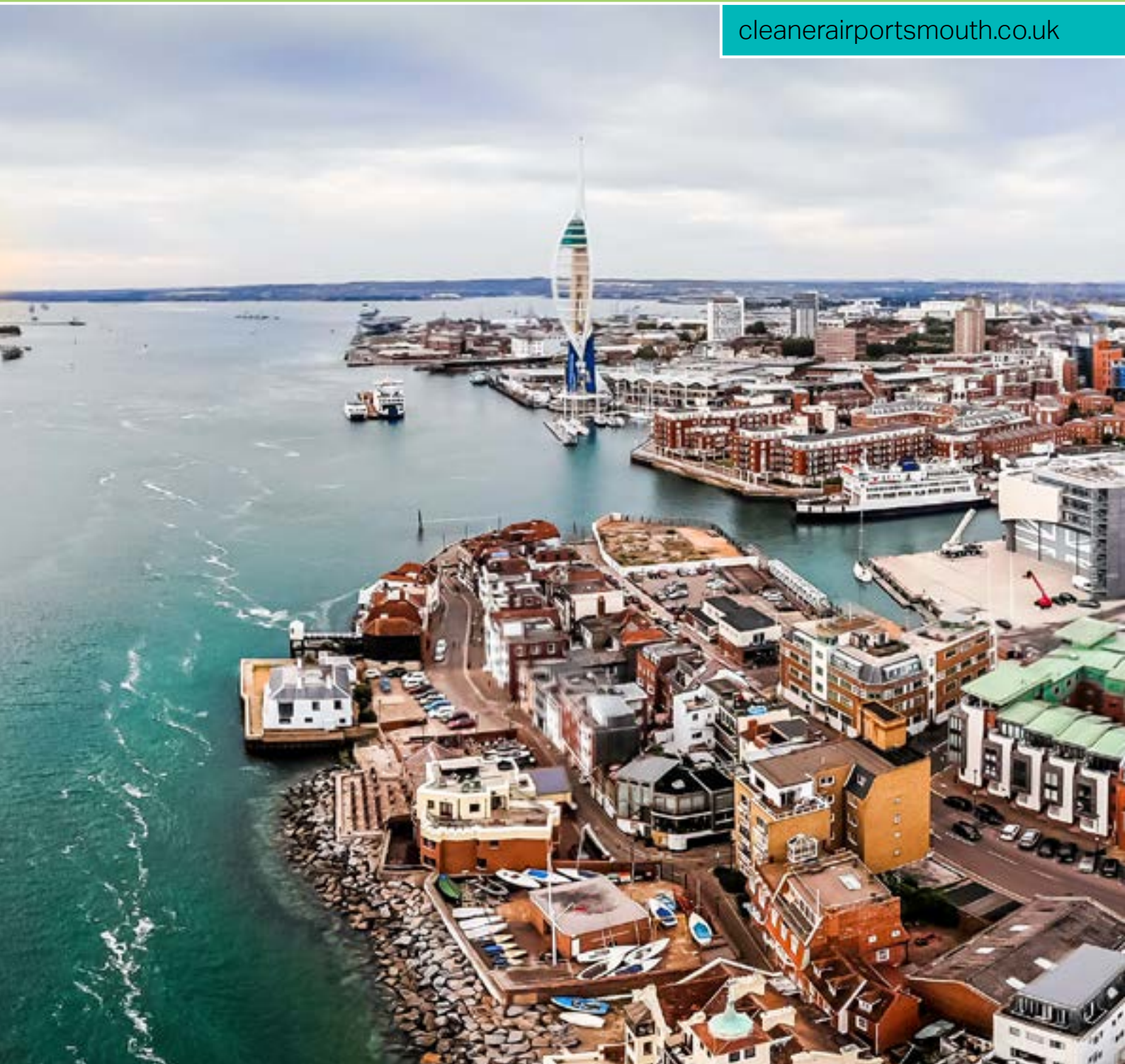


Workplace Sustainable Travel Fund

2023–2024

cleanerairportsmouth.co.uk



Introduction

Portsmouth City Council has allocated funding to help businesses install new sustainable travel initiatives which support cleaner air across the city. The most significant source of air pollution in Portsmouth comes from road traffic, due to a high reliance on the car to make short trips.

Alongside the [Portsmouth Transport Strategy](#), the [Local Air Quality Plan](#), and other council initiatives, this funding seeks to improve access to sustainable travel opportunities.

As a result we're offering Portsmouth organisations the opportunity to apply for funding from the Workplace Sustainable

Travel Fund (WSTF) for measures which encourage cycling and walking, or otherwise accommodate sustainable travel.

Workplaces may bid for up to £4,000 for physical measures such as secure cycle parking. Your organisation has to contribute at least 20% of match funding to be considered.

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 you have provided evidence which shows proof of expenditure incurred and work completed, including installation if required (e.g. invoices and photos).

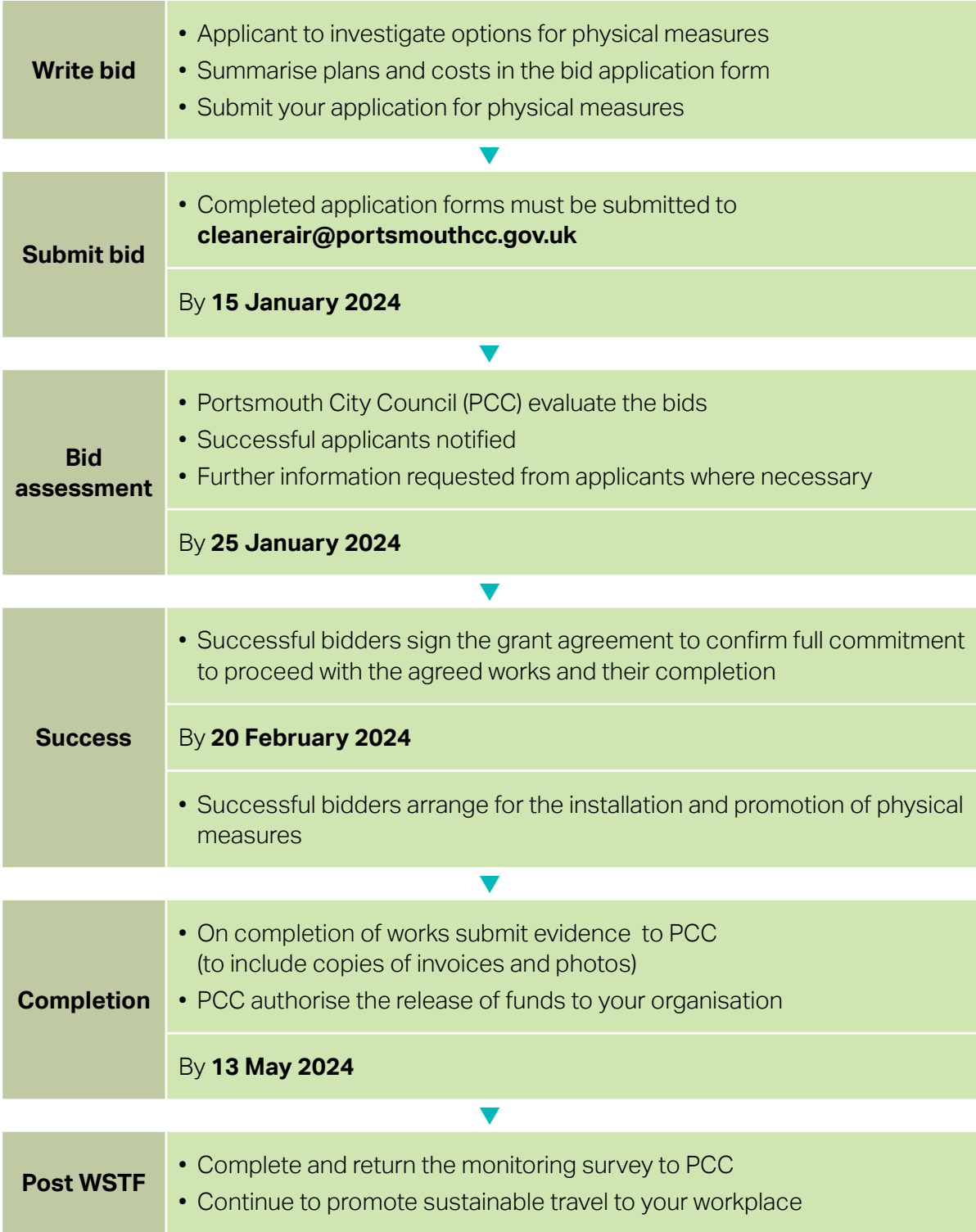
In 2023/24 financial year the awards will be determined with the following deadlines:

Application period	Decision confirmation	Work completed
30 October 2023 - 15 January 2024	25 January 2024	13 May 2024

Please ensure that you meet all the criteria and are able to complete any physical works by **13 May 2024** before submitting your application.



WSTF application process



Criteria

	Criteria	Requirement	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 12/04/24	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	Provide evidence for demand/potential beneficiaries through the staff travel survey	Essential	1
6	Ability to contribute at least 20% of the match funding towards your chosen project	Essential	Up to 3 points available
7	Provide a copy of your travel plan if you have one. If you do not have one, you will agree to work with us to produce one. Visit myjourneyportsmouth.com/workplaces for more information about developing a travel plan	Essential	1
8	Demonstrate how the WSTF measures will be promoted to your employees	Desirable	1
9	Agreement to complete a short monitoring form to help assess the impact of the WSTF	Essential	1
10	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 £4,000 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 cleanerair@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 cleanerair@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](#)).

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

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 do some further research to identify other 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

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
- Healthier 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

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

City and community benefits

- Cleaner air and reduced noise levels
- Increased vibrancy of local area
- Increase in purchasing from local businesses
- Builds community links
- Walking and cycling can be a social activity/opportunity

About air quality in Portsmouth

Over recent years air pollution has been monitored in many locations across the city to build a picture of what is actually happening. Many air pollutants are invisible and are only revealed by scientific study. The data, for nitrogen dioxide (NO₂) and particulate matter (PM^{2.5} and PM¹⁰), is annually assessed to see whether the local air quality monitoring requirements set by government are met.

Travel in the city is a major contributor to air pollution and the type of transport we choose for our journeys can help to improve our air quality. The council is making transport improvements to the city including safer cycling routes and facilities to make it easier to choose this way of travelling, improving public transport connectivity with the wider region, and providing electric charging points for residents choosing greener vehicles. We are improving the options for travel in Portsmouth and together we can choose a greener, cleaner way of travelling for cleaner air in Portsmouth.

Despite the work that has been completed to reduce air pollution, more action is needed. Choosing sustainable travel alternatives to private car use will contribute towards this action and is one of the key reasons we are looking to support businesses who introduce schemes which support this.

If you would like more information about local air quality and how you can make a difference you can visit [Cleaner Air Portsmouth](#) or [My Journey Portsmouth](#).

What can sustainable travel do for you and our air quality?

Benefits for the employer

Reduce business travel and mileage costs

Improve your environmental impact and reduce your carbon footprint

Improve the health and wellbeing of your staff

Help to recruit and retain staff by offering healthier travel options which improve wellbeing

Gain recognition for promoting sustainable change and supporting cleaner air initiatives

Poor air quality is the largest environmental risk to public health in the UK*



Switching from car travel to sustainable options can cut emissions by as much as 90%

Benefits for the employee

Reduce the cost of commuting or swap your car for a more active travel option

Reduce journey times to work in traffic congested areas

Help to provide less stressful commuting options

Opportunity to build healthy exercise into your day

Make sustainable changes in your life which improve your health and wellbeing and benefit your environment

Who does air pollution affect the most?



Pregnant women



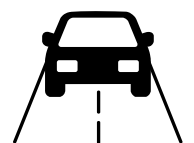
Elderly



Children



People with heart and lung problems



Residents living near main roads