

# 1660PL1:TP

## Travel Plan

for

### Proposed Residential Development

At

### Kelvedon Street, Newport



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## 1.0 Vision & Introduction

The proposed project is located at Kelvedon Street, Newport, NP19 0DW. MVR Solutions have secured an option to purchase the site with a view to providing an affordable housing development in conjunction with a local Housing Association (HA).

The site is currently vacant and a detailed description of the site is included in the site analysis section below. The site is in a sustainable location extremely close to several local amenities including Schools, Public Transport, Shops, and a District Centre.

Further details on the existing site and its context are given in the Context Analysis section below.

MVR have recognised an opportunity to meet an identifiable need and provide affordable housing on a brown field site in a highly sustainable location within an area with a clearly identified need for additional affordable housing.

Planning pre application advice has been obtained (ref: PRELET/ PS/23/0106) and the principle of residential development has been generally accepted, albeit with some issues that are addressed later in this document.

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

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

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

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

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

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

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

## Background

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

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

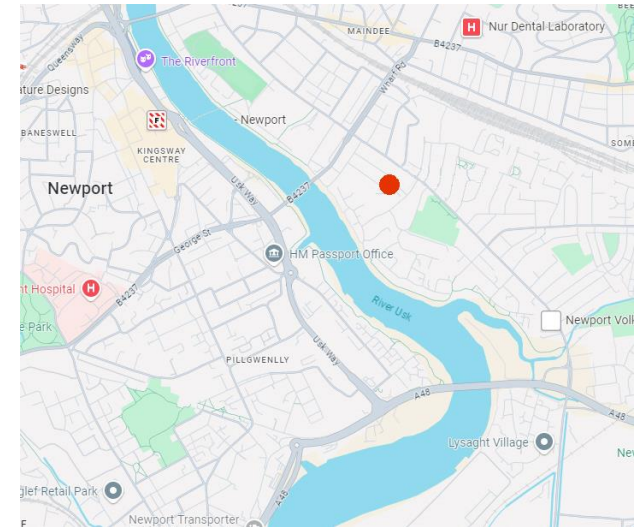
- Appendix A: Scheme drawings
- 1660PL1:DAS: Design & Access Statement.

## Site Description

The site location is shown on the drawing 1660PL1:01 and the following aerial photograph and map and lies approx. 1km to the Southeast of Newport City Centre. The full site address is:

Kelvedon Street  
Newport  
Gwent  
NP19 0DW

Above: Location map showing the site, Newport City Centre (yellow) is to approx. 1km Northwest  
Below: Aerial view of the site (marked in red).



The site is located in the Victoria Ward, to the South East of the George Street Bridge.

The area generally is built up area characterised by residential development, both contemporary and traditional, with a number of commercial units to the South and West

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

The site area is approx. 0.25Ha.

The area is generally residential in nature. The streets to the North and West are generally traditional 2 storey terraced houses. This includes Witham Street and Feering Street.

To the South and East on the opposite side of the Kelvedon Street the use changes with a Pharmacy and Doctors Surgery to the East and a series of small industrial/commercial units to the South and South West.

More details of land use in the local area are shown on the extract from the Analysis Plan included opposite.



**Access Points**

The site is bounded by Kelvedon Street, Witham Street and Feering Street, all of which offer the opportunity of pedestrian access to any proposed development. There is an adopted pavement along all of these boundaries.

Vehicular access to the site was originally from both Kelvedon Street to the SE and Feering Street to the SW as can be seen from the Google Earth view from 2006 showing the original commercial premises (opposite).



## Boundaries

The site boundaries are shown on the submitted site survey and existing site plan and can be summarised as:

The NE boundary is formed by the pavement running along the SW side of Witham St. There are 2 storey terraced houses on the opposite side of the road running parallel with the site boundary.



Witham Street is split into 2 sections by a hard standing, including 2 street trees towards the northern corner of the site. The road is effectively a dead end when approached from either the South (adjacent to the site) or from the North (see photograph on previous page).



The NW boundary is formed by a series of walls and fences to the gable ends and rear gardens of properties on both Witham St and Feering St as can be seen in the photograph above.

The SW boundary is formed by the pavement on the NE side of Feering Street. Opposite the site is a metal fence surrounding a small yard accessed from Feering St.

Like Witham St, Feering St is blocked towards northern end of the site by a hard standing with grassed area and a single street tree (see photograph opposite).

Beyond this area Feering street is 2 storey terraced houses on both sides.

The SE boundary is formed by the back of pavement of Kelvedon Street as shown on the photograph on the previous page. There is an existing access gate and dropped kerb on this boundary as stated earlier.

Generally, the boundaries and immediate neighbours are not a significant restraint on the proposed design other than the need to maintain appropriate separation to avoid overlooking and to ensure that any proposed development is not overbearing.

## Road Hierarchy & Access

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

The site is located on Kelvedon Street, which, via Corporation Road, connects to the wider road network in Newport. Corporation Road links directly with Chepstow Road and the Newport Bridge which connects directly with the M4 to the North (Caerleon Interchange) and Newport Town Centre to the West.

Although well connected Kelvedon Street and the site itself is a relatively quiet road that offers safe access for pedestrians to the walking routes along the river to the West via Willenhall Street

The site has wide pavements on all sides that connect to the wider pavement networks and provide access to the local amenities, Public Transport connections and the City Centre.

There are existing Active Travel routes, including dedicated cycle lanes and bus routes from Corporation Road, to the city centre, and beyond into Newport's commercial sectors.

There is also an existing Active Travel Route along the eastern bank of the River Usk within 200m of the site.

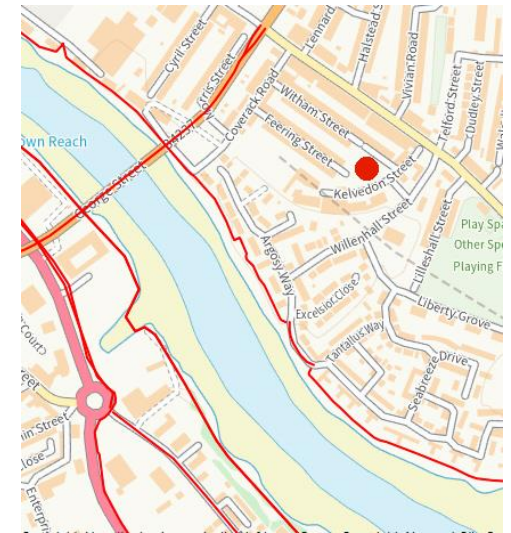
The extract from Newport Maps shows active travel features and designated routes. This is available on the following link:

<https://my.newport.gov.uk/>

## Public Transport

There are a variety of bus stops and modes of public transport within the site's vicinity. There are bus stops within a 200m and Newport Train station is less than 1.5km walking distance from the site.

For a detailed assessment see the parking Public Transport Frequency in the following section.



The buses also provide an easy connection to the main bus station and train station within Newport City Centre, which provide access to regional and national connections.

The site is well served by Public Transport that provides regular connections to the City Centre and nearby amenities.

### **Cycling Infrastructure**

Cycling in the immediate vicinity of the site is accommodated on-carriageway. There are existing cycleways on the east side of the river Usk close to the site.

There are number of dedicated cycle paths on the western side of the river.

The site is reasonably accessible by cycle and the accessibility will improve over time as the Council rolls out its planned active Travel Route network.

## The Benefits of a Travel Plan

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

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

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

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

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

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

### Benefits to the residents

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

### Benefits to visitors

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

### Benefits to the environment

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

## Scope of the Plan

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

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

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

## Evaluation of the Travel Plan

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

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

## Management Arrangements

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The Housing Association will be responsible for the management and delivery of the Travel Plan. The contents of this plan, and as further evolved, will fall on the Housing Association (HA) who purchases and manages the development .

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

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

## 2.0 The Starting Point

### Introduction

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

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

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

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

### Site Assessment

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

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

#### Pedestrian Access

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

The site is located on Kelvedon Street, which, via Corporation Road, connects to the wider road network in Newport. Corporation Road links directly with Chepstow Road and the Newport Bridge which connects directly with the M4 to the North (Caerleon Interchange) and Newport Town Centre to the West.

Although well connected Kelvedon Street and the site itself is a relatively quiet road that offers safe access for pedestrians to the walking routes along the river to the West via Willenhall Street

The site has wide pavements on all sides that connect to the wider pavement networks and provide access to the local amenities, Public Transport connections and the City Centre.

There are existing Active Travel routes, including dedicated cycle lanes and bus routes from Corporation Road, to the city centre, and beyond into Newport's commercial sectors.

Maindee and St Andrews Primary Schools are both located within an easy 650m walk from the Site with safe footpaths for the entire routes. Llisserry High Secondary School is just over 2.5km to the SE. The primary Schools are within recommended walking distances as defined by Chartered Institute of Highways and Transportation (CIHT) guidelines 'Providing for Journeys on Foot' and are the local catchment schools for the site.

Corporation Road District Centre is approx. 110m walking distance to the NE of the site along Kelvedon Street. The District Centre has a range of local amenities including convenience stores, health facilities and a Post Office.

There is a doctor's surgery and pharmacy on Kelvedon Street, which is within a level 25m walk from the site.

Newport City shopping Centre is approximately 900m walking distance to the Northwest of the site and provides a range of facilities including retail outlets, a large Supermarket, public transport access, cultural and leisure activities along with a range of employment opportunities.

The site is close to a number of leisure and sports facilities such as Rodney Parade, Dragons Rugby and Newport Squash and Rackets Club to the North.

There are a number of public open spaces in the area including Lysaght's Park approx. 175m to the SE.

The site is also within 250m of the riverside cycle path on the Eastern bank of the river Usk with National Cycle Route (NCN) 47 on the opposite bank.

There is an Active Travel route immediately adjacent to the site which runs along the eastern river bank and connects to the city centre, and beyond into Newport's commercial sectors.

The extract from Newport Maps included in the Site Analysis section shows these routes:

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

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

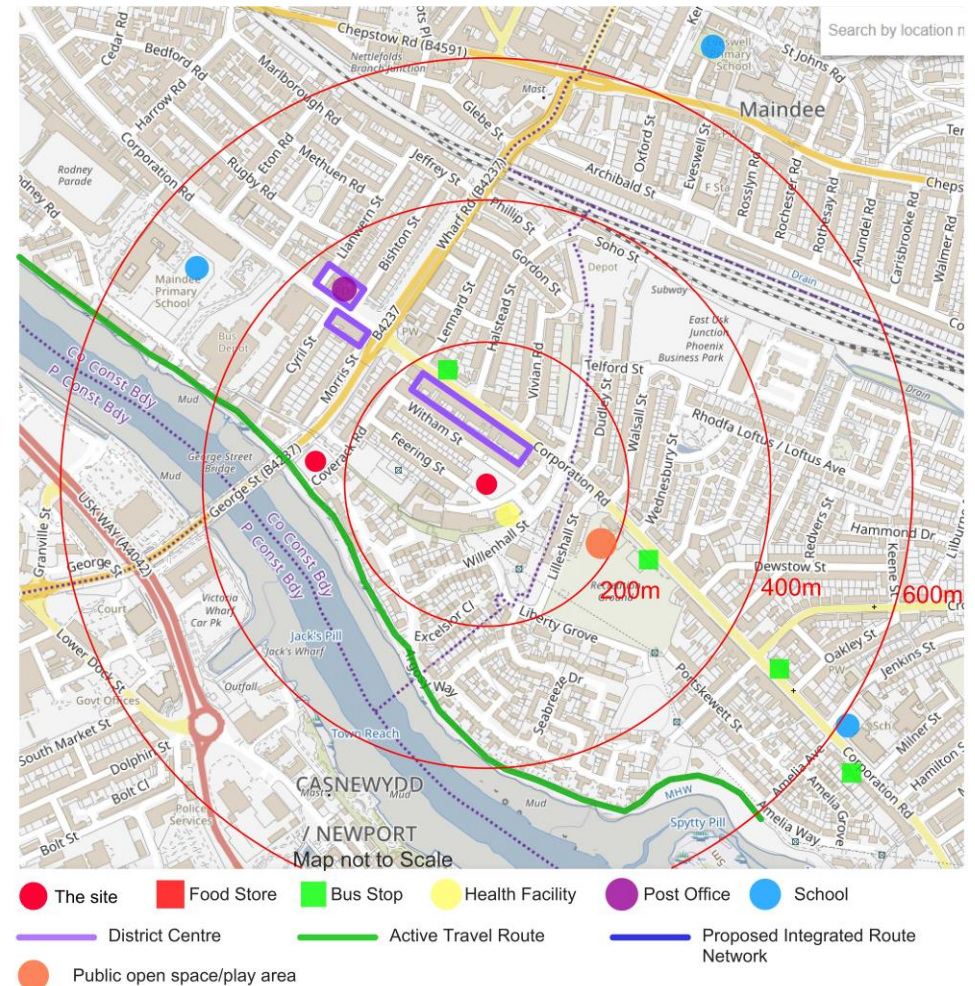
The guidelines also indicate that walking trips for other purposes have a desirable walking distance of 400m, acceptable distance of 800m and the preferred maximum of 1.2km.

CHIT Table 3.2: Suggested Acceptable Walking Distance.

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

The table below shows the local facilities/amenities within walking distance of the proposed development, This should be read in conjunction with the map opposite.

Facility	Distance *	Score	Notes
<b>Local Facilities</b>			
Post Office Corporation Road	452m	3pts	Healthcare facility (Doctors) within 200m taken with District Centre scores 3 points
Pharmacist (Well Pharmacy)	25m		
Doctors (Rugby Surgery)	25m		
St Andrew's Primary School	635m		
Maindee Primary School	665m		
<b>District Centre</b>			
Corporation Road District Centre	110m	6 pts	Double points
<b>Public Transport</b>			
Corporation Road (Eastbound)	230m	3pts	Bus stop within 300m scores 3pts
Corporation Road (Westbound)	268m		
<b>Cycle Route</b>			
Active Travel route connected to Route 88	250m	0pts	
<b>Frequency of Public Transport</b>			
Bus stop within 800m which operates between 7am and 7pm	20 mins	1pt	See table below for bus frequency
<b>TOTAL POINTS</b>		<b>13</b>	



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

### Cycle Access

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

The Local Authority Active Travel Plan (see Site Analysis) shows an Integrated Route close to the site along the banks of the River Usk.

**Vehicle Access**

The site is located on Kelvedon Street, which connects to the wider road network in Newport. Kelvedon Street links directly with Corporation Road which connects to Caerleon Road (B4596) which provides links to the M4 to the North (Caerleon Interchange) and Newport Town Centre to the West.

Although well connected Kelvedon Street and the surrounding streets bordering the site are relatively quiet and offer safe crossing for pedestrians to the walking routes along the river to the West. The site is well served for vehicle access with all local roads being suitable for both car and commercial vehicle access.

The site includes an appropriate number of parking spaces in accordance with the Parking Standards SPG (see below) and electric charging points will be provided for in excess of the 10% of spaces required by the Development Management Air Quality SPG (refer to Air Quality section above).

**Public Transport Access**

There are a variety of bus stops and modes of public transport within the site’s vicinity. There are bus stops within a 200m and Newport Train station is less than 1.5km walking distance from the site.

For a detailed assessment see the parking sustainability calculations in the following section.

The buses also provide an easy connection to the main bus station and train station within Newport City Centre, which provides access to regional and national connections.

The site is well served by Public Transport that provides regular connections to the City Centre and nearby amenities.

The site is well served by Public Transport that provides regular connections to the City Centre and nearby amenities. All of these public transport facilities are well within recognised walking distances as set out in national guidance documents such as the CHIT ‘Providing for Journeys on foot’ referred to above.

**Public Transport frequency:**

The following bus services call at the stops identified above:

Route Number	Route	Frequency
42	Newport - Spytty Retail Park	hourly between 7.50 and 19.04
	Spytty Retail Park - Newport	hourly between 7.50 and 18.55
43	Spytty Retail Park - Newport	hourly between 07.44 and 18.25
	Spytty Retail Park - Newport	hourly between 07.44 and 18.25
5	City Centre - Gwent Europark	Various between 05.14 and 21.22
	City Centre - Gwent Europark	Various between 05.14 and 21.22
9A	Newport - Spytty Retail Park	hourly between 19.00-21.36
9C	Newport - Spytty Retail Park	hourly between 19.00-21.36

The opposite is an extract from the Google maps departure board for one of the bus stops on Corporation Road (Halstead Street) showing a frequency of approx. 20mins on a Friday PM. The frequency is higher Monday to Friday.

From the above it can be seen that the combined frequency of service to Newport and other major destinations is approximately every 20 minutes or less during the required hours. A more detailed examination may show a higher frequency, but 20 minutes is sufficient to score a sustainability point.

The sustainability score of 13 is therefore confirmed. This allows a reduction of 2 spaces per unit, with the proviso that the number does not drop below 1 space per unit.

To benefit from this reduction requires a Travel Plan and possibly a Transport Statement. These documents will be included

The impact on the maximum parking spaces by apartment and for any proposed development is shown in the Access Statement later in this document:

Halstead Street

43	Liswerry	4:31 PM
42	Liswerry	5:01 PM
43	Liswerry	5:31 PM
42	Liswerry	6:01 PM
43	Liswerry	6:31 PM
42	Liswerry	7:01 PM
9A	Ringland	8:02 PM
5	Llanwern	9:11 PM
9A	Ringland	9:42 PM
5	Llanwern	5:13 AM
43	Liswerry	5:45 AM
42	Liswerry	6:00 AM
43	Liswerry	6:36 AM
42	Liswerry	7:21 AM
42	Liswerry	8:01 AM
43	Liswerry	8:31 AM
42	Liswerry	9:01 AM
5	Llanwern	9:10 AM
43	Liswerry	9:31 AM
42	Liswerry	10:01 AM
43	Liswerry	10:31 AM
42	Liswerry	11:01 AM
43	Liswerry	11:31 AM
42	Liswerry	12:01 PM
43	Liswerry	12:31 PM

### Taxis

There are a number of taxi firms operating in Newport and the local vicinity, these include Roman Taxis, which is located close to the site on Chepstow Road. All can provide access to local towns and facilities

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

### Home/Flexible working facilities

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

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

### Audit Results

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

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

## Travel Survey

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

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

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

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

## 3.0 Aims and Objectives

### Objectives of the Plan

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

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

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

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

## 4.0 Targets and Timescales

### Introduction

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

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

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

Action type targets:

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

Aim type targets:

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

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

### Targets

#### Walking and Cycling Targets

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

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

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

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

#### Single Occupancy Car Use Targets

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

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

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

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

These Targets are:

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

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

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

### Timescales

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

## 5.0 Proposed Actions/Measures

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

### Encouraging the use of Public Transport

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

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

### Encouraging Walking to Work

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

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

### Encouraging Motorcycles

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

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

### Encouraging Cycle Use

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

Additional measures that could be considered within the plan include:

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

### Managing and Reducing Car Use /Encouraging Car Sharing

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

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

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

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

### Altering Work Practices

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

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

### Information Friendly Homes

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

## 6.0 Management & Promotion

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

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

### The Plan Co-ordinator

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

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

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

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

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

### Management of the Plan

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

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

### Working with others

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

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

### Effective Marketing and Promotion

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

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

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

## Further Information

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Further information is available from the following sources among others:

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

Travel plans, alternative fuels and fleet management:  
<http://www.energysavingtrust.org.uk/fleet/>

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

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

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

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

## 7.0 Monitoring the Outcomes

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

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

The monitoring should focus on:

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

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

### Follow up Surveys

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

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

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

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

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

### Additional Monitoring

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

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

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

### Annual Review

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

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

### Presentation of the Results

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

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

## 8.0 Funding

The HA will be responsible for adequately funding all aspects of the travel plan.

## 9.0 Action Plan

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

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

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

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

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

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

Walking Strategy					
Target Modal Split: -Short/Medium Term 8% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
W1	Develop a 'Safer Routes' walking map. This is a map showing the safest routes to the site. This should incorporate footpaths that are well lit and direct. Routes to destinations such as the local bus stops should be highlighted. Contact Newport City Council.	TBC	<ul style="list-style-type: none"> <li>Take up of maps</li> <li>Feedback from travel surveys</li> </ul>	TPC/NCC	In conjunction with NCC as this could be developed into an area-wide map incorporating some or all of Newport. Leaflets can be obtained free from NCC
W2	Promoting walking as a healthier way to travel. Leaflets can be obtained free from NCC	TBC	<ul style="list-style-type: none"> <li>Take up of Leaflets</li> <li>Feedback from travel surveys</li> </ul>	TPC	Leaflets can be obtained free from NCC

## Cycling Strategy

Target Modal Split: -Short/Medium Term 2% -long term 5%

Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
C1	Develop a 'Safer Routes' cycling map. This could be in conjunction with measure W1, to produce a combined walking and cycling map. Contact Newport City Council.	TBC	<ul style="list-style-type: none"> <li>Take up of maps</li> <li>Feedback from travel surveys</li> </ul>	TPC/ NCC	In conjunction with NCC as this could be developed into an area-wide map incorporating some or all of Newport Leaflets can be obtained free from NCC
C2	Provision of secure cycle parking. Each dwelling will have secure cycle parking as required by Code for Sustainable Homes.	TBC	<ul style="list-style-type: none"> <li>Cycle Parking Surveys</li> </ul>	TPC/ NCC	
C3	Promote cycling as a healthier way to travel to work. See <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a> for cycle events such as National Bike to Work Week and contact Newport City Council	TBC	<ul style="list-style-type: none"> <li>Take up of Leaflets</li> <li>Feedback from travel surveys</li> </ul>	TPC	Leaflets can be obtained free from NCC
C4	Establish a BUG (Bicycle User Group). This will provide a voice for cyclists and ensure that there will be a constant input from those that cycle and the issues they may have as part of the Travel Plan. This would require regular meetings and a staff member or resident to be overall co-coordinator on behalf of the staff and residents (this should not be the TPC)	TBC	<ul style="list-style-type: none"> <li>Number of members</li> </ul>	TPC/BUG	Time of the TPC/BUG co-ordinator

## Car Users Strategy

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

Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
C1	Car share database. Staff and residents will be informed how users can access a car share database website: This includes sites such as: <a href="http://www.sewtacarshare.com">www.sewtacarshare.com</a>	TBC	<ul style="list-style-type: none"> <li>Number of hits</li> <li>Feedback from travel survey</li> </ul>	TPC	Time of the TPC

	<a href="http://www.travelsmartuk.com">www.travelsmartuk.com</a> <a href="http://www.liftshare.com">www.liftshare.com</a> <a href="http://www.school-run.org">www.school-run.org</a> There will be an intensive promotion of car sharing through leaflets, the Travel Plan webpage, Travel Information boards and in the Travel Plan Packs				
C2	Promotion of car sharing. This will be promoted through the TPC. The TPC will promote the benefits of car sharing through leaflets/posters advertising the benefits of car sharing i.e. reduced cost, stress		<ul style="list-style-type: none"> <li>• Number of hits</li> <li>• Feedback from travel survey</li> </ul>	TPC	Time of the TPC

Public Transport Strategy					
Target Modal Split: -Short/Medium Term 5% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
P1	P1 Promotion of public transport information/timetables. Studies have shown that a lack of information/marketing of public transport is a key deterrent as to why people don't use public transport. Leaflets from the bus operating companies with buses that run near the site are to be made available. Contact Newport City Council,	TBC	<ul style="list-style-type: none"> <li>• Feedback from travel surveys</li> </ul>	TPC	Leaflets can be obtained free from NCC Time of the TPC

Travel Plan Support Strategy					
Target Modal Split: -Short/Medium Term 7% -long term 10%					
Actions		Timescale	Success Criteria / Monitoring and Evaluation	Responsibility	Funding/Resources
No	Description	Month/Year			
T1	<p>All staff and new residents will receive a Travel Plan Pack (TPP). This will be available to all for the 'life' of the Travel Plan. The TPP will provide up to date details on the following:</p> <ul style="list-style-type: none"> <li>• Details of the Travel Plan including its aims, benefits and sustainable transport advice.</li> <li>• Public transport timetables (bus and rail).</li> <li>• Contact details of the Travel Plan Co-ordinator, NCC, Cycling Officer, local bus and rail operators.</li> <li>• Pedestrian and cycle route maps from the development. The maps will also show local amenities such as supermarkets and bus stops near the site.</li> <li>• The menu of Travel Plan measures on offer.</li> <li>• Details of the car sharing database.</li> </ul>	TBC	<ul style="list-style-type: none"> <li>• Feedback from travel survey</li> </ul>	TPC	Time of the TPC

Travel Plan Monitoring and Marketing Strategy				
Action Date	Action	How	NCC	Submission
	Appoint TPC pre Completion	Appointed by the management Team	To be informed	
	Appoint TPC post Completion		To be informed	
	Travel Plan implemented		To be informed of implementation and initiatives in advance	
	Baseline survey and Audits agreed with NCC on 100% occupancy			
Year One Schedule				
Within 3 months of occupation	Travel issues	Update database of travel issues raised by residents.	Add results summary to portfolio	

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

## Appendix A: Scheme Drawings

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

**Appendix B: Site Audit Form (example)**

**DRAFT SITE AUDIT** <http://www.hants.gov.uk/hcc/>

**SITE:**

**DATE:**

**AUDITOR:**

<b>PUBLIC TRANSPORT ACCESSIBILITY</b>	
<i>Requires initial desk top study identifying bus stations and train stations, bus and train services, including routes and frequencies</i>	
<b>Nearest bus stops (locate information on plans where possible)</b>	
➤ distance from site	
➤ level of accessibility - requirement to cross roads	
➤ types of road	
➤ types of crossing	
➤ subway	
➤ at grade crossing	
➤ services numbers – routes and frequencies	
➤ type of bus stop and condition	
➤ security of bus stop	
➤ lighting on route	
➤ lighting at bus stop	
➤ level of use of bus stop	
➤ level of use of route to bus stop	
➤ pedestrians	
➤ traffic	

<b>Accessibility to bus station (locate route information on plans where possible)</b>	
➤ distance from site	
➤ level of accessibility and safety - requirement to cross roads	
➤ types of roads	
➤ types of crossings	
➤ subways	
➤ at grade crossings	
➤ security of route to bus station	
➤ lighting on route	
➤ level of use of route	
➤ pedestrians	
➤ traffic	
<b>Accessibility to train station (locate route information on plans where possible)</b>	
➤ distance from site	
➤ level of accessibility and safety - requirement to cross roads	
➤ types of roads	
➤ types of crossings	
➤ subways	
➤ at grade crossings	
➤ security of route to train station	
➤ lighting on route	
➤ level of use of route	
➤ pedestrians	
➤ traffic	
<b>Other issues</b>	

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

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

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

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

**Appendix C: Travel Survey (example)**

**[BUSINESS NAME] TRAVEL SURVEY [DATE]**

Please TICK relevant boxes

1 Title of your job .....

2 How many hours a week do you normally work? .....

3 What hours do you normally work?  
..... am/pm till ..... am/pm

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

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

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

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

don't use an alternative

6 Do you have a disability that affects your travel?

Yes               No

7 How far do you travel to work?

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

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

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

61 - 90 minutes               over 90 minutes

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

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

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

.....  
 .....

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

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

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

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

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

13 Do you qualify for a company car?

- yes  no

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

- yes  no

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

- all the time  most of the time  occasionally  never

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

- very interested  fairly interested  not interested

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

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

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

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

.....

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

.....

18 Where do you usually park?

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

19 Would you be prepared to car share?

- yes  no  I already car share

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

- help in finding car share partners with similar work patterns
- free taxi home if let down by car driver
- reserved parking closest to entrance for car sharers
- other, please specify .....
- none of these

**PERSONAL DETAILS**

21 Full home postcode .....

22 Gender  male  female

23 Age  under 25  25-34  35-44

- 45-54  55 & over

Do you have any comments about your travel to work?

.....

.....

.....

..... [continue overleaf if necessary]

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

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

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

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

Name (please print) .....