



Cabot Park Travel Plan

Prepared for
Bristol City Council

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1 The Square Temple Quay 2nd Floor
Bristol, BS1 6DG
GB
+44 117 910 2580
+44 117 910 2581



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Acronyms and Abbreviations

BCC – Bristol City Council

CP – Cabot Park

GFTP – Cabot Park Green Framework Travel Plan (2003)

LSTF – Local Sustainable Transport Fund

NCN – National Cycle Network

SES – Strategic Employment Sites (annual survey)

SGC – South Gloucestershire Council

TP – Travel Plan

TPC – Travel Plan Coordinator

TRO – Traffic Regulation Order

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Prepared by:	Ruannan Law	Ruannan Law	Ruannan Law
Checked by:	Bruce Slattery	Bruce Slattery	Bruce Slattery
Approved By:	Bruce Slattery	Bruce Slattery	Bruce Slattery

Introduction

1.1 Background

Cabot Park is a business park located on the north-west fringe of Bristol, to the north of Avonmouth. It comprises of over 20 businesses of different sizes, mostly B2/B8 land use.

As part of outline planning permission for the wider Cabot Park site, a Green Framework Travel Plan (GFTP) was produced in 2003 and Planning Condition set for individual occupiers to produce their own Travel Plans (TP).

An area-wide Framework Travel Plan (SevernNet Area Travel Plan, 2015) has been developed by SevernNet and TravelWest. This document sits beneath the area-wide TP, specific to Cabot Park. Where possible links have been made to area-wide TP objectives and targets, to facilitate their delivery on a more localised level.

1.2 Framework Travel Plan and Planning Condition

The Cabot Park Green Travel Plan: A framework for Plan preparation (2003) outlines Planning Condition 23 secured for Poplar Packgate and Moorend part of the Cabot Park development. It requires:

“within six months of the occupation of each building the occupier shall prepare and submit to the local planning authority a commuter plan aimed at encouraging employees to travel by means other than the private car. The plan shall be approved in writing by the local planning authority”.

The following document will update the GFTP to a full TP for businesses to use to develop their own Travel Plans, if one is not in place, or update their existing version. The GFTP is a standard high-level framework travel plan. In updating the framework to a full Cabot Park TP, more detailed information on the following would be required:

- site-specific travel options,
- initiatives and mitigations,
- existing mode shares, and
- site-wide targets.

It is important to note that this report is a living document, to be updated following recent survey results and changing transport options.

1.3 Structure

- **Section 2 – Existing Travel Situation** – current transport options for Cabot Park employees, site audit, existing travel plans (current occupiers and TP and Coordinator status) and travel mode share;
- **Section 3 – Opportunities** – encouraging sustainable travel, individual Travel Plans, potential measures, Travel Plan Coordinator and site-wide infrastructure;
- **Section 4 – Objectives, Targets, Monitoring and Action Plan** – objectives, initial targets and monitoring, as well as a draft action plan; and
- **Appendices** – Site Audit results, Travel Survey Template, Travel Plan Coordinator role description

Existing Travel Situation

2.1 Site location

Cabot Park is located on the north-west fringe of Bristol, to the north of Avonmouth. It is approximately 2.5km from the Avonmouth High Street and 9km from the centre of Bristol. The boundaries of the site are mostly greenfield to the north and east, with B2/B8 land use to the west and south.

2.2 Pedestrian and cycling accessibility

2.2.1 Cycling

Cycling provision is varied and dependent on the direction from which the cyclist is approaching.

National Cycle Route 41 passes to the south and west of Cabot Park along Lawrence Weston Road, linking the wider Bristol area to Gloucester, Stratford-on-Avon and Rugby. The majority of the route between the site and Bristol city centre is situated along the Avon Gorge, which provides a traffic-free route. The remainder consists of a mixture of on-road sections, unsurfaced bridleway and other traffic-free paths. However this is not the most direct route between Bristol and Avonmouth and suffers from poor surfacing, which could reduce the attractiveness for regular commuting.

The A4 Portway between Avonmouth and Bristol City Centre has a shared-use path along the majority of its length to Avonmouth, although it is not entirely segregated and can be heavily trafficked at times.

Route 410, also known as the Avon Cycleway, links to the NCN 41 to the north-west of the site. This route is a large circuit of the City of Bristol, connecting several small towns and villages on the outskirts of the city. Some sections of the route are traffic-free, but the route mostly consists of lightly trafficked country roads.

The combination of these two major routes (NCN 41 and Route 410) can be used to link to many smaller cycle routes providing the opportunity to access the site from the majority of the Greater Bristol area. Figure 2-1 provides a high-level overview of cycle routes in the Cabot Park area, with further information can be found at

www.betterbybike.info/content/uploads/2014/11/Avonmouth.pdf

Within the Cabot Park site, there are good shared cycle/footpaths along Poplar Way West, Poplar Way East, Merebank Road and Moorend Farm Road. The infrastructure is well maintained in most areas, although some sections could be better maintained (i.e. cutting back of overgrown hedges and undergrowth). It has also been noted that there are heavy goods vehicles (with and without trailers) parked up on the paths during the day, as double-yellow line Traffic Regulation Orders (TRO) are in place along these highways.

There are no communal cycle parking spaces within Cabot Park, however some individual businesses do have provision for staff cycle parking within their sites.

2.2.2 Walking

National policy recognises the potential for many car trips of less than 2km to be walked. With the local rail station (St. Andrews Road) only 1.5km away and the local centre at Avonmouth only slightly over this limit at 2.5km away, there is a high potential for walking trips to/from Cabot Park.

As mentioned above, the shared cycle/footpaths around the site are well lit and in most cases run on both sides of the highway which will help to encourage this behaviour. The only exception is along Kings Weston Lane where the pavement narrows significantly. Maintenance of footways could be improved, with regards to overgrown vegetation.

Figure 2-1: Cycle routes in the Cabot Park area



2.3 Public transport

2.3.1 Bus

There are currently no bus stops within the 400m desired maximum walking distance from the centre of Cabot Park. However due to the distribution of individual businesses on the site, some businesses are closer to the bus network; particularly those to the south of the site, closer to Kings Weston Lane (Superdrug and VOSA/DVSA) and those to the north-east of the site closer to Moorhouse Lane (John Lewis, Culina Logistics, Muller Wiseman Dairies).

The closest bus stop to the Cabot Park site is approximately 750m away on Moorhouse Lane, which serves the 623 service between Severn Beach and Cribbs Causeway, however this only runs once a day in each direction. Other bus stops can be found along Kings Weston Lane approximately 1.25km away, for the no. 3 (formerly no. 41¹) service between Avonmouth and City Centre (Broadmead).

The 501 service can be found in Avonmouth approximately 2.5km away, operating between Bristol Parkway and Avonmouth. Details of these services can be seen in Table 2-1 and are accurate as of the August 2015.

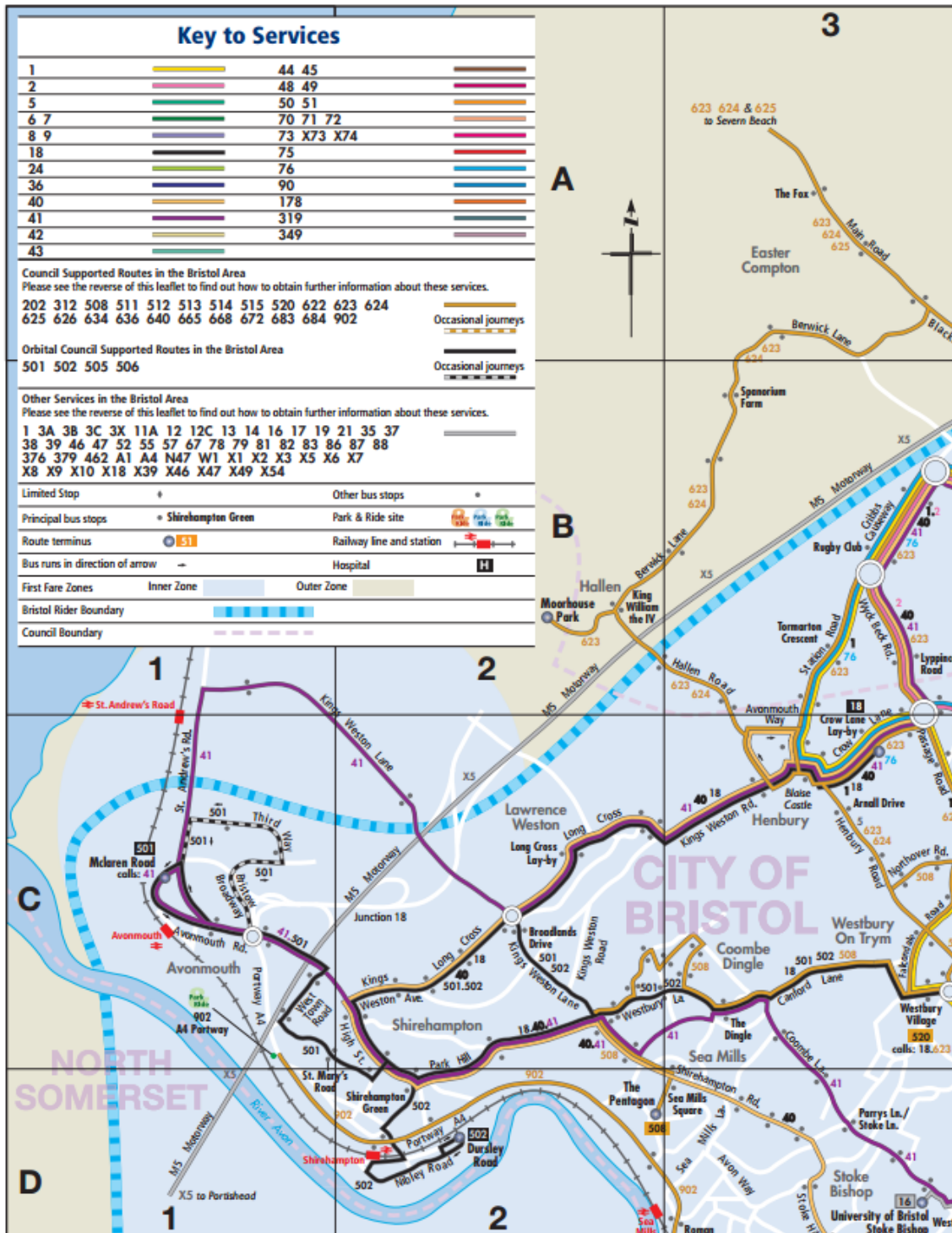
Table 2-1: Bus services in vicinity of Cabot Park

Bus Service	Frequency		First Service	Last Service
	Mon - Fri	Sat		
3: Avonmouth – City Centre (Broadmead)	20 minutes	20 minutes	0552	0006
501: Bristol Parkway – Avonmouth	30 minutes	30 minutes	0629	2342
623: Severn Beach – Cribbs Causeway	1 per day (each direction)	No service	1020	1300

Source: First Group Bus timetable- no. 3/4 (August 2015) and Greater Bristol Travel Map January 2015, TravelWEST (<http://travelwest.info/wp-content/uploads/2015/03/greater-bristol-travel-map-side-january-2015.pdf>)

¹ The current service no. 41 changed to service no.3 on Sunday 23rd August 2015, with a slightly amended route and an updated timetable www.firstgroup.com/uploads/maps/3%204%20TT%20Cvrs%20DL%20WEB.pdf

Figure 2-2: Bus services in the Cabot Park/Avonmouth area



Source: <http://travelwest.info/wp-content/uploads/2015/03/greater-bristol-travel-map-side-january-2015.pdf>

2.3.2 Rail

St. Andrews Road railway station is approximately 1.5km away, which has direct services to Bristol Temple Meads and Severn Bridge to the north where the line terminates. There are eight services a day (operated by First Great Western) Monday to Friday, with an hourly service on a Saturday (includes bus replacement services) and two services on Sundays.

St. Andrews Road station is an unmanned station, where there is little existing demand. The station has cycle parking available, although not secure.

Fares have been outlined in Table 2-2 below, taken at June 2015 prices.

Table 2-2: Rail fares

Zone	Ticket type		
	Single	Return	Weekly
Outer Zone	£1.50	£2.00	£6.00
Line Zone	£2.00	£3.00	£9.00

Source: Severn Beach Line June 2015, TravelWEST (www.travelwest.info/severnbeachline)

Avonmouth railway station is approximately 2.5km away, and also provides direct services to Bristol Temple Meads and Severn Bridge. Services stop here slightly more frequently, providing at least one service an hour in the morning peak (07:00-09:00) to and from Bristol Temple Meads². From Bristol Temple Meads, the wider national rail network can be accessed.

The station has cycle parking available, although not currently secure. However Brompton (foldable) bikes could be carried on services and used to access businesses at Cabot Park from Avonmouth Station. First Great Western operate on a first-come-first served basis with regards to carrying standard bicycles on their services, as space is limited.

2.4 Highway network

Cabot Park is accessed from A403 St Andrews Road via Poplar Way West and Kings Weston Lane/Merebank Road. Kings Weston Lane provides a link to Lawrence Weston to the east of the site. The A403 provides access to M5 and M49 motorways via the A4 Crowley Way, as well as Avonmouth village. A4 Portway also links Avonmouth to central Bristol. The site is well located to take advantage of both the local and strategic road networks.

2.5 Site audit

A high-level site audit has been carried out in April 2015, to examine the current provision of sustainable transport infrastructure around Cabot Park.

Overall there is good provision of shared paths (cycle/footways) within Cabot Park area, along most key roads there are segregated routes – Poplar Way East/West, Merebank Road, Packgate Road and Moorend Farm Road.

Most of the shared paths are clear and well maintained, however it was noted on the day of the site visit that recent maintenance along the routes (grass cutting and hedgerow trimming) had not been cleared away along Poplar Way West. Whilst not a key issue, any debris could cause cycle tyre punctures and potentially increase the risk of slippage on surfaces (i.e. wet grass cuttings).

Appendix 1 contains the results from the site visit carried out on April 22nd 2015.

2.6 Existing travel plans and travel mode share

2.6.1 Current site occupants

There are over 20 businesses currently located on Cabot Park (as of March 2015). Table 2-3 below outlines the businesses, along with details (if known) on whether there is a travel plan in place, a travel plan coordinator (TPC) in position and if a staff travel survey has been completed in the past two years.

² Train timetable (First Great Western) - <https://www.firstgreatwestern.co.uk/-/media/PDF/TicketsAndTrainTimes/TrainTimes/From%2014%20December%202014/C06Web46366700.pdf?la=en>

Table 2-3: Current occupiers of Cabot Park (March 2015)

Business	Location within CP	TP	TPC	Survey	Comments
Air Liquide	IO Centre, Moorend Farm Ave	-	-	-	
Avonmouth & Somerset Police Traffic Services	Poplar Way	-	-	-	
Aztech Building Services	St Martins Industrial Estate, Moorend Farm Ave	-	-	-	
Bristol Street Commercials – IVECO	Poplar Way	-	-	-	
CMB Engineering	Moorend Farm Ave	-	-	-	
Co-operative Foods	Poplar Way	✓	✓	?	Travel Plan 2012 (relocation)
Culina Logistics	Packgate Road	-	-	-	
DSVA (formerly VOSA)	Merebank Road	✓	?	?	Travel Plan 2006 (consolidation)
DSV Transport Ltd	Poplar Way	✗	✗	✓	Undertook 2015 SES Survey – results pending
DX Network	Poplar Way	✗	✗	✓	
Eden Springs	IO Centre, Moorend Farm Ave				
Elemis	Poplar Way	?	✓	✓	Undertook 2014 SES Survey
HM Plant	IO Centre, Moorend Farm Ave				
Honda UK	Poplar Way	✓	✗	?	Travel Plan 1999 (extension)
IJS Global	IO Centre, Moorend Farm Ave	✗	✗	✗	Looking to develop a TP
JCA Coatings	IO Centre, Moorend Farm Ave	-	-	-	
John Lewis (Avonmouth CSB)	Packgate Road	✓	✓	✓	April 2015 Staff Survey Travel Plan 2009 (relocation)
Kranlyft UK	IO Centre, Moorend Farm Ave	-	-	-	
Kuehne & Nagel	Poplar Way	-	-	-	
Morrells (Wood finishers)	St Martins Industrial Estate, Moorend Farm Ave	-	-	-	
Muller Wiseman Dairies	Poplar Way	-	-	-	
Phs Tea crate	Poplar Way	-	-	-	
SDS Ltd	IO Centre, Moorend Farm Ave	-	-	-	
Superdrug	Merebank Road	✓	✓	?	Travel Plan 2007 (relocation)
Sureway Express Transport	IO Centre, Moorend Farm Ave	-	-	-	
Tocris (Bioscience)	IO Centre, Moorend Farm Ave	?	?	✓	Undertook 2014 & 2015 SES Surveys – results pending
Unitrunk Cable Management	Poplar Way	-	-	-	
Yankee Candle	Poplar Way	-	-	-	

Of the 28 businesses outlined above, only five have a confirmed Travel Plan that has been submitted to BCC. All five are standard framework documents that comply with the Cabot Park GFTP outlining objectives/targets, monitoring plan and measures. However no baseline mode share data is available, particularly for those businesses that relocated from other areas within the wider Bristol area to Cabot Park.

2.6.2 Existing Travel Mode Share

Due to the nature of the development at Cabot Park, with over 20 individual businesses, a comprehensive view of existing travel mode share of all businesses is not available for this baseline. However there are several different sources that give a suitable benchmark with which to understand existing travel behaviour in Cabot Park.

Census 2011 provides a general overview of travel behaviour in the area, using data for the wider Avonmouth to generate the mode share percentage below.

Table 2-4: Census 2011 Journey to Work – Avonmouth mode share

Mode	Percentage	Mode	Percentage
Train	1%	Car (driver)	78%
Bus	2%	Car (passenger)	6%
Cycle	4%	Taxi	0%
Walk	7%	Motorcycle	2%

However in recent years more surveys have been conducted, at a more local level, providing insight into Cabot Park travel behaviour. Although it should be noted that only a sample of businesses completed these surveys and therefore results are not fully representative of the wider Cabot Park site.

These different surveys³ show that single occupant car drivers account for the majority of mode share in all instances, but shares range from 66.5% to 100% depending on which survey results are taken into account. If these percentages are averaged or median point identified, the car driver (single occupant) mode shares can be taken as 79.6% or 77.5% respectively. This broadly correlates with the Census 2011 and TravelWEST 2013 results outlined in Table 2-5.

Therefore for comparison purposes with the future survey results, the 2013 TravelWEST results for Cabot Park will be used for baseline mode share, until a time when there are collated results from individual businesses. This mode share can be seen in the table below.

Table 2-5: Cabot Park mode share

Mode	Percentage	Mode	Percentage
Train	3%	Car (driver)	77%
Bus	1%	Car (share)	8%
Cycle	4%	Car (passenger)	5%
Walk	0%	Motorcycle	1%
		Other	1%

All businesses on Cabot Park, whether updating their existing TPs or developing their first TP, require a view of the existing travel behaviour. An example travel survey has been provided in **Appendix 2** for businesses to use or develop into an initial travel survey, as well as for on-going monitoring purposes.

³ TravelWEST 2013 – Travel to Work Survey (Cabot Park) and LSTF 2014 – SES Study.

Opportunities

3.1 Encouraging sustainable travel

The number of vehicles on our roads is growing, resulting in more carbon emissions and other pollutants being produced. This in turn increases global warming and reduces the air quality for local people. It also means more congestion, longer delays, increased parking problems and reduced road safety. By decreasing the number of single occupancy car trips, staff and visitors can benefit from improved health and a cheaper, more relaxing journey to and from the site.

Travel planning can be used to promote sustainable travel to all employees and visitors. It can provide targets, initiatives and an action plan for companies to use to reduce the number of single occupancy car trips to a site.

Site-wide travel forums can also benefit individual businesses by enabling discussions with neighbouring businesses about local sustainable transport issues and taking advantage of opportunities/measures that benefit from a greater critical mass of employees.

When consulting some of the businesses within Cabot Park, most stated that the greatest benefit to them (and their employees) would be gained from identifying existing sustainable travel options. As some businesses and employees did not know about the travel options available or where to find out information on different travel opportunities. This TP goes some way to addressing this need, however links to local authority/travel websites where employers/employees could gain continual up-to-date information would be valued.

Regional and National sustainable travel events, like the Big Commuter Challenge (TravelWEST) are great opportunities to showcase sustainable travel options and encourage mode shift from private car. Even if those employees who travel to work by car (as a single occupant), switch to travelling by a more sustainable mode once a week (car share, cycle, rail etc.), this could contribute to delivering individual targets.

Other reasons provided by businesses for lack of sustainable travel include:

- shift patterns – provision of public transport does not always match with start and finish times;
- demographic of staff – some logistics companies employ temporary workers through agencies and do not have as much influence on travel mode choice; and
- origin distribution – many businesses at Cabot Park have relocated from other areas within the West of England (Patchway, Bridgewater etc.) therefore existing staff that have relocated, often are travelling longer distances where sustainable travel modes are not necessarily an easy or practical option.

Action: The TPM will put together a sustainable travel pamphlet with website links and other useful information and circulate (along with this document) to the businesses.

3.2 Avonmouth-Cabot Park shuttle bus

A successful bid to the Coastal Community Fund (2015) has provided SevernNet with the opportunity to trial a shuttle bus for businesses, which would benefit businesses on Cabot Park.

The route is currently being finalised, however it is hoped that the circular service will be operating from Monday 7th September 2015. Provisional routeing would link Avonmouth railway station – St Andrews Road, Cabot Park (Poplar Way), Merebank Road, Kings Weston Lane, Lawrence Weston, Access 18 and Avonmouth village.

It is anticipated that the single vehicle service will provide an hourly frequency (dependent on circular route length) and better link with shift patterns for the surrounding businesses. For more information on the shuttle bus proposals <http://severnnet.org/workareas/transport/bus-services/>

3.3 Individual Travel Plans

In developing a TP for occupants at Cabot Park, each organisation and its employees and visitors could benefit from helping to achieve environmental or corporate social responsibility policies; contributing towards the health and wellbeing of employees and visitors, through more use of walking and cycling, reducing absenteeism and reducing commuting stress; and helping to overcome parking and local congestion problems, reducing the need for parking and reducing costs in maintenance.

3.3.1 Potential Measures

A TP can identify latent aspirations of employees wanting to travel more sustainably but without the facilities at work or knowledge of options to encourage them to make a change in travel behaviour. Travel Plans can provide a mechanism to highlight the need for additional measures or infrastructure to facilitate more sustainable travel with up to date public transport information.

Some measures are relatively low in cost to implement, with minimal on-going maintenance/administration costs. However one of the most valuable assets in encouraging more sustainable travel is an enthusiastic advocate (or advocates) within the business itself - a Travel Plan Coordinator (TPC) and Travel Champions.

3.3.2 Travel Plan Coordinator

The amount of time the TPC role requires will depend on the company size, resources available and the scale of the Travel Plan. Specific duties which the TPC may need to undertake include:

- leading the development and implementation of the Travel Plan;
- raising awareness and encouraging uptake of sustainable transport;
- act as a point of contact within/outside the organisation for anyone requiring transport advice and keep up to date with issues and new initiatives that affect sustainable transport.
- assist with conducting travel surveys to establish why people travel the way they do and what the company could do to get them to change to sustainable transport
- assist with conducting travel surveys to establish why people travel the way they do and what the company could do to get them to change to sustainable transport.
- monitor the progress of the Travel Plan towards its targets and to take action where appropriate.

More information on individual TPs, potential measures and TPC role can be found in **Appendix 3**.

Action: Businesses to update or produce an individual Travel Plan, with measures and targets. Also nominate a Travel Plan Coordinator.

3.4 Site-wide Infrastructure

3.4.1 Site Audit

Following the site audit completed in April 2015, several infrastructure improvements have been identified that could be implemented, using section 106 funding, to facilitate cycle/pedestrian access around Cabot Park for employees as well as visitors.

- **Moorend Farm Road** - dropped kerbs at the crossing between shared foot/cyclepaths on western and eastern sides of highway (approximately £2,000 - £4,000)
- **Signposting to NCN routes** – along key routes throughout the site, there could be some improvement on NCN 41/Route 410 signposting (approximately £1,000 - £2,000)

General maintenance of the foot/cycleways was at a good standard, however HGV parking can sometimes be an issue along Packgate Road (access to Route 410), in terms of safety. Limited

enforcement of parking on footway/cycleways is carried out by Avon and Somerset Police. Double yellow lines are already in place along the highway to deter on-street HGV parking.

3.4.2 DfT Challenge Fund Bid

The successful joint BCC/SGC bid for maintenance challenge funding to improve highway surface and provide safe, user friendly cycle and walking pathways that would benefit Cabot Park businesses and employees. The bid included:

- An off road walking and cycling route from the Portway P&R site to Cabot Park, and from there all the way to M48 junction at Aust;
- Several new crossing points for pedestrians and cyclists along St Andrews Rd, making the environment more friendly to road users and improving road safety;
- New and improved bus stops to serve the no. 3 service;
- Improvement to road safety and traffic flow along St Andrews Rd by installing two wide running lanes capable of dealing with large HGV and wide loads, replacing the narrow 4 lanes that exist, and building new 'right turn lanes' to keep the traffic flowing freely; and
- A new hard wearing road surface and general improvements to the A403 from M48 junction through to the Port end of St. Andrew's Road. This will make the route more attractive, encourage inward investment prepare for the new M49 junction.

The proposals have been consulted on and are currently being finalised. Implementation is due in Autumn/Winter 2015. For up to date information on the progress, visit -

<http://severnnet.org/question/st-andrews-road-a403-urgent-call-support-improvement-grant/>

Objectives, Targets, Monitoring and Action Plan

4.1 Objectives

The area-wide (SevernNet) Travel Plan outlines five main objectives, of which three could be carried through to this Travel Plan document:

- to raise awareness and provide information on all routes available to the area, including walking and cycling routes;
- enable SevernNet to use the information provided in this related document when bidding for support and seeking to highlight priorities for the area; and
- improve sustainable transport use in the area by highlighting the possibilities for improvements that could be made.

4.2 Targets

4.2.1 Site-wide Targets

The area-wide (SevernNet) Travel Plan has set targets based on the current travel survey data and potential to increase use of more sustainable transport modes with improved services and planned infrastructure works. Targets should be reviewed on an annual basis, as more becomes known about travel behaviour and developing infrastructure/service improvements.

Area-wide Travel Plan targets that could be carried through to this document include:

- all businesses in the area to be provided with a copy of the SevernNet TP in 2015;
- a Travel Plan Steering Group to be set up by summer 2015 to provide guidance and encouragement for the implementation of the travel plan measures;
- reduce single occupancy car use by 4% by December 2015 (results to be shown in March 2016 surveys); and
- increase in cycling mode share to 7% by December 2015 (results to be shown in March 2016 surveys).

However as these are SevernNet area-wide targets and until individual TPs and targets have been established, a Cabot Park target should initially be set.

Targets:

- single occupancy vehicle for Cabot Park businesses mode share to not exceed current levels (78% in 2013 existing baseline).
- Cabot Park businesses to assist in the reduction of single occupancy car use and increase in cycle mode share for the area-wide travel plan targets into 2016.

4.2.2 Individual Travel Plan Targets

Targets set out in individual TPs should be SMART:

- **Specific** – target a specific area for improvement.
- **Measurable** – quantify or at least suggest an indicator of progress.
- **Achievable** – can it be achieved?
- **Realistic** – state what results can realistically be attained, given available resources.
- **Time-related** – specify when the result(s) can be achieved.

Therefore, it is important to make sure that whatever targets are set are realistic for the businesses to deliver. Additional aspirational targets, to be used by businesses could include:

- Encourage 5% mode shift to car sharing within five years
- Encourage 3% mode shift to walking/cycling within five years
- Encourage 2% mode shift to public transport within five years

4.3 Monitoring

Monitoring means regularly checking progress towards targets with activities such as staff travel surveys or vehicle counts. It enables businesses to see whether or not Travel Plan initiatives are having the desired effect on employees' travel behaviour.

Monitoring usually occurs for a five year period, although some local authorities may request a longer period of monitoring (i.e. ten years) as part of Planning Conditions.

The TPC is required to distribute surveys (these could be electronic or hard copy surveys – see template in **Appendix 2** or Appendix B of SevernNet Travel Plan) and encourage as many staff as possible to complete. The results of surveys can be used to see what areas are working well and what, if any, additional initiatives should be implemented on site.

Opportunities for using area-wide travel surveys conducted by West of England Authorities – LSTF/SES surveys, could be beneficial for businesses who do not have the resources to conduct their own travel survey. Run annually, the SES survey asks a number of travel-related questions, with the results provided to the business, as well as used within the wider study.

Following the survey of the site, a monitoring report will need to be prepared and submitted to the local authority. The report should include a summary of any measures implemented, the survey results with comparison to previous surveys and travel plan targets, and an updated action plan including revised targets if necessary.

Action: Undertake annual staff travel survey (either individual or SES annual survey) and provide monitoring results to Bristol City Council (if individual travel survey)

4.4 Draft Action Plan

A Draft Action Plan has been developed for Cabot Park businesses to facilitate the delivery of individual TPs, updating this site-wide TP, as well as any initiatives using s106 funding. It also outlines the initial role and responsibilities of the site-wide Travel Plan Manager in developing this Travel Plan document and setting up of group forums to take it forward.

Table 4-1: Draft Action Plan for businesses

Task	Responsibility	Timescale
1: Cabot Park Framework Green Travel Plan (FGTP) update	Travel Plan Manager (TPM) to update existing Cabot Park FGTP to full travel plan (without individual business baseline travel behaviour)	Complete (this document)
2: Appoint TPC, if one has not been appointed	All Cabot Park businesses to have a TPC and provide contact details to TPM and BCC.	By December 2015, within six months for new occupiers

Task	Responsibility	Timescale
3: Undertake LSTF/SES Travel Survey or Corporate Staff Survey	Individual businesses to sign up and encourage employees to participate If businesses have not signed up for LSTF/SES survey, businesses to carry out a staff travel survey to understand existing travel behaviour of employees. Undertake annual travel surveys, or make use of any future SES surveys.	Annually for five years – and submit brief mode share report to Bristol City Council if undertaking a Corporate Staff Survey.
4: Undertake site audit of sustainable transport infrastructure and car parking	Individual businesses (TPC) to carry out a site audit of all sustainable transport infrastructure and car parking facilities (quantity, quality and usage). TPM to carry out Cabot Park site audit for business park – sustainable transport infrastructure	Annually TPM completed in April 2015 on all transport infrastructure within Cabot Park area.
5: Big Commuter Challenge	Businesses to sign up to Bristol's Big Commuter Challenge and encourage employees to take part	Annually - 1st June – 31st July 2015 – complete Summer 2016
6: Sustainable Travel information leaflet	TPM to produce an information leaflet for businesses on Cabot Park, with travel options and useful websites. Produce electronic and hard-copy versions (approx. £300 production costs) – offer print versions to businesses (approx. £50 exc VAT for 100 copies)	September 2015
7: Cabot Park Autumn Forum	TPM to arrange CP Forum to discuss 2015 survey and site audit findings, Travel Plan and finalise Action Plan and targets TPCs to attend and discuss individual travel plans and potential mitigations for implementation	October/November 2015
8: Individual Travel Plans	TPCs to produce/update individual travel plans and submit to TPM/BCC	Autumn 2015 (submit by November 2015)
9: Ongoing liaison with Cabot Park businesses to progress mitigations	Ongoing liaison between Cabot Park TPCs and TPM to progress mitigations	Autumn/Winter 2015-16
10: Cabot Park Winter 2015/16 Forum	TPM to arrange CP Forum with TPCs to discuss travel plan progress TPCs to attend and discuss travel plan and future survey process	January 2016
11: S106 funding	TPM to offer Cabot Park businesses certain TP measures or initiatives as identified in the Cabot Park TP. Measures identified – partial funding for cycle parking, potential road space reallocation (for HGV parking).	Timescale offer in June 2015 For response by businesses in July 2015. To be delivered by March 2016

Appendix 1


Site audit findings

Location			Observations
Poplar Way West			
			Wide, well-signed shared foot/cyclepaths on both sides of the road between St Andrew's Road and Moorend Farm Road/Merebank Road junction. Some minimal maintenance required, due to debris following grass cutting/hedgerow maintenance.

View east from Honda access
(northern side of highway)

View west from Honda access
(northern side of highway)

View west from Poplar Way West
(southern side of highway)

Location	Observations
<p data-bbox="136 255 324 287">Poplar Way East</p> 	<p data-bbox="1243 303 1915 399">Wide, well-signed shared foot/cyclepaths on both sides of the road between Moorend Farm Road/Merebank Road and Packgate Road junction.</p> <p data-bbox="1243 406 1937 502">Food van located on shared foot/cyclepath (adjacent to Unitrunk) on northern side of Poplar Way East. There is enough room for pedestrians and cyclists to pass – unless HGVs have parked up.</p>

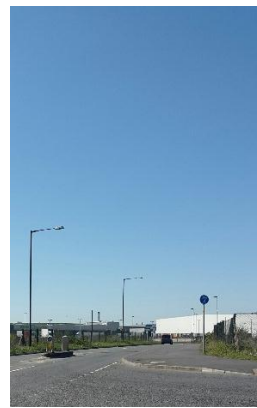
Merebank Road



View looking north to Poplar Way junction







View looking north from DSVA access



View looking south from DSVA access

Wide, well-signed shared foot/cyclepath on western side of the road between Kings Weston Lane and Moorend Farm Road/Poplar Way junction.

Crossing from western side foot/cycleway provides access to Lawrence Weston Road.

Location	Observations
<p>Packgate Road</p>  <p>View along foot/cycleway towards Poplar Way East junction</p>	<p>Wide, well-signed shared foot/cyclepath on western side of the road between John Lewis and Poplar Way East junction.</p> <p>Links to Avon Cycleway (Route 410) – see below for more details.</p> <p>Noted on numerous occasions that HGVs are parked up on this foot/cyclepath – one vehicle on day of site visit, but have observed up to five vehicles at a time. Leaves very little space for cyclists/pedestrians to pass or forcing cyclists in particular to use the highway (potential safety concern – conflicting movements with HGVs/cars).</p> <p>Signage from Poplar Way, along Packgate Road to Route 410 is limited to shared route. Could be improved.</p>
<p>Avon Cycleway - Route 410 (access off Packgate Road)</p>    <p>View east from Packgate Road View west from Packgate Road View further west along Route 410</p>	<p>Access from Packgate Road to Route 410 is good, with dropped kerbs and wide access.</p> <p>Looks to be well used (as bridleway at least).</p> <p>As route continues both east and west it does narrow, but still maintained with good surfacing.</p> <p>Route is not particularly well signed from Packgate Road. Only blue shared use sign is visible.</p>

Location	Observations
<p data-bbox="136 256 360 284">Moorend Farm Road</p> <div data-bbox="152 304 604 592"> </div> <p data-bbox="136 603 539 630">View north to IO Centre (western path)</p> <div data-bbox="728 304 1151 592"> </div> <p data-bbox="728 603 1211 630">View south to Poplar Way junction (eastern path)</p>	<p data-bbox="1294 309 1951 456">Wide, well-signed shared foot/cyclepath from junction with Poplar Way, foot/cyclepath extends about 100metres before it is necessary to cross to eastern side of Moorend Farm Road. No dropped kerbs or tactile paving at this crossing location on either side of the highway.</p> <p data-bbox="1294 469 1720 496">Dropped kerb replacement (approx. £2-4k)</p>
<p data-bbox="136 655 389 683">Lawrence Weston Road</p> <div data-bbox="152 703 613 1091"> </div> <p data-bbox="136 1102 712 1129">View along Lawrence Weston Road from Merebank Road</p>	<p data-bbox="1294 708 1951 762">Traffic free route between Lawrence Weston and Cabot Park. Well-surfaced, but currently unlit.</p> <p data-bbox="1294 775 1890 802">Not particularly well signed as NCN Route 41 and Route 410.</p> <p data-bbox="1294 815 1944 903">Northbound cyclists/pedestrians along Merebank Road can access Lawrence Weston Road using crossing from western side foot/cycleway.</p>

Appendix 2

Example travel survey

Business Logo to be inserted here

Dear Colleague,

We are developing/updating a Travel Plan for BusinessName. As part of this plan we are undertaking a staff survey to find out how you travel to the work and what difficulties, if any, you encounter. The plan will help us to be an organisation that, amongst other things, recognises its responsibility to the environment. We would be very grateful if you would complete the attached survey to help us make appropriate plans.

We would be grateful if you could spare a few moments of your time to complete the attached questionnaire. The information that you provide will help us to consider potential improvements in access to BusinessName by public and private transport in the future.

Please return all completed surveys and application forms to your Travel Plan Coordinator (NAME) by DATE via internal post and be assured that all of the information that you provide will remain confidential.

If you need any help completing the survey or application form, please contact your TPC.

Thank you for your assistance.

Please complete relevant answers in **BLACK PEN** and **CAPITAL LETTERS** and by putting a tick in the chosen box. If the case of error, please completely fill the box in black and then tick the correct choice.

1. Postcode of the place where you normally start your journey to work	<input type="text"/>
2. Gender	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
3. Age	
Under 25	<input type="checkbox"/>
25 - 34	<input type="checkbox"/>
35 - 44	<input type="checkbox"/>
45 - 54	<input type="checkbox"/>
55 or over	<input type="checkbox"/>
4. How often do you work away from the site?	
Never	<input type="checkbox"/>
Less than once a week	<input type="checkbox"/>
One to four times a week	<input type="checkbox"/>
Once a day	<input type="checkbox"/>
More than once a day	<input type="checkbox"/>
5. What time do you usually arrive? (Please use 24 hour clock)	<input type="text"/>
6. What time do you usually leave? (Please use 24 hour clock)	<input type="text"/>
7. Do you normally work:	
Normal working day (8-4,9-5,10-6)	<input type="checkbox"/>
Day shifts, i.e. morning/afternoon	<input type="checkbox"/>
Out of hours, i.e. night shift	<input type="checkbox"/>
Rotation Shifts	<input type="checkbox"/>
Part time	<input type="checkbox"/>
Regularly work from home	<input type="checkbox"/>
Other	<input type="checkbox"/>
<input type="text"/>	
8. Do you have a disability which affects your travel arrangements? If yes, please give details	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
<input type="text"/>	

9. Are you the holder of a Disabled Blue Badge? ✓

Yes
No

10. What is your main mode of travel to work? (Please tick one box representing your **main** mode of travel) ✓

Bus
Bicycle
Car, on your own
Car, with other(s)
Motorbike/Scooter
Train
Walk
Other (please specify)

11. What other modes are used in your usual journey to work? (For example, walking to a bus stop, cycling to a train station: please tick all that apply) ✓

Bus
Bicycle
Car, on your own
Car, with other(s)
Motorbike/Scooter
Train
Walk
Other (please specify)

12. Are you paid by the company to use your car in the course of your duties? ✓

No
Yes, as an essential car user
Yes, as a regular/casual car user

13. Why do you choose these methods of travel? Please TICK up to TWO ✓

Convenience
Price
No access to a car
Not able to drive
Flexibility
Reliability
Health and Fitness
Need vehicle during the day
Other commitments (children, dropping off partner etc)
Other

14. Which of the following do you occasionally use instead of your usual form of transport? (Please tick all modes that apply) ✓

Bus
Bicycle
Car, on your own
Car, with other(s)
Motorbike/Scooter
Train
Metro
Walk
None
Other (please specify)

15. How far do you travel to work? ✓

Up to 1 mile
Over 1 mile and up to 2 miles
Over 2 miles and up to 4 miles
Over 4 miles and up to 10 miles
Over 10 miles and up to 20 miles
Over 20 miles and up to 40 miles
Over 40 miles

16. How long does it take you to get to work, using your usual mode(s)? ✓

Up to 15 minutes
16 – 30 minutes
31 – 60 minutes
61 – 90 minutes
Longer than 90 minutes

17. Which of the following changes would persuade you to cycle to work? (If you already cycle to work, which would you most like to see improved?) Please TICK all that apply ✓

Safer, better lit work-site cycle paths
Improved cycle paths on journey to work
Improved cycle parking at workplace
More/Improved workplace showers and changing facilities
More/Improved workplace lockers
Arrangements to buy a bicycle at a discount
Other financial incentives
Promotion of associated health benefits
None
Other

Thank you for your co-operation. Please be assured that your answers will remain **CONFIDENTIAL**.

Please return your completed questionnaire to by .

18. Which of the following changes would persuade you to use public transport to work? *(If you already use public transport, which would you most like to see improved?) Please TICK up to TWO* ✓

More direct bus routes

More frequent bus service

More frequent train service

More reliable bus/train service

Better lighting at shelters and on workplace paths

Cheaper travel

More convenient drop off points

Better links to work from the station

Better public transport information

None

Other (please specify)

19. Which of the following changes would persuade you to walk to work? *(If you already walk to work, which would you most like to see improved?) Please TICK up to TWO* ✓

Improved layout of workplace footpaths

Improved maintenance of workplace footpaths

Improved lighting on workplace footpaths

More security measures around the site

More conveniently placed entrances to the site

Road safety improvements in the local area

Better street lighting in the local area

Promotion of associated health benefits

Financial incentives

None

Other

20. If you travel by bus, how many buses do you catch? ✓

1

2

3+

21. If you travel by bus, which route numbers are they?

1.

2.

3.

Please complete questions 22 and 23 if you use the car to get to work. If you do not drive to work, please start with question 24.

22. What are your main reasons for using a car to get to work? *Please tick all that apply* ✓

Essential to use car during the working day

Dropping/collecting children/partner

Get/give a lift

Health reasons

Personal security

Distance

No public transport access

Flexibility (e.g. need car after work)

Unpredictable working hours

Lack of an alternative

Cost

Reliability

Other

23. Where do you usually park? ✓

On site in a staff parking space

On site but not in a designated space

Off site in a nearby street

Off site in a nearby car park

Other

24. Would you be prepared to car share? *(You do not need to own your own car to car share)* ✓

Yes

No

I already car share

25. Which of the following would encourage you to car share? ✓

TICK up to TWO

Help in finding car share partners with similar work patterns

Free taxi home if let down by car driver

Reserved parking for car sharers

Reduced car parking charges for car sharers

None of these

Other

Thank you for your co-operation. Please be assured that your answers will remain **CONFIDENTIAL**.
Please return your completed questionnaire to by .

27. Do you have any other comments about your current journey to and from work?



Thank you for your co-operation. Please be assured that your answers will remain **CONFIDENTIAL**.

Please return your completed questionnaire to by .

Appendix 3

Travel Plan Coordinator role

Welcome to your role of Travel Plan Coordinator

Your site requires a Travel Plan as part of its planning obligation to the local authority. Your role is to help your organisation reach its targets to reduce single occupancy car use by implementing the travel plan, encouraging staff to use alternatives to private car and assisting with annual monitoring.

This leaflet has been created to assist you with your role as the Travel Plan Coordinator and includes:

- A list of your tasks as Travel Plan Coordinator; and
- Ideas of measures to promote sustainable transport.

Why travel sustainably.....?

The number of vehicles on our roads is growing, resulting in more carbon emissions and other pollutants being produced. This in turn increases global warming and reduces the air quality for local people. It also means more congestion, longer delays, increased parking problems and reduced road safety. By decreasing the number of single occupancy car trips, staff and visitors can benefit from improved health and a cheaper, more relaxing journey to and from the site.

Travel Plans...

Travel Plans have a number of benefits for your organisation and its employees and visitors, including:

- Helping to overcome parking problems, reducing the need for parking, reducing costs in maintenance and rents;
- Enhancing your organisation's environmental image including working towards ISO 14001 and BREEAM;
- Contributing towards the health and wellbeing of employees and visitors, through more use of walking and cycling, reducing absenteeism and reducing commuting stress;
- Providing a better work-life balance through flexible working and less need to travel on business
- Cutting mileage claims and other business travel costs;
- Cutting down commuting costs for employees, for example through the promotion of car sharing.
- Solving access problems caused by traffic congestion on and around your site;
- Assisting in recruitment and retention, improving accessibility to your workplace for potential and existing employees;
- Satisfying planning conditions; and
- Assisting with the implementation of government tax incentives, such as the "cycle to work" scheme.

Travel Plan Coordinator...

There is a need for a Travel Plan Coordinator as part of any Travel Plan. The amount of time the role requires depends on the company size, resources available and the scale of the Travel Plan.

Specific duties which the Travel Plan Coordinator may need to undertake include:

- Leading the development and implementation of the Travel Plan and targets, including monitoring.
- Raising awareness and encouraging uptake of sustainable transport.
- To implement and promote initiatives which aim to reduce the use of the private car.
- To assist with conducting travel surveys to establish why people travel the way they do and what the company could do to get them to change to sustainable transport.
- To set up and coordinate any relevant steering groups, e.g. a Bicycle User Group (BUG).
- To implement a car park management strategy if required.
- To work in partnership with neighbouring businesses as required in order to resolve any local sustainable transport issues.

Annual Monitoring...

Monitoring means regularly checking progress towards your targets with activities such as staff travel surveys or vehicle counts. It enables you to see whether or not your Travel Plan initiatives are having the desired effect on people's travel behaviour.

Monitoring usually occurs for a five year period, although some local authorities may request a longer period of monitoring. For example, it may be extended to 10 years, if it is considered that there are significant traffic impacts associated with the development or if the development is to be phased over a longer period.

As Travel Plan Coordinator, your help will be required to distribute surveys (these could be electronic or hard copy surveys) and encourage as many staff as possible to complete. The results of surveys can be used to see what areas are working well and what, if any, additional initiatives should be implemented on site.

Following the survey of the site, a monitoring report will need to be prepared and submitted to the local authority. The report should include a summary of any measures implemented, the survey results with comparison to previous surveys and travel plan targets, and an updated action plan including revised targets if necessary.

Example measures...

Provided below is a list of measures which could be implemented as part of the Travel Plan, to encourage sustainable travel amongst employees at the site:

- Provide covered and secure cycle parking.
- Provide lockers, changing rooms, showers and clothes drying facilities.
- Offer cycle maintenance classes and cycle training.
- Introduce a cycling business mileage allowance.
- Develop a sustainable travel notice board and display maps and timetables.
- Produce a 'Travel to Work' leaflet for new starters, outlining sustainable travel information.
- Offer employees the opportunity to purchase public transport tickets using an interest free loan provided by the company.
- Mark car share bays in your car park, closest to the main entrance.
- Develop a car share scheme, to match up those employees who live near each other.
- Consider introducing flexible working hours, to assist employees with using public transport.

National events...

There are various dates throughout the year for Travel Plan Coordinators to promote as outlined below:

Event	Month held	Relevant website
National Walking Month	May	www.livingstreets.org.uk/national-walking-month
Work Wise Week	May	www.workwiseuk.org/workwiseweek/
Bike Week	June	http://bikeweek.org.uk/
Car Free Day	September	www.eta.co.uk/campaigns/car-free-day/
Life Share Week	October	http://liftshare.com/liftshareweek/

TravelWEST also run a Big Commuting Challenge for local employees/businesses to compete against each other (<https://thebigcommute.getmeactive.org.uk/>) and it was back for summer 2015.

The aim of the Challenge is to get as many people as possible commuting to work (and back) by walking, cycling, motor cycling, using public transport and lift-sharing. The more journeys completed by sustainable modes, the higher up the leader board you'll get.

For more information (Bristol) - Jacob Pryor Tel: 0117 903 6847 Email: jacob.pryor@bristol.gov.uk

Useful websites...

- **TravelWest:** For up-to-date local sustainable travel information, journey planner and forthcoming schemes www.travelwest.info/
- **Living Streets:** National charity. You can log your walks online to see total miles walked, calories burned and CO2 saved. Visit <http://www.livingstreets.org.uk/walk-with-us/walking-and-work>
- **Walk 4 Life:** Can be used to find local routes and walking buddies. Visit www.walk4life.info
- **Sustrans:** A free information pack is available from their 'Free Your Bike' webpage. Visit www.sustrans.org.uk or call 0845 113 00 65.
- **Cyclists' Touring Club:** Their website has advice on many aspects of cycling, including what bike to buy, types of routes and cycling tips. Also news about training courses and other events. Visit www.ctc.org.uk
- **National Rail Enquiries:** Provides journey planner and live train service updates. Call 08457 48 49 50 or visit www.nationalrail.co.uk
- **Environmental Transport Association:** Green advice on buying cars, journey planning and car preparation, and driving at www.eta.co.uk/green_driving
- **ACT Travelwise:** Association promoting and facilitating sustainable travel choices. Visit <http://www.acttravelwise.org/>
- **Liftshare:** An online journey matching service that finds travelling companions. The site is free to join and outlines the benefits (financial and other) of sharing a car journey. Visit www.liftshare.com/uk
- **Share a Car:** An online journey matching service that finds travelling companions. To register costs £5 which must be paid with a credit card, and the transaction is used to verify who you are to keep all our users safer. Visit www.shareacar.com