ROYAL MINT

GREEN TRANSPORT PLAN

This plan describes the measures the Royal Mint will investigate in order to reduce the environmental effects of transportation associated with its activities.

SIGNED: _____ DIRECTOR OF ENGINEERING SERVICES

APPROVED: _____ DEPUTY MASTER

DATE: 9th June 1999

MAY 1999

Royal Mint Green Transport Plan

The plan is a set of measures looking at the reduction of the environmental effects of travel to and from work and transport activity during work.

This means looking at the four issues below:

1. Commuting
2. Business travel
3. Fleet vehicles
4. Delivery/Commercial traffic

These issues form the basis of the Royal Mint's Green Transport Policy which is restated below.

Each of these areas will be examined individually to look at current arrangements and what measures could be put in place to reduce the environmental effects.

Geographically, the Mint is located at the southern end of the Rhondda valleys and 11 miles North West of Cardiff, please see enclosed map .

Principal roads

M4 Junction 34 from East or West then A4119

Cardiff A4119 or A470/M4

Pontypridd A473 then A4119

Bridgend M4 or A473 then A4119

Valleys various roads then A4119

Principal Rail Stations

Pontypridd 12 miles away

Pontyclun 4 miles away

Royal Mint Green Transport Policy

The Policy will state the aims and intentions of the Royal Mint with regards to its green transport initiatives which will centre around 4 key areas.

Commuting

Policy - The Royal Mint will encourage changes of its employees' commuting to work to more greener methods by means of a Commuting Action Plan .

Initiatives - Car Sharing, Good Driver Practise advice, Increased use of Buses, Trains and Bicycles

Business Travel

Policy - The Royal Mint will develop an integrated Business Travel Plan to ensure the business travel is done efficiently and in as green a manner as possible

Initiatives - Increased use of Trains, shared vehicles to meetings, Investigation of alternatives to meetings- i.e. use of new technologies.

Fleet Vehicles

Policy - The Royal Mint will monitor the operation of its vehicle fleet to ensure all environmental requirements with regards to a green transport policy are met.

Initiatives - Driver Training, Improved communications for Driver Duties, Green vehicles, Regular Maintenance, Improved vehicle load carrying.

Delivery/Commercial Traffic

Policy - The Royal Mint will develop an ongoing system to ensure that all deliveries to and from the Mint will be in a sustainable and environmentally friendly method.

Initiatives - Liaison with suppliers, Efficient journey loads, Well maintained vehicles, Stock delivery reviews, Waste minimisation.

LOCATION OF STAFF BY POST CODE

As can be seen from the map, there are several post codes covering the 15 radius of the map.
The numbers of staff by post code is as follows:

Post Code	Staff Numbers	Post Code	Staff Numbers	Post Code	Staff Numbers
BS9	1	CF40	82	NP1	1
CFI(11)	1	CF41	59	NP2	2
CF2	3	CF42	62	NP44	1
CF3	3	CF43	25	NP6	1
CF4	21	CF44	6	NP9	2
CF5	8	CF45	3	SA1	1
CF7	62	CF48	1	SA11	1
CF8	9	CF61	3	SA2	1
CF31	33	CF62	2	SA5	1
CF32	15	CF63	3	SA8	1
CF33	6	CF64	1		
CF34	3	CF71	6		
CF35	22	CF72	27		
CF36	1	CF78	1		
CF37	41	CF81	1		
CF38	60	CF83	5		
CF39	158				

This represents about 70% of the staff. The Mint should have a better picture once the questionnaire has been completed.
From the post code map, it is apparent that the general distribution mirrors the road corridors down through the valleys.

1. Commuting

1.1 The Royal Mint operates as a commercial enterprise and employs approximately 1,000 staff at the Llantrisant site. The Grosvenor Gardens office will be dealt with separately.

It operates several shift patterns within the site, the principal ones being:

Day Shift	(a)	Mostly the administration and services staff - (08.30 to 16.30) The majority of these staff operate a flexitime system .		
Day Shift	(b)	Some production and service staff (07.30 to 15.30)		
Early Day Shift		Production staff	(06.00 to 14.00)	
Three Shift Pattern		Production staff	(06.00 to 14.00)	(14.00 to 22.00)
Five Shift Pattern		Production staff	(06.00 to 14.00)	(14.00 to 22.00)
			(22.00 to 06.00)	(+ 10 days off between the full shift cycles)

The breakdown of the staff complement is as follows:

Day Shift	(a)	Approximately 30%
Day Shift	(b)	Approximately 8%
Early Day Shift		Approximately 2%
Three Shift Pattern		Approximately 27%
Five Shift Pattern		Approximately 30%

These work patterns are further complicated by having separate production units within the site.
The work force is taken from a wide area around the Mint. The majority are within a 15 mile radius, though the lines of access are restricted (see map on page 4 for the general breakdown of staff location).
The principal method of travel currently used by the staff is the car.
A few use motor cycles and a smaller number use bicycles, with even less using public transport.

The problems of using public transport involve both the geographical location of the Mint and the timetables of buses and trains.

Trains run either on main line to Pontyclun (Cardiff - Bridgend line) or on the valleys network from Cardiff.

Buses run from:

Porth - Tonypandy - Cardiff via the A4119 (122 service) and Penrhys - Tonypandy - Cardiff A470/M4/A4119 (X9) Pontypridd - Bridgend 249, change in Talbot Green (1.5 miles from Mint) for 122 or X9 (Stagecoach Rhondda)
Other bus services would link into the Pontypridd, Porth or Cardiff services.
Other operators provide buses on similar routes to Talbot Green, but no buses are run from Talbot Green other than the 122/X9 service. The schedule is included (pages 6/7), but as the service is hourly, it is currently not much use for the shift patterns. Sunday bus services are virtually non existent.

* are the approximate times at the Mint

PORTH - TONYPANDY - CARDIFF via Talbot Green, Rhydlafar, Llandaff 122

Mondays to Saturdays (except Bank Holiday Mondays)

			M-F	S									Sh	Sh	Sh	Sh	M-F Sh	S Sh	
PORTH (opp.Lewis Merthyr Club)	......	0600	0635	0645	0745	......		......	......	......	......	......	1900	2000	2140	......	2240	2240	......
Porth (Rhondda Buses)	0532	0602	0637	0647	0747	......		......	......	......	......	......	1901	2001	2141	......	2241	2241	......
Trealaw (Miskin Hotel)	0539	0609	0642	0654	0754	......		......	......	......	......	......	1905	2005	2145	......	2245	2245	......
Llwynypia (Ynyscynon Road)	0546	0616	0647	0701	0801	......		......	......	......	......	......	1908	2008	2148	......	2248	2248	......
TONYPANDY (Bus Station) arr.	0550	0620	0650	0705	0805	......		......	......	......	......	......	1910	2010	2150	......	2250	......	......
TONYPANDY (Bus Station) dep.	0550	0620	0652	0707	0807	0907		1407	1507	1607	1707	1812	1910	2010	2150	......	2255	......	......
Penygraig (Housing Office)	0558	0628	0700	0715	0815	0915		1415	1515	1615	1715	1817	1915	2015	2155	......	2300	......	......
Trebanog Arms	0606	0636	0708	0723	0823	0923		1423	1523	1623	1723	1823	1921	2021	2201	......	2306	......	......
Pretoria Road	0610	0640	0712	0727	0827	0927	then	1427	1527	1627	1727	1827	1923	2023	2203	......	E	......	......
TONYREFAIL (Waunrhydd Road)	0613	0643	0715	0730	0830	0930		1430	1530	1630	1730	1830	1925	2025	2205	2230	......	......	......
Tynybryn (Post Office)	0616	0646	0718	0733	0833	0933		1433	1533	1633	1733	1833	1928	2028	2208	2233	......	......	......
*Coedely (Constitutional Club)	0620	0650	0722	0737	0837	0937		1437	1537	1637	1737	1837	1932	2032	2212	2237	......	......	...... *
TALBOT GREEN (Tesco) arr.	0628	0658	0730	0745	0845	0945	hourly	1445	1545	1645	1745	1845	1939	2039	2219	......	......	......	......
TALBOT GREEN (Tesco) dep.	0628	0658	0733	0748	0848	0948		1448	1548	1648	1748	1848	1939	2039	2219	......	......	......	......
Pontyclun (Bethel Chapel)	0632	0702	0737	0752	0852	0952		1452	1552	1652	1752	1852	1944	2044	2224	......	......	......	......
Mwyndy Cross	0637	0707	0742	0757	0857	0957		1457	1557	1657	1757	1857	1948	2048	2228	......	......	......	......
Groesfaen (Babell Chapel)	0641	0711	0746	0801	0901	1001	until	1501	1601	1701	1801	1901	1952	2052	2232	......	......	......	......
Creigiau Inn	......	......	......	......	......	1003		1503	1603	......	......	......	1957	2057	2237	......	......	......	......
Rhydlafar Hospital (Main Road)	0646	0716	0751	0806	0906	1008		1508	1608	1706	1806	1906	2003	2103	2243	......	......	......	......
Danescourt Way (Heol Seddon)	0650	0720	0755	0810	0910	1012		1512	1612	1710	1810	1910	......	......	......	......	......	......	......
Llandaff (Maltsters Arms)	0653	0723	0759	0815	0915	1017		1517	1617	1715	1815	1913	2008	2108	2248	......	......	......	......
CARDIFF (Bus Stn, Stand A4)	0706	0736	0815	0828	0928	1030		1530	1630	1728	1828	1922	2017	2117	2257	......	......	......	......

	M-F	M-F	S		M-F				L			M-F				Sh	Sh	Sh	Sh
CARDIFF (Bus Stn, Stand A4)	......	0715	0715	0740	0817	0840		1340	1440	1540	1640	1715	1740	1830	1930	2020	2120	......	2300
Llandaff (Maltsters Arms)	......	0726	0726	0751	0828	0851		1351	1451	1541	1651	1726	1751	1839	1939	2029	2129	......	2309
Danescourt Way (Heol Seddon)	......	0730	0730	0755	......	0855		1355	1455	1555	1655	1730	1755	1842	1942	......	......	......	......
Rhydlafar Hospital (Main Road)	......	0734	0734	0759	0833	0859	then	1359	1459	1559	1659	1734	1759	1846	1946	2036	2136	......	2316
Creigiau Inn	......	......	......	......	......	0903		1403	1503	1603	......	......	......	......	......	2040	2140	......	2320
Groesfaen (Bus Bay)	......	0739	0739	0804	0838	0906		1406	1506	1606	1704	1739	1804	1851	1951	2045	2145	......	2325
Mwyndy Cross	......	0743	0743	0808	0842	0910		1410	1510	1610	1708	1743	1808	1855	1955	2049	2149	......	2329
Pontyclun (Bethel Chapel)	......	0749	0749	0814	0847	0916	hourly	1416	1516	1616	1714	1749	1814	1859	1959	2053	2153	......	2333
TALBOT GREEN (Tesco)	0718	0753	0753	0818	0851	0920		1420	1520	1620	1718	1753	1818	1904	2004	2058	2158	......	2338
*Coedely (Constitutional Club)	0725	0800	0800	0825	0859	0927		1427	1527	1627	1725	1800	1825	1911	2011	2105	2205	2243	2345
Tynybryn (Post Office)	0729	0804	0804	0829	X	0931		1431	1531	1631	1729	1804	1829	1915	2015	2109	2209	2247	2349
TONYREFAIL (Waunrhydd Road)	0732	0807	0807	0832	X	0934	until	1434	1534	1634	1732	1807	1832	1918	2018	2112	2212	2250	2352
Pretoria Road	0735	0810	0810	0835	X	0937		1437	1537	1637	1735	1810	1835	1921	2021	2114	2214	A	C
Trebanog Arms	0739	0814	0814	0839	0908	0941		1441	1541	1641	1739	1814	1839	1925	2025	2116	2216	2256	2356
Penygraig (Post Office)	0745	0820	D	0845	0913	0947		1447	1547	1647	1745	D	1845	1931	2031	2122	2222	B	D
TONYPANDY (Bus Station)	0752	0827	D	0852	0918	0955		1455	1555	1655	1752	D	1852	1936	2036	2127	2227	B	D
Llwynypia (Princess Louise Road)	0756	0831	D	0856	0921	......		......	......	......	......	D	......	1939	2039	2129	2229	B	D
Trealaw (Miskin Hotel)	BLR	......	D	BLR	......	......		......	......	......	......	D	......	1942	2042	2132	2232	B	D
Porth (Rhondda Buses)	......	......	0823	......	......	......		......	......	......	......	1823	......	1946	2046	2136	2236	B	D
PORTH (War Memorial)	......	......	0821	......	......	......		......	......	......	......	1821	......	1951	2051	2140	2240	2303	2400

Sundays & Bank Holiday Mondays

		141			Sh
PORTH (opp.Lewis Merthyr Club)	1310	......	......	1655	......
Porth (Rhondda Buses)	1312	......	......	1657	......
Trealaw (Miskin Hotel)	1316	......	......	1701	......
Llwynypia (Ynyscynon Road)	1319	......	......	1704	......
TONYPANDY (Bus Station)	1322	BLC	......	1707	......
CLYDACH VALE	1330	......	......	......	......
TONYPANDY (Bus Station)	1337	1340	......	1712	1712
Penygraig (Housing Office)	......	1347	......	......	1719
Trebanog Arms	......	1355	......	......	1727
Pretoria Road	......	C	......	......	C
TONYREFAIL (Waunrhydd Road)	......	1358	......	......	1730
Tynybryn (Post Office)	......	1401	......	......	1733
Coedely (Constitutional Club)	......	1403	......	......	1735
TALBOT GREEN (Tesco) arr.	......	1409	......	......	1741
TALBOT GREEN (Tesco) dep.	......	EGH	1410	......	1742
Pontyclun (Bethel Chapel)	......	......	1414	......	1746
Mwyndy Cross	......	......	1418	......	1750
Groesfaen (Babell Chapel)	......	......	1422	......	1754
Rhydlafar Hospital (Main Road)	......	......	1427	......	1758
Llandaff (Maltsters Arms)	......	......	1432	......	1803
CARDIFF (Bus Stn, Stand A4)	......	......	1440	......	1810

	Sh		Sh		
CARDIFF (Bus Station, Stand A4)	1515	......	1840	......	......
Llandaff (Maltsters Arms)	1521	......	1846	......	......
Rhydlafar Hospital (Main Road)	1528	......	1852	......	......
Groesfaen (Bus Bay)	1532	......	1856	......	......
Mwyndy Cross	1536	......	1900	......	......
Pontyclun (Bethel Chapel)	1540	......	1904	......	......
TALBOT GREEN (Tesco)	1545	......	1910	......	......
*Coedely (Constitutional Club)	1551	......	1916	......	......
Tynybryn (Post Office)	1553	......	1919	......	......
TONYREFAIL (Waunrhydd Road)	1555	......	1922	......	......
Pretoria Road	C	......	C	......	......
Trebanog Arms	1558	......	1926	......	......
Penygraig (Post Office)	1603	......	1932	......	......
TONYPANDY (Bus Station)	1607	1607	1937	1937	......
CLYDACH VALE	......	1614	BLR	......	......
TONYPANDY (Bus Station)	......	1621	......	1937	......
Llwynypia (Princess Louise Road)	......	1624	......	1940	......
Trealaw (Miskin Hotel)	......	1627	......	1943	......
Porth (Rhondda Buses)	......	1631	......	1947	......
PORTH (War Memorial)	......	1636	......	1952	......

CODE: M-F - Mondays to Fridays
B - Via Cymmer Hill & Glynfach Road
E - Continues to Porth via Cymmer Hill arr 2312
EGH - Through bus to East Glamorgan Hospital
S - Saturdays
C - Via Collena Road
BLC - Through bus from Blaencwm
Sh - Operated by Shamrock
A - Via Capel Estate
D - Direct via Cymmer Hill
BLR - Through bus to Blaenrhondda
X - Runs as X9 (Limited Stop) beyond Talbot Green and runs direct via Tonyrefail (Mill St.) and Collenna Road
L - On schooldays the 1440 bus from Cardiff runs 5 mins later, waits at Tonyrefail Comp. School until 1545 arriving Tonypandy at 1605

NOTE Most evening and Sunday buses are supported by Rhondda Cynon Taff County Borough Council

* are the approximate times at the Mint

Limited Stop Service

PENRHYS - TONYPANDY - CARDIFF via Talbot Green, M4 — X9

Mondays to Saturdays (except Bank Holiday Mondays)

Penrhys (Roundabout)		0700	0829	0929	1029	1129	1229	1329	1429	1529	1629	.....
PENRHYS ESTATE		0704	0833	0933	1033	1133	1233	1333	1433	1533	1633	.....
Penrhys (Roundabout)		0708	0837	0937	1037	1137	1237	1337	1437	1537	1637	.....
Ystrad (Star Hotel)		0711	0840	0940	1040	1140	1240	1340	1440	1540	1640	.....
Llwynypia (Hospital)		0715	0844	0944	1044	1144	1244	1344	1444	1544	1644	.....
TONYPANDY (Bus Station)	arr.	0718	0847	0947	1047	1147	1247	1347	1447	1547	1647	.....
TONYPANDY (Bus Station)	dep.	0720	0850	0950	1050	1150	1250	1350	1450	1550	1650	.....
Penygraig (Housing Office)		0725	0855	0955	1055	1155	1255	1355	1455	1555	1655	.....
Trebanog Arms		0730	0900	1000	1100	1200	1300	1400	1500	1600	1700	.....
TONYREFAIL (Mill Street)		0734	0904	1004	1104	1204	1304	1404	1504	1604	1704	.....
Coedely (Constitutional Club)		0738	0908	1008	1108	1208	1308	1408	1508	1608	1708	.....
TALBOT GREEN (Tesco)		0746	0916	1016	1116	1216	1316	1416	1516	1616	1716	.....
via M4												
Cardiff (Kingsway)		0835	0937	1037	1137	1237	1337	1437	1537	1637	1737	.....
CARDIFF (Bus Station, Platform A)		0840	0942	1042	1142	1242	1342	1442	1542	1642	1742	.....

		S	M-F									
CARDIFF (Bus Station, Stand A4)		.....	0817	0922	1022	1122	1222	1322	1422	1522	1625	1735
Cardiff (Kingsway)		.....	L	0927	1027	1127	1227	1327	1427	1527	1630	1740
via M4		.....	L									
TALBOT GREEN (Tesco)	arr.	.....	0851	0947	1047	1147	1247	1347	1447	1547	1650	1800
TALBOT GREEN (Tesco)	dep.	.....	0851	0949	1049	1149	1249	1349	1449	1549	1652	1800
Coedely (Constitutional Club)		.....	0859	0957	1057	1157	1257	1357	1457	1557	1700	1808
TONYREFAIL (Mill Street)		#	0903	1001	1101	1201	1301	1401	1501	1601	1704	1812
Trebanog Arms			0906	0908	1006	1106	1206	1306	1406	1506	1606	1709	1817
Penygraig (Post Office)			0911	0913	1011	1111	1211	1311	1411	1511	1611	1714	1822
TONYPANDY (Bus Station)	arr.		0916	0918	1016	1116	1216	1316	1416	1516	1616	1719	1827
TONYPANDY (Bus Station)	dep.		0918	0918	1018	1118	1218	1318	1418	1518	1618	1721	1828
Llwynypia (Princess Louise Road)			0921	0921	1021	1121	1221	1321	1421	1521	1621	1724	1831
Ystrad (Star Hotel)			0925	0925	1025	1125	1225	1325	1425	1525	1625	1728	1835
Penrhys (Roundabout)			0929	0929	1029	1129	1229	1329	1429	1529	1629	1732	1839
PENRHYS ESTATE			0933	0933	1033	1133	1233	1333	1433	1533	1633	1736	1843
Penrhys (Roundabout)			0937	0937	1037	1137	1237	1337	1437	1537	1637	1740	1847

SOUTHBOUND STOPPING PLACES

All bus stops between Penrhys and Talbot Green.
Then non stop via M4 to
- Manor Way (Tyn y Parc Road), then
- Rich's Road (opp Three Horse Shoes)
- Maindy Hotel
- Law Courts
- Kingsway
- High Street Arcade
- CARDIFF (Bus Station, Platform A)

NORTHBOUND STOPPING PLACES

CARDIFF (Bus Station, Stand A4)
High Street (near Castle Arcade)
Kingsway
Corbett Road Jct.
Maindy Hotel
Manor Way (jct Birchgrove Road)
Manor Way (Tyn y Parc Road)
Then non stop via M4 to Talbot Green
Then all stops to Penrhys

CODE

M-F - Mondays to Fridays
S - Saturdays
\# - From Trebanog (Edmondstown Rd)
L - Runs as Ser. 122 from Cardiff to Talbot Grn (via Llandaff, Groesfaen & Pontyclun)

Limited Stop Service

BLAENCWM - CARDIFF via Treorchy, Tonypandy, Talbot Green, M4 — X10

Mondays to Saturdays (except Bank Holiday Mondays)

		M-F		
BLAENCWM		0650	0942	.....
Treherbert (Marquis of Bute)		0658	0950	.....
TREORCHY (Prince of Wales)		0706	0958	.....
Ton Pentre (Rail Station)		0712	1004	.....
Gelli (VG Stores)		0715	1007	.....
Ystrad (Co-op Stores)		0719	1011	.....
Llwynypia (Hospital)		0723	1015	.....
TONYPANDY (Bus Station)	arr.	0726	1019	.....
TONYPANDY (Bus Station)	dep.	0727	1020	1225
Penygraig (Housing Office)		0732	1025	1230
TALBOT GREEN (Tesco)		0745	1040	1245
via M4				
CARDIFF (Bus Station)		0810	1105	1310
CARDIFF (Ice Rink)		.....	1110	1315

			M-F		
CARDIFF (Bus Station)			1105	1605	1705
CARDIFF (Ice Rink)			1110	1610	1710
via M4					
TALBOT GREEN (Tesco)			1135	1635	1735
Penygraig (Post Office)			1150	1650	1750
TONYPANDY (Bus Station)	arr.	1155	1655	1755	
TONYPANDY (Bus Station)	dep.	.....	1659	1759	
Llwynypia (Hospital)		.....	1703	1803	
Ystrad (Co-op Stores)		.....	1707	1807	
Gelli (VG Stores)		.....	1711	1811	
Ton Pentre (Rail Station)		.....	1713	1813	
TREORCHY (Prince of Wales)		.....	1720	1820	
Treherbert (Marquis of Bute)		.....	1728	1828	
BLAENCWM		.....	1736	1836	

CODE M-F - Mondays to Fridays

X10 STOPPING PLACES

All bus stops between Blaencwm and Tonypandy then:-
- Tonypandy (Bus Station)
- Tonypandy (Gateways)
- Penygraig (Housing Office) (Southbound)
- Penygraig (Post Office) (Northbound)
- Williamstown (Brook St)
- Ynysmaerdy
- Talbot Green (Tesco)
- Cardiff Bay (County Council Offices)
- CARDIFF (Bus Station)
- CARDIFF (Ice Rink)

Given the problems of linking two or more bus journeys into and out of work, this area is currently unlikely to hold much scope for any staff other than the Days(a) group.

This group has a very high percentage of female staff who drop children off to nursery, relatives or school before coming to work, which again would complicate them using the buses.

A questionnaire will be sent out to determine the actual details of staff commuting to the Llantrisant site.

The questionnaire will be used to determine lines of future action as part of the development of the Green Transport Plan. Until this survey has been completed, it would not be realistic to set any targets in this area.

Publicity on good driving techniques will be published in the 'Mint Condition' to improve the environmental effects of driving. Similarly publicity regarding car sharing will also be included.

Points to debate about car sharing is whether the Mint should put arrangements in place to cover failures with car sharing groups, i.e. alternative lifts home.

The question of alternative methods of travelling to work such as motor cycles, cycling or walking are not really feasible for most of the staff given both distance and geographical nature of the area. Again more information will be available once the questionnaire has been completed.

A cycle shed and shower facilities are available, but there are limited drying facilities for wet clothing.

Commuting to work questionnaire.

Please tick relevant answers

1. **Home postcode?**

.....

2. **Gender**

Male	☐	01
Female	☐	02

3. **Usual area of work (building)**

.....

4. **Age**

Under 25	☐	01
25 - 34	☐	02
35 - 44	☐	03
45 - 54	☐	04
55 or over	☐	05

5. **Do you have a disability which affects your travel arrangements ?**

Yes	☐	01
No	☐	02

6. **Do you normally work:**

Days (Flexi)	☐	01
Days (7.30 start)	☐	02
Days (6.00 start)	☐	03
Three shift	☐	04
Five shift	☐	05

7. **How do you mostly travel to work ?**

Bus	☐	01
Bicycle	☐	02
Car	☐	03
Car Share	☐	04
Foot	☐	05
Motorbike	☐	06
Other (specify)	☐	07

.....

7. **How far do you travel to work ?**

Less than 2 miles	☐	01
2 to 5 miles	☐	02
5 to 10 miles	☐	03
10 to 15 miles	☐	04
Over 15 miles	☐	05

8. **How long do you take to travel to work?**

Up to 15 mins	☐	01
15 to 30 mins	☐	02
31 to 60 mins	☐	03
61 to 90 mins	☐	04

9. **Would you be prepared to car share ?**

Yes	☐	01
No	☐	02

10. **What are the main reasons for using a car ?**

Lack of an alternative	☐	01
Health reasons	☐	02
Dropping/collecting children	☐	03
Get a lift to work	☐	04
Other, please specify	☐	05

11. **Please put any comments about your travel to work patterns below.**

.....
.....
.....
.....

Please return this form to:

Brian Thatcher
Environmental Manger

Thank you for your co-operation in filling in this questionnaire.
All answers will remain confidential.

2. Business travel

The Mint regularly reviews its business travel arrangements.

As the main site is in Llantrisant, visits to the Grosvenor Gardens office are minimal. Where possible these are done using the chauffeur cars, or by train and underground. Most of the information needed between the sites is sent by fax or use of the phone. Phone conferences are regularly held as well between the two sites.

Usually off site business meetings will be visiting contractors, suppliers and clients and attending conferences or seminars. The conferences and seminars are usually attended locally unless the event is a national one or one of special interest.

Where practical journeys are undertaken by using Mint transport, either self drive pool cars or chauffeur driven cars. If no Mint cars are available, then consideration is made whether to hire a vehicle or allow use of personal vehicles. Payment has been linked to public transport as not normally exceeding the price of a second class ticket or actuals where rail travel is not possible.

Travel by several people in the same vehicle is the normal order within the Mint. This has been positively encouraged by the purchase of a 'people carrier'.

Use of local public transport is very difficult , see previous section.

Use of bicycles and walking from the Mint to business meetings is not realistic. It would not be very relevant for most people to go from home to meetings by these modes of travel either.

Where possible travel by train is encouraged and ticket arrangements are made by the travel section within Personnel. Similar arrangements are made for overseas travel for the Marketing Division. Use of saver tickets is done whenever possible. However, most of the journeys are to London and the time frame does not allow the use of savers or other reduced tickets on this route. Approximately 400 journeys are done by train per year with about 75% of them to London.

Route planning as such is undertaken by the travel section, normally with advice from the location to be visited.

Travel and subsistence payments are also reviewed, though currently the scale of payment is still based on increasing engine size. This is one area to be addressed in the future, though any changes in remuneration would need approval of the Inland Revenue.

Subsistence payments are now as actuals, which acts as control on unnecessary journeys by restricting any 'profit' margin that may accrue from short journeys.

Visitors to the site usually come by car, unless collected by the Mint cars either from an airport or Cardiff Central Railway Station.

Provision of lap tops has been made for staff that regularly travel to allow contact to be maintained and pass information to and fro after working hours. The Mint has an IT policy that covers issue of all equipment of this type within the Llantrisant site. Grosvenor Gardens has a different policy due to the working practises of the sales staff. They are covered by the Llantrisant policy whilst they are on that site.

3. Fleet vehicles

The Mint has a minimal vehicle fleet of only 8. There are no vehicles allocated to individual members of staff.

2 Mercedes 3.0 litre diesel saloons are used by the Chauffeurs.
3 Peugeot 406 diesel pool cars (1 used by welfare for 35% of week)
1 Peugeot 806 diesel ' people carrier'
1 Peugeot Boxer diesel van
1 Landrover Discovery diesel.

The landrover is normally used on site or for short journeys in the locality (less than 15 miles single journey) by Mint staff. It is also used by the MOD Police for their activities.

The boxer van is used mainly on site for stores deliveries, but is occasionally taken off site to London or Birmingham.

The people carrier is used to take numbers of staff to meetings etc. It is also used by Marketing to take mobile display equipment around the country.

The pool cars are used by the staff and go around the country as it is usually the most sensible way to visit contractors etc, with car sharing actively encouraged. The welfare car is used every week to do the required welfare visits and checks.

The chauffeur cars are used for long distance runs with VIP guests and senior staff. They are also used locally if no other vehicle is available.

Route planning is available, and mileage is recorded by each driver.

The vehicles are regularly maintained and are normally replaced every few years.

Given the small size of the fleet, it is unlikely that this number would be reduced in the future. The size of the fleet also means that the Mint would be unlikely to trial new fuel vehicles except when replacement of the existing ones is being considered.

Training on driving techniques has been given to the chauffeurs.

Good driving tips have been featured in the Mint Condition newsletter that all staff have on a monthly basis.
This will be repeated on a regular basis.

The current monitoring system is adequate for the management of this size of fleet.

Given the range of drivers using the pool cars and the journey distance spread, it is not realistic to set any real fuel saving targets.

4. Delivery/Commercial traffic

As the Mint is a commercial enterprise, there is a high level of delivery/commercial traffic into the site.

Two weeks from 1998 were checked and both weeks were almost the same. The week in February saw 484 vehicles booked in and the October week saw 487 bookings in.

This would give a yearly total of about 24,000 vehicle movements to the Mint annually. This does not take into account the maintenance shutdown (when vehicles on site go up dramatically) or visitors/contractors who use the main car parks.

A lot of the deliveries are done within suppliers normal distribution runs rather than special runs.

Scale of delivery has been increased where this is both possible and practical.

Delivery of coins/blanks is normally done by container load to its destination. Security for sending by road is fairly easy to arrange, whereas if the journey was road, rail, road security cover would be more difficult.

A point for future consideration will be the logistics of supplying the bulk orders for the 'Euro' coins/blanks to minimise the environmental effects of these movements.

Given the nature of the Mint's Suppliers it would not be effective to use rail freight as all goods would have to unload in Cardiff, having been loaded onto the train from a lorry originally, and then have to come by road to the Mint anyway.

Some deliveries do come from overseas, but are then usually road carried to the Mint.

Currently there is no contract statement covering requirements that suppliers/contractors vehicles meet emission levels.

This area will be considered for future contracts, following discussions with the main suppliers/contractors.

Grosvenor Gardens Office

The Grosvenor Gardens office is situated in No. 7, and has 16 permanent members of staff. The Deputy Master spends his time between Llantrisant and Grosvenor Gardens.

Normally the senior staff are overseas for an average total of 2 months in a year.

One member of the current staff walks to work (2 miles) and virtually all the others use either train or train and underground.

Loans are available for the purchase of season tickets, but the preference tends to be for weekly or monthly tickets due to the varying times when the staff are actually in the office.

Only one member of staff uses a car to come to work and that is the London based chauffeur who uses the official car.

This car is a petrol Volvo S70, and is used for mainly local trips in London and to and from the airports/stations for VIP transport. Use of the car and its mileage efficiency is monitored in a similar way to the rest of the Mint vehicles.

Given that practically all the staff use public transport, it is unlikely that any further improvements for green transport into work could be made at this site. However a survey of in work transport usage may produce some very small benefit

Future Action Points

1. Commuting

a. Issue and evaluate questionnaire

b. Investigate improvements to Bus schedules

c. Promote car sharing

d. Investigate opportunities for home/more local working

e. Encourage good driving techniques

2. Business travel

a. Continue current policies

b. Investigate further use of technology such as E-mail and the Internet.

c. Review transport rates paid for car usage to encourage small engined cars and discourage large engined cars

3. Fleet Vehicles

a. Continue and expand present monitoring arrangements to give a wider information picture.

b. Advise drivers about good driving techniques, especially 5th gear usage.

4. Delivery/Commercial traffic

a. Dialogue with suppliers/contractors regarding vehicle emissions.

b. Discuss viability of putting a clause into contracts regarding vehicle management by suppliers/contractors.

c. Monitor methods of bulk deliveries to ensure least environmental damage.

d. Encourage bulk deliveries where practical.