible by cycle from a wide catchment area. However, it should be noted that this isochrone does not assume that students, staff or visitors would necessarily cycle from all of these areas.

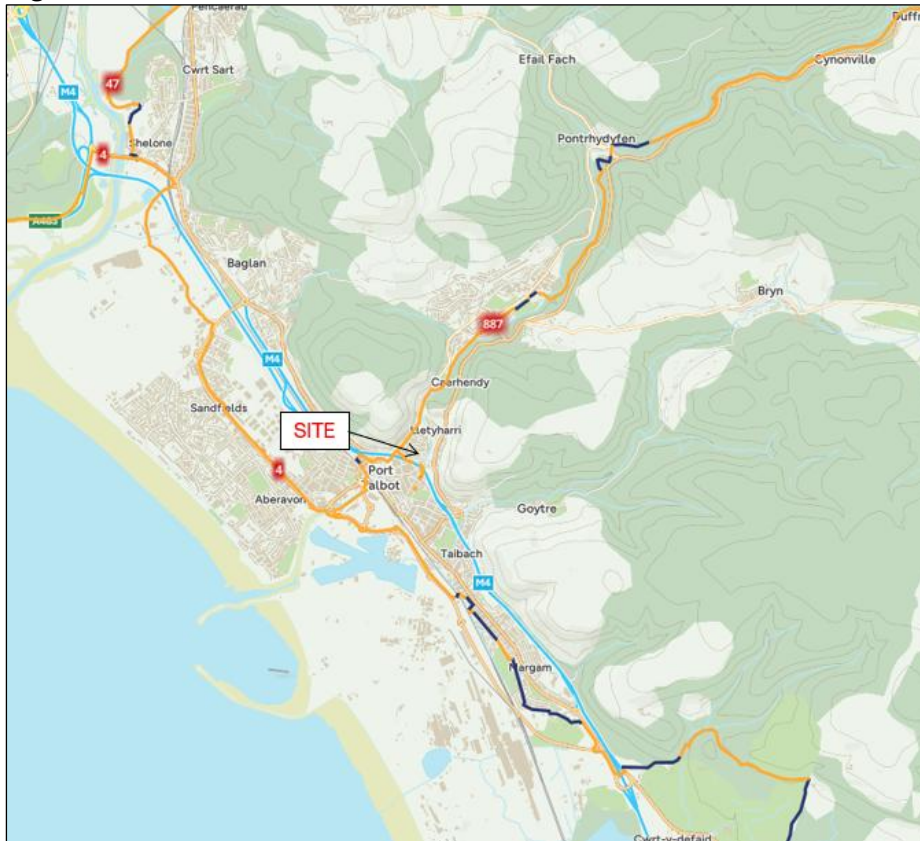
2.4.26 National Cycle Network (NCN) Route 887 runs through Port Talbot parallel Cwmavon Road (west of the site), as shown in Figure 2G. This route is located within 500 metres from the site.

Figure 2G Proximity of NCN 887 to Site



2.4.27 NCN 887 in wider context is shown in Figure 2H.

Figure 2H NCN Route 887



2.4.28 As can be seen, NCN 887 provides direct cycle access to Pontrhydyfen to the north of the site. To the south, the route runs through Port Talbot town centre and connects to NCN Route 4, which in turn offers convenient cycle links to Margam and Taibach to the southeast and Aberavon and Briton Ferry to the northwest.

2.4.29 Together, the NCN routes provide good quality cycle access to the areas within the eight-kilometre catchment. This network supports sustainable and active travel choices for staff, students and visitors who wish to cycle to and from the site. There may also be opportunities to further enhance local cycle links and wayfinding in line with Active Travel and BREEAM best practice.

2.4.30 The Strava Heatmap shown in Figure 2I indicates that the NCN 887 and NCN 4 are well-used cycle routes. It also shows that many of the main streets in Port Talbot and the surrounding area, including Cwmavon Road and routes through the town centre, are regularly used by cyclists. This demonstrates that local roads are generally suitable and attractive for cycling, supporting safe and convenient connections to and from the site.

Figure 2I Strava Heatmap



Public Transport

Bus Stop on Link Between Villiers Street and Jersey Street

2.4.31 There is a bus stop on the link between Villiers Street and Jersey Street, approximately 100 metres (or less than a two-minute walk) from the northern site access on Villiers Street. This bus stop is equipped with a bus flag.

2.4.32 This stop is served by Route 66, which operates between Goytre and Port Talbot. In the direction towards Port Talbot, the bus stops here five times a day from Monday to Friday. In the direction towards Goytre, it stops four times a day.

Bus Stops on Cwmavon Road

2.4.33 There are further bus stops located on Cwmavon Road (B4286), within a walking distance of approximately 450 metres from the site. The pedestrian route to these stops includes continuous footways and ramped pedestrian access onto the B4286.

2.4.34 These bus stops that serve by Routes 81, 83 and 902.

- Route 81 is an hourly service between Port Talbot and Brynbryddan in Cwmafan.
- Route 83 is an hourly service between Port Talbot and Blaengwynfi or Glynccorrwg via Cwmafan.

- Route 902 is a daily service between Cwmavon and Neath College, passing through Aberavon, Baglan and Briton Ferry.

Bus Stops on Heilbronn Way

2.4.35 There are bus stops located on Heilbronn Way, within a walking distance of approximately 650 metres from the site. Along with the Routes 81, 83 and 66, these bus stops are served by Route X3. This is an hourly service between Port Talbot and Maesteg via Bryn.

Port Talbot Parkway Railway Station

2.4.36 Port Talbot Parkway Railway Station is located at a walking distance of approximately 950 metres from the site. The station is typically served by around two to three trains per hour in each direction during weekdays, including Great Western Railway main line services between London Paddington and Swansea, Transport for Wales regional services between Milford Haven or Carmarthen and Manchester Piccadilly, and local stopping services between Swansea and Cardiff.

2.4.37 The station is classified as a Category A station, providing step-free access to both platforms via a footbridge with lifts. It also has 48 sheltered cycle parking spaces, secured by CCTV, supporting multi-modal and inclusive travel for all users.

2.4.38 Overall, the local bus network and rail services provide a good level of public transport connectivity, supporting sustainable and inclusive travel choices for staff, students and visitors. The convenient walking distances, step-free rail access, and secure cycle parking at the station further promote multi-modal trips and align with Active Travel and BREEAM best practice principles

BREEAM Accessibility Index Calculation

2.4.39 To accord with the BREEAM requirements, a BREEAM Accessibility Index has been calculated.

2.4.40 A score of 2.20 was calculated based on the existing public bus routes (serving the bus stops on Villiers Street and Cwmavon Road), and railway station.

Disabled Access

2.4.41 The Active Travel Wales Guidance states that pedestrian routes should have a clear, unobstructed width of 2.0 metres as a desirable minimum, which allows two wheelchair

users to pass one another comfortably. Where this is not possible due to physical constraints, a clear width of 1.5 metres is acceptable to enable a wheelchair user and a walking companion to travel side by side. In more constrained locations, a minimum width of 1.2 metres can provide sufficient space for a blind or partially sighted person using a long cane or guide dog, or walking alongside a guide.

2.4.42 As stated in Section 4.1, the footways on Reginald Street and the surrounding streets generally provide clear widths of around 1.8 metres. This is above the absolute minimum and close to the desirable standard, ensuring that local pedestrian routes can safely accommodate wheelchair users, pushchairs and other users with mobility or visual needs. Where a footway on one side of the road is narrower, this is typically balanced by a wider footway on the opposite side.

2.4.43 Level or flush access is essential for the majority of wheelchair users. The site will be designed to provide step-free access to all entrances, including cycle stores.

2.4.44 The existing and proposed pedestrian infrastructure is therefore considered suitable for those with reduced mobility and visual impairment, supporting BREEAM objectives for inclusive and accessible design.

Summary

2.4.45 The assessment of the infrastructure and facilities for non-vehicular modes confirms that the site is situated in a sustainable location, offering safe and direct pedestrian access to nearby amenities and residential areas. There are convenient local cycle routes and National Cycle Network connections providing access to a wider catchment. The local public transport network, including frequent bus services and Port Talbot Parkway Railway Station, supports regular connections to the town centre and wider region.

2.4.46 As such, the location of the site is well-positioned to encourage sustainable and inclusive travel for staff, students and visitors, aligning with Active Travel and BREEAM best practice principles.

3 PROPOSED DEVELOPMENT

3.1 The Proposal

- 3.1.1 The planning application seeks permission for a new Pre-16 Vocational Centre (Skills Hub) to be developed at the former Education Library Resource Centre (ELRS) on Reginald Street, Port Talbot.
- 3.1.2 The centre will provide a range of vocational learning opportunities for Key Stage 4 students (aged 14–16), offering part-time pathways alongside their main school curriculum. The facility will include specialist teaching spaces for Construction, Engineering, Hair and Beauty, and Catering, designed to replicate real working environments. The aim is to equip learners with practical skills and experience, supporting their progression into further education, apprenticeships or employment.
- 3.1.3 There will also be ancillary spaces such as reception, welfare facilities, and flexible community-use areas which may be available for local groups to use outside school hours.
- 3.1.4 Student attendance will be organised in small, staggered batches throughout the day, with a maximum of 50 students on site per session to align with car park capacity and staffing levels. Up to four core sessions will operate each day between approximately 9:15am and 2:15pm, with a possible short additional session until 3:15pm for students who do not return to their main school. This means that up to 250 students could attend across a full day, but only 50 students will be present at any given time.
- 3.1.5 All students are on part-time placements and will travel via dedicated school minibuses.
- 3.1.6 Staffing at the Skills Centre will be made up of:
- Pathways to Progression Team:*
- 3.1.7 This team includes up to 12 staff in total, covering tutors, support staff and management roles. However, given that only one student session of up to 50 learners runs at a time, it is anticipated that only those directly delivering sessions and essential support staff will be on site simultaneously.
- 3.1.8 This means a realistic peak of up to five Pathways to Progression staff present at any one time.

Skills and Training Team:

- 3.1.9 Equivalent to 14 full-time posts, this team will use the centre as a base for hot-desking, flexible working and community engagement.
- 3.1.10 As not all staff will require a permanent desk on site, it is reasonable to expect that approximately 50%, or seven staff, would be present on site at peak times.

Youth Service Team:

- 3.1.11 The Youth Service will also operate on a hot-desking basis. Although the full equivalent is 8 staff, day-to-day operations mean only around half the team will typically need to be on site at the same time, giving a realistic peak of around four Youth Service staff.

Ancillary staff:

- 3.1.12 In addition to the core teams, there will be a small number of ancillary staff responsible for site management, caretaking, cleaning and reception duties. This is expected to be around two staff at any one time to cover the building's operational needs.
- 3.1.13 Taken together, this means that the realistic peak daily staffing level is expected to be around 18 staff at any given time, even though the total headcount across all services is higher when full-time equivalent roles are combined. This figure forms the basis for calculating on-site staff parking, travel planning and building facilities.
- 3.1.14 The facility may also include a small café (170 sqm) and hairdressers/beauty salon area (109 sqm), which will primarily be used by students and staff for practical learning but may also be open to the wider community at certain times. Any community use is expected to be modest and managed outside core student session times to avoid parking or operational conflicts.
- 3.1.15 Specialist equipment will include Construction simulators, Engineering machinery such as lathes and milling machines, Hair and Beauty workstations, and a catering kitchen with industry-standard equipment. The building design will ensure appropriate servicing, storage, ventilation and drainage to accommodate these uses.
- 3.1.16 The overall internal layout and room numbers remain subject to further detailed design development. However, the vocational spaces will be sized and equipped to provide high-quality learning environments aligned with industry expectations, helping to deliver practical skills and qualifications.

3.1.17 The proposed centre will operate five days a week during term time and will remain open year-round for Skills and Training and Youth Service office use.

3.1.18 The project will help deliver local skills development objectives, improve post-16 transitions, and support Neath Port Talbot's wider regeneration priorities by providing a high-quality, modern training environment accessible to the local community.

3.2 Proposed Off-Site Active Travel Improvements

3.2.1 As identified in the pedestrian connectivity assessment in Chapter 2 (Figure 2E), several local junctions around the site would benefit from small-scale improvements to enhance pedestrian safety and accessibility, particularly for users with reduced mobility. These include:

- Villiers Street and Ford Road junction
- Ford Road and Reginald Street junction
- Glyndwr Street and Ynys Street junction
- Minor side roads along Forge Road towards the town centre

3.2.2 Improvements at these locations could include the introduction of dropped kerbs, tactile paving and clearer markings where appropriate. This would make it safer and more convenient for pedestrians, including wheelchair users and those with visual impairments, to cross local roads on the key routes to bus stops, residential areas and the town centre.

3.3 Proposed Site Access Arrangements

Pedestrian Accesses

3.3.1 Separate pedestrian entrances are proposed on Reginald Street and Villiers Street. This ensures that pedestrian movements are kept safely separate from the main vehicular access points, supporting safe and convenient access for all site users.

Vehicular Access – Main Entry and Exit Points

3.3.2 An in-and-out access arrangement is proposed, with ingress from Villiers Street and egress onto Reginald Street. Both accesses will be constructed in the form of commercial vehicular crossover – details of which could be secured via a planning condition – as confirmed by the Local Highway Authority at the meeting on 2nd September 2025.

- 3.3.3 The access points have been designed to ensure that vehicular visibility splays of 2.4 metres by 25 metres are achieved in both directions, in accordance with the guidance set out in Manual for Streets for streets with a 20 mph speed limit.
- 3.3.4 Pedestrian visibility splays of 2 metres by 2 metres are also provided in both directions. This layout will help maintain safe vehicle movements while ensuring good intervisibility between drivers and pedestrians at crossing points.
- 3.3.5 Both access points will be gated, and these gates are set back appropriately so that these gate structure does not impede on the visibility splays.

Separate Access for Delivery Vehicles

- 3.3.6 A separate vehicular access is proposed on the northwestern corner of the site. This access will also be constructed in the form of commercial vehicular crossover – details of which could be secured via a planning condition – as confirmed by the Local Highway Authority at the meeting on 2nd September 2025.
- 3.3.7 This access has been designed to ensure that vehicular visibility splays of 2.4 metres by 25 metres are achieved in both directions, in accordance with the guidance set out in Manual for Streets for streets with a 20 mph speed limit. Pedestrian visibility splays of 2 metres by 2 metres are also provided in both directions. The access is gated, and the gates are set back appropriately so that these gate structure does not impede on the visibility splays.

3.4 Proposed Parking Provision

Car Parking

- 3.4.1 Neath Port Talbot County Borough Council's adopted parking standards provide zonal-based requirements for conventional educational uses, such as nursery, primary and secondary schools, and colleges of further education. However, the proposed Pre-16 Vocational Centre is not a typical educational facility in this sense.
- 3.4.2 The centre will operate on a unique model where students remain registered at their main school and only attend the Skills Hub for short, part-time sessions during the school day. Pupils will be transported from their normal school to the site (and back) via mini-buses.

- 3.4.3 There will be no full-time pupils on site, and students will not be permitted to drive themselves to the centre. As such, applying the standard student parking ratios for secondary schools or further education colleges would significantly overestimate the actual parking demand for this use.
- 3.4.4 In addition, the centre will include specialist spaces such as the Construction Skills area, Engineering workshop, Hair and Beauty salon and small community café. These will be primarily used for supervised training purposes by enrolled students. Any community use will be modest, managed outside peak student hours and will rely mainly on local walk-in trips.
- 3.4.5 Given these unique operational characteristics, a first-principles approach has been used to derive an appropriate car parking provision that realistically reflects how the site will function in practice.
- 3.4.6 Based on the operational model set out in Section 5.1, the realistic daily peak staffing level is expected to be around 18 staff at any one time:
- Pathways to Progression Team: up to 5
 - Skills and Training Team: around 7
 - Youth Service Team: around 4
 - Ancillary staff: 2
- 3.4.7 Census data shows that approximately 68% of staff in this area are likely to commute by car. Applying this factor gives a realistic parking requirement for around 12 staff cars on site at peak times.
- 3.4.8 For the community café:
- Total café area is approximately 170 sqm.
 - Applying a 70% factor to get dining area: $170 \text{ sqm} \times 70\% = 119 \text{ sqm}$.
 - Using the standard of 1 space per 14 sqm dining area: $119 \text{ sqm} \div 14 \text{ sqm} = \sim 8.5 \text{ spaces}$.
- 3.4.9 For the hairdresser/beauty salon:
- Total area is approximately 109 sqm.
 - Using the retail standard of 1 space per 60 sqm: $109 \text{ sqm} \div 60 \text{ sqm} = \sim 1.8 \text{ spaces}$.

3.4.10 Combined, this gives a total theoretical standard requirement of around 11 spaces for the café and salon combined. However, as these facilities will mostly serve staff and students, with any community use being limited, it is reasonable to apply a 50% reduction factor for realistic use. This gives an adjusted requirement of six spaces.

3.4.11 Therefore, the overall proposed car parking provision is:

- Staff parking: approximately 12 spaces
- Community café and salon visitors: approximately 6 spaces

3.4.12 This gives a total of around 18 car parking spaces.

3.4.13 As such, it is proposed to provide a total of 18 car parking spaces, including two disabled bays (11%), two spaces with active electric vehicle (EV) charging points (11%) and further four spaces (22%) with passive EV charging provision.

3.4.14 This level of provision ensures that there is adequate parking to meet genuine operational needs without creating an oversupply, which would run counter to sustainability and Active Travel objectives.

3.4.15 All car parking spaces will be designed to standard dimensions (4.8 metres by 2.6 metres, with accessible bays providing the required additional margins). The parking layout has been tracked to ensure safe and efficient manoeuvring by all vehicle types expected to use the site.

Minibus / Delivery Bay

3.4.16 A dedicated on-site minibus parking and delivery vehicle bay is proposed, which will be approximately 24 metres long (including tapers) and three metres wide. This bay will comfortably accommodate two minibuses at the same time, or a minibus and a delivery van, supporting safe and efficient on-site drop-off, pick-up and servicing without obstructing other vehicle movements.

Cycle Parking

3.4.17 However, as explained in Section 3.1, all learners will attend the centre for short, part-time sessions and will travel via organised minibus transport. It is therefore unlikely that pupils will cycle directly to the site.

- 3.4.18 A first-principles approach has been used to determine an appropriate level of cycle parking for staff and occasional community visitors instead.
- 3.4.19 Based on a peak of up to 20 staff on site at any one time, applying a cycle parking standard of one stand per five staff (NPTCBC's 2016 SPG Parking Standards) equates to approximately four cycle spaces for staff use.
- 3.4.20 Additional short-stay cycle parking has also been considered for visitors to the café and hairdresser/beauty salon. Using the standard of one stand per 100 sqm for small retail uses, the combined area of the café and salon generates a nominal requirement for two visitor cycle spaces.
- 3.4.21 Therefore, the total proposed cycle parking provision will be six cycle stands, provided in a safe, covered and secure location close to the main entrance. The design will ensure that spaces are accessible for all users and will also accommodate adapted cycles or mobility scooters if required. Final details will be confirmed at the detailed design stage.
- 3.4.22 This level of cycle parking is proportionate to the site's unique operational model, supports Active Travel objectives, and aligns with BREEAM best practice for encouraging sustainable travel.

3.5 Refuse Collection

- 3.5.1 A dedicated refuse store is proposed in the northeastern corner of the site. The store is located within approximately 10 metres of the public highway. The access points have been designed such that a large refuse truck (11.2 metres in length) can enter the site via Villiers Street and exit the site via Reginald Street.

3.6 Typical Deliveries

- 3.6.1 The Applicant has confirmed that the deliveries will occur using typical transit or long wheelbase vans. The deliveries will be taken from the northwestern site access off Villiers Street.

4 BASELINE TRAVEL INFORMATION

4.1 Baseline Modal Split

- 4.1.1 In order to estimate how the staff are likely to travel to and from the site, the 2011 Census has been used to ascertain how people travel to the Super Output Area in which the site is located in, i.e., W02000216: Neath Port Talbot 018.
- 4.1.2 The travel to work information from the recent 2021 Census does not provide an accurate representation of how people travel to work due to the fact that the Census was carried during COVID restrictions when there was a significant proportion of population who worked from home and the Census asked people how they travel to work at the time instead of how they would travel in future.
- 4.1.3 Hence, the 2011 Census still remains the relevant source which allows users to determine the travel mode split to a particular workplace location.

Table 4A Staff - Travel to Work Mode Split

Mode	Staff
Walk	16%
Bicycle	1%
Public Transport (Bus / Train)	6%
Taxi	1%
Driving a car or van	68%
Passenger in a car or van	8%
Total	100%

- 4.1.4 The mode split in Table 4A could be used as a starting point to set indicative TP targets for the staff, for first year of occupation.

4.2 Travel Survey

Baseline Travel Survey

- 4.2.1 The baseline travel survey will be undertaken to represent the start of the TP for monitoring purposes and will provide a basis for ratifying the adjusting the targets as set out in the FTP. The mode shares shown in Table 4A will use used to derive the interim TP targets.
- 4.2.2 The baseline surveys will be undertaken within six months of occupation.

Travel Surveys in Year 1, Year 3 and Year 5

- 4.2.3 After the baseline staff travel survey at the proposed development, further travel surveys will be undertaken in Year 1 (i.e., a year after first occupation), Year 3 (i.e., two years after Year 1 survey) and Year 5 (i.e., two years after Year 3 survey).
- 4.2.4 The survey specification and dates will be discussed with the Council prior to undertaking such survey.
- 4.2.5 An example staff travel survey questionnaire is provided in Appendix 1. A response rate of at least 40% would be required to ensure that the travel survey results are representative of the overall development.

Survey Periods

- 4.2.6 The surveys will be undertaken within two weeks of the following monitoring sessions:
- Monitoring Session 1 = Within six months of first occupation [Baseline]
 - Monitoring Session 2 = One year after occupation [Year 1]
 - Monitoring Session 3 = Two years after Monitoring Session 2 [Year 3]
 - Monitoring Session 4 = Two years after Monitoring Session 3 [Year 5]

4.3 Travel Plan Awareness

- 4.3.1 In order to determine if staff are aware of the TP initiatives and measures, annual TP awareness questionnaire will be conducted.
- 4.3.2 An example staff TP awareness questionnaire is provided in Appendix 2. A response rate of at least 40% would be required to ensure that the TP awareness survey results are representative of the overall development.

5 OBJECTIVES, INDICATORS AND TARGETS

5.1 Objectives

5.1.1 The main objectives of the TP are to:

- Reduce single occupancy car, van and motorcycle trips;
- Increase staff awareness of TP targets and measures; and,
- Increase staff participation in/uptake of measures.

5.2 Indicators

5.2.1 Indicators and surveys would be used for monitoring purposes to ensure the aforementioned objectives are met. The indicators and surveys are provided in Table 5A.

Table 5A Objectives, Indicators and Surveys

Objective	Indicator	Survey
Reduce single occupancy car, van and motorcycle trips	% Mode Share	Travel Survey within six months of occupation, Year 1, Year 3 and Year 5
-	Staff awareness of TP targets and measures	Annual TP Awareness Survey
-	Staff participation in/uptake of measures	Annual TP Awareness Survey

5.3 Targets

Staff

5.4 TP targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring to ensure they remain SMART (Specific, Measurable, Achievable, Realistic and Timed).

5.5 The results of the baseline travel survey will be used to set targets to assist in achieving the objectives i.e., reduce single occupancy car, van and motorcycle trips. These targets will be used to evaluate future reviews.

5.6 The indicative targets for the FTP are set over five-year period i.e., Year 1, 3 and 5 based upon mode split in Chapter 4 are provided below and these are subject to initial survey findings and Council's suggestions.

5.7 Indicative targets are provided in Table 5B.

Table 5B Staff Travel to Work Mode – Indicative Targets

Mode	Census	Year 1	Year 3	Year 5
Walk	16%	18%	18%	20%
Bicycle	1%	1%	3%	5%
Public Transport (Bus / Train)	6%	7%	9%	10%
Taxi	1%	1%	1%	1%
Driving a car or van	68%	65%	60%	55%
Passenger in a car or van	8%	8%	9%	9%
Total	100%	100%	100%	100%

- 5.8 These are indicative targets. The definitive targets will be set following the surveys as discussed in Chapter 4.
- 5.9 Before setting the targets, the TPC will liaise with NPTCBC for their suggestions/approval. If the targets are met by Year 5, the requirement to monitor the TP will become voluntary.

Visitors/Community Users

- 5.10 It is not considered appropriate to set formal mode share targets for visitors and community users, such as those using the café, hairdresser or community spaces. This is because these trips are discretionary, infrequent and largely outside the direct control of the Centre's management.
- 5.11 Visitor and community user travel behaviour will vary depending on a range of factors such as individual circumstances, personal mobility needs, trip purpose, the availability of sustainable transport options at the time of travel, and wider economic or social trends. It is therefore unrealistic to impose measurable or enforceable targets for this group.
- 5.12 Instead, the focus will be on ensuring that clear information is provided — including details about walking routes, cycle parking, local bus services and the nearby rail station — so that visitors are encouraged to make informed travel choices. Where possible, on-site design and local improvements will also help to make sustainable travel a convenient and attractive option for those who wish to use it.

6 TRAVEL PLAN MANAGEMENT

6.1 Travel Plan Coordinator

6.1.1 The Applicant will appoint a Travel Plan Coordinator (TPC) prior to the occupation of the proposed development. The details of the TPC will be provided to the Local Planning Authority (LPA) within one month of occupation.

6.1.2 Magna Transport Planning Ltd will act as the TPC in the interim; and when the TPC is appointed, Magna will hand over the TP to them.

6.1.3 The key role of the TPC will be to:

- Develop and implement the plan;
- Promote the TP; and,
- Monitor the TP.

6.1.4 The TPC will be responsible for:

- Implementing and maintaining the TP, ensuring measures remain relevant and effective
- Promoting the TP to all staff and ensuring they are informed about sustainable travel options
- Issuing Travel Information Packs to all new staff
- Acting as the main point of contact for staff on transport matters and providing advice or signposting to resources such as the Council's website
- Coordinating necessary data collection for monitoring, including travel surveys
- Preparing and submitting required monitoring reports to the LPA

6.2 Upkeep and Monitoring of Travel Plan

6.2.1 The Travel Plan stages are as follows:

Stage 1: Following First Occupation

6.2.2 A Staff Travel Pack will be provided to all staff when they start employment at the centre. Providing this information early helps to influence travel patterns from the outset.

6.2.3 The Staff Travel Pack will include:

- Benefits of active travel
 - Local walking and cycling maps
 - Up-to-date bus and rail timetable information
 - Details of cycle parking, training and maintenance resources
 - Information about car sharing schemes and relevant websites
- 6.2.4 Within six months of first occupation, the TPC will conduct a baseline travel survey of all staff, distributed as a questionnaire.
- 6.2.5 The TPC will analyse survey results and share the outcomes with the Council within one month of survey completion.
- 6.2.6 Following this, mode share targets will be agreed with the Council and the TP will be updated to a 'Post-Occupation Travel Plan' version within three months of the baseline survey.
- 6.2.7 The TPC will continue to act as the central contact for all travel plan-related issues and support local or national sustainable travel initiatives. This includes promoting any car share schemes and coordinating activities to encourage walking, cycling and public transport use where feasible.
- 6.2.8 It is recognised that students will travel exclusively by minibus as part of the Centre's operating model, and that travel by visitors or community users will remain outside direct management control — however, relevant information and encouragement measures will still be provided.

Stage 2.0: Subsequent TP Year 1, Year 3 and Year 5 Updates

- 6.2.9 The baseline monitoring process will be repeated annually for five years, with full staff travel surveys undertaken in Years 1, 3 and 5. This will include:
- Updating the travel survey database by distributing new questionnaires
 - Analysing updated results and comparing them to targets
 - Reviewing and refreshing measures to maintain progress
 - Sharing outcomes with staff and gathering further input
 - Revising and updating the TP with new targets and measures as needed
 - Submitting the updated TP to the Council ('Year 1 Travel Plan', 'Year 3 Travel Plan' and 'Year 5 Travel Plan')

6.3 Monitoring of Travel Plan

6.3.1 Ongoing monitoring is vital to ensure that the TP remains effective. The mandatory five-year monitoring cycle will include:

- Baseline survey within six months of occupation
- Follow-up travel surveys on the first, third and fifth anniversaries of the baseline survey

6.3.2 The TPC will ensure that monitoring surveys achieve a representative response rate and that results are analysed, reported and submitted to the Council for review.

Remedial Measures

6.3.3 If monitoring shows that TP targets are not being met, the TPC will liaise with the Council to agree suitable remedial measures to bring the TP 'back on track'. These could include, for example:

- Providing travel vouchers for bus or cycle purchases
- Additional promotional campaigns for car sharing or active travel
- Enhanced staff engagement activities

6.4 Review

6.4.1 A TP Review will be prepared by the TPC following each major monitoring stage. This will summarise travel survey results, evaluate the effectiveness of current measures, and recommend any further improvements.

6.4.2 The Review will confirm whether targets remain SMART and adjust them if necessary.

6.4.3 TP Review submissions will be made in writing to the Council to the following timescale:

- Three months after the baseline survey [Post-Occupation Travel Plan]
- Three months after the Year 1 survey [Year 1 Travel Plan]
- Three months after the Year 3 survey [Year 3 Travel Plan]
- Three months after the Year 5 survey [Year 5 Travel Plan]

6.4.4 The TPC will engage proactively with the Council throughout the review process. Any feedback or requests for amendments will be addressed promptly and updated submissions provided within one month of receipt.

- 6.4.5 The agreed recommendations from each Review will be implemented immediately or as soon as practical, depending on the nature of the measure.
- 6.4.6 Where necessary, meetings will be arranged to ensure constructive dialogue and agreement on the TP's continued improvement.

7 STAFF – TRAVEL PLAN INITIATIVES

7.1 Staff Travel Pack

7.1.1 All staff employed at the development will be provided with a tailored Staff Travel Pack when they start. These packs are a key tool for positively influencing travel behaviour early on and supporting the Travel Plan objectives.

7.1.2 The Staff Travel Pack will include the following:

- Up-to-date timetables and route maps for local bus and rail services, including isochrone maps showing realistic journey times aligned with the Skills Centre's opening hours.
- Walking and cycling maps for the local area, highlighting safe routes and key desire lines. Contact details for local and national cycling organisations, such as Sustrans, will also be included.
- Information on the car share scheme, including details of recommended websites and how to sign up.
- Details of any relevant community travel websites or local forums that promote sustainable travel.
- Promotional material for national travel initiatives and local events, such as National Walk to Work Day and organised cycle rides, to encourage staff participation.

7.2 Reducing Single Occupancy Car Trips

7.2.1 Details of local taxi firms will be provided on the staff noticeboard.

7.2.2 Staff who wish to car share can use several web-based, fully automated journey matching services, which, once registered, provide details of other members making similar journeys to your own. It then provides one with the ability to contact them to arrange an opportunity to share a journey, and any costs.

7.2.3 Such schemes are available to everyone and are free to all voluntary organisations and individuals. The organisation which provides matching in the local area is:

- <https://liftshare.com/uk>

7.2.4 The TPC will provide a link to Liftshare.com and advertise local car share opportunities on the staff and communal noticeboards.

7.2.5 The TPC could also start an informal car sharing database amongst staff to help staff find their car sharing partners which align with their shift pattern and travel routes.

7.2.6 Approximately two to three car parking spaces could be designated as car share bays, with clear signage to encourage use. The TPC will promote national car share platforms (e.g. Liftshare.com) and maintain a staff car share database.

7.3 Promotion of Electric Vehicles

7.3.1 At least 10% of the on-site car parking spaces will be equipped with active electric vehicle charging points (EVCPs), with a further 20% of spaces designed with passive provision to allow for easy future installation as demand grows.

7.3.2 The Travel Plan will actively promote the use of electric vehicles to staff and visitors through clear signage, information in the Staff Travel Pack, and awareness of any local or national EV incentive schemes. Staff will be provided with guidance on how to use the charging facilities and information on the wider environmental and financial benefits of switching to EVs.

7.3.3 The proportion of EV provision will be reviewed as part of the ongoing Travel Plan monitoring process and additional EVCPs will be installed if future demand exceeds the initial supply.

7.4 Flexible Working

7.4.1 Flexible working arrangements will be encouraged where operationally possible, to support sustainable travel choices and reduce the need for commuting during peak hours.

7.4.2 Where feasible, staff will have the option to use flexible start and finish times, compressed working weeks, or occasional home working. These measures will help to spread travel demand, reduce single occupancy car trips at peak times, and contribute to wider goals such as reduced congestion and improved air quality.

7.4.3 Flexible working opportunities will be promoted to all staff through induction; the Staff Travel Pack and ongoing Travel Plan communications.

7.5 Promotion of Walking

7.5.1 The site will provide well-maintained and well-lit external areas with direct, step-free pedestrian routes that link seamlessly with the surrounding footway network. This will

help create a safe, attractive and accessible environment for staff, students and community visitors.

7.5.2 Generic information such as clear directions to local bus stops, Port Talbot Parkway railway station and key local walking routes will be made readily available on staff noticeboards and within the Staff Travel Pack.

7.5.3 The staff noticeboard will also display posters highlighting the health, financial and environmental benefits of walking to work and for local trips.

7.5.4 National Walk to Work Day and other similar initiatives will be promoted regularly to encourage staff participation and support healthy, active travel choices.

7.5.5 Subject to budget, the TPC will explore opportunities for incentives, such as walking-related rewards (such as step challenge prizes or retail vouchers) to encourage staff to adopt sustainable travel options. These could also be used as remedial measures if targets are not met.

7.6 Promotion of Cycling

Cycle Parking

7.6.1 A total of 12 cycle parking spaces (equivalent to six Sheffield stands) will be provided for staff and community visitors within a secure and covered cycle stores located on site.

7.6.2 Access to the cycle store will be step-free and designed to be as direct as possible from the main site entrance, making it convenient and safe to use for all cyclists, including those with adapted cycles.

7.6.3 Cycle parking demand will be monitored regularly by the Travel Plan Coordinator as part of the ongoing Travel Plan monitoring process. If demand exceeds the initial provision, additional secure and covered cycle parking spaces will be considered to ensure facilities remain sufficient to encourage cycling as a realistic mode of travel.

Information on Cycle Routes

7.6.4 Information on cycling will be promoted, including route planning websites/apps. This will be in the Staff Travel Pack and noticeboard.

7.6.5 Local cycle routes could be searched and viewed through Sustrans cycle network map or plan your cycle journey using Cycle Streets planners:

- <https://www.cyclestreets.net/journey/>
- <http://www.sustrans.org.uk/ncn/map/national-cycle-network>

Cycle Repair Kit

7.6.6 The TPC will provide cycle pump and repair kit which will contain patches, adhesive tubes, tyre levers, sandpaper, chalk and marker crayon.

7.6.7 There are a number of local cycle shops that offer bike repair services, such as:

- Welsh Coast Cycles <https://www.welshcoastcycles.co.uk/>
- Victoria Cycles 07365 55540

7.6.8 The staff would be encouraged to use these operators and providers by displaying their links within the communal noticeboards.

Dr Bike Session

7.6.9 Bikeability Wales offer limited courses on bike maintenance and basic bike checks and sessions to groups on a bespoke basis.

7.6.10 The TPC could look into booking a session with them on annual basis by contacting Bikeability Wales at:

- <https://www.bikeabilitywales.org.uk/contact/>

Cycle Training

7.6.11 Bikeability Wales also offer onsite cycling training sessions for all ages and all abilities.

7.6.12 The TPC will promote this via Staff Travel Packs and displaying the information on noticeboard. More information on this can be found on:

- <https://www.bikeabilitywales.org.uk/>

Cycle to Work Scheme

7.6.13 The Applicant's Cycle to Work Scheme allows staff to purchase any bike through their monthly salary sacrifice. The payments are taken from their gross salary (before tax) which means that the staff pay less Income Tax and National Insurance.

7.6.14 At various points throughout the year, the TPC will remind staff of the opportunity to purchase a bicycle through the Cycle to Work Scheme.

Bicycle User Group

7.6.15 The TPC will start a Bicycle User Group which will primarily promote cycling to work amongst staff. The group will meet to discuss all cycling matters including, but not limited to, cycle parking, access, showers and changing facilities and the cycle to work scheme. The group will also hold annual meetings with the Council to discuss the state of the local cycle networks and on improvements.

Showering and Changing Facilities

7.6.16 Shower and changing rooms will also be provided in the proposed building to allow staff to cycle and walk to work and be able to change on site, without unnecessary inconvenience. Furthermore, lockers will be provided to ensure the safety of staff belonging.

Financial Incentive

7.6.17 Subject to budget, the TPC will explore opportunities for incentives, such as cycle vouchers to encourage staff to adopt sustainable travel options. These could also be used as remedial measures if targets are not met.

Cycling Events

7.6.18 National Cycle to Work Day and other local cycling events will be promoted regularly to encourage staff participation and support healthy, active travel choices.

7.7 Promotion of Public Transport

Dissemination of Routes

7.7.1 The Staff Travel Pack will provide details of the public transport website, which provides up to date local bus timetables. The site can be found at:

- <https://www.traveline.cymru/>

7.7.2 The bus route map and timetable will be displayed on the staff and communal noticeboard.

7.7.3 The TPC will ensure that the bus timetable information remains accurate and up to date.

7.7.4 The TPC will maintain dialogue with local bus operators and NPTCBC to identify opportunities to improve bus services for staff and visitors, such as better route coverage, schedule alignment with site operating hours, or negotiated ticket discounts.

7.7.5 Should the baseline travel survey indicate that staff would be encouraged to travel by bus if there were increase in local service, the TPC could consider liaising with the bus operator with a view to discussing potential to increase services to specific local areas.

7.8 Emergency Ride Home

7.8.1 The Applicant could facilitate an 'emergency ride home' system whereby any member of staff who has travelled to work by non-car mode will be taken home in the case of an emergency, usually by taxi.

7.9 Personalised Travel Planning

7.9.1 Personalised travel planning (PTP) has been proven to have a positive effect on staff travel behaviour.

7.9.2 The TPC will offer a free travel planning service to all staff on request. This will also be offered on all inductions for new staff.

7.9.3 The TPC will be able to draw on advice from journey planning websites such as Transport Direct (<https://www.traveline.cymru/>)

8 STUDENT AND VISITOR/COMMUNITY USERS – TRAVEL PLAN INITIATIVES

8.1 Student Travel

- 8.1.1 The Skills Centre will operate on the basis that all students attend on a part-time basis and remain registered with their home schools. Travel for students will be managed through dedicated, scheduled minibuses.
- 8.1.2 Clear protocols will be established to ensure that minibus pick-up and drop-off arrangements are safe, efficient and coordinated with local school timetables to avoid unnecessary waiting times and minimise any impact on local road safety and congestion.
- 8.1.3 The minibus strategy will be kept under regular review by the Travel Plan Coordinator, in discussion with schools and transport providers, to ensure it continues to meet demand efficiently and operates safely.

8.2 Visitor/Community User Information

- 8.2.1 While visitor and community user travel choices are generally outside the direct control of the Skills Centre, clear information can encourage more sustainable travel decisions where possible.
- 8.2.2 The Skills Centre will ensure that up-to-date information is provided on its website and in any community user communications, including details of local public transport links, walking and cycling routes, and the availability of electric vehicle charging points.

8.3 Promotion of Walking and Cycling for Visitors/Community Users

- 8.3.1 The following measures will help make walking and cycling easier for visitors and community users:
- An information board in a prominent communal location, such as the main reception, showing local pedestrian and cycle routes, nearby bus stops, and key local amenities.
 - A 'How to Reach Us' page on the Skills Centre's website, with clear directions and maps for walking and cycling routes.
 - Leaflets available in reception and waiting areas, showing safe walking/cycling routes, approximate travel times, and the health benefits of active travel.
 - Convenient and secure cycle parking located close to the main entrance.

8.4 Promotion of Public Transport for Visitors/Community Users

8.4.1 To encourage community users to consider bus and rail services:

- Up-to-date bus and train information will be prioritised on the Centre's website, with links to real-time timetables.
- Printed bus timetables and taxi company contact details will be displayed in waiting areas and reception.
- Local public transport maps will be included in leaflets and reception displays.

9 ACTION PLAN

9.1 Summary

9.1.1 Action Plan is a key part of the document for the TPC and it's a programme for delivering the measures and a means of communicating this to the staff. A tabulated Action Plan is provided in Table 9A.

Table 9A Action plan

Steps	Measures	Timescales	Responsibility
1	Submit TP as part of the planning application	Planning Application	The Applicant (or their Agent)
2	Appointment of TPC	Prior to occupation	The Applicant
3	Staff Travel Packs	Upon each staff employment	TPC
4	Provision of safe and lit routes within site	As part of construction	Developer
5	Provision of cycle parking	As part of construction	Developer
6	Provide bus route maps and other information relating to public transport on staff and communal noticeboards	Prior to occupation and update the information every 6 months	TPC
7	Provide cycle route maps and other information relating to cycling on staff and communal noticeboards	Prior to occupation and update the information every 6 months	TPC
8	Promote Cycle to Work scheme	Twice a year	TPC
9	Promote Bikeability Wales cycle training and maintenance course	Twice a year	TPC
10	Health benefits of walking and walking cycling to be promoted via staff and communal noticeboards	Annually	TPC
11	Car sharing website to be promoted	Twice a year	TPC
	Introduce a staff car share database on site	Quarterly	TPC
12	Promote initiatives to encourage sustainable travel such as commute challenges and car-free days	Twice a year	TPC
13	Undertake baseline travel survey	Within 6 months of first occupation	TPC
14	Analyse and Submit the results to the Council	Within 1 month of survey	TPC
15	Set targets in liaison with the Council and submit updated Travel Plan	Within 3 months of survey	TPC
16	Repeat steps 13 to 15	Year 1, 3 and 5	TPC
17	Undertake staff travel awareness survey	Annually	TPC
18	Be a point of contact for all staff and visitors with regards to travel matters	On-going	TPC

Appendix 1. STAFF TRAVEL SURVEY QUESTIONNAIRE

STAFF TRAVEL SURVEY QUESTIONNAIRE

Please take the time to complete this questionnaire, it will help us to identify how we can help you get to work in a more sustainable way. For questions where more than one option is available, please circle only one option.

Section 1 About you and your job

1. Gender
 - 01 F
 - 02 M
2. Age
 - 01 16-25
 - 02 26-35
 - 03 36-45
 - 04 46-55
 - 05 56-64
 - 06 64+
3. Job Title

4. In which Directorate do you work?
 - 01 Chief Executive's
 - 02 Corporate Services
 - 03 Education & Leisure Services.
 - 04 Environmental & Planning Services
 - 05 Personal Services
5. Is your work
 - 01 Full-time?
 - 02 Part-time?
 - 03 Job-share?
6. Do you have a disability which affects your travel arrangements?
 - 01 Yes
 - 02 No
7. What is your home postcode?.....
8. What time do you usually:
 - 01 Start work: -----
 - 02 Finish work: -----
9. How far do you travel from home to work?
 - 01 Less than 1 mile
 - 02 1 to 2 miles
 - 03 3 to 5 miles
 - 04 6 to 10 miles
 - 05 11 to 20 miles
 - 06 21 to 30 miles
 - 07 31 to 40 miles
 - 08 Over 40 miles
10. How long does it take you to get to work?
 - 01 Less than 15 minutes
 - 02 16 to 30 minutes
 - 03 31 to 45 minutes
 - 04 46 to 60 minutes
 - 05 Over 60 minutes

Section 2 Current travel

11. How do you normally travel to work?
 - 01 Bus
 - 02 Bicycle
 - 03 Car (drive alone)
 - 04 Car (sharer)
 - 05 Motorbike
 - 06 Train
 - 07 Walk
 - 08 Combination of any of the above (multi-modal)
12. How do you normally travel home from work?
 - 01 Bus
 - 02 Bicycle
 - 03 Car (drive alone)
 - 04 Car (sharer)
 - 05 Motorbike
 - 06 Train
 - 07 Walk
 - 08 Combination of any of the above (multi-modal)
 - 09 If different from Q11 above, state why
13. In an ideal world, would you like to travel to work in another way?
 - 01 Yes
 - 02 No
 - 03 Not sure
14. In an ideal world, how would you most prefer to travel to work? *Please tick one only.*
 - 01 Bus
 - 02 Bicycle
 - 03 Car (drive alone)
 - 04 Car (sharer)
 - 05 Motorbike
 - 06 Train
 - 07 Walk
15. If you drive alone to work, what are the main reasons?
 - 01 Car essential to perform job
 - 02 Dropping/Collecting children
 - 03 Can't get a lift
 - 04 Health reasons
 - 05 More convenient/flexible than public transport
 - 06 Quicker than public transport
 - 07 Cheaper than public transport
 - 08 Combine the journey with other activities (e.g. shopping, recreation)
 - 09 No viable alternative
 - 10 Other (please specify) -----
16. Where do you usually park?
 - 01 Public Car Park (specify)
 - 02 On-Site Car Park
 - 03 Nearby Street
 - 04 Other (please specify) -----

Section 3 Incentives to change

17. Would you be willing to car share for journeys to and from work?

- 01 Yes
- 02 No
- 03 Already do
- 04 Not sure

18. What would encourage you to car share? If you already car-share what would encourage you to do so on a more regular basis? *Please tick one*

- 01 Help in finding car-share partners with similar work patterns
- 02 Guaranteed lift home if let down by car-sharer
- 03 Reserved parking space for car-sharers
- 05 Reduced car parking charges for car-sharers
- 06 Other (*please specify*) - - - - -
- 07 None of the above

19. What would encourage you to use public transport? If you already use public transport, what would encourage you to use it more often? *Please tick one*

- 01 More direct bus routes
- 02 More frequent bus services
- 03 More frequent train services
- 04 More reliable services
- 05 More comfortable vehicles
- 06 Discount tickets/passes available at work
- 07 More convenient bus drop-off points
- 08 Better public transport information
- 09 Integrated bus-rail timetable
- 10 Other (*please specify*) - - - - -
- 11 Would not travel to work by public transport

20. Do you live on a bus route that can take you directly to work? (*i.e. where you would not need to change buses*).

- 01 Yes
- 02 No
- 03 Not sure

21. What would encourage you to walk to work? If you already walk, what would encourage you to walk more often? *Please tick one*

- 01 Safer routes from home to work
- 02 Information on health benefits
- 03 Adequate shower/changing facilities
- 04 More people to walk with
- 05 Safer places to cross the road
- 06 Other (*please specify*) - - - - -
- 07 None of the above

22. What would encourage you to cycle to work? If you already cycle, what would encourage you to cycle more often? *Please tick one*

- 01 Safer routes from home to work
- 02 Secure cycle parking at workplace or nearby
- 03 Adequate shower/changing facilities and lockers
- 04 Discounted loans for cycle purchase
- 05 Discounts on cycle equipment
- 06 Attractive cycle mileage allowance
- 07 Other (*please specify*) - - - - -
- 08 None of the above

23. Do you have any general comments?

- - - - -
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Thank you for your help with this survey

Appendix 2. STAFF TP AWARENESS QUESTIONNAIRE

STAFF TRAVEL PLAN AWARENESS QUESTIONNAIRE

Please complete the following questionnaire to help us understand the awareness and usage of the Travel Plan measures. Your feedback is valuable in improving sustainable travel options.

1. Your Name and Job Title:

2. Are you aware of the Travel Plan measures implemented at your workplace?
 - Yes, fully aware
 - Yes, but I would like more information
 - No, I am not aware

3. How did you first learn about the Travel Plan measures?
 - Staff induction
 - Noticeboard
 - Travel Pack
 - Colleague
 - Other (please specify)

4. Have you participated in any of the Travel Plan initiatives (e.g., car sharing, cycling training, Cycle to Work Scheme etc.)?
 - Yes
 - No

5. How likely are you to recommend the Travel Plan measures to colleagues?
 - Very likely
 - Likely
 - Neutral
 - Unlikely
 - Very unlikely

6. What improvements or additional measures would encourage you to use sustainable travel options more frequently?