



WORKPLACE TRAVEL PLAN

**Newhaven Energy Recovery Facility,  
Newhaven, East Sussex**

April 2011





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## 1. Introduction

1.1 Veolia Environmental Services (“Veolia”) is the leading waste management company in the UK and is committed to the protection & conservation of the natural environment, now and into the future. The development of a sense of environmental responsibility within all employees is an objective of Veolia’s Environment and Sustainability Policy. The encouragement of sustainable travel forms a part of this and the provision of workplace travel plans for major facilities can make an important contribution.

1.2 This travel plan for Newhaven ERF is provided in accordance with planning condition 25 of planning consent LW/462/CM(EIA) for the construction and operation of an energy recovery facility together with ancillary infrastructure including waste transfer station, administration/visitor centre, landscaping and highway works. Land at northern end of North Quay Road, Newhaven, East Sussex.

Planning Condition 25 states:

*“Before the first occupation of the development hereby permitted, a Travel Plan, in accordance with the aims and objectives of PPG13 (March 2001) and the Government White Paper (July 1998), shall be submitted to and approved in writing by the Waste Planning Authority. The Travel Plan shall be implemented and thereafter maintained and monitored in accordance with the approved details.”*

1.3 The facility has been constructed as part of the Integrated Waste Management Service (IWMS)

operated by Veolia ES South Downs Ltd on behalf of East Sussex County Council and Brighton & Hove City Council. Construction of the facility began in April 2008 and all Veolia operational staff are expected to be working at the facility by the end of July 2011, with further administrative staff moving there in late summer/autumn.

1.4 The nature of operations at the ERF are likely to limit the scope for a reduction in the reliance on the private car for travel to work. It is however, seen as important to encourage staff and visitors, where practicable, to adopt a more sustainable means of travel to the site. In addition, measures are in place to ensure that operational vehicles use appropriate routes. The key objectives of this travel plan are therefore (1) to minimise the use of single occupancy vehicles for staff and visitor travel and (2) to manage operational traffic so as to minimise its impact.

Objective 1 is addressed through the travel survey (Sections 4 and 5) and targets (Appendix A). The objective will continue to be addressed into the future via further travel surveys and the subsequent revision of targets. Objective 2 is addressed by the lorry routing restrictions detailed in the legal agreement dated 3<sup>rd</sup> of March 2008.

## 2. Travel Plan Administration

2.1 The Facilities Manager will undertake the role of Travel Plan Co-ordinator for the Newhaven ERF. Contact details are:

Phil Preece  
Newhaven ERF,  
North Quay Road,  
Newhaven,  
East Sussex  
BN9 0HE  
T: 01273 436 500  
E: info.southdowns@veolia.co.uk

2.2 The role of the Travel Plan Coordinator will include undertaking staff surveys, provision of information to staff on public transport and car sharing opportunities and the monitoring and review of travel initiatives and the travel plan itself.

2.3 The Travel Plan Co-ordinator will be responsible for initiating further travel surveys. If required by the County Council surveys can be conducted using standard survey forms employed by the County Council to aid the standardisation of data obtained from businesses across the county.

2.4 The Travel Plan Co-ordinator will assist in addressing the issues identified in the following sections.

## 3. Site Layout, Operation and Existing Travel Options

3.1 The site is located in an industrial area in Newhaven. Site access has been significantly improved as part of the development. The footpath along North Quay Road has been widened and resurfaced to produce a joint footpath and cycle way that leads from Drove Road up to the site entrance. The pavement along Drove Road from the port access to Mc Donald's has also been resurfaced. In addition nine tactile crossings have been constructed spread across the footpaths and a new roundabout built at the entrance to North Quay Road. On site there are 36 car parking spaces situated to the north of the administration building on the opposite side to the entrance with three disabled bays alongside and a further 6 spaces next to the gatehouse. Nine covered bicycle stands are provided at the back of the administration building in addition to three showers in the men's changing area and two in the women's changing area with lockers in both. The facility also includes an education and visitors centre with a coach parking bay next to the administration building on the northern side.

3.2 The site is reasonably well served by public transport from the major population centres of Brighton, Lewes and Eastbourne and is expected to fulfil the needs of most visitors and some staff. The following options are available. Bus routes 12, 12A (same as 12 with addition of Chyngton), 12C and 12X run from Brighton to Eastbourne via Rottingdean, Saltdean, Peacehaven, Newhaven, Denton Corner, Seaford, Exceat and East Dean

stopping in Newhaven six times an hour between 0900 and 1800 with reduced frequencies (twice-four times an hour) in early mornings and evenings. Services begin at 0542 and end around 2353. Frequencies are similar on Saturdays but reduced on Sundays and bank holidays to four times an hour starting later from 0831. Route 14 runs from Hangleton to Newhaven via Grenadier Hotel, Woodruff Avenue, Seven Dials, Brighton Station, Churchill Square, Old Steine, White Horse, Longridge Avenue, North Peacehaven, the Meridian Centre and Sutton Avenue stopping in Newhaven once an hour. Services are reduced to just four buses a day on Sundays and bank holidays. Services start from 0615-0646 and finish at 0010. In addition two local services operate in the area. The 123 from Peacehaven to Lewes via Newhaven operates once an hour from 0722-1813 Monday to Friday and 0926-1729 on Saturdays with no Sunday service. The 145 service around Newhaven passes the site once an hour from 1022-1522 Mondays-Saturdays with no Sunday service.

3.3 Trains also operate to Newhaven. Route 189 from Brighton to Seaford via London Road (Brighton), Moulsecoomb, Falmer, Lewes, Southease, Newhaven Town, Newhaven Harbour and Bishopsgate. Operating twice an hour from 0652-0004 Mondays to Fridays, 0616-0004 Saturdays and 0740-2131 on Sundays. Cost varies depending on the ticket purchased (i.e. weekly, monthly etc...). A weekly bus pass for the Brighton and Hove area costs around £16.00 whereas a weekly train pass from Brighton to Newhaven costs around £28.00.

3.4 The Newhaven ERF is programmed to be fully Operational by the end of October 2011. The

operational facility will form a key part of the Integrated Waste Management Service provided by Veolia on behalf of East Sussex County Council and Brighton & Hove City Council. The transport implications of the facility were dealt with in detail in the Transport Assessment (September 2005) conducted by Capita Symonds on behalf of Veolia that accompanied the planning application. This assessment included operational waste vehicle traffic movements, staff and visitors.

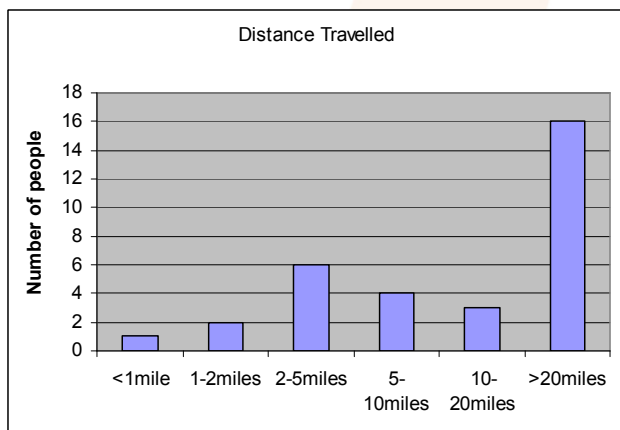
3.5 There will be approximately 42 employees based at the site, all of whom will be Veolia employees. Working times and hence to some extent travel patterns are determined by the operational requirements necessary to provide the Integrated Waste Management Service to the councils, together with the permitted hours set by the planning consent. The burning of waste is permitted to continue 24hours a day 7 days a week however planning condition 28 of the planning consent restricts the delivery of waste to between the hours of 0700-1900 Monday to Friday inclusive, 0730-1800 Saturdays. On Sundays, Public and Bank Holidays there is an additional restriction limiting deliveries to street sweepings and up to 10 deliveries of household waste between 0800-1700. Staff working hours and expected peaks in staff travel were addressed in detail in the Transport Assessment.

## 4. Results of Travel Survey

4.1 A travel survey was conducted to investigate staff travel patterns. An overview of the results is presented below. A total of 32 of the eventual 42 staff were surveyed. At the time of writing the facility was not operational. As a result 10 members of staff were unavailable for a variety of reasons. These included that they had not yet been hired or that they had not yet started working at the facility. The full details of responses can be found in Appendix B whereas the survey form can be found in Appendix C.

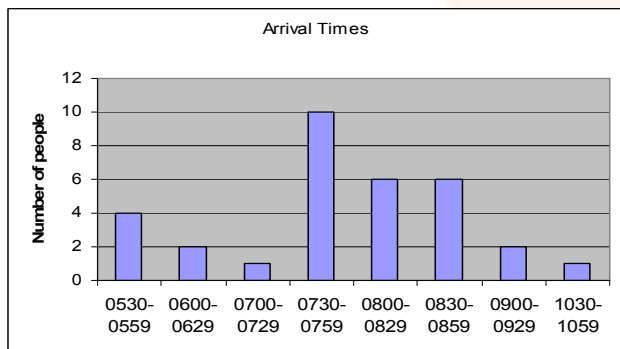
### 4.2 Distance from Work (Q4)

Exactly half of the staff surveyed live further than 20 miles from the site.



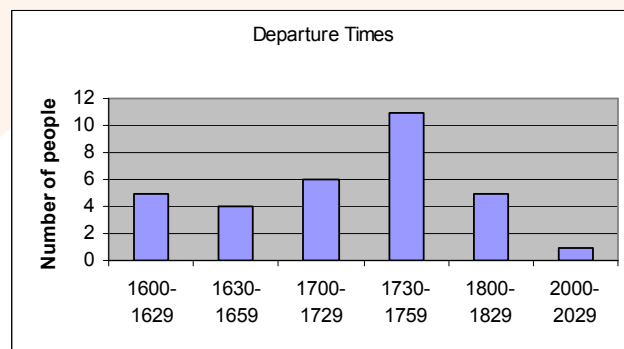
### 4.3 Time of Arrival (Q5)

Arrival times are spread over 5 hours 0530-1059. The most frequent arrival time is 0730-0759 although this time represents only 31% of individuals surveyed.



### 4.4 Time of Departure (Q6)

Departure times are more tightly spread over four and a half hours. The most common being 1730-1759 with 34% of responses. No remaining departure times received more than 19% of the responses.



### 4.5 Full Time/Part Time. (Q7)

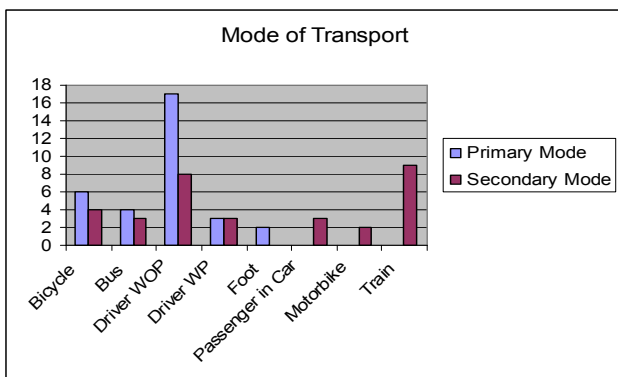
All staff are full time however 2 staff are only based at Newhaven twice a week. The 30 remaining staff surveyed are all full time and permanently based in Newhaven

### 4.6 Physical Mobility Issues (Q8)

No staff have any physical mobility difficulties.

**4.7 Primary Mode and Secondary mode of Transport (Q9/Q10)**

Over half the respondents selected the car as driver without passenger (Driver WOP) option as their first choice mode of travel.



The second most common first choice was the bicycle with 6 respondents followed by the bus and driver with passenger (Driver WP) with 4 and 3 respectively. In contrast 9 staff selected the train as their second choice with a further 8 staff selecting the Driver without passenger option.

**4.8 Willingness to use Alternative Transport some of the time (Q11)**

All staff with the exception of 2 are willing to try more environmentally friendly transport options some of the time.

**4.9 Barriers to using Environmentally Friendly Transport (Q12)**

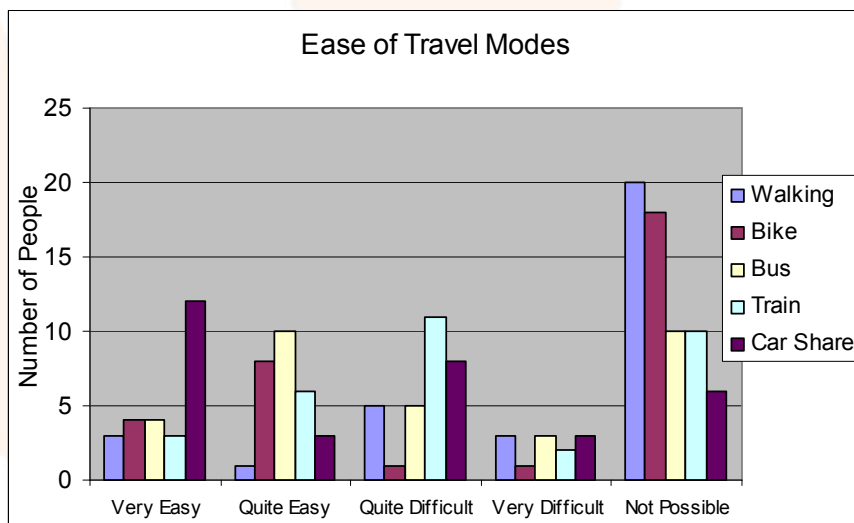
75% of staff did not identify any particular barrier to using more environmentally friendly travel options. However, 25% did, including the barriers below.

Barrier	Number of Staff
Located away from other staff	1
Cost	1
Irregular travel patterns	6
Time constraints	1
Distance	1

Irregular travel patterns were cited as barriers by 6 staff due to requirements such as visiting other sites at short notice or being on call. Cost, distance and time constraints were also cited as concerns.

**4.10 Ease of Travel Modes (Q13)**

Staff were asked how easy/difficult were 5 alternative modes of transport to single occupancy car. The responses can be seen below. For many people walking and cycling were not considered possible.



In contrast around 30% of staff considered car share to be very easy and bus as quite easy whereas train was most commonly considered as quite difficult.

**4.11 Incentives to Walk or Cycle (Q14)**

A small incentive for each day that staff don't drive was considered the most attractive incentive with 34% of respondents selecting this option.

Incentive	Number of Staff	%
Small Incentive	11	34
Cycling Course	1	3
Another Cyclist provides comfortable route	0	0
No Response	20	63

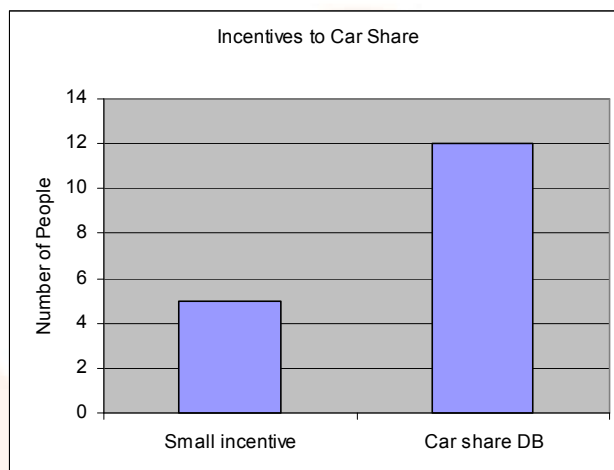
**4.12 Changes to encourage use of public transport (Q15)**

As with question 14 above a small incentive was the most attractive incentive to staff, receiving 28% of responses. The provision of up to date bus and train timetables was also considered attractive with 13%. However, 50% of staff surveyed did not respond.

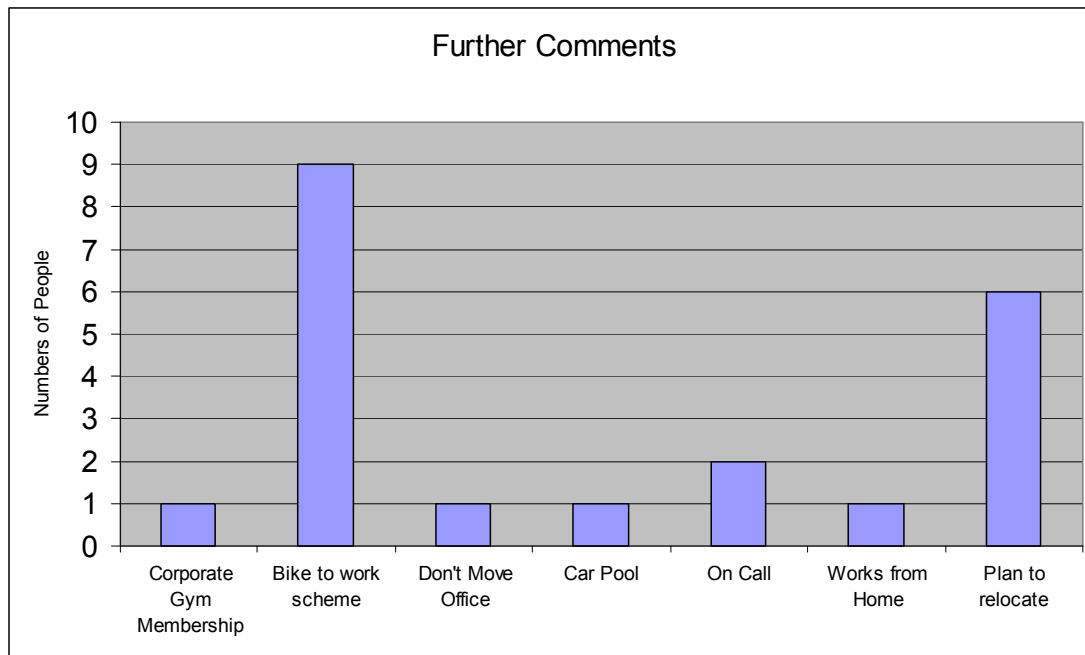
Incentive	Number of staff	%
Small incentive	9	28
Better quality bus stop	1	3
Up to date bus and train times	4	13
Car Pool	1	3
New Bus stop	1	3
No Response	16	50

**4.13 Incentives to Car Share (Q16)**

Over a third of respondents selected a car share database as their preferred incentive to encourage car sharing, whereas only around a sixth selected a small incentive although over a third of staff surveyed did not respond to this question.



4.14 Further Comments (Q17)



Staff provided a range of additional comments including suggestions such as a corporate gym membership, a carpool, the retention of existing offices or the bike to work scheme. In addition to general comments such as the following

- One member of staff will work from home some of the time
- Six members of staff intend to relocate soon and expect travel patterns to change
- Two members of staff will be on call which will limit travel options.
- Nine members of staff suggested that Veolia administered the cycle to work scheme.

## 5. Discussion of Travel Survey

5.1 The vast majority of staff showed a willingness to use more environmentally friendly options. At present however 30% of staff live beyond 20miles from the site limiting individuals to automotive transport options. Where these staff do not live on primary transport routes their journey times are likely to significantly increase should they choose public transport options.

5.2 The car share database was selected as the preferred incentive for car sharing and is something that can be relatively easily implemented when the site is operational. The actual extent of car sharing however can be expected to be limited due to the wide range of arrival/departure times in addition to addresses (which have not been included in the report). The wide range of operating hours including weekends present a further barrier to more sustainable travel.

5.3 Overall the most common primary mode of transport was the single occupancy car whereas the most preferred secondary mode was the train. Consequently it may be possible to encourage a number of staff to use the train as their primary mode of transport. This however is likely to be limited by the relatively high cost of this option in addition to the fact that in question 13 (section 4.10) many staff considered this to be difficult.

5.4 With regard to the ease of alternative options car share, bus and bicycle were considered the easiest. This suggests that encouragement focused on these areas may be least disruptive to staff with regard to reducing single occupancy car use. A small incentive

for walking, cycling or using public transport was the preferred choice for encouraging more sustainable transport options however nearly as many staff suggested the government subsidised cycle to work scheme. Both these options can be discussed by Veolia.

5.5 Further limits to using more environmentally friendly transport options included irregular travel patterns. At least six staff stated requirements to be on call or travel to different sites at short notice which prohibits alternative transport options. Finally it should be noted that since the facility is still not operational many staff are intending to relocate which will significantly change their future transport options. These changes will be kept under review through further travel surveys.

## 6. Future Plans

6.1 The next staff travel survey will be carried out 12 months after the approval of the present travel plan. It is not considered appropriate for the next travel survey to be carried out any sooner, as it is appropriate to give all staff who intend to relocate the opportunity to do so. This will also give staff the opportunity to get used to their roles, consider their preferred travel arrangements and ensure that the travel patterns of normal operating conditions have been established.

6.2 Thereafter further travel surveys will be carried out as and when staff travel options are considered to have significantly changed. Based on the results of the surveys and any comments made by staff and the County Council officers, this section will identify specific issues to be addressed following the survey. The potential measures listed below are suggested following the first travel survey:

- Public transport timetables will be made available on site and be kept up to date to ensure easy access by staff to available transport routes
- A car share database will be developed and updated in line with future travel surveys.
- Walking – raise awareness of health and sustainability benefits with staff who live locally
- Cycling – raise awareness of health and sustainability benefits with staff who live locally

These measures will be promoted to the staff by the Travel Plan Co-ordinator by means of meetings,

briefings, notice boards and other measures considered appropriate by the Co-ordinator.

6.3 Targets for the present travel plan can be found in Appendix A. Specific targets were not considered appropriate given that baseline travel options are likely to change as the staff not surveyed commence their roles. The first travel plan of the operational facility will include specific targets. These will be updated with each future travel survey.

6.4 Following the carrying out of later travel surveys a report will be submitted to the County Council, subject to the allowance of reasonable time for the analysis of survey results and report preparation.

## 7. Monitoring and Review

7.1 The future travel surveys will form the basis for monitoring and review. Based on the approach set out in paragraph 6.1 the next travel survey will be carried out during the summer of 2012 (assuming the present travel plan is approved this summer).

7.2 The survey will be followed by submission of a brief monitoring report to East Sussex County Council reviewing implementation of measures outlined above and considering the implications of any changes in travel patterns shown by the survey. This Travel Plan will be updated as appropriate following the review.

## Appendix A - Targets for First Year

<b>Objective 1: To minimise the use of single occupancy vehicles</b>	
<b>TARGET 1 - PROVISION OF CURRENT TRAVEL INFORMATION TO STAFF AND VISITORS</b>	
Specific	Veolia will maintain a notice board with current information on travel options and to assist in the co-ordination of car sharing.
Measurable	Verify by annual report.
Achievable	Veolia to action. The travel information provided on the notice board will be the responsibility of the Travel Plan Co-ordinator.
Realistic	Yes.
Time bound	Ongoing from first operation.
<b>TARGET 2 - FULL TRAVEL PLAN AVAILABILITY TO ALL STAFF</b>	
Specific	This Travel Plan will be communicated to all new staff as part of their induction/training process. An up to date copy of the Travel Plan will be available for staff consultation.
Measurable	Verify by annual report.
Achievable	Veolia to action. It will be the responsibility of the Travel Plan Co-ordinator to ensure that all staff are aware of and have access to the Travel Plan.
Realistic	Yes.
Time bound	Ongoing from first operation.
<b>TARGET 3 - REDUCE PROPORTION OF STAFF DRIVING TO WORK AS SINGLE OCCUPANT</b>	
Specific	Reduce the number of "sole car drivers" by a specified amount. Specific targets will be determined in the next travel plan to be conducted as per paragraph 6.1.
Measurable	Assess through annual survey and report.
Achievable	Veolia to action. All staff will be informed of the Travel Plan and its targets.
Realistic	Yes
Time bound	Targets to be re-assessed following future travel surveys.

## Appendix B - Summary of Responses

### Q4

Distance Travelled	Respondents	%
<1mile	1	3
1-2miles	2	6
2-5miles	6	19
5-10miles	4	13
10-20miles	3	9
>20miles	16	50

### Q5

Arrival Times	Respondents	%
0530-0559	4	13
0600-0629	2	6
0700-0729	1	3
0730-0759	10	31
0800-0829	6	19
0830-0859	6	19
0900-0929	2	6
1030-1059	1	3

### Q6

Departure Times	Respondents	%
1600-1629	5	16
1630-1659	4	13
1700-1729	6	19
1730-1759	11	34
1800-1829	5	16
2000-2029	1	3

### Q7

Type of Work	Respondents	%
Full Time	30	94
Part Time	2	6

### Q8

Mobility Difficulties	Respondents	%
Yes	32	100
No	0	0

### Q9

Primary Mode of Transport	Respondents	%
Bicycle	6	19
Bus	4	13
Driver WOP	17	53
Driver WP	3	9
Foot	2	6
Passenger in Car	0	0
Motorbike	0	0
Train	0	0

### Q10

Secondary Mode of Transport	Respondents	%
Bicycle	4	13
Bus	3	9
Driver WOP	8	25
Driver WP	3	9
Foot	0	0
Passenger in Car	3	9
Motorbike	2	6
Train	9	28

**Q11**

Willing to try more environmentally friendly options	Respondents	%
Yes	30	94
No	2	6

**Q12**

Barriers to more environmentally friendly options	Respondents	%
Yes	11	34
No	21	66

**Q13**

Respondents					
Ease of Transport Mode	Walking	Bike	Bus	Train	Car Share
Very Easy	3	4	4	3	12
Quite Easy	1	8	10	6	3
Quite Difficult	5	1	5	11	8
Very Difficult	3	1	3	2	3
Not Possible	20	18	10	10	6

%					
Ease of Transport Mode	Walking	Bike	Bus	Train	Car Share
Very Easy	9	13	13	9	38
Quite Easy	3	25	31	19	9
Quite Difficult	16	3	16	34	25
Very Difficult	9	3	9	6	9
Not Possible	63	56	31	31	19

**Q14**

Incentives to cycle or walk	Respondents	%
Small Incentive	11	34
Cycling Course	1	3
Another Cyclist	0	0
No Response	20	63

**Q15**

Incentives to use public transport	Respondents	%
Small incentive	9	28
Better quality bus stop	1	3
Up to date bus and train times	4	13
Car Pool	1	3
New Bus Stop	1	3
No Response	16	50

**Q16**

Incentives to car share	Respondents	%
Small incentive	5	16
Car share DB	12	38
No Response	15	47

**Q17**

Additional Comments	Respondents
Corporate Gym Membership	1
Bike to work scheme	9
Don't Move Office	1
Car Pool	1
On Call	2
Works from Home	1
Plan to relocate	6

## Appendix C – Travel Survey Form

### Travel Survey

Your individual information will be kept confidential

Where the question contains multiple options please mark your selection with an X

<b>1) What is your home postcode?</b>	
---------------------------------------	--

<b>2) What town or village do you live in?</b>	
--	--

<b>3) What will be your usual place of work?</b>	
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<b>4) How far will you travel to work?</b>	Up to 1 mile	
	Over 1 mile and up to 2 miles	
	Over 2 miles and up to 5 miles	
	Over 5 miles and up to 10 miles	
	Over 10 miles and up to 20 miles	
	Over 20 miles	

<b>5) When will you normally arrive at work?</b>	6.00 – 6.29am	
	6.30 - 6.59am	
	7.00 - 7.29am	
	7.30 - 8.00am	
	8.00 – 8.29am	
	8.30 – 8.59am	
	9.00 – 9.29am	
	9.30 – 10.00am	
	Other (Please Specify)	

<b>6) When will you normally leave work?</b>	4.00 – 4.29pm	
	4.30 – 4.59pm	
	5.00 – 5.29pm	
	5.30 – 6.00pm	
	Other (Please Specify)	

<b>7) Will you work?</b>	Part time	
	Full time	
	If part time, please specify how many days per week you work?	

<b>8) Do you have any mobility difficulties which affect your transport choice?</b>	Yes	
	No	

9) Bus routes 12, 12A, 12C, 12X, 14, 14A, 14B, 14C, 123, 145 and train route 189 all serve Newhaven Town. The train station and adjacent bus stops are approximately 700m from the site entrance. An additional bus stop on lower place road is 800m. Please see the timetables attached to this email for reference. In addition showers, lockers and secure bicycle parking will be provided on site.

Given the above information and your own experience how do you expect to travel to work once the facility is operational? If your journey is expected to require more than one mode of transport, please show just the main part of the journey.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Bus</b>							
<b>Bicycle</b>							
<b>Car, as driver, on your own</b>							

Car, as driver, with other(s)							
Car, as passenger							
Foot							
Motorbike							
Train							
Other, please specify							

10) How do you plan on travelling to work if your normal form of transport is not available?	Bus	
	Bicycle	
	Car, as driver, on your own	
	Car, as driver, with other(s)	
	Car, as passenger	
	Motorbike	
	Train	
	Other – please specify	

11) If you plan to drive to work on your own, Would you be willing to try more environmentally-friendly options such as walking, cycling, public transport or car sharing some of the time?	Yes	
	No	

12) Are there any particular barriers which will make it difficult for you to use these more environmentally-friendly options? If so, what are they?	Yes	
	No	
	If yes, what are they?	

13) If you are travelling directly between your home and work, how easy or difficult do you think it will be to travel by the following means?

	Very easy	Quite easy	Quite difficult	Very difficult	Not possible
Walking					
Bike					
Bus					
Train					
Car share					

14) Which of the following changes would most encourage you to walk or cycle to work? <i>Please tick no more than one.</i>	A small incentive each day you do not drive	
	A course to practise cycling and gain confidence in a safe environment	
	Another cyclist to show you a good cycling route to work	
	Other – please specify	

<p><b>15) Which of the following changes would most encourage you to use public transport to or from work?</b>  <i>Please tick no more than one.</i></p>	<p>A small incentive each day you do not drive</p>	
	<p>Better quality bus waiting facilities</p>	
	<p>Readily available up-to-date easy-to-use bus and train timetables</p>	
	<p>Other – please specify</p>	

<p><b>16) Which of the following changes would most encourage you to car share to and from work?</b>  <i>Please tick no more than one.</i></p>	<p>A small incentive every day you share a car</p>	
	<p>A car share database to help you find a partner with similar work patterns</p>	
	<p>Other – please specify</p>	

17) Do you have any other comments?