

Workplace Sustainable Travel Fund

2018-2019

www.portsmouth.gov.uk



Introduction

Portsmouth City Council has been successful in receiving funding from the Department for Environment, Food and Rural Affairs Air Quality Grant programme fund to help improve air quality.

The most significant source of air pollution in Portsmouth comes from road traffic, and in Portsmouth there is a high reliance on the car to make short trips. 16% of all car trips starting and finishing in Portsmouth are short journeys of less than 3km in length, which could be made on foot or by bicycle.

As a result we're offering Portsmouth organisations the opportunity to apply for funding from the Workplace Sustainable Travel Fund (WSTF) for measures which increase cycling and walking.

Workplaces may bid for up to £2,000 for physical measures such as secure cycle parking. It would be advantageous to your bid if your organisation can contribute a minimum of 20% of the total amount bid for.

Fund allocation is based on criteria and successful organisations must sign a grant agreement to that effect.

Funds will be transferred to your organisation once evidence has been provided showing proof of expenditure incurred and work completed, including installation if required (e.g. invoices and photos).

In 2018/19 financial year the awards will be determined with the following deadlines.

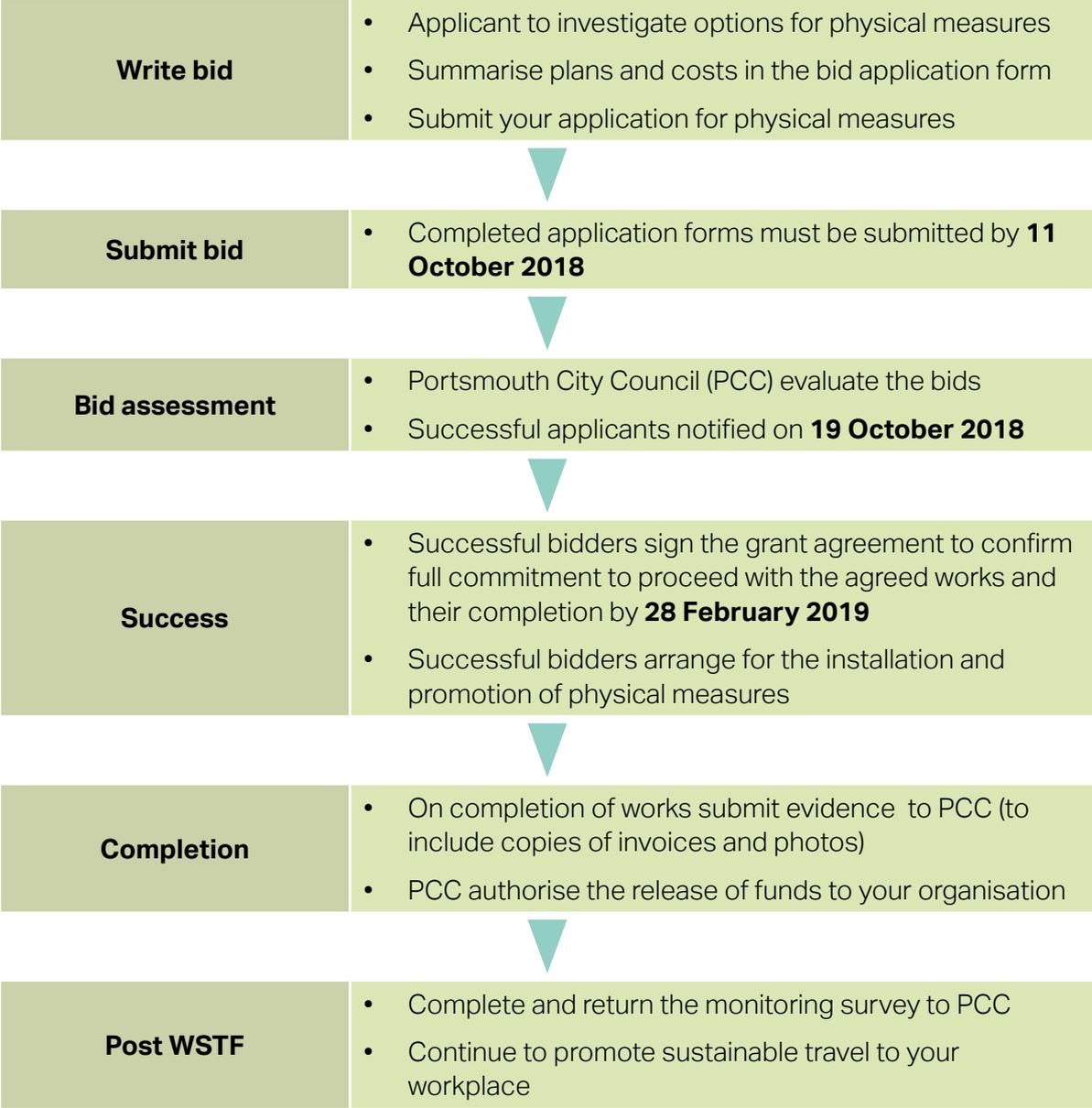
In 2018/19 financial year the awards will be determined with the following deadlines:

Last date of application	Decision confirmation	Work completed
11 October 2018	19 October 2018	28 February 2019

Please ensure that you meet all the criteria and are able to complete any physical works by **28 February 2019** before submitting your application.



WSTF application process



Criteria

	Criteria		Points available
1	Workplaces must be in the Portsmouth postcode area (PO1–PO6)	Essential	1
2	Deliverable within the timescales: All physical works and grant claims must be fully completed, including installation, by 28 February 2019	Essential	1
3	Provide full details of what the grant will be spent on (including cost, quality, relevant standards, installation)	Essential	Up to 3 points available
4	Include quote/s for physical measures	Essential	1
5	Ability to contribute a minimum of 20% match funding	Desirable	1 (if 20% or less) 2 if more than 20%
6	Provide a copy of your travel plan if you have one. Visit myjourneyportsmouth.com/workplaces for more information about developing a travel plan.	Desirable	1
7	Demonstrate how the WSTF measures will be promoted to your employees	Desirable	1
8	Agreement to complete a short monitoring form to help assess the impact of the WSTF	Desirable	1
9	Working with local partners or suppliers	Desirable	1



What you can apply for

Organisations can apply for funding for physical measures that encourage employees to cycle or walk to the workplace, and that support sustainable business-related travel.

Physical measures (capital) up to £2,000 available per workplace

The items shown below are examples of typical physical measures that make cycling or walking to and from work a more attractive option.

You're welcome to bid for other items that are not listed here. If you're not sure if they qualify, please contact us at WSTF@portsmouthcc.gov.uk.

If your application is successful you will need to make the necessary arrangements to ensure that the items are ordered and installed in time.

Please note you should get a quote from a supplier and find out the cost of any installation, before submitting your application.

Indicative costs shown below: (These will vary dependent on the quality and supplier, and exclude any installation costs)

Item	Approximate cost
Cycle parking (A-frame stands, freestanding stands)	£60 - £200
Cycle parking (6 space shelter)	£1,400 +
Cycle parking planter (2 spaces)	£200 - £250
Cycle parking (individual cycle lockers/bins)	£500 - £800
Cycle repair station	£50 - £150
Lockers for clothes/helmet/umbrella storage	£200 - £800
Pool bikes	£200 - £800
Pool bike trailers	£200 - £500
Pool bike, electric	£600 - £1600
High visibility clothing for walking/cycling	£3.50 - £100



Physical measures: advice

If you have questions, or need any advice before obtaining quotes, please contact us at **WSTF@portsmouthcc.gov.uk**.

Cycle parking

When providing cycle parking, consider the following:

- **Covered** shelters are preferred for long stay cycle parking as bikes will be protected from the elements. Sheffield stands (D loops) are more suitable for short stays and small spaces.
- **Security** – staff want to be sure that bikes will be there when they need them; consider lockable bike storage, or providing bike storage within your building.
- **Installation** - you are responsible for checking if you need planning permission, the cost of installation and any necessary groundwork. If your organisation rents space, you will need to obtain landlord permission.
- Use the right type of bike stand (refer to PCC Parking Standards, July 2014).
- **Location** – safe and close to the building, consider CCTV.
- **Spacing** - make sure that there is enough space around and between stands (refer to PCC Parking Standards).

PCC Parking Standards can be found at **www.portsmouth.gov.uk** by searching 'parking standards'.

Cycle parking manufacturers

You will need to get a quote and seek advice before making your application.

There are numerous companies manufacturing Sheffield stands, individual cycle lockers and shelters providing covered and enclosed cycle parking. Companies can offer advice and installation. While we cannot recommend suppliers, we have included some examples below, however we recommend that you also browse the internet for suppliers.

Supplier	Website	Phone
Broxap	www.broxap.com	01782 564411
Cycle Works	www.cycle-works.com	023 9281 5555
Cyclehoop	www.cyclehoop.com	0208 6991338
Falco	www.falco.co.uk	01538 380080
Plantlock	www.frontyardcompany.co.uk	0207 4857618
Queensbury Shelters	www.queensburysshelters.co.uk	023 9221 0052

Pool bikes and trailers

If your employees are able to use pool bikes for shorter distances across the City you can consider providing them, along with panniers and/or trailers if they need to carry equipment. Some considerations are:

- Ease of use e.g. simple gears such as hub gears, different frame sizes
- Ongoing maintenance
- Who will have permission to use them and how will they be managed
- Ensuring that employees are aware of the requirements of use e.g. helmet use, adhering to the highway code, locking the bike, how to use a trailer if one is provided
- Consider purchasing pool bikes from a local cycle shop

Benefits and air quality

Sustainable Travel Benefits

Choosing to reduce car use benefits organisations, employees, communities and the environment. Here are just some of the potential positives:

Organisational benefits

- Reduced travel costs and less demand for car park spaces
- Healthier, happier employees; walking and cycling improves employee health and wellbeing as well as lowering absence levels
- Improved environmental credentials; reducing your environmental impact can boost the competitiveness and profile of your business
- Ability to work while travelling (i.e. while using public transport)

Employee benefits

- Time savings
- Healthier lifestyle
- Cheaper travel to work
- Not having to find a parking space
- Reduced stress, improved health and wellbeing

City and community benefits

- Less traffic congestion
- Less air and noise pollution
- Safer roads
- Increased vibrancy of local area
- Increase in purchasing from local businesses
- Builds community links
- Walking & cycling can be a social activity/opportunity

About air quality in Portsmouth

Like all local authorities in the UK, Portsmouth City Council (PCC) is required to review and assess air quality according to the [government's environmental policy](#). To achieve this, we monitor air quality with the help of four continuous monitoring stations alongside a large number of diffusion tubes at key locations across the city which provide real-time air quality monitoring data.

The most significant source of air pollution in the city comes from road traffic. PCC currently has five Air Quality Management Areas (AQMAs) declared on the grounds of monitored or modelled exceedances of the UK annual mean Nitrogen Dioxide National Air Quality Objective (NAQO).

To improve local air quality PCC will be carrying out an anti-idling campaign. Motorists can immediately reduce unnecessary air-pollution by turning their engine off when stationary.

Walking and cycling can have a positive impact on air quality, by replacing car journeys and enabling people to use public transport. Using public transport instead of taking the car also helps to reduce air pollution. These things can also improve road safety by decreasing the number of cars in the area.

To find out about local air quality, and how you can make a difference, visit [My Journey Portsmouth](#). For more detailed and national information visit [About Air Pollution](#).



Charmaine of Southsea - florist uses pedal for petals

Image credit: The News, Portsmouth: Kelly Jordan, Owner of 'Charmaine of Southsea' florist in Albert Road, Southsea (far right) and her staff



Boutique florist, 'Charmaine of Southsea', was successfully awarded a grant from the Workplace Sustainable Travel Fund in 2016/2017 and used the money to invest in a brand new Victorian-style bicycle to make local deliveries.

Proud owner, Kelly Jordan, said: "This is something I have thought about for a while and I am so grateful to have the opportunity to bring the idea to life.

"I have always felt that since our business is providing the natural beauty of flowers and plants for people's celebrations, it is our duty to return the favour by being as environmentally friendly and considerate as possible. It's all about give and take."

Thanks to the Workplace Sustainable Travel Fund, Kelly's idea became a reality, and she is excited to expand her fleet by adding the environmentally-friendly bike.