



Cardiff Gate International Business Park

CARDIFF GATE INTERNATIONAL BUSINESS PARK

Travel Plan Strategy

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MISSION STATEMENT

Cardiff Gate International Business Park is committed to sustainable development and promoting green travel choices. We have produced the following Travel Plan Strategy for Cardiff Gate International Business Park to meet these aims.

In order for the Travel Plan Strategy to be a success, the commitment of all tenants is required. If each tenant encourages their staff to make a small contribution, even just changing travel habits once a week, it can make a big difference.

I am aware that some organisations at Cardiff Gate International Business Park have already developed their own Travel Plans and have already implemented their own strategies to promote sustainable travel choices. This is to be applauded. The principle aim of this document is to encourage, facilitate and guide other organisations to allow them to follow this lead.

By working together to promote green travel modes wherever practical we can all make a valuable contribution to reducing congestion and pollution and protecting the local environment, ensuring Cardiff Gate International Business Park continues to be an attractive place for employers, employees and clients both now and in the future.

Vince McNabb, Cardiff Gate International Business Park

1 INTRODUCTION

Background

- 1.1 This Travel Plan Strategy has been developed in accordance with national guidance, 'The Essential Guide to Travel Planning, March 2008'. It has also been developed following consultation with Cardiff Council (CC) Travel Plan Officers.
- 1.2 This Travel Plan Strategy will provide the framework from which individual tenants will be able to produce their own organisation specific Travel Plans.

Cardiff Gate International Business Park

- 1.3 Cardiff Gate International Business Park, which occupies a 100 acre site to the north-east of Cardiff adjacent to the A4232 on Junction 30 of the M4, currently totals 46,452 m² of occupied office floorspace.
- 1.4 In recent years Cardiff Gate International Business Park has made an effort to encourage people travelling to and from the site to do so in a sustainable manner. A summary of recent key events is provided below:
 - **Early 2001**- The shared footway / cycleway to the west of the site was upgraded.
 - **2001** - Cardiff Gate Car Share Scheme was launched.
 - **Winter 2001 (Issue 1), Spring/Summer 2002 (Issue 2), June 2009 (Issue 15)** - Cardiff Gate Newsletter contained features on sustainable travel, providing information and contact details for the site-wide TPC and CC Travel Plan Officer.
 - **February 2009** - Peter Heath, Commercial Manager of Cardiff Bus, was invited to Cardiff Gate's Tenants Meeting to understand the demand for regular bus services between Cardiff Gate International Business Park and the City Centre.
 - **February 2009** - Cheryl Owen, CC's Travel Plan Officer was invited to Cardiff Gate's Tenants Meeting to provide a talk on sustainable travel.

- 1.5 The aim of this Travel Plan strategy is to draw together all the work that has already been undertaken and build on it to provide a coherent sustainable travel strategy.

Travel Plan Scope

- 1.6 This Travel Plan Strategy is primarily directed at reducing unnecessary or unsustainable car travel made by staff to Cardiff Gate International Business Park. This includes staff at all levels including management. Trips made by visitors to the site are also covered in this Travel Plan Strategy.

This Document

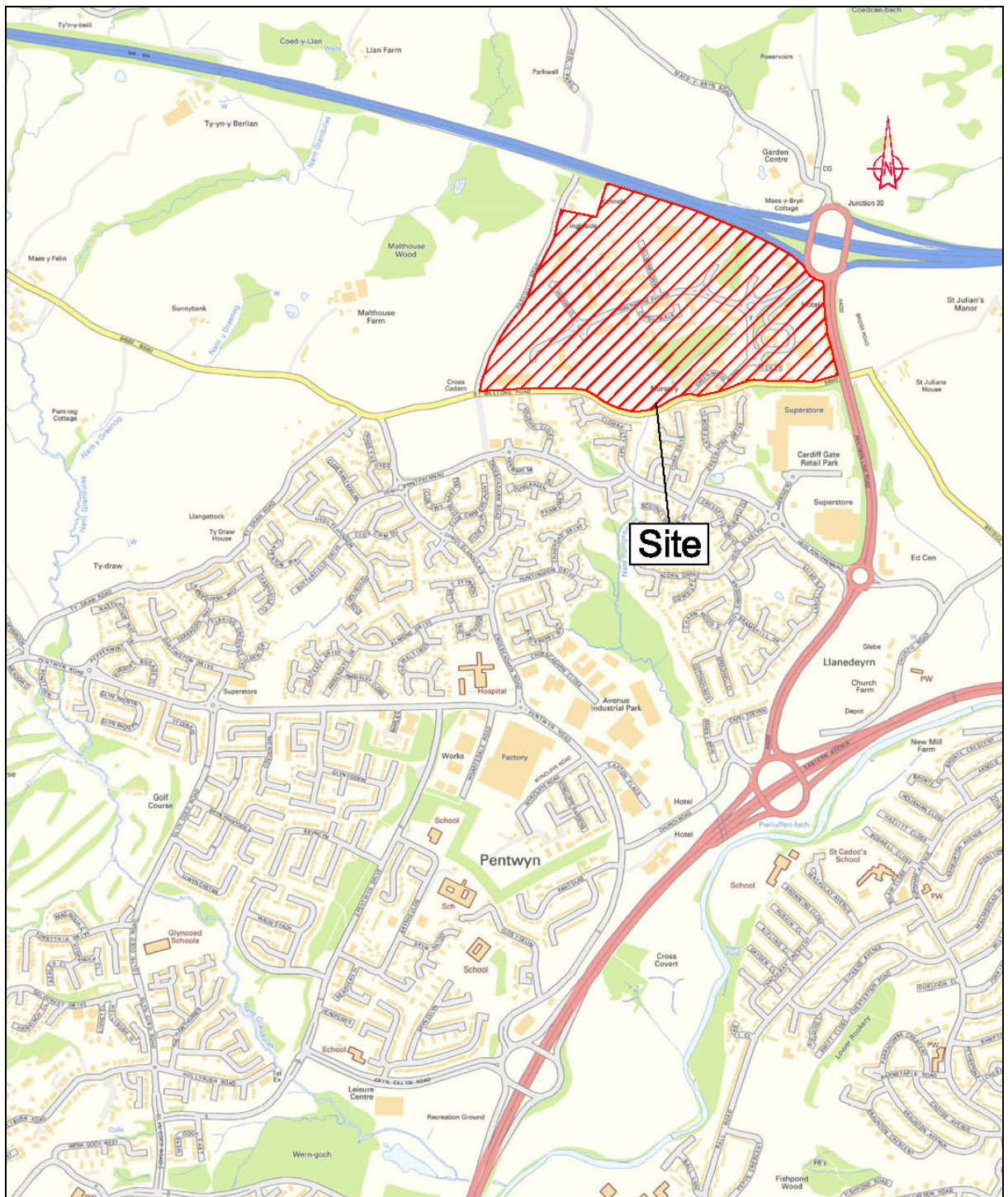
- 1.7 This Travel Plan Strategy has been written as a stand alone document and contains all the relevant information needed to effectively implement and monitor a Travel Plan itself.
- 1.8 The remainder of this document is structured as follows:
- Section 2 - contains an Accessibility Audit, which assesses the accessibility of the site by all modes of travel;
 - Section 3 - sets out the objectives and targets of the Travel Plan Strategy;
 - Section 4 - details the Travel Plan Strategy process including how it will be managed, and sets out marketing and consultation strategies;
 - Section 5 - sets out the actions Cardiff Gate International Business Park will undertake to promote and encourage sustainable travel. It will also outline measures which could be adopted by individual tenants once travel patterns are known and specific targets are set. The benefits of each measure to individual tenants will be highlighted;
 - Section 6 - outlines the monitoring and review programme that will ensure the Travel Plan Strategy continues to progress; and
 - Section 7 - summarises the actions that need to be undertaken to ensure successful implementation of the Travel Plan Strategy.

2 ACCESSIBILITY

Location

- 2.1 Cardiff Gate International Business Park is located adjacent to the A4232, on Junction 30 of the M4.
- 2.2 It is bound by the M4 to the north, the A4232 to the east, St Mellons Road to the south, and Parkwall Road to the west. Beyond the immediate site boundary is the residential area of Pontprennau to the south, Cardiff Gate Retail Park to the south-east, and agricultural land to the north and west.
- 2.3 The site location is shown in **Figure 2.1**.

Figure 2.1 – Site Location



Pedestrian Facilities

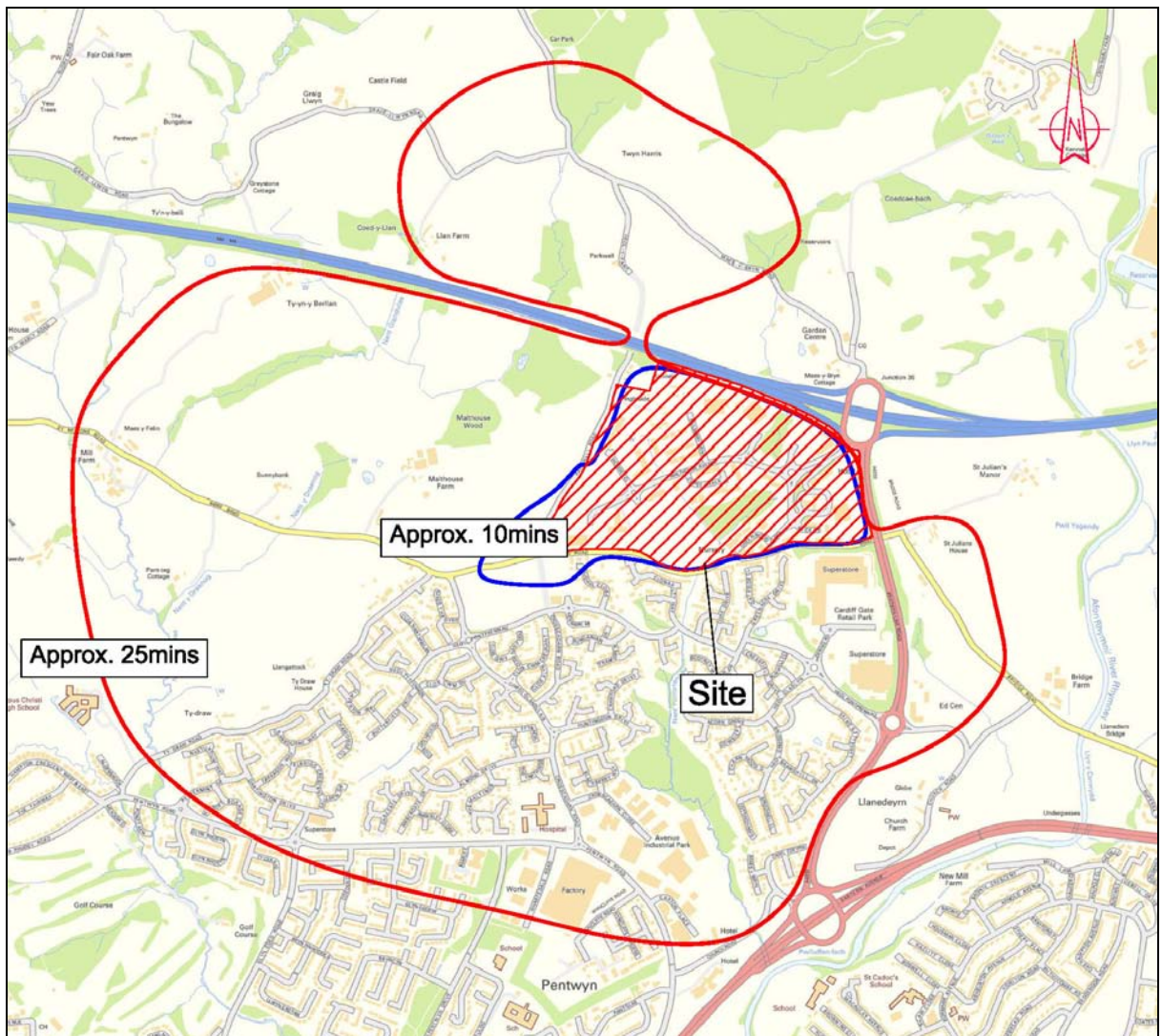
- 2.4 All internal access roads, which are built to adoptable standards, have standard width footways on both sides of the carriageway. These footways are well lit.
- 2.5 In the south-west corner of the site a shared footway / cycleway provides a direct connection to the residential area of Pontprennau. This is a pleasant traffic free route which is lit and connects directly to the existing network of pedestrian routes, both inside and outside the site.
- 2.6 The principal point of vehicular access to Cardiff Gate International Business Park is from the M4 / A4232 interchange. The A4232 is an unlit dual carriageway subject to a 50 mph speed limit with no footways or cycleways. This route is not considered suitable for pedestrians or cyclists and access by these modes will only be promoted via the shared footway / cycleway to the west of the site.
- 2.7 When assessing the accessibility of a site for pedestrians an average walking speed of 1.4 m/s can be assumed, which equates to approximately 400 metres in 5 minutes, or 3 mph. (*Source: The Institution of Highway and Transportation (IHT) publication 'Guidelines for Providing Journeys on Foot, 2000'*). This document also contains a table of suggested walking distances for different purposes. **Table 2.1** recreates this table:

Table 2.1 – Extract from IHT 'Guidelines for Providing for Journeys on Foot'

| | Town Centres | Commuting / School | Elsewhere |
|-------------------|--------------|--------------------|-----------|
| Acceptable | 200 | 500 | 400 |
| Desirable | 400 | 1000 | 800 |
| Maximum | 800 | 2000 | 1200 |

- 2.8 The 800 metre, 1,200 metre and 2,000 metre walking isochrones are shown in **Figure 2.2**.

Figure 2.2 – Walking Isochrones



- 2.9 A number of residential properties are within the maximum 2km walking distance of the site.
- 2.10 A detailed plan showing the walking and cycling routes within the site, and the off-site routes which connect to the bus stops on Heol Pontprennau and the wider pedestrian and cycle network, is shown in **Figure 2.4**.

Cycle Facilities

- 2.11 Within the site the internal access roads are wide enough to accommodating cycling on the carriageway, as per the guidance contained within Manual for Streets. The low traffic speeds within the site also encourage cycling on the carriageway. Double

yellow lines preventing vehicles from parking on the internal access roads, ensuring cyclists are not obstructed in their journey.

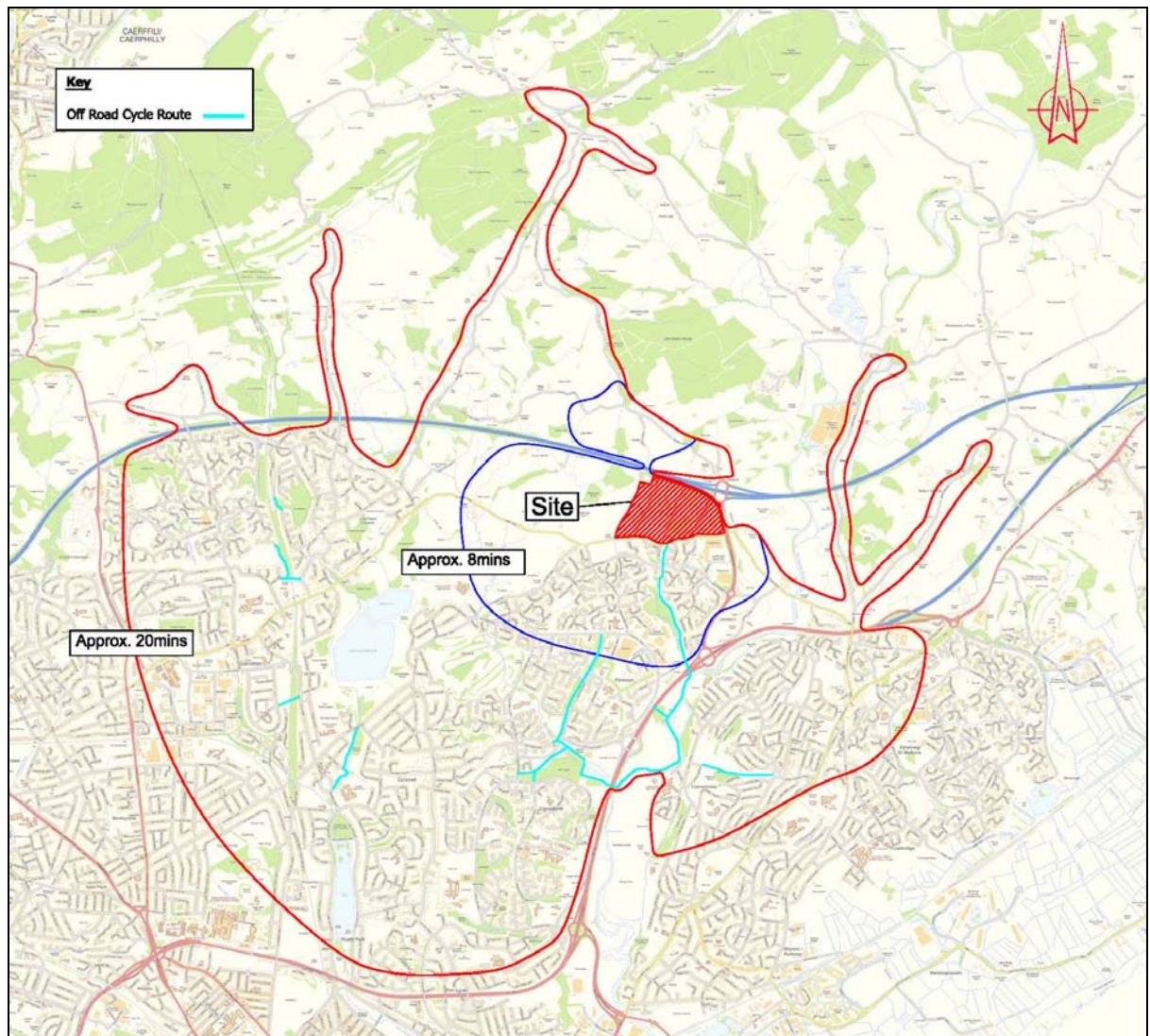
- 2.12 Secure cycle parking, in the form of 'sheffield stands', is provided close to the entrance of each building. For the site as a whole, a total of 50 'sheffield stands' are provided, which equates to 100 spaces.
- 2.13 St Mellon's Road runs parallel to the southern boundary of the site. It connects directly to the shared footway / cycleway to the west of the site, and this road is identified as an advisory cycle route on Cardiff Council's cycle map.
- 2.14 Approximately 300 metres to the east of the point where the shared footway / cycleway to the west of the site connects to St Mellon's Road, another off-road shared footway / cycleway commences. This route provides a direct traffic free connection to the residential areas of Rhumney, Llanrhumney, Llanedeyrn, Pentwyn and Cyncoed, all areas that are within reasonable cycling distance of Cardiff Gate International Business Park. An extract from Cardiff Council's cycling map which highlights the cycle network in the vicinity of the site is shown in **Figure 2.3**.

Figure 2.3 – Extract from Cardiff Council’s Cycle Map



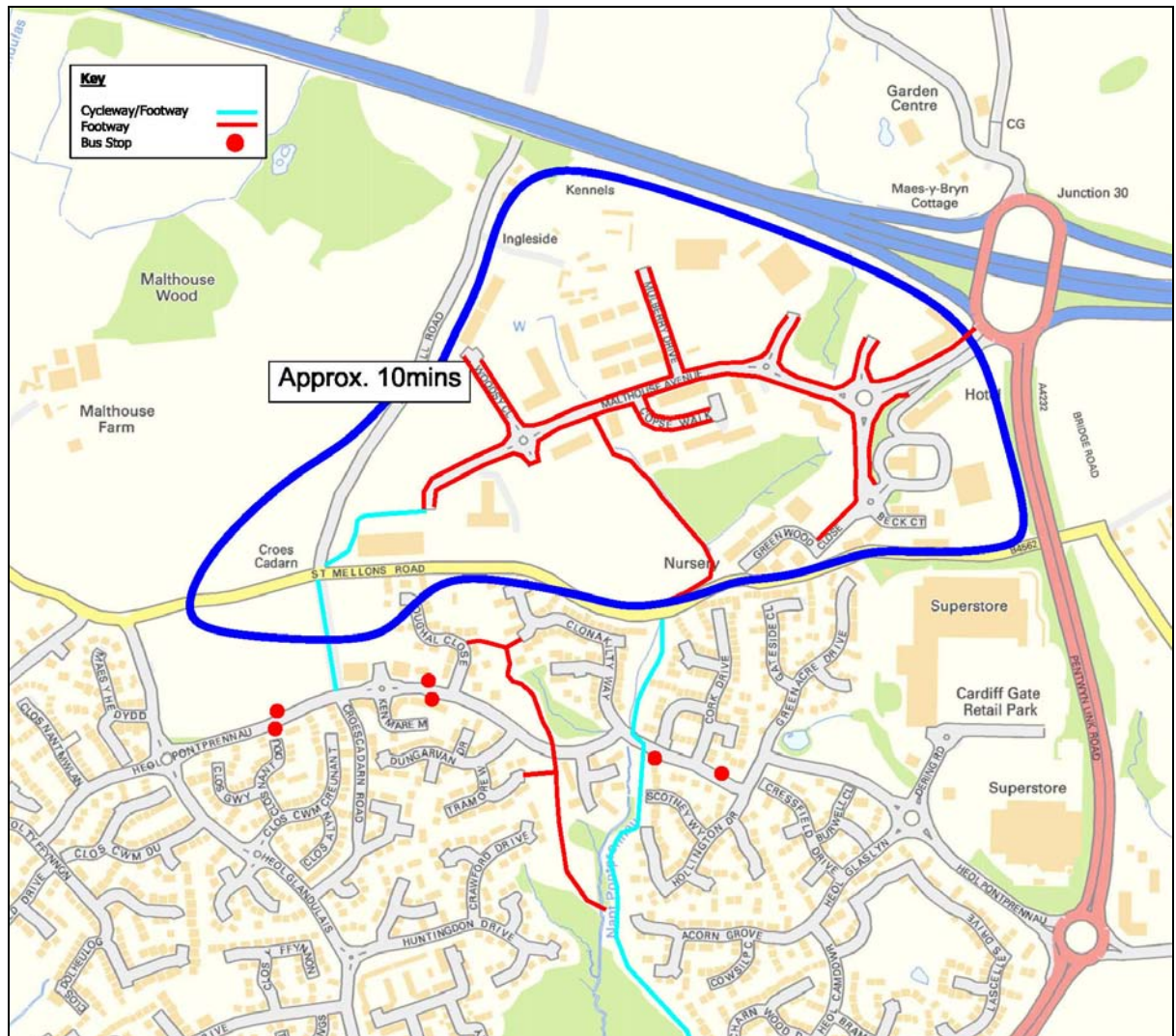
- 2.15 Cycling is considered a realistic modal choice for journeys under 5km. Assuming a typical average cycling speed of 4.2 m/s, a 5km journey would take approximately 20 minutes.
- 2.16 The 2km and 5km cycle isochrones is shown in **Figure 2.4**.

Figure 2.4 – Cycling Isochrones



- 2.17 A detailed plan showing the walking and cycling routes within the site, and the off-site routes which connect to the bus stops on Heol Pontprennau and the wider pedestrian and cycle network, is shown in **Figure 2.5**.

Figure 2.5 – Detailed Plan of Walking and Cycling Routes



Public Transport

Bus

- 2.18 Service 57/58 is the only bus route providing direct access to Cardiff Gate International Business Park. It connects Cardiff Gate International Business Park with the City Centre via Pontprennau, Pentwyn, Llanedeyrn, Pen-y-Lan and Cathays. During the AM and PM peak periods Service 57/58 enters Cardiff Gate International Business Park and calls at the bus stop on Malthouse Avenue. A total of 4 services a day arrive and depart during the AM peak, arriving at 07:17, 07:49, 08:14 and 08:35,

and 4 services a day arrive and depart during the PM peak, departing at 16:40, 17:10, 17:38 and 18:03.

- 2.19 The Malthouse Avenue bus stop is located in the centre of Cardiff Gate International Business Park. This stop is equipped with a shelter, seating and bus boarder kerbs. Detailed timetable information is provided at this bus stop, along with real-time information.
- 2.20 Outside of the AM and PM peak periods Service 57/58 operates at an 8 minute frequency on the route shown in **Appendix A**. During the week the first service departs the City Centre at 05:05, and the last service departs at 23:20. The first service to depart ASDA Pontprennau is at 05:05, and the last service is at 23:16.
- 2.21 The nearest bus stop to the site, Pontprennau Community Centre, is located on Heol Pontprennau are approximately 250 metres from the south-west corner of the site. The Pontprennau Community Centre bus stop takes the form of a bus cage on the carriageway and a bus stop sign attached to a lamppost.
- 2.22 Full timetable information for Route 57/58 is contained in **Appendix A**. A summary of Service 57/58, as provided in **Table 2.2**, will be contained in information packs to be distributed to tenants.

Table 2.2 - Summary of Bus Service 57/58

| No. | Route | Monday - Friday | | Frequency (mins) | | |
|-----|--|-----------------|----------|------------------|-----|-----|
| | | First Bus | Last Bus | Mon – Fri | Sat | Sun |
| 58 | Cardiff Gate – City Centre via Bryn Celyn Road | 07:20 | 18:03 | 4 per day | - | - |
| 57 | Cardiff Gate – City Centre via Glyn Coed Road | 07:49 | 17:10 | 4 per day | - | - |
| 58 | City Centre – Cardiff Gate via Bryn Celyn Road | 06:45 | 07:35 | 3 per day | - | - |
| 57 | City Centre – Cardiff Gate via Glyn Coed Road | 07:55 | - | 1 per day | - | - |
| 58 | Pontprennau ASDA – City Centre via Bryn Celyn Road | 05:39 | 23:16 | 15 | 15 | 30 |
| 57 | Pontprennau ASDA – City Centre via Glyn Coed Road | 05:05 | 22:55 | 15 | 15 | 30 |
| 58 | City Centre – Pontprennau ASDA via Bryn Celyn Road | 05:40 | 23:00 | 15 | 15 | 30 |
| 57 | City Centre – Pontprennau ASDA via Glyn Coed Road | 05:05 | 23:20 | 15 | 15 | 30 |

Rail

- 2.23 The nearest rail station to Cardiff Gate International Business Park is Llanishen rail station, approximately 3.4 km to the west of the site. Cardiff Central rail station is

located 9.5km to the south of the site and Newport rail station is located 11km to the east of the site.

- 2.24 Rail is not considered a feasible option when travelling to and from the site, and this mode of transport will not be promoted as part of the Travel Plan.

Parking

- 2.25 There are approximately 2,000 car parking spaces at Cardiff Gate International Business Park. The allocation and management of these spaces is controlled by individual tenants.
- 2.26 Parking is not permitted on any on the internal access roads.

Existing Travel Patterns

- 2.27 To understand existing travel patterns tenants will be asked to encourage their employees to complete an online travel survey. A copy of the proposed travel survey is contained at **Appendix B**.
- 2.28 The survey will identify the modal split of journeys to and from Cardiff Gate International Business Park, the distance people travel to work at Cardiff Gate International Business Park, and attitudes of site users towards car sharing, cycling and public transport.

3 OBJECTIVES AND TARGETS

Objectives

- 3.1 This Travel Plan Strategy is primarily aimed at reducing the dependence of tenants and their staff on travel by car for the journey to work. Therefore the main objective of this Travel Plan is to:

'increase tenant awareness of the advantages and availability of sustainable transport modes and highlight the alternative modes of transport available to their staff.'

Targets

- 3.2 The main target of this Travel Plan Strategy will be to reduce the proportion of people travelling to and from the site in single occupancy vehicles.
- 3.3 Secondary targets relate to increasing the proportion of people who travel to the site by sustainable means (walking, cycling, public transport, car sharing). These targets will clearly be met if the main target relating to single occupancy vehicles can be achieved.
- 3.4 All Travel Plan targets should be SMART (Specific, Measurable, Achievable, Realistic, Time-bound). SMART targets will be set following the completion of the baseline travel survey. All targets will be set and revised in consultation with Cardiff Council Travel Plan Officers.

4 TRAVEL PLAN STRATEGY

Management

- 4.1 To manage and coordinate the Travel Plan Strategy Cardiff Gate International Business Park have appointed Marcella Kenny as the site-wide Travel Plan Coordinator (TPC). The site-wide TPC will be given sufficient time and resources to effectively undertake their duties and implement the Travel Plan Strategy.
- 4.2 The role of the site-wide TPC will involve:
- Liaising with individual tenants and Cardiff Council's Travel Plan Officer;
 - Distributing travel surveys;
 - Promoting sustainable transport measures to tenants;
 - Managing the Car Share Scheme;
 - Monitoring car park capacity;
 - Maintaining all necessary systems, data and paperwork; and
 - Updating the Travel Plan Strategy on an annual basis.
- 4.3 The site-wide TPC will work closely with Travel Plan Officers at Cardiff Council and seek to promote any appropriate transport initiatives the council may be seeking to implement.
- 4.4 Each individual tenant will be encouraged to appoint their own TPC, who would be responsible for producing an organisation specific Travel Plan and promoting and managing their own organisation specific sustainable travel measures.
- 4.5 Published good practice, such as the Department for Transport's (DfT) '*The Essential Guide to Travel Planning*', will be distributed to individual tenants and their TPCs to help them in producing their Travel Plans.

Marketing and Consultation

- 4.6 Increasing the travel awareness of tenants and their staff so that they can make informed travel choices is seen as a key role of the site-wide TPC. This will be achieved in the following ways:

- Providing a Travel Information Pack to all tenants. This pack will provide a comprehensive summary of sustainable travel options to and from Cardiff Gate Business Park. The information contained in this pack will also be added to the Cardiff Gate International Business Park website (www.cardiffgate.com).
- Providing a direct link on the Cardiff Gate International Business Park website to the carshare2cardiff website (www.carshare2cardiff.com).
- Promoting sustainable travel initiatives via the Cardiff Gate newsletter.
- Sending e-mail updates to each tenant's TPC or named contact.
- Holding annual tenant meetings to discuss any issues or problems that may arise.

4.7 All existing tenants will be made aware of the Travel Plan Strategy via the Travel Information Packs and the Cardiff Gate newsletter. All prospective tenants will be made aware of the existence of the Travel Plan Strategy on the commencement of their tenancy, when they will be issued with a Travel Information Pack. A summary document detailing the Travel Plan Strategy, its objectives in enhancing the environment, and the role of individuals in achieving these objectives will be provided together with all relevant sustainable travel information.

4.8 Individual tenants will decide on the most appropriate method for cascading information to their staff.

5 TRAVEL PLAN MEASURES

- 5.1 This section has been divided into two. The first section covers the measures which will be put in place and monitored by Cardiff Gate International Business Park. The second section outlines measures which individual tenants may wish to adopt as part of their own Travel Plan. This list is by no means exhaustive, but represents those measures which, at this stage, are seen as most applicable to this site and most likely to achieve success.

MEASURES – Cardiff Gate International Business Park

- 5.2 Site-wide measures will be co-ordinated by the site-wide TPC.

Welcome Packs and Other Information Provision

- 5.3 All tenants will be provided with a Travel Information Pack which will contain the following information:
- A summarised version of the Travel Plan Strategy document, that sets out the purpose and benefits etc;
 - Cycling and walking maps for the local area and the contact details of local and national cycling organisations, such as Sustrans;
 - Timetables and route maps for public transport, specifically Cardiff Bus Service 57/58;
 - Contact numbers and web details for Cardiff Bus, Traveline Cymru;
 - Car Share Scheme information (www.carshare2cardiff.com);
 - Local taxi company details;
 - Information on working from home; and
 - Contact details of the site-wide TPC.
- 5.4 This list is not exhaustive and any information within reason which Cardiff Council requests can be accommodated. The proposed contents of the Welcome Pack is contained in **Appendix C**.

Walking

- 5.5 There are a number of inherent advantages that will encourage people to walk to work, or walk as the part of their journey to work and arrive on site on foot. In summary, these are:
- A number of people live within walking distance of the site;
 - There are good pedestrian routes connecting the site with the surrounding residential areas and the bus stops on Heol Pontprennau.
- 5.6 The site has been designed to ensure there is a high level of pedestrian permeability, with pedestrian footways adjacent to both sides of all internal access roads.
- 5.7 Walking isochrone maps will be produced and included within the Travel Information Packs. These will indicate the approximate walking time to the site from nearby residential areas and the Heol Pontprennau bus stops.

Cycling

- 5.8 The information pack will provide a link to Cardiff Council's online cycling map.
- 5.9 Cycle isochrone maps will be produced and included within the Travel Information Packs. These will indicate the approximate cycling time to the site from nearby residential areas and also identify recommended cycle routes in the vicinity of the site.

Public Transport

- 5.10 The site-wide TPC will encourage the bus operator to provide and maintain clear service information at the bus stops on Malthouse Avenue and Heol Pontprennau. This is a great benefit for existing and potential bus passengers. Clearly displaying the Traveline telephone number and website information in relevant locations will help inform staff and visitors of the public transport options available to them.
- 5.11 General, up to date information on public transport services will be available via Traveline Cymru and links to this will be included in the Welcome Packs. The latest Service 57/58 timetable will also be included in the Travel Information Packs.

Car Sharing

- 5.12 The Welcome Pack will fully encourage car sharing, which is seen as the initiative which could have the most success in achieving the aims of this Travel Plan Strategy.
- 5.13 Cardiff Council already has a well established car share website, www.carshare2cardiff.com. Cardiff Gate International Business Park will tap into this and set up a private group on the website. This group will pool all potential car sharers who travel to and from Cardiff Gate International Business Park, making it easier to find a person to share a journey with. The site-wide TPC will be responsible for the administration of this private group, with support from Cardiff Council Travel Plan officers.
- 5.14 This car share group will be promoted in the Cardiff Gate International Business Park Newsletter, on the Cardiff Gate International Business Park website, and in Capital Times.

MEASURES – INDIVIDUAL TENANTS

- 5.15 Each individual tenant will be encouraged to appoint their own TPC. As part of the Travel Plan Strategy individual tenants will be made aware of the following initiatives, and they will be responsible for deciding which initiatives would be most applicable to their organisation and have the greatest chance of success.

Sustainable Travel

- 5.16 Each tenant will be encouraged to develop a Travel Plan and join Cardiff Council's 'Keep Cardiff Moving Travel Plan Network'. The Network provides members with all of the tools and resources needed to promote healthy and active travel, cut car use and reduce the environmental impact of employee travel. Members of this network will have access to:
- Eligibility for grant funding (e.g. Keeping Cardiff Moving Grants, Park Your Bike)
 - Free visit to your site to advise on carrying out a travel audit (for sites with 50+ staff)
 - Free (for first year, followed by discounted) membership of Carshare2Cardiff

- Free online survey (including posters and prizes to encourage maximum participation for effective monitoring)
- Travel plan resources and bespoke advice on starting a travel plan
- Free marketing materials and annual marketing plan
- Quarterly e-newsletter - updating travel planners on upcoming events, recent news and best practice
- Bi-annual newsletter – travel planning and journey sharing
- Bi-annual network meetings/Travel Plan Forums
- Each tenant will be made aware of Cardiff Council's 'Keep Cardiff Moving Grant Scheme'.

Cycling

- 5.17 Each tenant will be made aware of Cardiff Council's 'Park Your Bike' scheme. The purpose of the 'Park Your Bike' scheme is to help with the provision of cycle parking in locations where it may be needed, such as workplaces.
- 5.18 Under the scheme eligible organisations can apply for up to 4 stands for free. The Council will purchase stands whilst the cost of installing them is met by the applicant.
- 5.19 The stands provided under the scheme are for installation within land or premises owned by the applicant. Arrangements for installing stands provided under the scheme must therefore be made by the applicant(s), but the Council is able to recommend one of its own contractors to carry out the work if required.

Car Sharing Scheme

- 5.20 Each individual organisation is responsible for the management of their car parking spaces. To promote car sharing organisations will be encouraged to provide car share priority parking spaces in convenient locations in the car park.

Work Patterns

- 5.21 Tenant TPCs may wish to assess the feasibility of changing work patterns to reduce the need to travel. Depending on the needs of each organisation employees may be able to work from home, therefore eradicating the need to commute. A flexitime system or compressed working week could be introduced. The first scheme allows



employees to travel outside of the peak hours, while the latter scheme can reduce the need to travel by compressing 5 days work into 4 days.

DRAFT

6 MONITORING AND REVIEW

- 6.1 The Travel Plan Strategy will be monitored on an annual basis.
- 6.2 The monitoring will be undertaken in-house by the site-wide TPC, with the assistance of each tenant TPC, using an approved questionnaire. The exact requirements for the monitoring and baseline surveys will be finalised with CC officers.
- 6.3 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. These factors should be monitored on a constant basis:
- Monitor the level and usage of parking spaces and the level of any overspill parking in the surrounding area;
 - Monitor the level of usage of cycle stands;
 - Monitor the take up of the car sharing scheme; and
 - Record comments received from staff relating to the operation and implications of the Travel Plan Strategy.

Review

- 6.4 The review of the Travel Plan Strategy will involve two stages. The first is a basic review of targets and measures at Years 1 and 3. The first two monitoring surveys will show whether targets are being met and whether the measures implemented are having the desired effect on travel to and from Cardiff Gate International Business Park.
- 6.5 The second stage involves the site-wide TPC and the tenant TPCs undertaking a full and comprehensive review of the Travel Plan Strategy at Year 5 once the third monitoring survey has been undertaken and the results analysed. This review will involve completely updating the Travel Plan Strategy document to take into account changes to transport availability, staffing changes, changes in travel patterns, and revisions to targets and measures.
- 6.6 Any on-going monitoring of measure uptake, for example use of the car share scheme, will be included within the review.

Reporting

- 6.7 The site-wide TPC will compile a Monitoring Report at Years 1, 3 and 5 outlining the results of the monitoring survey and review. The report will also incorporate the results of on-going monitoring throughout the preceding period. The report will be issued to CC and retained for records.
- 6.8 The monitoring report will include the following aspects:
- Site name and address;
 - A summary of the Travel Plan Strategy;
 - How and when monitoring information was gathered;
 - Whether travel patterns are meeting objectives and targets; and
 - Proposals to further develop the Travel Plan Strategy and make revisions to measures and targets if targets are not being met.



7 ACTION PLAN

| Action Type | Action | Responsibility | Timeframe | Notes |
|--|--|---|---|--|
| Management | Appointment of site-wide Travel Plan Coordinator (TPC) | Cardiff Gate International Business Park | Completed. | The site-wide TPC is Marcella Kenny. Her contact details have been passed onto Cardiff Council Travel Plan officers. |
| | Appointment of tenant TPCs | Individual tenants | Tenants will be encouraged to appoint their own TCP within the next 3 months. | |
| Baseline Travel Patterns | Baseline travel survey (in-house) | Site-wide TPC | June 2011. | June 2011 is seen as an appropriate and realistic date for the first travel survey. |
| Travel Plan Strategy Document Progression | Finalisation of approach to be adopted | Site-wide TPC and Planning Authority officers | Within 3 months of baseline survey. | The approach should be agreed with the Local Planning Authority and should be specific to needs of Cardiff Gate International Business Park. |
| | Target setting | Site-wide TPC and Planning Authority officers | Within 3 months of the completion the baseline survey. | Targets will need to be agreed with Cardiff Council Travel Plan officers. |



| Action Type | Action | Responsibility | Timeframe | Notes |
|---|---|--------------------------------------|---|--|
| | Travel Plan Strategy document completion | Site-wide TPC | Within 3 months of the completion of the baseline survey. | This should be completed before the launch of the Travel Plan Strategy. |
| Monitoring, Review & Reporting | Monitoring of measures and initiative take-up | Site-wide TPC | On-going | This will involve regular monitoring of vehicle and cycle parking use, car share scheme use, and uptake of other schemes promoted within the Travel Plan Strategy. |
| | First monitoring travel survey | Site-wide TPC (in-house) | June 2012 | On the first anniversary of the completion of the baseline survey. This will be completed in-house |
| | Partial review of strategy and reporting 1 | Site-wide TPC and Planning Authority | Following Year 1 snapshot survey result analysis | This will be a partial review focusing on revision of approach where necessary. |
| | Second travel survey | Site-wide TPC (in-house) | June 2014 | On the third anniversary of the completion of the baseline survey. This will be completed in-house. |
| | Partial review of strategy and reporting 2 | Site-wide TPC and Planning Authority | Following Year 3 monitoring survey result analysis | This will be a partial review focusing on revision of approach where necessary. |



| Action Type | Action | Responsibility | Timeframe | Notes |
|-----------------------|----------------------------|---|---|--|
| | Third monitoring survey | Site-wide TPC (in-house) | June 2016 | On the fifth anniversary of the completion of the baseline survey. |
| | Full review and reporting | Site-wide TPC, tenant TPCs and Planning Authority | Following Year 5 monitoring survey results analysis | This will be a full review at the end of the 5 year monitoring and review period. The Travel Plan Strategy document will be reviewed and revised if necessary. |
| Implementation | Implementation of strategy | Site-wide TPC and tenant TPCs | From June 2011 onwards | The strategy will be implemented on an on-going basis. |



APPENDIX A



APPENDIX B



Draft Travel Survey – Cardiff Gate International Business Park

All information provided is anonymous. Thank you for your cooperation.

Q1 Full home postcode:

Q2 Gender:

Male 0

Female 0

Q3 Age:

Under 25 0

25 -34 0

35 – 44 0

45 – 54 0

55 or over 0

Q4 Do you have any disability which affects your travel arrangements?

Yes 0

No 0

Q5 Is your work:

Full time 0

Part time 0

Job share 0

Q6 When do you normally work?

Normal working day (e.g 8-4, 9-5, 10-6) 0

Flexitime 0

Out of hours (e.g nights) 0

Other 0

Q7 How do you usually travel to work?

| | |
|-------------------------------|---|
| Bus | 0 |
| Park & Ride | 0 |
| Bicycle | 0 |
| Car driver (on your own) | 0 |
| Car driver (with a passenger) | 0 |
| Car passenger | 0 |
| Walk | 0 |
| Motorcycle / Moped / Scooter | 0 |
| Train | 0 |
| Other | |

Q8 If you drive to work where do you normally park?

| | Site | Street | Car park |
|-------------------------------|------|--------|----------|
| Free parking | 0 | 0 | 0 |
| Charged parking | 0 | 0 | 0 |
| Paid / subsidised by employer | 0 | 0 | 0 |

Q9 Which of the following do you occasionally use instead of your usual form of transport?

| | |
|-------------------------------|---|
| Bus | 0 |
| Park & Ride | 0 |
| Bicycle | 0 |
| Car driver (on your own) | 0 |
| Car driver (with a passenger) | 0 |
| Car passenger | 0 |
| Walk | 0 |
| Motorcycle / Moped / Scooter | 0 |
| Train | 0 |
| Other | |
| No alternative used | 0 |

Q10 How far do you usually travel to work?

| | |
|---------------|---|
| Up to 1 mile | 0 |
| 1 -2 miles | 0 |
| 2 – 4 miles | 0 |
| 4 – 10 miles | 0 |
| 10 – 20 miles | 0 |
| Over 20 miles | 0 |

Q11 How long does it usually take for you to travel to and from work?

| | To work | From work |
|-------------|---------|-----------|
| 0 – 15 min | 0 | 0 |
| 16 – 30 min | 0 | 0 |
| 31 – 60 min | 0 | 0 |
| 61 – 90 min | 0 | 0 |
| Over 90 min | 0 | 0 |

Q12 If you regularly come to work by car what is your main reason?

| | |
|------------------------------------|---|
| Car essential to perform job | 0 |
| Dropping off / collecting children | 0 |
| Get a lift | 0 |
| Health reasons | 0 |
| Lack of an alternative | 0 |
| Convenience | 0 |

Q13 Are you prepared to car share?

| | |
|---|---|
| Yes, using carshare2cardiff (or already do) | 0 |
| Yes, independently (or already do) | 0 |
| No | 0 |

Q14 Are you aware of www.carshare2cardiff.com? (Cardiff Council's car share website).

| | |
|-----|---|
| Yes | 0 |
| No | 0 |

Q15 Which of the following changes would encourage you to cycle to work? (If you already do cycle which would you most like to see?)

| | |
|-------------------------------------|---|
| Safer, better lit cycle routes | 0 |
| Improved cycle parking at workplace | 0 |
| Improved showers at workplace | 0 |
| Discount or loan to buy a bike | 0 |
| Cycle training to improve skills | 0 |
| Other | |
| Nothing | 0 |

Q16 Which of the following would encourage you to use the train to travel to work? (If you already use the train which would you most like to see?)

| | |
|---|---|
| More frequent services | 0 |
| More reliable services | 0 |
| Improved public transport information | 0 |
| Improved pedestrian conditions around train station | 0 |
| Train stations within closer proximity of home | 0 |
| Cleaner and more comfortable trains | 0 |
| Improved facilities at train stations | 0 |
| Cheaper / subsidised fares | 0 |
| Other | |
| None | 0 |

Q17 Which of the following would encourage you to use the bus to travel to work? (If you already use the bus which would you most like to see?)

| | |
|---|---|
| More frequent services | 0 |
| More reliable services | 0 |
| Improved public transport information | 0 |
| Improved pedestrian conditions around bus station | 0 |
| Bus stops within closer proximity of home / work | 0 |
| Cleaner and more comfortable buses | 0 |
| Improved facilities at bus stops | 0 |
| Cheaper / subsidised fares | 0 |
| Other | |
| None | 0 |



Q18 Do you have any comments about your travel to work patterns?

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APPENDIX C



Contents of Welcome Pack - Cardiff Gate International Business Park

- A summarised version of the Travel Plan Strategy document;
- Cycling and walking maps for the local area (as per Figure 2.4 and Figure 2.5);
- Contact details of Cardiff Bus, Traveline Cymru, Arriva Trains Wales, Sustrans and local taxi companies;
- Timetables and route maps for Cardiff Bus Service 57/58;
- Car Share Scheme information (www.carshare2cardiff.com);
- Information on working from home; and
- Contact details of the site-wide TPC.