

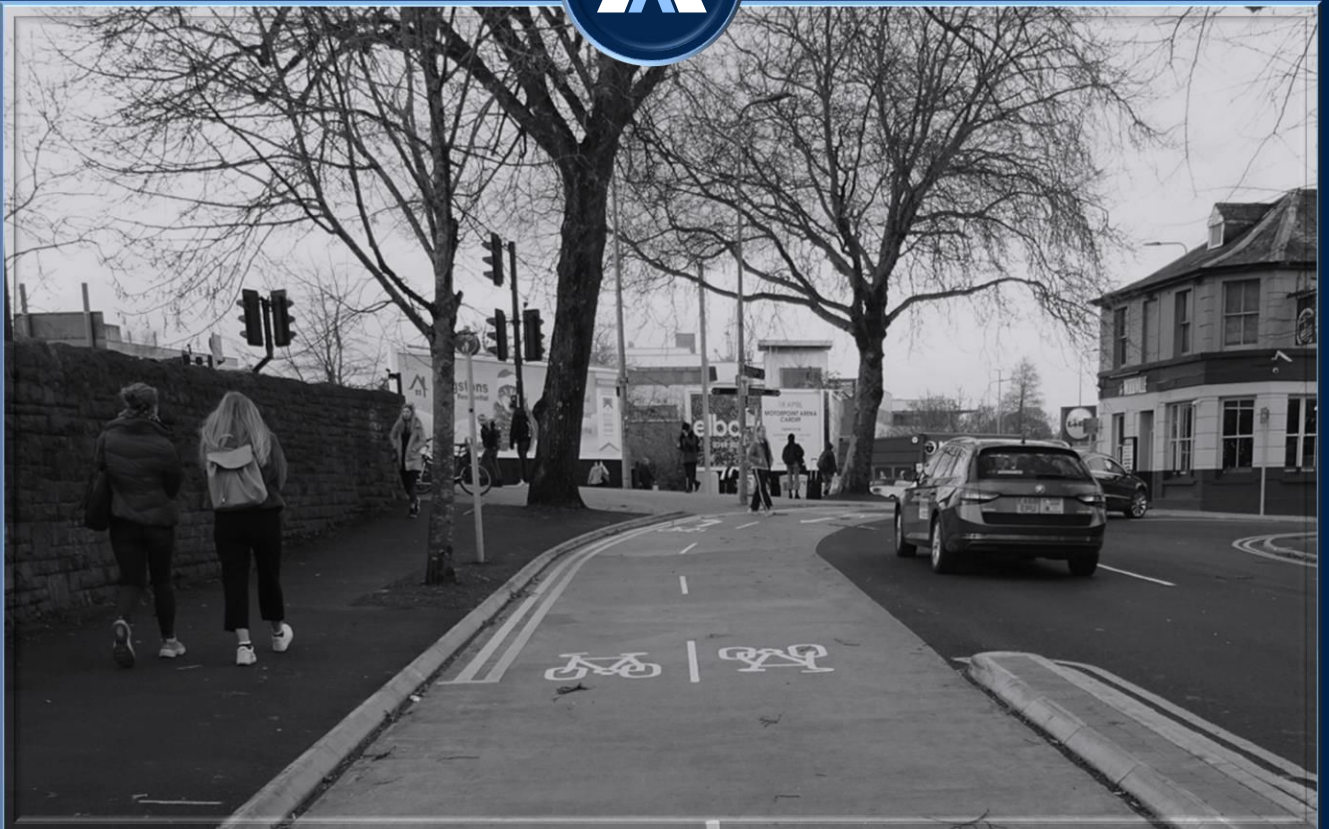
Cardiff Sixth Form College

Framework Travel Plan

Client: Dukes Education Group Limited

27 July 2022

Document Reference: C22007/TP01



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REPORT DETAILS

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Client	Dukes Education Group Limited		
Project Name	Cardiff Sixth Form College		
Report Title	Framework Travel Plan		
Report Ref.	TP01		
Project No.	C22007		
Date	27/07/2022		

ISSUE HISTORY

Issue No.	Status	Date	Produced By	Approved By	Revision Details
1	Draft	02/07/2022	SD / GP	DC	For Review
2	Final	27/07/2022	SD / GP	DC	Second Issue

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1. INTRODUCTION

1.1 Overview

- 1.1.1 Apex has been commissioned by Dukes Education Group Limited to prepare a Framework Travel Plan (FTP) (the 'plan') to accompany two separate planning applications for a proposed relocation of the college across two new sites in Cardiff Bay.
- 1.1.2 Referred to as Site A and Site B within this TP, Site A includes both Merchants Place and Cory's Building located adjacent to Bute Place and Bute Street and Site B is located on Plot 5 Parmer Waterside, Pierhead Street.
- 1.1.3 Dukes Education Group Limited was founded in 2015 and is a family of nurseries, schools and colleges in the UK. Dukes Education currently has 23 schools and colleges, and 20 nurseries. Cardiff Sixth Form College is part of this family and is currently located in leased accommodation at Trinity Court, 21-27 Newport Rd, Cardiff. The majority of students currently board in college accommodation in Cardiff.
- 1.1.4 The College's overarching aim is to provide a permanent new home for the College's teaching space and boarding accommodation across the two chosen sites.
- 1.1.5 Overall the proposed campus would provide new teaching facilities for Cardiff Sixth Form College to accommodate a total of 500 students, consisting of 400 boarders and 100 day students across the Merchants Place / Cory's Building site and Plot 5 Pierhead Street sites. The proposals at Pierhead Street will be supported by sports facilities, amenity space, ancillary parking and other facilities to support the education use. The aim of the proposed campus scheme is to provide a world leading teaching facility supported by high quality boarding accommodation nearby.
- 1.1.6 Separate Transport Statements (TS) have been prepared in support of the applications at each site. The purpose of each TS is to assess the impact of the development on the highway network and sustainable modes of travel and set out measures to mitigate these impacts. The TS conclusions were that the proposed development is not anticipated to have a material impact on any mode of travel.
- 1.1.7 This FTP is primarily aimed at reducing single occupancy car travel by staff, day students and visitors to and from the sites. The significant majority of movements to and from each site would be for walking movements between the sites which are located just 280m apart.
- 1.1.8 This FTP has also been produced to ensure compliance with the 2018 BREEAM guidance for criteria TRA01 and TRA02. The TS and the FTP cover all aspects of TRA01, although where required, reference to specific criteria have been set out in this FTP. This relates to criteria 2d and 2f in relation to accessibility to amenities and a public transport accessibility level.

1.2 What is a Travel Plan?

- 1.2.1 A Travel Plan provides a live document for managing travel to and from a site. It sets out measures that will be implemented to achieve this and how these measures would be monitored. It is also a mechanism through which travel related issues can be addressed, should they arise.
- 1.2.2 A Travel Plan provides physical measures, for example on-site infrastructure, management policies (e.g. parking controls) and 'soft' measures such as promotional and marketing initiatives.
- 1.2.3 A Travel Plan is defined in the Department for Transport's (DfT) Good Practice Guidelines as a long-term management strategy that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.

1.2.4 This FTP provides a framework which will be updated prior to the site becoming operational to reflect the travel choices at that time. For example walking, cycling and public transport networks may have changed which will amend the measures and the plan nearer the time of opening. A final plan will be produced and agreed with Cardiff Council prior to occupation and a Travel Plan Coordinator appointed to manage the plan across both sites.

1.3 Why Prepare a Travel Plan?

1.3.1 There is a growing body of evidence which indicates that travel planning initiatives, when implemented as part of an integrated transport strategy and in the right circumstances, are an effective means of reducing car use, together with improving health, reducing demand for parking and reducing local congestion.

1.4 Background

1.4.1 The college recognises the need to encourage sustainable travel patterns and, where possible, reduce the reliance on single occupancy vehicle travel to / from the site. The college also recognises the benefits of reducing vehicles generated by the site.

1.4.2 This plan contains a series of measures and initiatives to continuously encourage the use of alternative modes of transport and provide a long-term strategy for reducing the dependence of staff, students and visitors on travel by private car.

1.4.3 The initiatives set out in this plan aim to achieve modal share targets for staff and day students, specifically, reduce car journeys to work / college and increase the use of walking, cycling and public transport as a viable alternative. These aims meet Cardiff Council's and Welsh Government's sustainable transport objectives.

1.4.4 Delivered successfully, a plan can help solve a number of practical issues associated with travel. In summary, the implementation of a plan is intended to bring forward the following benefits:

- A partnership approach between the college and Cardiff Council, to influence the travel behaviour of staff and students
- Encouragement of safe and viable alternatives to single occupant vehicles for travel to and from each site
- Identification of pragmatic travel initiatives to encourage non-car modes of travel and car-sharing, based on a continual appraisal of travel patterns to the site
- Fewer vehicle trips than would otherwise have been the case
- A reduction in overall vehicle mileage and an associated reduction in environmental pollution

1.5 Contact Details

1.5.1 The plan would be overseen by the Travel Plan Coordinator (TPC), a role designated to a member of the college staff. It is also proposed to have a direct contact who would be approachable by both staff and students.

1.5.2 The TPC and staff and student contact will be confirmed prior to occupation as part of the final Travel Plan.

2. EXISTING SITUATION

2.1 Site Location, Use and Access

- 2.1.1 The two sites are located within Cardiff Bay, either side of the Wales Millennium Centre and just north of Mermaid Quay.
- 2.1.2 Site A is bound by Custom House to the north, Docks Lane and Lloyd George Avenue to the east, Bute Place to the south and Bute Street to the west.
- 2.1.3 Site B is undeveloped and is bound by a private access road and a multi-storey car park to the north, a dualled access road and roundabout to the east, Pierhead Street to the south and Premier Inn to the west.
- 2.1.4 The indicative location of each site is shown in Figure 2-1.

Figure 2-1: Indicative Site Location



Source: Google Maps

2.2 Atlantic Wharf Regeneration

- 2.2.1 The site lies within the vicinity of the proposed Atlantic Wharf regeneration scheme, proposed as part of a joint partnership between CC and Robertson Property Ltd. The proposals seek to extend the public

realm from Cardiff Bay Waterfront into Atlantic Wharf, supported by a 17,000 capacity events arena and mixed-use developments including residential, office, food and leisure. The wider masterplan will also incorporate improvements delivered through the Metro which will include a new rail link between Cardiff Central, Cardiff Bay and the new St Mellon’s Parkway station. The scheme will improve active travel by extending the car-free public realm areas, which will enhance pedestrian connections to and from the site as well as between the two college sites. A Hybrid planning application was submitted in November 2021 (App Ref: 21/02687/MJR) and this was granted at committee in March 2022, subject to conditions and agreeing a S106. The Atlantic Wharf scheme has been considered further in each TS.

2.3 Parking

2.3.1 There are a number of chargeable public car parks within close proximity to the sites, which have been summarised in Table 2-1, including the distance from Site A, as this is likely to generate more vehicle movements on a day to day basis from staff and student drop-offs / pick-ups.

Table 2-1: Car parks within close proximity of the site

Car Park	Walking Distance from Site A (metres)	Number of Spaces
Mermaid Quay Car Park	260	380
Pierhead St Car Park	300	1239
Red Dragon Centre Car Park	500	765
Havannah St Car Park	500	238
Total Spaces		2,622

2.3.2 In addition to the public car parks shown in Table 2-1, there is also chargeable on-street parking on some of the surrounding streets to Site A including:

- Bute Street (approximately 42 spaces)
- West Bute Street (approximately 28 spaces)
- Bute Crescent (approximately 11 spaces)
- James Street (approximately 10 spaces)
- Mount Stuart Square (approximately 33 spaces)

2.3.3 There is also free parking available along the following roads within walking distance of the site:

- Bute Street (approximately 50 spaces)
- Hodges and Loudon Square (approximately 133 spaces)
- Dudley Street (approximately 17 spaces)
- Eleanor Place (approximately 17 spaces)
- Windsor Esplanade (approximately 25 spaces)
- Havannah Street (approximately 8 spaces)
- West Close, Hannah Street, Henry Street (approximately 123 spaces)

2.3.4 There are a number of parking options within short walking distance of the sites, with four large public car parks located within 500 metres providing a total of c.2,622 spaces. In particular, two car parks are situated within 300 metres or less from Site A providing 1,619 spaces. There are also a number of electric car charging points located within Cardiff Bay which will help support the use of sustainable vehicles.

2.3.5 It is considered that there is a significant level of car parking available within the vicinity of the Site A which can accommodate the potential vehicle demand associated with the college day students, non-boarding staff, visitors and pick-up / drop-offs for day students.

3. THE DEVELOPMENT

3.1 Overview

- 3.1.1 The new facility will establish a new campus for Cardiff Sixth Form College within Cardiff Bay, with the teaching site at the Merchant Place and Cory's Building with associated boarding accommodation at located adjacent to Pierhead Street.
- 3.1.2 The development will provide new teaching facilities for Cardiff Sixth Form College to accommodate a total of 500 students, consisting of 400 boarders and 100 day students.
- 3.1.3 The proposals will be supported by sports facilities, amenity space, an auditorium, and other facilities to support the education use.

Site A – Merchant Place and Cory's Building

- 3.1.4 The proposals for Merchant Place and Cory's Building (Site A) comprise the conversion and restoration of the Grade II listed buildings and a new eight storey building to the rear within the courtyard surface parking area. The new eight storey education building is consistent with a previous planning consent on the site for an eight storey office block above a decked car parking (App Ref: 07/02353/C, granted 2016).
- 3.1.5 Enhancements to the adjacent footway connections along Docks Lane, Bute Place and Bute Street have been considered within the TS which will enhance the pedestrian environment and public realm.
- 3.1.6 The TS for Site A provides further details on the proposals, including servicing strategy.

Site B – Plot 5 Parmer Waterside, Pierhead Street

- 3.1.7 The proposals for Pierhead Street comprise the college boardings which will house and cater for 400 students as well as some staff.
- 3.1.8 The proposals are for one overall building with a similar footprint to the approved plans for an office development which gained consent in 2016 (App Ref: 19/01024/MJR). The proposals will be supported by car parking, small retail space / café, gym and amenity spaces.
- 3.1.9 Enhancements to the adjacent footway connection along Pierhead Street have been considered within the TS which will enhance the pedestrian environment and public realm. There will also be improvements adjacent to the eastern boundary of the site to enable improved pedestrian connections from north to south, potentially towards the Atlantic Wharf regeneration area.
- 3.1.10 The TS for Site B will provide further details on the proposals, including servicing strategy and car parking.

3.2 Access

Pedestrian and Cycle Access – Site A

- 3.2.1 The proposals show access to pedestrians will be available from both Bute Street and Bute Place via the existing footways, as well as from Docks Lane. The main staff and visitor entrance to the building will be provided from Bute Place. The main student entrance would be provided from Bute Street using the existing Cory's Building access. Docks Lane will provide out of hours, cycle store and servicing and delivery access.

- 3.2.2 The proposals seek to enhance the environment for pedestrians and cyclists along Bute Street, Bute Place and Docks Lane through new surfacing on the footways, landscaping and improved surfacing at the crossing at Bute Street. Further details on the proposed enhancements are considered in more detail in the TS.
- 3.2.3 Docks Lane is of suitable width to accommodate both pedestrians and cyclists and can therefore safely operate as a shared space from Bute Place. Pedestrians and cyclists can currently access the lane from existing footways along Bute Place to the south which also link to the adjacent on-carriageway cycle lanes and crossing facilities. The Docks Lane access will lead to a secure cycle parking area provided within the site. In addition, Docks Lane will provide access to the proposed service accesses and will be used by staff to transport goods in and out as well as refuse bins.
- 3.2.4 An out of hours entrance from Docks Lane will provide Docks Lane with a purpose and increase footfall which will enhance the footfall and natural security along this street.
- 3.2.5 The site is not providing car parking and as such will have no vehicular access. The consented residential scheme on the site proposed 27 car parking spaces and as such, the proposals would reduce vehicle movements into and out of the building compared with the consent.
- 3.2.6 There are a significant number of public car parks within short walking distance of the site that would be suitable for day students, non-boarding staff members and visitors. Sustainable travel will also be actively encouraged through measures in this Travel Plan.

Vehicle Access – Site B

- 3.2.7 Vehicular access to Site B is proposed from the existing private access road which connects to Pierhead Street. A junction is provided onto the existing private access road as part of the Premier Inn development, and this would be utilised by the proposals.
- 3.2.8 The proposals will provide 20 car parking spaces so this would be a significant reduction in the number of spaces approved as part of the recently consented office scheme. As such, the access junction and private road would remain appropriate and safe for use by the proposals and the junction with Pierhead Street would be suitable to accommodate the development generated traffic, given it was suitable to accommodate development generating significantly higher traffic flows.
- 3.2.9 The TS for Site B provides further details on the proposed access arrangements, including swept path analysis to demonstrate all vehicle movements associated with the site can be safely accommodated. This includes details of the easement for the adjacent Premier Inn site to demonstrate that the proposals do not impact on the existing parking and servicing arrangements.

Pedestrian and Cycle Access – Site B

- 3.2.10 The proposals provide access to pedestrians and cyclists from Pierhead Street to the southwest of the site via the existing footways and off-carriageway cycle facilities. This will be a secure access point for students. The site would be directly connected to existing high quality routes which link to the wider bay area including the signal controlled crossings on Bute Place and Pierhead Street. A further secure access will be obtained from directly adjacent to the vehicle access to the north.
- 3.2.11 The existing walking route on the eastern side of the site is being retained and enhanced as part of the active frontage of the building. This route will be improved through the delivery of the site and provide a connection around the eastern side of the site from the private access road through to Pierhead Street. This is broadly consistent with the area masterplan shown as part of the Atlantic Wharf

redevelopment and creates a connection between Pierhead Street and a potential new metro station to the north.

3.2.12 In addition, a connection has also been considered through the Premier Inn site as requested by CC, to gain access to Bute Place from the northwestern perimeter of the site. This route would be across land outside of the applicant's control and would also require the crossing of the Premier Inn car park and servicing route, which would not be as attractive or safe as a direct connection from Pierhead Street to the south. It is only an additional c. 50 metre walk from the centre of the site using the proposed secure route to the southwest, compared with through the Premier Inn third party land, which is a minimal diversion, and the total walking distance to Site A remains at less than 400m. As such, although the option for connecting to the northwest has been considered, it is not deliverable by the applicant, provides a less safe route for students, and is not required to provide a convenient and safe walking route to and from the site.

3.2.13 The TS for Site B provides further details on pedestrian and cycle access points and connections to the surrounding infrastructure.

Route between the two sites

3.2.14 In relation to the route between the sites, this is appropriate to accommodate all movements. The Transport Statement showed there is no evidence of a safety issue between the two sites. Considering the route from the Pierhead Street accommodation site towards the teaching facility site, the shared footway / cycleway on the eastern side of Bute Place is of sufficient width to accommodate pedestrians associated with the college and has a high capacity for accommodating these movements. There are two signal controlled crossings along Bute Place, one at the junction with Pierhead Street and one opposite the multi-storey car park. There are large waiting areas on both sides of the crossings, with the car park crossing also providing a large central reservation waiting area.

3.2.15 Pedestrians would then walk around the perimeter of the Millennium Centre before crossing at another signal controlled pedestrian crossing point at Bute Place / Lloyd George Avenue. This has a large central reservation area which can accommodate a significant number of pedestrians. On the northern side of the crossing, the footway is 2m wide, although it is considered appropriate for pedestrians to wait on a 2m wide footway and guardrail is provided to ensure pedestrians cross in the appropriate locations.

3.2.16 These crossings and footways already accommodate pedestrian movements associated with the existing uses in the area and there is no evidence of a recorded safety issue on the footways or at crossings. The route is considered safe and suitable for accommodating movements between the sites.

3.2.17 The Atlantic Wharf masterplan and permitted Indoor Arena led mixed-use development are proposing changes in this area, which would result in a significant amount of the route between the sites becoming pedestrianised. This would enhance the pedestrian route between the sites.

3.3 Parking

3.3.1 Maximum car parking standards are set out in CC's Supplementary Planning Guidance (SPG) *Managing Transportation Impacts (Incorporating Parking Standards)* as adopted in July 2018. In accordance with the SPG in Figure 6.1, the site is situated within the Central Area zone.

Car Parking Provision

3.3.2 The site forms part of Cardiff Sixth Form Campus which comprises two sites, and although they are dealt with via separate planning applications, they are interrelated and are being brought forwards as

one development scheme. As such, it is considered appropriate to consider the parking provision in relation to the overall scheme as a whole based on the boarding school standards within the SPG. These are considered more appropriate than other uses set out within the SPG.

- 3.3.3 The SPG sets out a maximum standard of 1 space per 4 bedrooms for boarding schools, which equates to a potential maximum of 113 car parking spaces.
- 3.3.4 It is proposed that 20 staff car parking spaces will be provided at the boarding accommodation site at Pierhead Street, with no parking to be provided at the Merchants Place and The Cory's Building site. Staff will be expected to walk between the sites, which is considered acceptable given the short distances via suitable routes.
- 3.3.5 This level of parking is significantly less than the maximum standards and is therefore considered appropriate and in line with the Cardiff aspirations and policies for constraining car use.
- 3.3.6 The proposed level of parking for each site is also significantly below the level agreed as part of the approved outline schemes at each site.
- 3.3.7 No student parking will be provided and this is considered acceptable given the highly sustainable location of the college.
- 3.3.8 When sustainable travel is not a viable option, students and/or pick-up and drop-offs will be encouraged to use the public car parks and park away from the site frontages.
- 3.3.9 Disabled parking will be provided in accordance with the SPG at the boarding accommodation site, equating to 5% of the total parking provision with a further 5% provided as enlarged spaces. In addition, one disabled space will be provided for each disabled staff member.
- 3.3.10 Electric vehicle charging points will be provided at the boarding accommodation site. It is envisaged that two (10% of parking provision) charging points will be provided on the Pierhead Street site, for use by college staff or visitors.
- 3.3.11 The TS for the Pierhead Street site includes further details on the layout of the parking area and demonstrates how these spaces can be accessed safely and appropriately.

Cycle Parking

- 3.3.12 The SPG sets out that boarding schools should provide a minimum of 5 cycle parking spaces plus one space per 10 beds. Applied to the college as an overall entity across both sites, this would equate to 45 cycle parking spaces.
- 3.3.13 It is proposed to provide a total of 90 cycle spaces across both campus sites, with 30 spaces provided at the Merchants Place and Cory's Building site and 60 spaces provided at the Pierhead Street site. This is significantly above the levels required for a boarding school site within the SPG and reflects the sustainable location of the site and the operators commitment to encouraging travel via cycle.
- 3.3.14 The proposed Merchants Place and Cory's Building site layout shows these spaces are located within a secure internal cycle store accessible from Docks Lane. The proposals also include showers, changing facilities and lockers for users.
- 3.3.15 The proposed Pierhead Street accommodation site layout cycle parking spaces within secure cycle shelters on the northern side of the building.
- 3.3.16 Due to the short distance between the site and the boarding accommodation at Pierhead Street, all boarding students will walk between the sites and would not cycle. As such the provision on the

Merchants Place and Cory's Building site for 30 cycle parking spaces is considered appropriate. The spaces will only be utilised by the day students, staff and visitors. Approximately 100 day students are estimated, so the provision on the Merchants Place and Cory's Building site equates to in excess of 1 space per 5 day students. This is in accordance with the parking standards for secondary schools in the SPG which states a minimum of 1 space per 5 pupils.

3.3.17 As such, the provision on the site is considered appropriate and in line with the CC standards. This will encourage travel by sustainable modes, assisting in reducing the demand for off-site parking.

3.3.18 In addition, the proposals for the Pierhead Street site are proposing to include a contribution towards a new Nextbike Station adjacent to the site to encourage the use of the city bike sharing scheme. This has been discussed and agreed with CC due to the high number of international students who would not bring a bike. This allows access to a bike scheme to travel to and from the site for non-educational purposes, where needed. Discussions with stakeholders are ongoing in relation to this facility.

3.3.19 The level of cycle parking is considered to meet the criteria in BREEAM TRA 02 – Option 7. There are also showers, changing facilities and lockers on the site. This meets the criteria in BREEAM TRA 02 – Option 8.

3.4 Design Measures to Encourage Sustainable Transport

3.4.1 The layout encourages walking and cycling movements as follows:

- Separate pedestrian access points are provided from numerous locations which are on the desire lines for movements and provide traffic free routes
- The layout of the car parking area minimises vehicle speeds within the Pierhead Street site which improves pedestrian safety for those walking within this area
- Direct pedestrian routes are provided from the car parking area to the buildings, which reduces the conflicts between vehicles and pedestrians
- Cycle parking across the two sites is being provided in excess of the Cardiff Council standards for a boarding school use which will encourage travel by this mode. Parking will be secure and covered
- Contribution towards a new Nextbike docking station adjacent to the site to provide access to a shared bike scheme, in particular for international students who would not arrive with a bike
- Electric vehicle charging and electric cycle charging provision will be provided

4. SUSTAINABLE CONNECTIVITY

4.1 Introduction

- 4.1.1 This section describes the opportunities to make everyday trips by non-car modes and demonstrates the sustainable travel options which are available to students, staff and visitors to and from the sites. It considers the likelihood of trips being made on foot, by cycle, bus, and rail. The site locations are demonstrated to be in accordance with sustainable transport policies in Future Wales, PPW11, TAN18 and the LDP.
- 4.1.2 Both sites benefit from their location within Cardiff Bay, an area which provides extensive sustainable travel infrastructure and thereby will provide opportunities for potential future users and boarders to make everyday trips by non-car modes.
- 4.1.3 As demonstrated in the TS reports, the area in which the sites are located already accommodates significant sustainable travel movements without evidence of a specific existing safety issue, particularly for pedestrians. As such, the location is considered safe and suitable to accommodate the proposed demand from the college.

4.2 Walking and Cycling

- 4.2.1 Walking and cycling (collectively known as active travel) are the most important modes of travel at a local level and offer the greatest potential to replace short car journeys.

Infrastructure

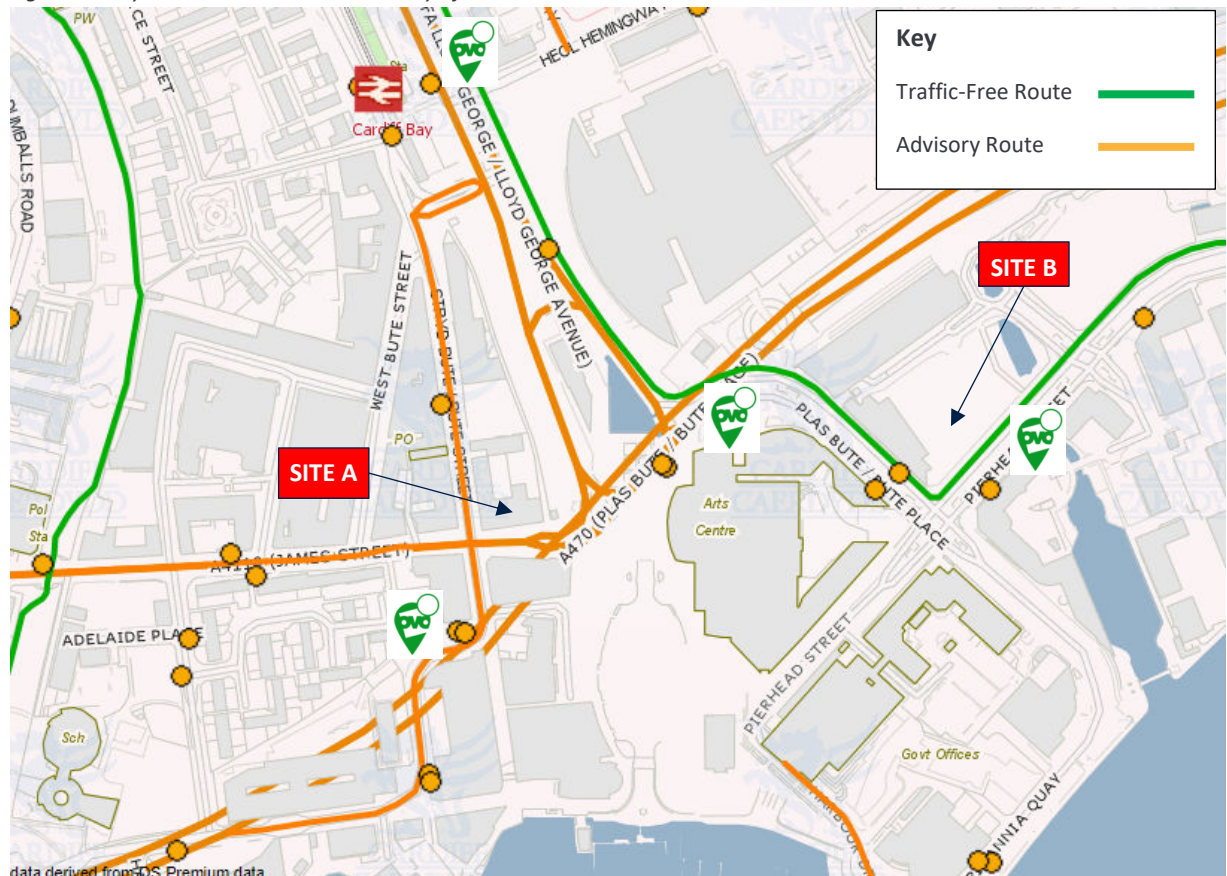
- 4.2.2 Both sites benefit from being located to nearby existing and well-established walking routes, public open spaces and car-free areas which enhance pedestrian permeability.
- 4.2.3 Suitable footways and crossings are provided throughout the local area, as would be expected within an existing and established urban area. The majority of streets within the vicinity of the site are subject to 20mph speed limits and benefit from footways on one or both sides of the carriageway, providing pedestrian friendly links between the two sites as well as to the surrounding facilities and public transport services.
- 4.2.4 There are signal controlled crossings on Bute Place in three locations on the route between the two sites, with further signal controlled crossings on Lloyd George Avenue. As such, there are suitable crossing points for pedestrians to safely cross the surrounding streets.
- 4.2.5 Both sites benefit from access to a good standard of cycle infrastructure including on and off-carriageway routes, providing connections in all directions. Site A benefits from advisory on-carriageway cycle lanes to the south along Bute Place as well as advanced stop lines at signal controlled junctions. Bute Street is considered suitable for on-carriageway cycling due to its 20mph speed limit. Site B is connected to the Pierhead Street dedicated off-carriageway cycle route along the southern boundary.

Cycle Routes

- 4.2.6 The sites are located in close proximity to several cycling routes as indicated on the Cardiff Cycling and Walking map. An extract of this map showing cycle routes in the vicinity of the site is shown in Figure 4-1.
- 4.2.7 Cycle routes are available in all directions from the site including a number of traffic-free routes which serve Cardiff Bay as well as the City Centre and Penarth and west Cardiff. In particular, Lloyd George

Avenue provides routes connecting to and from Cardiff City Centre and Cardiff Central Rail Station and a traffic free route also runs adjacent to Bute Place connecting the site to the Pierhead Street site.

Figure 4-1: Cycle Network within the vicinity of the sites



data derived from OS Premium data
Source: Cardiff City Council My Maps

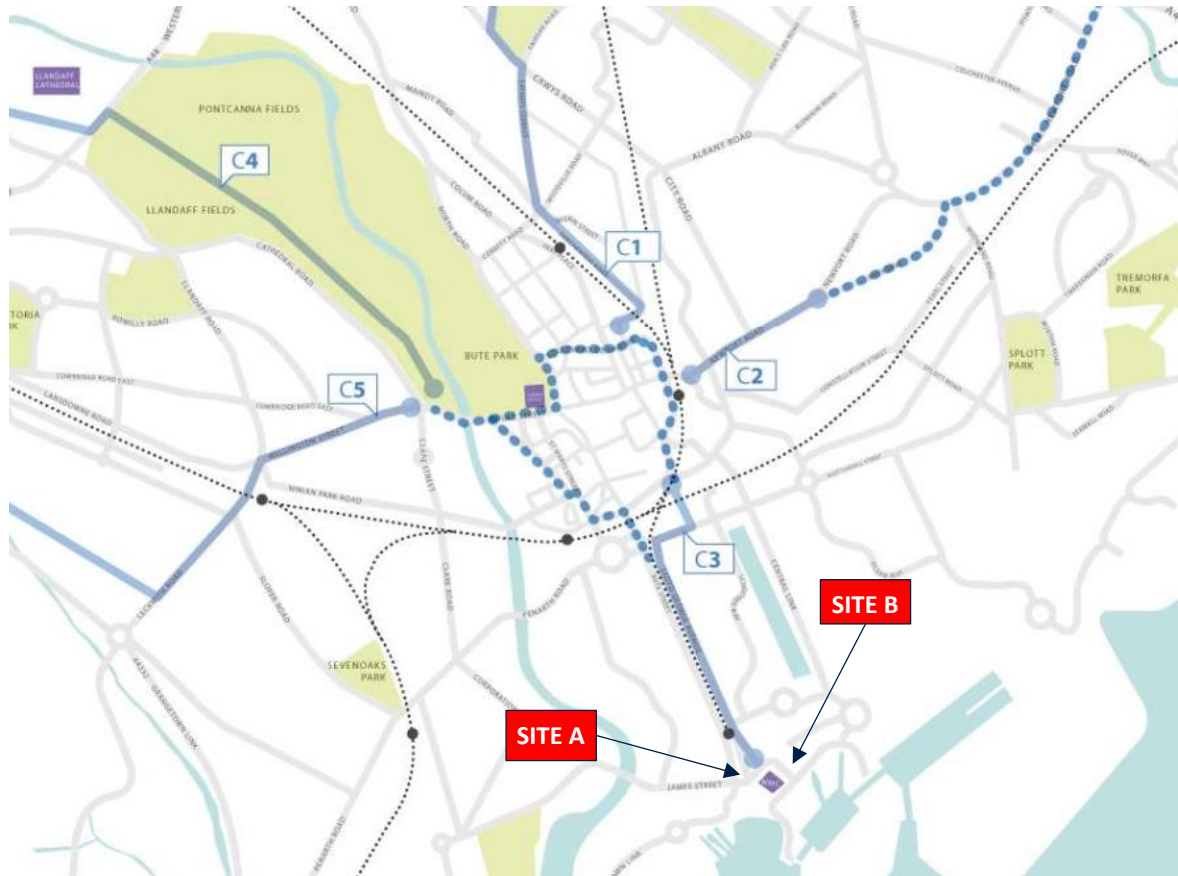
4.2.8 Cardiff Council is also developing proposals for five permanent cycleways to support and promote cycling. The routes will connect communities to major destinations across the city, including the City Centre and Cardiff Bay. The routes are as follows:

- Cycleway 1: City Centre to Cathays, University Hospital Wales, Heath High Level and Heath Low Level Rail Stations and North East Cardiff Strategic Development Site
- Cycleway 2: City Centre to Adamsdown, Newport Road retail parks, Rumney, Llanrumney and St Mellons Business Park
- Cycleway 3: City Centre to Cardiff Bay
- Cycleway 4: City Centre to Llandaff, Danescourt and North West Strategic Development Site
- Cycleway 5: City Centre to Riverside, Ely and Caerau

4.2.9 Cycleway 3 routes within close proximity of the site along Lloyd George Avenue and has already been completed. This route connects the City Centre to Cardiff Bay as well as linking to other existing and planned routes. Once completed, these routes will provide a network of high quality cycling connections to numerous parts of the city.

4.2.10 A plan of the five cycleways is shown on Figure 4-2.

Figure 4-2: Proposed Cycleways in Proximity of City Centre



Source: Cardiff Council website

Nextbike

4.2.11 CC has implemented a cycle hire scheme operated by Nextbike, called OVO Bike. Nextbike is a subscription-based bike sharing system that has 50 stations throughout Cardiff with over 1,000 bikes to rent from as little as £1 per 30 minutes. As shown on Figure 4-1, four OVO Bike stations are located within the local area with the closest on New George Street approximately 150m south of Site A and on Pierhead Street opposite Site B. This station provides both standard bikes and e-bikes. There is also a further station on the northern side of Millennium Centre which is between the two sites.

4.2.12 This allows students and staff the ability to travel to and from each site using the hire bikes and travel via existing well-established cycle routes.

Summary

4.2.13 The sites are considered to be situated in a highly sustainable location for active travel, as would be expected for existing sites in an established urban area. This will encourage walking and cycling and reduce the need to travel by car, consistent with relevant policy and guidance, including sustainable transport policies in Future Wales, PPW11 and TAN18.

4.3 Distances

4.3.1 To enable an assessment of the viability of walking between the boarding accommodation and education facility as well as between the education facility and residential areas, it is appropriate to establish the maximum distance that people are generally prepared to walk for educational purposes.

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

- Welsh Government - Active Travel (Wales) Act 2013: Within the ATADG it is stated within paragraph 4.1.4 that *“walking as a mode of travel predominates for journeys of less than two miles whilst cycling is more convenient for longer journeys, typically of up to five miles for regular journeys”*. This equates to distances for walking of up to 3.2km and cycling of up to 8km.
- Department for Transport (DfT) – Manual for Streets (2007): MfS states that *‘walkable neighbourhoods’* are typically characterised by having a range of facilities within 10 minutes walking distance (c. 800 metres) – i.e. this would include education uses. MfS also acknowledges that this is not an upper limit and references previous planning policy guidance in that it is generally acknowledged that walking offers the greatest potential to replace short car trips, particularly under 2km.
- CIHT (2015) – Planning for Walking: In relation to shorter trips in particular, (section 2.1) states that across Britain about *‘80% of journeys shorter than 1 mile (1.6km) are made wholly on foot’*.
- CIHT - Guidelines for Providing for Journeys on Foot (2000): suggests preferred maximum distances for education journeys are up to 2km.
- DfT – LTN1/20 Cycle Infrastructure Design (paragraph 2.2.2) – states that *“Two out of every three personal trips are less than five miles in length, an achievable distance to cycle for most people”* (c.8km).

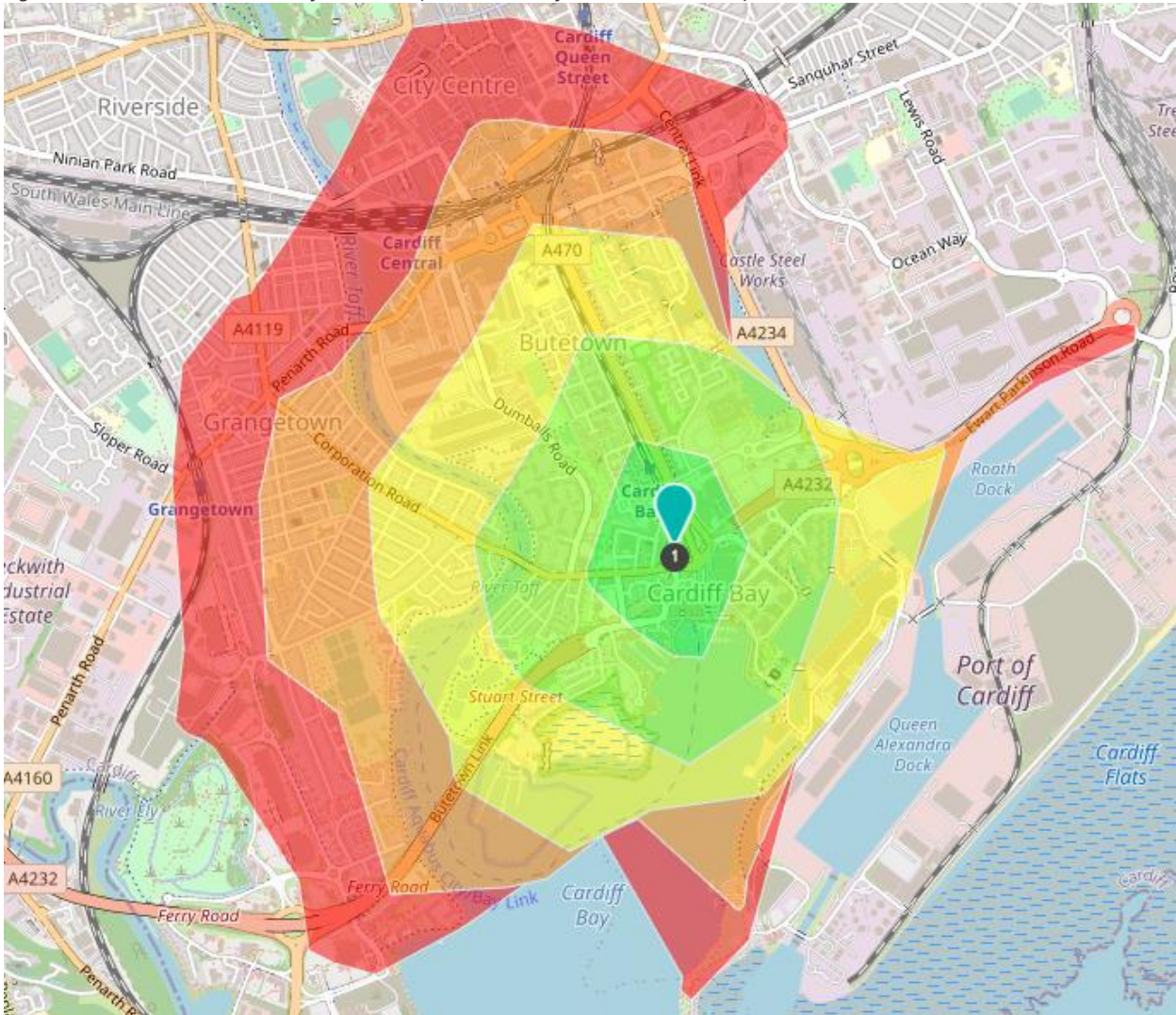
Walking

4.3.3 Based on guidance, it is considered that suitable walking distances could be up to 3.2km. This equates to around a 40-minute walk travelling at 3mph. However, distances of 2km are considered more likely for walking journeys and residential areas within 800 metres are considered to be within ‘walkable neighbourhood’ distances.

4.3.4 Openroute Service has been used to generate pedestrian isochrones at five-minute (c.400m) intervals as shown in Figure 4-3 and Figure 4-4. This is based on walking speeds of 5km per hour (c. 3mph). These show that a significant part of Cardiff City Centre and Cardiff Bay are accessible within a 25-minute walk from each sites (c. 2km).

4.3.5 Within a 25 minute walk are Cardiff Bay, Butetown, Cardiff Central Station, Cardiff City Centre and the eastern extent of Grangetown. This shows that there is potential for a number of staff and students to live within walking distance of the college and that the site is highly accessible on foot. As such, a proportion of students (and staff) could travel to the site on foot. In addition, it also shows potential for staff and students to travel as part of a multi-modal journey from local bus stops and rail stations located within acceptable walking distances.

Figure 4-3: Pedestrian Isochrones from Site A (25 minutes at five minute intervals)



Source: Openroute Service

Figure 4-4: Pedestrian Isochrones from Site B (25 minutes at five minute intervals)

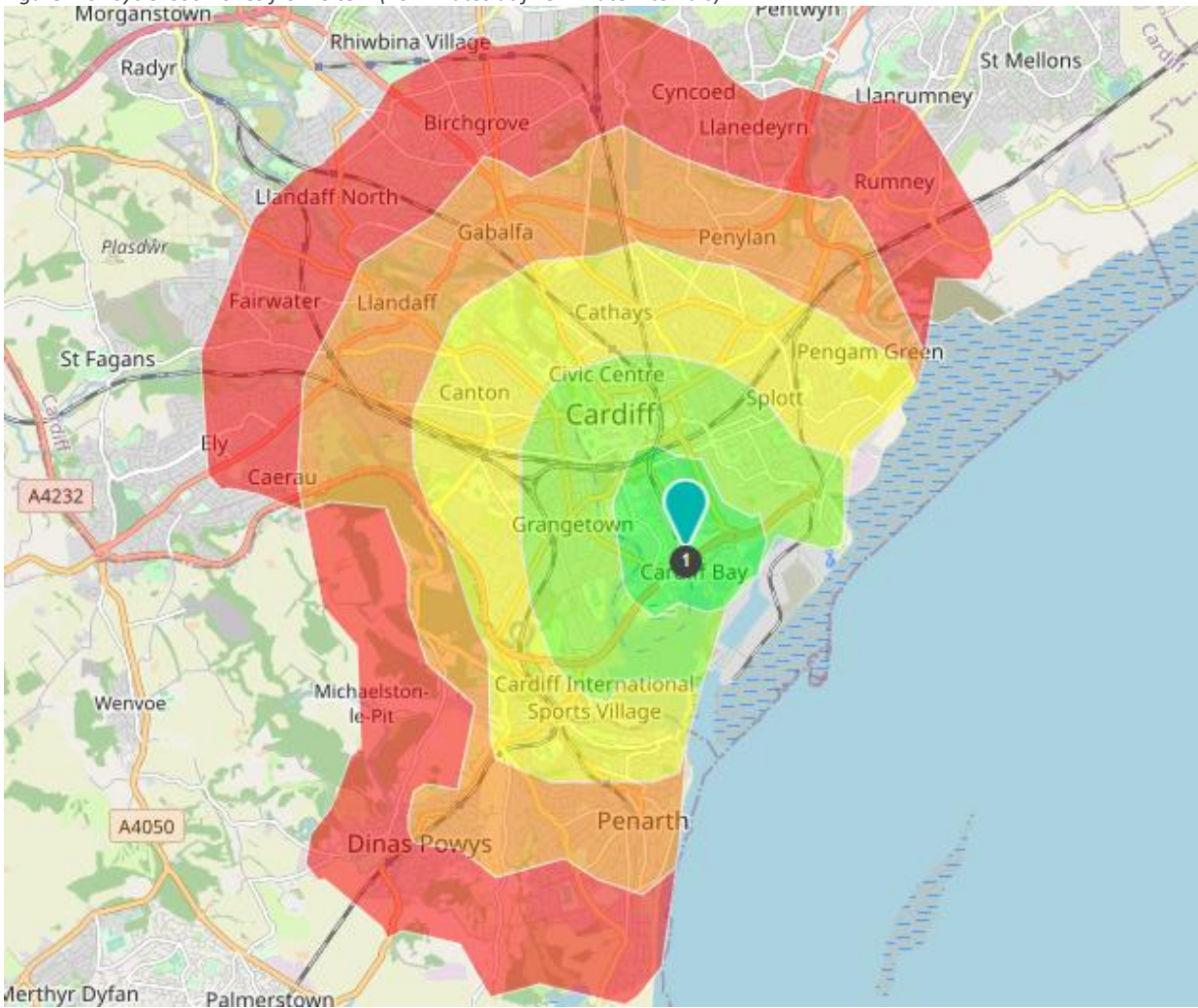


Source: Openroute Service

Cycling

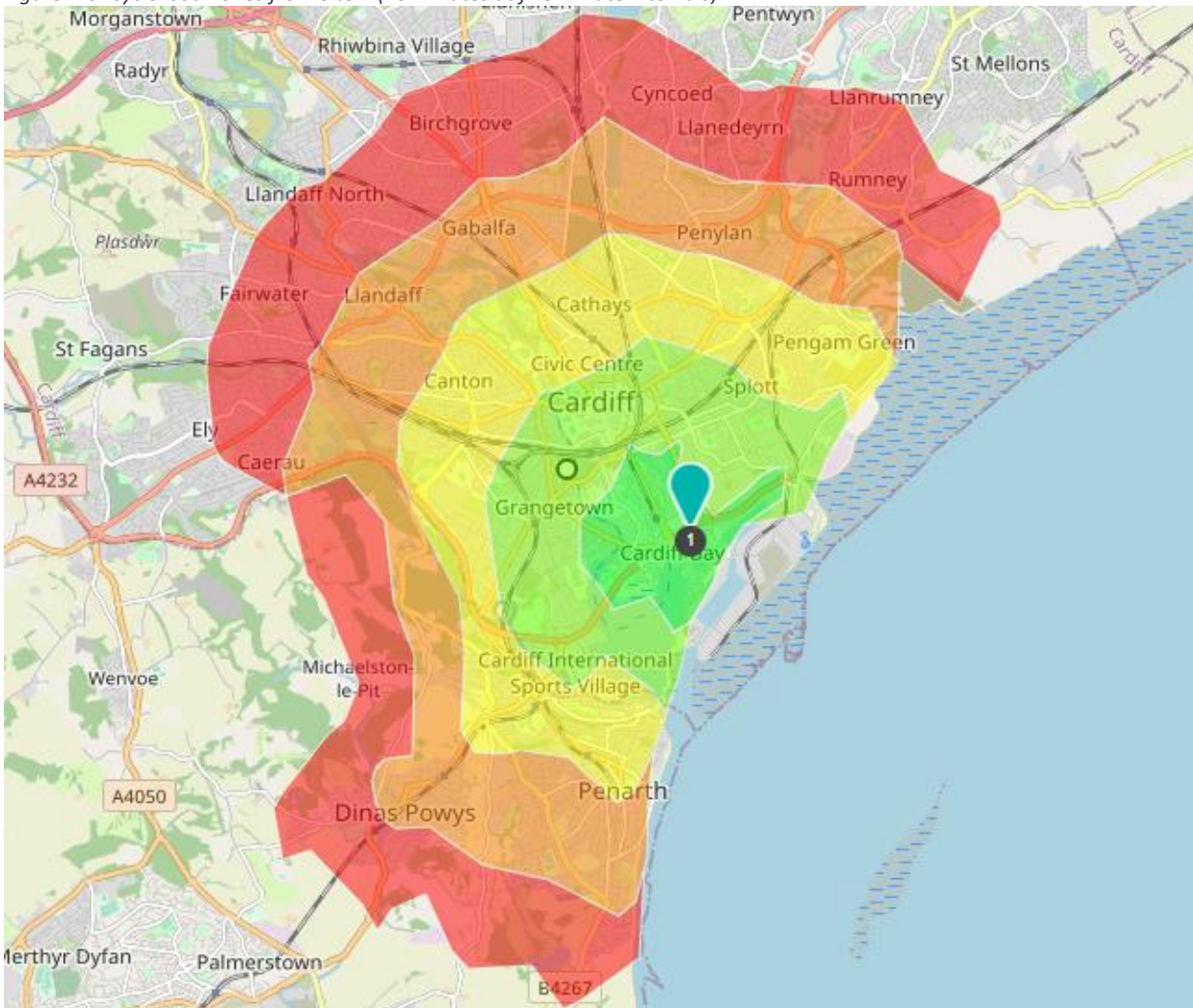
- 4.3.6 It has been assumed that journeys of up to 8km are within an acceptable cycling distance. A cycling journey of 8km would equate to approximately a 25 minute trip.
- 4.3.7 The Openroute Service has been used to generate cycle isochrones at five minute intervals up to a total of 25 minutes (c.8km) using roads and cycle routes (i.e. not straight line distances). This has been shown in Figure 4-5 and Figure 4-6.
- 4.3.8 The isochrones are generated based on speeds dependent on the surface and highway type. The majority (if not all) of the routes used would be paved and as such would be subject to an 18kph speed based on the parameters in the software. A five minute isochrone would therefore cover a distance of c. 1.5km, with a 25 minute isochrone covering a distance of c.7.5km. As such, this is broadly in accordance with the relevant design guidance (indeed, cycle journeys to the site could originate from slightly greater distances, up to 8km from the sites, in accordance with the guidance).

Figure 4-5: Cycle Isochrones from Site A (25 minutes at five minute intervals)



Source: Openroute Service

Figure 4-6: Cycle Isochrones from Site B (25 minutes at five minute intervals)



Source: Openroute Service

4.3.9 The majority of Cardiff is situated within a 25 minute cycle, including residential locations such as Penarth, Dinas Powys, Canton, Llandaff, Gabalfa, Birchgrove, Penylan, Splott, Pengam Green, Rumney, Llanedeyrn and Cyncoed. As such, travelling to the site by cycle is considered a feasible and realistic option for students and staff at the college. These also demonstrate that staff and students could include cycling as part of multi-modal journey from the bus and rail stations located in the City Centre which are located within a 5-10 minute cycle of the site.

4.4 Proximity to Accessibility Amenities (TRA01)

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

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

Site A

- Appropriate food outlet: Sainsbury's, A4119 – 100m

- Access to cash: Tesco Bank ATM, New George Street – 110m
- Access to an outdoor open space (public or private, suitably sized and accessible to building users): Cardiff Bay Plaza – 120m
- Access to a recreation or leisure facility for fitness or sports: College Sports Centre – 0m (on site)
- Publicly available postal facility: Bute Docks Post Office – 20m
- Community facility: Butetown Community Centre – 800m
- Over the counter services associated with a pharmacy: Well Cardiff Bay, Bute Street – 90m
- Public sector GP surgery or general medical centre: Butetown Medical Practice - 650m
- Childcare facility or school: The site is part of the College campus - 0m

Site B

- Appropriate food outlet: Co-op Food, Pierhead Street – 150m
- Access to cash: ATM, Red Dragon Centre – 400m
- Access to an outdoor open space (public or private, suitably sized and accessible to building users): Cardiff Bay Plaza – 260m
- Access to a recreation or leisure facility for fitness or sports: College Sports Centre – 0m (on site)
- Publicly available postal facility: Bute Docks Post Office – 470m
- Community facility: Butetown Community Centre – 1.1km
- Over the counter services associated with a pharmacy: Community Pharmacy Wales – 340m
- Public sector GP surgery or general medical centre: Butetown Medical Practice - 950m
- Childcare facility or school: The site is part of the College campus - 0m

4.4.3 The site is situated within a short proximity from numerous facilities, the significant majority of which are situated within an 800m walk (less than 10 minutes). In relation to a 500m BREEAM distance, seven of the nine criteria listed are situated within a 500m walk of Site A and Site B.

4.5 Public Transport

Bus

4.5.1 The closest bus stops to Site A are at Mermaid Quay which is located within a 120m walk. Mermaid Quay is served by the 5, 8, 99, X2 Cymru Clipper and 2 City Circle. The bus stop adjacent to the Millennium Centre is also within a 120m walk and this stop is served by bus services 6 Baycar, 304, and C8. Further stops are located on Lloyd George Avenue within a 140m walk. These provide a connection to further services being the 89A / 89B.

4.5.2 The closest bus stops to Site B are opposite the site on Pierhead Street which are served by bus service 8. The Millennium Centre stops are also within a 290m walk.

4.5.3 The combined services provide a high frequency of buses connecting to Cardiff City Centre and outer areas of Cardiff. A summary of the services during the college peak arrival and departure times is set out in Table 4-1.

Table 4-1: Local Bus Services

Route No.	Route	Frequency	
		Mon-Fri AM peak, arrival (0730 – 0900)	Mon-Fri PM peak, departure (1500-1700)
5	Cardiff – Cardiff International Sports Village	No service	1 service per hour
8	Heath Hospital – Cardiff Bay via Whitchurch Road, City Centre, Grangetown	2 services per hour	Every 24 minutes

Route No.	Route	Frequency	
		Mon-Fri AM peak, arrival (0730 – 0900)	Mon-Fri PM peak, departure (1500-1700)
99	Cardiff – Penarth Pier via Cardiff Bay	No service	1 service
C8	Taffs Well – Cardiff Millennium Centre via Thornhill, Cardiff City Centre	2 services per hour	2 services per hour
6 Baycar	City Centre to Cardiff Bay via Lloyd George Avenue, County Hall	2 services per hour	2 services per hour
304	Llantwit Major – Cardiff, via Llandough, Grangetown, Barry	1 service per hour	1 service per hour
X2 Cymru Clipper	Porthcawl – Cardiff via Bridgend, Cowbridge	2 services per hour	2 services per hour
2 City Circle	City Circle via Ocean Way, Splott, Tremorfa, Albany Road, Heath Hospital, CMet Llandaff, Canton, Grangetown, Cardiff Bay	1 service per hour	1 service per hour
89A / 89B	Dinas Powys Square - Cardiff City Centre Customhouse Street	1 service	1 service

4.5.4 There are a significant number of frequent bus services which stop within close proximity of the site and provide services which would be suitable for college start and finish times. These services therefore provide a viable and realistic alternative to the car.

4.5.5 Given the extent and proximity of numerous bus routes, the site has excellent accessibility by bus which offers a realistic travel option for students and staff at the site. This will assist in minimising the vehicle trip generation from the site and the demand for parking.

Rail

4.5.6 Cardiff Bay Rail Station is located approximately a 260m walk north of site A and 500m walk to the northwest of site B. This can be accessed within a 3-6 minute walk.

4.5.7 Cardiff Bay Rail Station runs regular services to Cardiff Queen Street Station, every 12 minutes Monday to Saturday (between 06:30 and 23:30) and every 12 minutes on Sundays (between 11:00 and 16:30).

4.5.8 The station is accessed from either Bute Street or Lloyd George Avenue and provides users with a sheltered seating area, ticket machines, cycle parking, live train information boards and CCTV.

4.5.9 There is a journey time of 4 minutes for journeys to Cardiff Queen Street and 11-18 minutes to Cardiff Central (changing at Queen Street).

4.5.10 Queen Street Rail Station provides connections to several destinations to the north and east of the city centre and operates as the main Valleys Line network serving Cardiff, the Vale of Glamorgan, Bridgend and South Wales Valleys.

4.5.11 From Cardiff Central it is possible to access frequent services to numerous other destinations across Cardiff and areas outside such as Bristol and Swansea, from where students or staff would travel.

4.5.12 Cardiff Central Rail Station is also a 1.6km walk (20 minutes) or cycle from the site and accessible via continuous routes. It is therefore suitable for staff and students to travel to and from the site on rail via Cardiff Central, without interchanging at Queen Street.

4.5.13 As such, it is feasible to use the rail services for travelling to the site, a combined walk/cycle and rail journey therefore would be an attractive mode of travel for both staff and students.

4.6 Sustainable Transport Solutions (TRA 01)

- 4.6.1 In relation to BREEAM, TRA 01, criteria 2f requires a calculation of the Public Transport Accessibility Index (AI). This is also known as a Public Transport Accessibility Level (PTAL) and considers the walk access time to a station or stop as well as the wait time and reliability of local public transport services.
- 4.6.2 A calculation of the Public Transport AI has been undertaken in accordance with the BREEAM TRA 01 requirements. The AI calculation has been based on the Transport for London (TfL) Public Transport Accessibility Level (PTAL) calculation methodology and as such, provides an overview on how accessible the site is by public transport services. The AI calculation includes all bus services stopping within 640m and all rail stations within 960m of the site.
- 4.6.3 A summary of all bus and rail services within these distances by stop is set out in Table 4-2. The frequency shown is the number of services in one direction in the morning period of 8.15am to 9.15am.

Table 4-2: Accessibility Index / PTAL Calculation for Site A (in accordance with BREEAM TRA01)

Stop	Route	Distance (metres)	Frequency (v/h)	Weight	Walk Time (mins)	Service Wait Time (SWT) (mins)	Access Time (mins)	Equivalent Doorstep Frequency (EDF)	Accessibility Index
Mermaid Quay	5	100	1	0.5	1.25	32.00	33.25	0.90	0.45
Mermaid Quay	8	100	2	1	1.25	17.00	18.25	1.64	1.64
Mermaid Quay	99	100	1	0.5	1.25	32.00	33.25	0.90	0.45
Mermaid Quay	X2 Cymru Clipper	100	2	0.5	1.25	17.00	18.25	1.64	0.82
Mermaid Quay	2 City Circle	100	1	0.5	1.25	32.00	33.25	0.90	0.45
Millennium Centre	C8	150	2	0.5	1.88	17.00	18.88	1.59	0.79
Millennium Centre	6 Baycar	150	2	0.5	1.88	17.00	18.88	1.59	0.79
Millennium Centre	304	150	1	0.5	1.88	32.00	33.88	0.89	0.44
Cardiff Bay Rail Station	Cardiff Queen Street	260	4	1	3.25	8.25	11.50	2.61	2.61
Total									8.44

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

Table 4-3: Accessibility Index / PTAL Calculation for Site B (in accordance with BREEAM TRA01)

Stop	Route	Distance (metres)	Frequency (v/h)	Weight	Walk Time (mins)	Service Wait Time (SWT) (mins)	Access Time (mins)	Equivalent Doorstep Frequency (EDF)	Accessibility Index
Millennium Centre	5	280	1	0.5	3.50	32.00	35.50	0.85	0.42
Britannia Quay	8	20	2	1	0.25	17.00	17.25	1.74	1.74
Millennium Centre	99	280	1	0.5	3.50	32.00	35.50	0.85	0.42
Millennium Centre	C8	280	2	0.5	3.50	17.00	20.50	1.46	0.73
Millennium Centre	6 Baycar	280	1	0.5	3.50	32.00	35.50	0.85	0.42
Millennium Centre	304	280	1	0.5	3.50	32.00	35.50	0.85	0.42
Millennium Centre	X2 Cymru Clipper	280	2	0.5	3.50	17.00	20.50	1.46	0.73
Mermaid Quay	2 City Circle	420	1	0.5	5.25	32.00	37.25	0.81	0.40
Cardiff Bay Rail Station	Cardiff Queen Street	500	4	1	6.25	8.25	14.50	2.07	2.07
Total									7.36

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

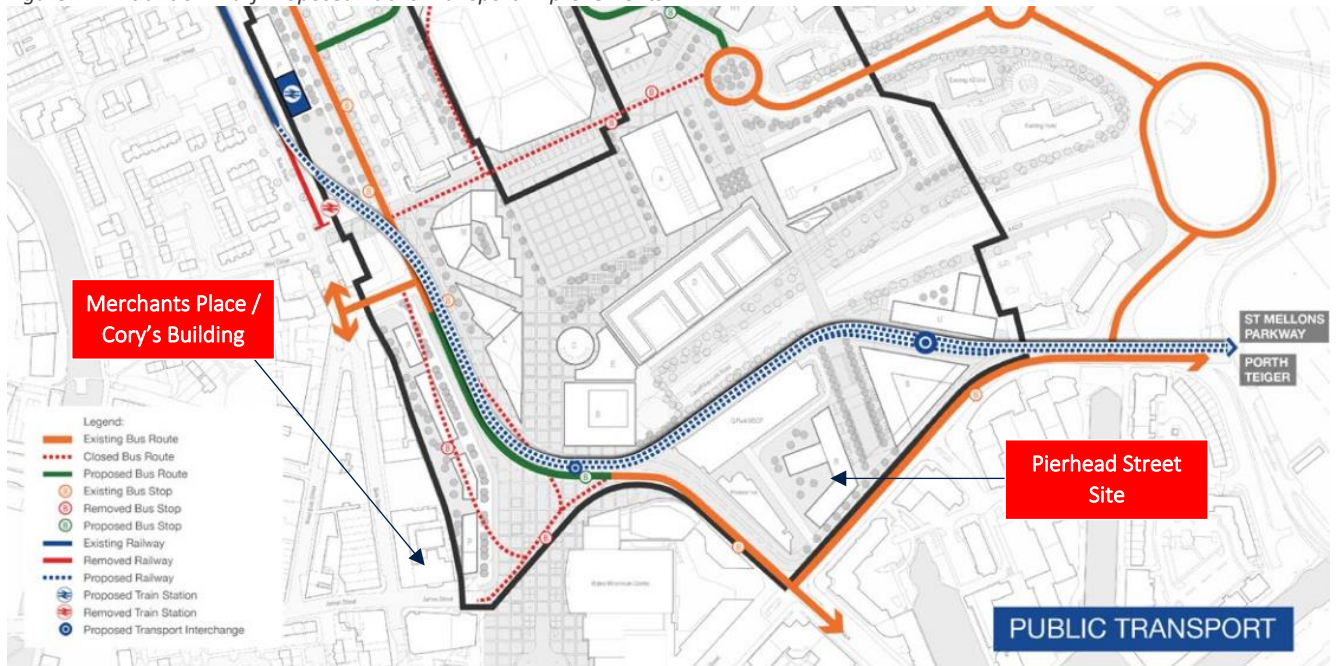
4.6.4 The Public Transport AI score is 8.44 for Site A and 7.36 for Site B which equates to 2 on the PTAL scale which is classified as 'poor' by TfL.

4.6.5 Although this is classified as 'poor', this is based on the ratings in London and it is considered that the sites have an excellent frequency of bus and rail services within walking distance (a combined 16 services per hour in each direction), which would be attractive for potential future staff, visitors and students.

4.7 Potential Future Improvements

4.7.1 The masterplan for the Atlantic Wharf regeneration scheme shows the location of a potential new rail link which forms part of the Metro and which will potentially provide stops within close proximity to the site, as well as link Cardiff Bay to the proposed St Mellon's Parkway Station to the east. Figure 4-7 shows an extract from the Atlantic Wharf Masterplan demonstrating the potential public transport links within the proximity of the site and the accommodation at Pierhead Street. This will provide additional sustainable transport connections for users of the site, further enhancing the sustainable connectivity.

Figure 4-7: Atlantic Wharf Proposed Public Transport Improvements



Source: Cardiff Council

5. OBJECTIVES AND BENEFITS

5.1 Objectives

5.1.1 The overall aims and objectives of the plan are to:

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

5.2 Benefits

5.2.1 The benefits of implementing a plan and increasing active travel are as follows:

- To an individual by improving their health, reducing everyday stress and cost savings
- To the staff and students through improved access to the college and a healthier, creating a less stressed and more motivated environment
- To the community by everyone involved in the preparation and implementation of the plan demonstrating their commitment to sustainability and minimising the impact on local residents
- To the environment by enhanced local air quality with less noise, dirt and fumes brought about by fewer vehicular trips
- It will provide potential road safety benefits through a reduction in vehicular traffic, which in turn can lead to an increase in dedicated infrastructure for vehicles and a reallocation of space for active travel, public transport and green spaces
- Numerous households have no regular access to private vehicles and therefore the use of public transport, cycling and walking can play a significant role in improving accessibility and reducing social exclusion and ensuring the viability of public transport services for those that need it
- The burning of fossil fuels is widely considered to be altering the climate, with carbon dioxide emissions from transport being a key contributor. The implementation of Travel Plans can assist in reducing the adverse impact of transport on climate change

6. MANAGEMENT

6.1 Travel Plan Co-ordinator

6.1.1 The college will designate a member of staff as a Travel Plan Coordinator (TPC). The full details of the individual will be provided to Cardiff Council, as part of the final Travel Plan prior to occupation.

6.1.2 The TPC is key to the success of the plan and to ensure it achieves its objectives and targets. Where possible, the TPC will advocate travel by sustainable modes and would be a keen walker / cyclist. They would be encouraged to spread the word to colleagues and students about active travel and should look to gain assistance from other 'travel champions' throughout the college.

6.1.3 The role of the TPC will include:

- updating the TP officer at Cardiff Council with progress
- overall responsibility for the day to day effectiveness of the TP
- ensuring travel information is kept up to date on site noticeboards / leaflet information areas or the website
- reviewing measures and targets
- ongoing promotion of initiatives designed to reduce car use
- administering and promoting a car sharing scheme
- engaging with students and staff regarding the TP
- receiving and acting upon feedback with all matters relating to travel
- ongoing discussions with public transport operators and Cardiff Council with regards to improving and maintaining services and pedestrian / cycle networks
- producing and distributing sustainable travel information
- ensuring prospectus is kept up to date with the latest travel information
- administering interest free loans for cycle purchase and/or public transport passes, if applicable
- setting up a Bicycle User Group
- administering a guaranteed ride home scheme for staff
- managing and monitoring car parking

6.2 Induction Process

6.2.1 The college will undertake a travel induction session (through the TPC, where possible) when employees start. This would cover the relevant aspects of the plan. The induction session will enable all staff to be fully aware of the aims and objectives of the plan. This can be incorporated into the general induction programme as required, which may also cover procedures such as identification of emergency exits, emergency fire evacuation procedures, health and safety, contact details etc.

6.2.2 The sustainable travel part of the induction would involve presenting the information within the Travel Information Pack (details within Section 7).

7. MEASURES AND INITIATIVES

7.1 Introduction

7.1.1 This section sets out measures to encourage and promote travel by sustainable modes which will be implemented at the college. This list is not considered exhaustive but represents the measures which at this stage are seen as being most applicable and therefore most likely to achieve continued success.

7.2 Steering Group

7.2.1 A steering group would be set up which would consist of the TPC, student representatives as well as staff and would provide an appropriate forum for feedback and discussion on all travel related issues. It would aim to meet twice per year.

7.2.2 This would focus on understanding travel issues and how to encourage considerate parking, particularly away from the site frontages at Merchants Place and Cory's Building.

7.3 Increasing Awareness

General Marketing and Plan Promotion

7.3.1 The TPC will generally market and promote the plan to ensure that students and staff are aware of its existence and benefits. The plan will be promoted at events taking place at the college and details of the plan will be included within correspondence to new students and members of staff. Visitors will also be made aware of the plan and in particular how the college can be reached by walking, cycling, bus and rail.

7.3.2 The TPC will work closely with Cardiff Council to seek to promote any transport initiatives the Council may have.

Staff Travel Information Pack

7.3.3 A Staff Travel Information Pack (TIP) would be provided to all staff on commencement of employment at the site. This would set out comprehensive details of the following:

- Details of the plan measures and its objectives and targets
- Plans of walking and cycle routes in the area
- Details of on-site cycle parking and other on-site facilities (changing rooms etc)
- Details of the bicycle user group (set up by the TPC)
- Contact details for local cycling groups and cycle shops (and any discounts, if applicable)
- Public transport information for services in the vicinity of the site and onward connections, including bus and rail timetables and route maps
- Contact details for bus / rail operators and ticket ordering (and details of public transport discounts, if any)
- Information on the car sharing scheme
- Details of the internet site which will provide a travel information page
- Contact details for the TPC's and other contacts for travel information

7.3.4 The development of the Staff Travel Information Pack is a crucial stage in the plan process. It is essential that it contains the necessary travel information to suitably inform recipients.

7.3.5 An electronic version of the TIP will also be made available online. This can then also be used by visitors and students, so that they can be provided with all of the travel options available.

Travel Information Leaflets

- 7.3.6 Hard copies of maps for the cycling and public transport networks and bus and rail timetables will be provided in reception and communal staff areas and links to electronic copies will be displayed on the website. Public transport information including timetables will be widely and readily available at all times and will be regularly updated by the TPC.

Posters

- 7.3.7 Travel information / sustainable transport posters will be put up in corridors / reception areas as well as on the noticeboard to promote the use of sustainable modes and sustainable travel websites as set out throughout this plan.

Noticeboard

- 7.3.8 The TPC will ensure that a copy of the latest travel plan and a travel information notice board is placed within both staff and student communal areas. The plan will also be provided on the staff and student intranet.
- 7.3.9 The noticeboard will contain the TPC's contact details. It will also provide information such as timetables and route maps for public transport, contact details of local public transport operators, local taxi company details, walking and cycling route maps, bicycle user group information and details of Car Share schemes.

Website

- 7.3.10 The college will provide a dedicated section for travel information. The TPC would ensure that this is updated on a regular basis and includes a link to the plan, car sharing, cycling maps, details of public transport operators, links to journey planning websites, information on the bicycle user group and cycle parking, contact details for the TPC and any other relevant information which would be useful for encouraging travel via sustainable modes.
- 7.3.11 The website will also include a news feed for which information on the plan will be provided.
- 7.3.12 The content of the noticeboards and the website will be reviewed on a quarterly basis. The review would involve gaining feedback and suggestions for improvements via staff and students (potentially via the Steering group).

Personal assistance

- 7.3.13 Where required, the TPC will also assist staff and students in planning their non-car journey to/from the college.

Newsletter

- 7.3.14 A college newsletter is currently produced which engages with staff, students (and parents). A travel section will be included, as required.

7.4 Measures to encourage Walking

- 7.4.1 The TPC will encourage staff and day students living within a reasonable distance (up to 2km) of the site to walk to and from the site. As shown in the Transport Statement, over 11% of people travelling to work within the middle layer super output area within which the site is situated already commute to work on foot. Based on CC's Transport Survey (2018) around 34% of journeys in Cardiff for

education purposes were also on foot. As such, this demonstrates there is a significant potential for travelling to and from the college by walking.

- 7.4.2 Promotional leaflets provided by Cardiff Council and third party organisations in relation to the health benefits of walking and the location of safe walking routes will be included in the TIP, on the website and provided on the noticeboard / communal areas.
- 7.4.3 Where feasible, walking meetings, rather than being sat in the building, will be encouraged, to improve the health of staff and students.
- 7.4.4 Online route planners (and apps) which enable users to get a walking route between two points and provide, for example information on journey time, calories burned, steps taken and carbon saving, will be advertised and promoted within the TIP (such as <https://gb.mapometer.com/walking>). Any relevant posters or information will be displayed on the noticeboard / communal areas.
- 7.4.5 The TPC will receive feedback on any issues with routes. This feedback will be discussed with Cardiff Council to encourage them to maintain and improve routes, where required.
- 7.4.6 The TPC will seek to secure discounts on outdoor clothing for employees and students through a local retailer to encourage walking and any such discounts would be promoted within the TIP, on the noticeboard, in newsletters and on the intranet, as required.
- 7.4.7 The college have a wide range of discounts available through the NUS Card Discount Scheme (TOTUM) which is available to all students. Any benefits associated with healthy living, walking and sustainability would be particularly highlighted.
- 7.4.8 The TPC will also instigate participation in an annual walking event week such as the Living Streets walk to work week event (www.livingstreets.org.uk) to encourage travel via this mode.
- 7.4.9 Improvements to the pedestrian environment surrounding each site is being implemented through the development of the sites which will further encourage active travel.

7.5 Measures to encourage Cycling

- 7.5.1 The TPC will encourage staff and students living within a reasonable cycle distance (up to 8km) to cycle to and from the site.
- 7.5.2 Cycling would be encouraged by:
- Providing safe, secure and accessible covered cycle parking
 - Implementation of a Nextbike station outside the Pierhead Street site
 - Providing changing rooms and shower facilities
 - Monitoring usage of cycle parking and providing additional parking if demand dictates it
 - Seeking to secure discounts with local cycle shops
 - Providing staff and students with information and advice concerning safe cycle routes to and from the site
 - Advertising the benefits of cycling
- 7.5.3 The TPC's will ensure that cycle route maps are located on noticeboards in the staff and student communal areas.
- 7.5.4 The TPC's will liaise with Cardiff Council and other third party organisations to obtain suitable information. Promotional leaflets provided by Cardiff Council and other third party organisations will

be supplied to staff, students and available for visitors, informing them of the associated health benefits of cycling.

- 7.5.5 The TPC will investigate providing cycle training courses in conjunction with Cardiff Council at the college for staff and students. Training courses are designed for students and adults who would like to learn the techniques and skills that will give them the confidence to ride on today's roads. This includes learning how to integrate with traffic rather than fear it. All cyclists can benefit from this type of course, from the least confident to the regular road user. The training would include; a traffic free session for skills assessment, 'on road' training on quiet roads and busier road training when confident.
- 7.5.6 The TPC would promote Cycling UK Bike Week (typically in May / June) and ACT Travelwise Week' (in September).
- 7.5.7 A Bicycle User Group (BUG) will be set up in conjunction with the advice from Cycling UK (<https://www.cyclinguk.org/article/campaigns-guide/bicycle-user-groups-bugs>). This will include a buddy scheme, finding someone to help with bike repair, keeping cycling social, admin and publicity, resources, encouraging others to cycle and linking in with other local Cycling UK groups.
- 7.5.8 Where feasible, the BUG (through Cycling UK) would also aim to obtain discounts on cycling and affinity products, cycle insurance and provide an e-newsletter. The TPC would also investigate obtaining discounts at local cycle shops for staff and students.
- 7.5.9 Cycle parking provision will be provided as part of the development proposals, in excess of that required for a boarding school. The provision of cycle parking will be monitored, and additional parking will be considered, if demand is exceeding supply.
- 7.5.10 As part of the development of the Pierhead Street a contribution towards a Nextbike stand adjacent to the site on Pierhead Street will be provided. The College would also start a Nextbike corporate subscription prior to opening for all staff and students, in discussion with Nextbike. This will enable all staff and students to have access to a free membership which provides them with unlimited 30-minute rides on the standard bikes. This will be a particular benefit for international students based at the Pierhead Street site who are unlikely to be able to bring their own bike to the college.
- 7.5.11 A puncture repair kit and/or spare inner tubes will be provided at both sites. A puncture often becomes a barrier to people cycling as they do not repair the bike and it is often out of action for a length of time. It also means that if a tyre is punctured on the way to college staff and students are still able to ride home.
- 7.5.12 Staff and students will be informed of the puncture repair kits and the TPC will be responsible for ensuring the kits are easily obtainable.
- 7.5.13 The TPC would register for a cycle to work scheme and ensure this is fully promoted to all staff (www.cyclescheme.co.uk is an example of a potential scheme which could be considered).

7.6 Measures to encourage Public Transport use

- 7.6.1 Students and staff living in close proximity to bus services which link to the site will be encouraged to use the bus. Information about transport routes and timetables will be displayed on the notice board and included in the TIP. It will be the responsibility of the TPC to keep all information up to date.
- 7.6.2 The location of the site within short walking distance of bus stops promotes the use of public transport to access the site.

- 7.6.3 Links to suitable journey planning websites such as Transport for Wales, Traveline Cymru and Google Maps will be made available via the TIP and on the website.
- 7.6.4 The TPC will work closely with Cardiff Council and the bus and rail operators to positively market and promote services to encourage the use of public transport. They will seek to secure discounts on period travel passes with the bus and rail companies for staff.
- 7.6.5 Students will be eligible to receive a discount via the My Travel Pass on Cardiff Buses as well as the mytravelpass card with Stagecoach. Students will be encouraged to apply for and obtain these passes to benefit from the discounts available, where applicable (these passes are available for those under 21 years old).
- 7.6.6 The college will consider flexibility in working hours for staff using public transport where this might co-ordinate better with existing bus and rail service timetables, albeit recognising that this would only be feasible for some employees.
- 7.6.7 The college will consider providing staff with interest free loans to purchase public transport season tickets.
- 7.7 Measures to encouraging Car Sharing**
- 7.7.1 Car sharing can assist in reducing the vehicle generation to and from the site, reduce the total vehicle mileage of staff and save costs in commuting.
- 7.7.2 The TPC will share information on car sharing schemes in operation in the vicinity of the site such as www.liftshare.com and promotional material will be displayed on the noticeboard. Staff members using Liftshare could also share journeys with those working close by to benefit from an increased potential for matches.
- 7.7.3 The TPC will also seek to informally encourage car sharing between staff, subject to GDPR restrictions.
- 7.7.4 The Liftshare car share cost saving calculator will be advertised to staff to reinforce the benefits (<https://liftshare.com/uk/savings-calculator>).
- 7.7.5 Dedicated car-sharing spaces will be considered within the car park at Pierhead Street. This would initially provide 2 spaces (10% of provision), but this would be increased if demand exceeds supply. These car sharing spaces would be monitored on a regular basis to ensure that they are providing the maximum benefit to users, and they are not being used by non-car sharers.
- 7.7.6 The college will aim to support rides home for those staff who have car shared and their car share partner is unexpectedly called away/delayed. To avoid possible abuse of this facility, it will be restricted to exceptional circumstances of genuine need.
- 7.8 Parking**
- 7.8.1 All vehicles would be encouraged to park away from the site in suitable public car parking areas, as outlined in Section 2. In particular, for students being picked up or dropped off at Site A, this will be encouraged to occur away from the site frontage on Bute Street or Bute Place. Parents or those picking up will be encouraged to park in suitable public car parks nearby to minimise the impact of vehicles waiting adjacent to the site. The locations of suitable car parking areas will be shared with students (and parents) and staff via appropriate channels.

7.9 Other Measures

- 7.9.1 The college would work with local councillors to promote and/or resolve issues relating to sustainable travel/road safety, as required and if needed.
- 7.9.2 The college would produce a handbook, part of which would include information on travel options, encouragement to travel sustainably and, if no other option is available, parking responsibly within the vicinity of the college in nearby public car parks. This handbook will be provided to all parents / students prior to the college year commencing.
- 7.9.3 Staff meetings will be encouraged to be held via videoconferencing, wherever possible. If staff are required to travel off the site for business purposes they would be encouraged to travel via sustainable modes, and only travel by car if necessary. Likewise, visitors would be encouraged to travel via sustainable modes or arrange meetings by videoconferencing if possible.

7.10 Awareness and Events

- 7.10.1 The TPC will investigate the feasibility of the college undertaking sustainable travel event days, to coincide with national and local events, such as World Car Free Day. Promotional events will be organised, in relation to specific aspects of the plan or to promote the introduction of any new initiatives. This will allow travel awareness to be maintained amongst staff and students and be used to raise recognition levels for initiatives that may have become less popular with time.
- 7.10.2 The events could include stands to promote sustainable travel such as encouraging people to sign up to the car share database (i.e. Liftshare) and helping match car sharers, a trained mechanic from a local bike shop or social enterprise can attend the event to deliver bike safety checks and basic repairs, public transport operators could provide a representative to respond to queries on services, cycle training could be provided, and personal travel planning provided to ensure students / staff have full knowledge of travel options available and the cost comparison. These events will be actively promoted within the college.
- 7.10.3 Incentives such as cycling, public transport and car sharers breakfasts will also be investigated to encourage individuals to participate. It is recognised that a significant proportion of movements will be between campuses by walking from those boarding at Pierhead Street so such breakfasts will be considered but may not be appropriate.

7.11 Visitors

- 7.11.1 There are likely to be a range of visitors to the site such as for deliveries, maintenance personnel, inspectors and local authority or educational staff.
- 7.11.2 Visitors to the site will be informed of sustainable travel opportunities and will be encouraged to car share or travel by sustainable modes. Wherever possible, meetings will be arranged so that travel occurs outside of the network peak periods.
- 7.11.3 Visitors will be directed to the website which will demonstrate the sustainable travel opportunities available and as a last resort, if car travel is required, vehicles will be directed to suitable off-site car parking areas.
- 7.11.4 The college will also ensure, as far as possible, that delivery vehicles are not accessing the site at drop-off and pick-up times to reduce conflict between vehicles and pedestrian movements.

8. TARGETS

8.1 Introduction

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

8.2 Output Targets

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

- Appoint a TPC prior to college opening
- Produce a ‘travel information pack’
- Contact public transport operators and local retailers seeking discounts
- Establish communication channels with Cardiff Council
- Provide suitable cycle parking across the College
- Undertake a baseline monitoring survey
- Undertake monitoring surveys bi-annually

8.3 Outcome Targets

8.3.1 To be effective a plan should have targets which are Specific, Measurable, Achievable, Realistic and Time-bound, i.e. SMART. To be measurable, initial modal split figures should be identified as a starting point. This plan sets indicative targets using a baseline obtained from the modal split data shown in the Transport Statement.

8.3.2 The overall aims of these targets are to constrain Single Occupancy Vehicle (SOV) trips and increase travel by sustainable modes.

8.3.3 Baseline monitoring surveys will then be undertaken once the site is operational and the indicative targets will be reviewed by the TPC and amended if considered necessary.

Baseline Travel Data and Targets

8.3.4 The targets can be agreed with Cardiff Council, however indicative baseline modal splits and targets have been calculated for travel to and from the site by day students and staff (i.e. those not boarding) based on the modal split analysis undertaken within the Transport Statement. The indicative baseline and target modal splits are shown in Table 8-1 and Table 8-2.

Table 8-1: Indicative Baseline and Target Modal Split – Day Students

Time Period	Vehicles	Passengers	Cyclists	Pedestrians	Public Transport
Baseline Modal Split	24%	24%	8%	24%	20%
Target Modal Split	20%	24%	10%	24%	22%

Table 8-2: Indicative Baseline and Target Modal Split - Staff

Time Period	Vehicles	Passengers	Cyclists	Pedestrians	Public Transport
Baseline Modal Split	66%	5%	4%	11%	13%
Target Modal Split	56%	10%	5%	13%	15%

- 8.3.5 The primary objective for the indicative targets will be to constrain vehicle driver trips for students to 20% of the overall modal share and for staff to reduce vehicle trips by 10% of the overall modal share compared with trips in the surrounding area. These would have corresponding increases in the use of sustainable modes of transport. This will minimise the level of vehicle movements generated by the site from an already low baseline level.
- 8.3.6 The targets will be refined and updated following initial baseline surveys once the site is operational. The plan and measures within it will be in place prior to the baseline surveys being undertaken. Sustainable travel will be promoted to staff and students who will benefit from the measures and initiatives in place.
- 8.3.7 As such, there may not provide a reduction in single car occupancy trips over time. The target to reduce against the behaviour forecast in the Transport Statement, is therefore considered appropriate for this FTP and if the baseline surveys show lower vehicle use than the indicative targets then constraining to this low level would be appropriate rather than a reduction target.

9. MONITORING

9.1 Overview

- 9.1.1 Travel Plans are ‘active’ documents that must be reviewed on a regular basis to demonstrate that the measures implemented meet the targets. It is the responsibility of the TPC to ensure that monitoring takes place and that the outputs are reported to Cardiff Council (if required).
- 9.1.2 The objective of monitoring is to assess staff and student travel patterns and identify when/if the plan, or elements of the plan, may need to be changed or if further marketing initiatives are required.
- 9.1.3 A programme of monitoring and review will be implemented by the TPC to generate information by which the success of the plan can be evaluated.
- 9.1.4 Monitoring will involve the regular collection of analytical “hard” data and “soft” data in the form of feedback. The TPC will:
- Undertake a bi-annual travel survey of students and staff to determine whether the plan targets are being met
 - Seek feedback from Cardiff Council and public service operators to establish the perceived level of demand for services
 - Monitor the use of the Nextbike scheme and cycle parking
 - Record comments made by staff and students on the operation of the plan

9.2 Surveys

- 9.2.1 Travel surveys to assess the existing travel patterns of staff, students and visitors will be completed to inform the plan process on a bi-annual basis. The survey time should reflect past surveys in terms of day, week and month, where feasible.
- 9.2.2 The results of the initial baseline survey, which would be undertaken within three months of first occupation, would inform and refine the targets within this plan (if needed).
- 9.2.3 The survey would take the form of a questionnaire either in electronic or hard copy form.
- 9.2.4 It is essential to maintain interest in the plan. It will need regular publicity drives to attract interest. As a result, staff and students will be kept informed of the results of the surveys which will act as additional promotional material to retain interest in the objectives and ensure the college continues to drive sustainable travel behaviour.

10. ACTION PLAN

10.1.1 This section draws together the proposed measures, monitoring and review proposals into an Action Plan that identifies timescales and responsibilities for the delivery of each element of the plan. This is shown in Table 10-1.

Table 10-1: Action Plan

Measure	Item	Responsibility	Timescale
Infrastructure Measures			
IF1	Provide cycle parking as part of the development	Contractor / college	During Construction
IF2	Provide dedicated car sharing bays for staff	Contractor / college	During Construction
IF3	Provide electric vehicle charging points	Contractor / college	During Construction
IF4	Provide travel noticeboards and leaflet information locations	Contractor / college	During Construction
IF5	Contribution towards new Nextbike stand (and delivery of stand by Nextbike)	Contractor/ Nextbike	During Construction
Management			
MG1	Appoint a Travel Plan Coordinator	College Management	During Construction
MG2	Set up a steering group, which consists of the TPC, student representatives and staff. This would meet twice per annum.	TPC / Staff / Student representatives	Prior to occupation and ongoing
MG3	Monitor usage of cycle parking and provide additional parking if demand dictates (and feasible)	TPC	Ongoing
MG4	Set up an informal staff car sharing scheme, subject to GDPR	TPC	Prior to occupation and ongoing
MG5	Monitor usage of car sharing spaces and provide additional parking if demand dictates	TPC	Ongoing
MG6	Ensure that travel is included within staff induction	Line Manager and TPC	On-going
MG7	Administer the guaranteed ride home scheme	TPC	On-going
MG8	Encourage staff meetings to be held via teleconference to minimise the level of journeys. Where this is not possible, encourage sustainable travel for all staff business travel	TPC	On-going
MG9	Encourage parents of day students to utilise public car parking areas for pick up and drop offs to minimise impacts on Bute Street and other local streets surrounding the sites	TPC	On-going
Increasing Awareness			
AW1	Produce Staff Travel Information Pack	TPC	On-going
AW2	Obtain and distribute / display travel information leaflets around the site (timetables, maps etc)	TPC	On-going
AW3	Display sustainable travel posters in suitable locations within each site	TPC	On-going
AW4	Update the website with travel information, with a focus on sustainable travel	TPC	On-going
AW5	Produce travel information for newsletters	TPC	On-going
AW6	Provide personal journey assistance, where required	TPC	On-going
AW7	Produce information on travel options and responsible parking for parents / students for the handbook	TPC	On-going
Walking			
W1	Provide promotional leaflets about health benefits of walking and walking routes	TPC	On-going
W2	Where feasible, walking meetings will be encouraged to improve the health of staff and students	TPC	On-going
W3	Promote online walking route planners	TPC	On-going
W4	Monitor feedback and provide comments to Cardiff Council	TPC	On-going
W6	Seek to secure discounts with local retailers on outdoor clothing and highlight any current discounts available via NUS	TPC	On-going

W7	Participate and promote at least one annual walking event	TPC	Annually and on-going
Cycling			
C1	Seek to secure discounts with local cycle shops	TPC	On-going
C2	Obtain and display suitable cycle maps and leaflets on the health benefits of cycling	TPC	On-going
C3	Investigate providing cycle training	TPC / college Management	On-going
C4	Participate in one annual cycle event per annum	TPC	Annually and on-going
C5	Establish a Bicycle User Group	TPC	On-going
C6	Provide a puncture repair kit on site	TPC	On-going
C7	Promote the cycle to work scheme offering tax benefits for cycle purchase	TPC	On-going
C8	Set up College Nextbike membership available to all students and staff	TPC	Prior to occupation and ongoing
Public Transport			
PT1	Investigate issues raised within travel surveys and through other feedback forums	TPC and public transport operator	On-going
PT2	Provide details of journey planning websites and public transport information on website and noticeboard and any other suitable locations	TPC	Prior to occupation and updated ongoing
PT3	Maintain regular contact with public transport operators to achieve service or route improvements and continued discounted rates for students and seek discounts for staff	TPC	On-going
PT4	Investigate the feasibility of providing interest free loans for travel passes	TPC	Prior to occupation and ongoing
PT4	Consider flexible working hours to coincide with public transport times, where feasible	College management	Prior to occupation and ongoing
Car Sharing			
CS1	Regularly promote the staff Car Share Scheme	TPC	On-going
CS2	Ensure all users are fully aware of the car share protocols and how vehicles must be parked within the car sharing spaces	TPC	On-going
CS3	Manually match potential car sharing opportunities, within the confines of GDPR	TPC	On-going
CS4	Promote general car sharing websites, such as Liftshare	TPC	On-going
CS5	Promote cost savings through a cost saving calculator	TPC	On-going
CS6	Produce a ride home agreement and aim to support rides home when in genuine need	TPC	Prior to occupation and ongoing
Promotional Events			
PE1	Investigate the feasibility of the college undertaking sustainable travel event days	TPC	On-going
PE2	Set up cyclist, bus and/or car sharers breakfasts (if considered appropriate, noting a significant proportion of students may not be eligible)	TPC	On-going
On-going monitoring			
MO1	Undertake an initial baseline travel survey and then bi-annual surveys ongoing	TPC	On-going
MO2	Check results of baseline survey against indicative targets and amend targets as necessary within a revised Travel Plan	TPC	On-going
MO3	After on-going surveys, introduce further measures if not meeting targets and revised Travel Plan accordingly.	TPC	On-going