

TRAVEL PLAN

Planning Condition 4

Crown Buildings, 11 Chepstow Road, Newport, NP19 8BQ

Planning Ref: 18/0802

Development: Conversion to 56 Residential Flats

Local Planning Authority: Newport City Council

1. Introduction

This Travel Plan has been prepared to satisfy Planning Condition 4, which requires a Travel Plan to be submitted and approved prior to first occupation of the development.

The Travel Plan sets out a structured framework to promote sustainable travel choices for residents of the 56 residential flats at Crown Buildings and to ensure the development operates without adverse impact on the local highway network.

The objectives of this Travel Plan are to:

- Promote sustainable travel choices;
- Reduce reliance on single-occupancy private car trips;
- Encourage active travel modes;
- Support low-emission transport;
- Establish a monitoring and review framework;
- Align with Newport City Council policies SP1 and SP15 and Active Travel (Wales) principles.

This document is designed to operate as a standalone management plan.

2. Site Location and Accessibility

The site is located on Chepstow Road (A48), approximately 1km east of Newport City Centre.

The location benefits from strong accessibility by sustainable transport modes.

Public Transport

- Bus stops are located approximately 30 metres from the site entrance.
- Services operate at peak frequencies of less than 5 minutes.
- Direct connections are available to Newport City Centre, Newport Bus Station, and surrounding residential and employment areas.
- Newport Railway Station is approximately 800 metres away (11-minute walk), providing regional and national connections including Cardiff, Bristol and London.

Walking and Cycling

- Continuous footways are provided along Chepstow Road.
- The site connects directly to established pedestrian routes.
- The surrounding highway network is suitable for short-distance cycling.
- The city centre and key services are within walking and cycling distance.

The site is therefore considered highly accessible by sustainable modes.

3. On-Site Facilities

The development provides:

- 56 car parking spaces (1 per flat)
- 2 Electric Vehicle charging points (active provision)
- Secure cycle storage for 20 bicycles
- 4 motorcycle parking spaces

Cycle parking is secure and accessible to encourage active travel.

EV charging provision supports the transition to low-emission vehicles.

4. Travel Plan Objectives and Targets

4.1 Objectives

The Travel Plan aims to:

1. Encourage residents to use walking, cycling and public transport;
2. Reduce single-occupancy vehicle trips;
3. Promote electric vehicle use where car ownership occurs;
4. Ensure residents are well informed about sustainable transport options;
5. Monitor and review travel patterns over time.

4.2 Measurable Targets

The following proportionate targets are adopted:

- Achieve at least 20% of resident trips by walking or cycling within 5 years of first occupation.
- Reduce single-occupancy vehicle trips by 10% within 5 years (compared with baseline survey).
- Maintain or increase EV usage where applicable.

Targets will be measured through resident travel surveys.

5. Travel Plan Management

5.1 Travel Plan Coordinator

A Travel Plan Coordinator (TPC) will be appointed prior to first occupation. The TPC will be:

- **Role:** The Building Manager / Senior Estate Manager.
- **Responsible Entity:** GN & RB Ltd (or their appointed Managing Agent).
- **Contact Requirement:** The specific name and direct contact details (email/phone) of the individual in post will be formally provided to the Newport City Council Planning and Active Travel teams **no later than 14 days prior to first occupation.**

5.2 Responsibilities

The TPC will:

- Distribute Travel Information Packs to residents;
- Undertake travel surveys;
- Monitor use of cycle parking and EV charging;
- Prepare monitoring reports;
- Liaise with Newport City Council;
- Review and update measures where necessary.

6. Measures and Initiatives

6.1 Resident Travel Information Packs

A Welcome Travel Information Pack will be provided to all residents upon occupation. This will include:

- Local bus routes and timetable information;
- Walking and cycling maps;
- Location of Newport Railway Station;
- Information on on-site cycle storage and EV charging;
- Car sharing information;
- Sustainable travel guidance.

Digital copies will also be made available.

6.2 Sustainable Travel Incentive

Each household will be eligible for a one-off £50 travel voucher (redeemable for cycle equipment Or buss pass) upon move-in, funded from the Year 1 travel plan budget.

Eligibility: This is a move-in incentive available exclusively to the first legal occupant(s) of each unit upon the initial commencement of their occupation. This measure is designed to influence travel habits at the point of 'life-event' relocation.

6.3. Active Travel Promotion

- Clear signage directing residents to cycle parking;
- Promotion of walking and cycling for short trips;

- Information on local active travel routes.

6.4 Electric Vehicles

- EV charging points will be retained and operational;
- Residents will be informed of charging availability;
- Infrastructure provision will allow for future expansion if required.

6.5 Parking Management

- A permit-based parking management system will operate;
- No dedicated visitor parking is provided, encouraging sustainable visitor travel.

7. Monitoring and Reporting

7.1 Baseline Survey

A baseline resident travel survey will be undertaken within 6 months of first occupation.

- Methodology: The survey will be conducted in accordance with the TRICS (Standard Assessment Methodology) to ensure data consistency and compatibility with local authority monitoring.
- Scope: The survey will assess mode of travel to work/education, car ownership levels, and actual usage rates of the on-site cycle storage and EV charging facilities.

7.2 Ongoing Monitoring

Follow-up surveys will be undertaken:

- At Year 1 post-occupation;
- At Year 3 post occupation
- At Year 5 post-occupation.

7.3 Reporting

A short monitoring report will be submitted to Newport City Council following each survey, summarising:

- Travel patterns;
- Progress against targets;
- Recommended adjustments (if required).

8. Budget Commitment

8.1 Initial Transition Fund (one-off)

A fixed, capped fund of £2,800 is allocated for the provision of Sustainable Travel Vouchers (£50 per unit). This is strictly for the first-time occupation of the 56 units to influence travel habits during the move-in window.

8.2 Annual Operational Budget (Years 1–5)

£1,600 per annum A dedicated annual budget of £1,600 is allocated for the ongoing administration, marketing, and professional monitoring of the Travel Plan. This includes:

- Management: TPC administration and Council liaison.
- Collateral: Production of Travel Information Packs and site signage.
- Professional Monitoring: TRICS-compliant surveys in Years 1, 3, and 5.
- Contingency: Funding for remedial measures if targets are not met.

9. Action Plan

Measure	Responsibility	Timing	Budget	Monitoring
Formal Appointment Travel Plan Coordinator	Owner/Managing Agent	14 days Prior to first occupation	N/A	Written confirmation to NCC
Distribute Travel Packs	TPC	Upon occupation	Annual Ops budget	Record of issue per unit
Sustainable Travel Vouchers	TPC	First Occupation only	£2,800 Pool	Voucher Log Kept (units 1-56)
Install signage	TPC	Prior to occupation	Annual Ops Budget	Visual check
Baseline survey	TPC	Within 6 months	Annual Ops Budget	Reports submitted to NCC
Year 1 survey	TPC	12 months	Annual Ops Budget	Report submitted to NCC
Year 3 survey	TPC	3 years	Annual Ops Budget	Report submitted to NCC
Year 5 survey	TPC	5 years	Annual Ops Budget	Report submitted to NCC

10. Review and Remedial Measures

If monitoring indicates targets are not being met, the Travel Plan Coordinator will review and implement proportionate additional measures, which may include:

- Increased promotion of active travel routes;
- Improved cycle storage arrangements if demand exceeds provision;
- Additional engagement with residents;
- Review of EV provision demand.

Any reasonable amendments requested by Newport City Council will be considered and implemented where proportionate.

11. Implementation

This Travel Plan will be implemented prior to first occupation and retained thereafter.

The Travel Plan Coordinator will remain responsible for its operation throughout the monitoring period.

12. Conclusion

This Travel Plan provides:

- Clear management responsibility;
- Measurable targets;
- Monitoring and reporting commitments;
- Budget allocation;
- Defined actions and implementation triggers.

The development is located in a highly sustainable and accessible location and will operate without adverse impact on the local highway network.

Accordingly, this Travel Plan should be considered suitable for the discharge of Planning Condition 4.