

Technical Note

Project: Norwich Airport

Subject: Staff Travel Plan

Client:	Norwich Airport Ltd		
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1 Introduction

- 1.1.1 This Technical Note (TN) sets out a Staff Travel Plan (TP) for staff employed by Norwich Airport Ltd (NAL).
- 1.1.2 It should be read in conjunction with the Airport Surface Access Strategy (ASAS). The ASAS acts as an umbrella document for the wider airport site and sets out a comprehensive suite of measures targeted at staff and passengers and visitors to increase the use of sustainable modes of transport. It also includes a framework for the regular monitoring and review of the strategy, as well as qualitative and quantitative targets to measure the success of the ASAS.

2 Travel Plan Management and Coordination

- 2.1.1 The strategy for the management and coordination of the TP is as per the ASAS.
- 2.1.2 As part of the ASAS, NAL will appoint an ASAS Coordinator to update and manage the ASAS, coordinate site wide activities, facilitate specific site wide measures, provide TPC services to smaller employers on site and engage with external public and private stakeholders.
- 2.1.3 The ASAS coordinator will also act as the Travel Plan Coordinator for NAL staff. The roles and responsibility of the ASAS coordinator are outlined in Table 8-1 of the ASAS report.

3 Targets, Review and Monitoring

Overview

3.1.1 The targets and strategy for the review and monitoring of this TP is in line with the ASAS.

Targets

3.1.2 The short-term and long-term targets for NAL staff are outlined in Table 7-4 of the ASAS.

Monitoring

3.1.3 Targets will be reviewed on an annual basis. At each annual review of the targets, it will be agreed whether the targets can be revised upwards (or downwards), depending on the growth of the airport, the current transport landscape, the performance of the ASAS during the preceding year and taking account of any advances in technology. This will allow more ambitious targets to be agreed on as the airport continues to grow, allowing the ASAS to counter the transport-related impacts of this growth.

3.1.4 The monitoring strategy is outlined in Table 8-2 of the ASAS. The airport annual staff travel survey will continue to be undertaken by MobilityWays as per the current arrangement.

3.1.5 The results of the monitoring will be included in the ASAS annual monitoring report, which will be prepared by the ASAS coordinator and submitted to the ASAS steering group.

4 Travel Plan Measures

4.1.1 This section outlines the TP measures aimed at NAL staff. These have been extracted from the ASAS Tables 9-1 to 9-3 and are split into on-site infrastructure, off-site infrastructure and promotional measures as per the ASAS.

Table 1: TP Measures for NAL Staff (On-Site Infrastructure)

Measure	Scale of Impact	Responsibility	Timescale	Site Users
NA-OS1: Increase the provision of priority parking for staff who car share from four spaces to eight spaces	Airport Site	Airport	Within 18 months of ASAS endorsement	Staff
NA-OS2: Upgrade existing cycle parking at airport terminal to	Airport Site	Airport	Within 18 months of ASAS endorsement	Staff

Measure	Scale of Impact	Responsibility	Timescale	Site Users
provide safe, secure and covered parking spaces. Increase number of spaces from 7 spaces to 20 spaces to meet demand from short-term cycling targets. This will be reviewed throughout the ASAS to ensure that cycle parking is provided to meet demand.				
NA-OS2A: Provide short-stay cycle parking at the airport terminal in for the form of 5 Sheffield Stands with space for 10 cycles. This will be reviewed throughout the ASAS to ensure that cycle parking is provided to meet demand. ¹	Airport Site	Airport	Within 18 months of ASAS endorsement	Visitors Passengers
NA-OS3: Upgrade Airport infrastructure so that 10 EV charging points can be provided in the short-stay car park within 3 years. This will be reviewed throughout the ASAS to ensure that EV parking is provided to meet demand.	Airport Site	Airport	Within first 3 years of ASAS endorsement	Staff Visitors Passengers
NA-OS3A: As part of upgrade to infrastructure, increase charging points for electric bikes and other micro-mobility modes from 0 charging points to 3 charging points.	Airport Site	Airport	Within first 3 years of ASAS endorsement	Staff Visitors Passengers
NA-OS4: Provide real-time bus and train information at terminal as part of integrated Travel Hub, working with Greater Anglia.	Airport Site	Airport	Within first year of ASAS endorsement	Staff Visitors Passengers
NA-OS5: Facilitate delivery of the Industrial Estate Sustainable Travel Link in partnership with NCC	Operational Boundary & Wider Area	Norfolk County Council & Airport	Within first year of ASAS endorsement	Staff Visitors Passengers
NA-OS6: Work with Beryl Bikes to explore locations for further docking stations on the airport site	Operational Boundary	Airport & Beryl Bikes	Within first year of ASAS endorsement	Staff Visitors Passengers
NA-OS7: Liaise with car club operator to provide Car Club parking spaces in the Airport car park	Airport Site	Airport & Enterprise	Within 3-years of ASAS endorsement	Staff Visitors Passengers

¹ Number of spaces calculated based on a ratio of 1 visitor space per 2 staff spaces to align with Norfolk CC guidance on cycle parking for employment sites

Measure	Scale of Impact	Responsibility	Timescale	Site Users
NA-OS8: Provision of walking/cycling wayfinding to local destinations on airport-site to aid first mile and last mile journeys	Airport Site	Airport	Within 1 year of ASAS endorsement	Staff Visitors Passengers
NA-OS9: NAL to prepare a feasibility study, in consultation with Norfolk CC, that looks at options for delivering the improvements required for the missing link through the airport site between the Industrial Estate Sustainable Travel Link and the Yellow Pedalway Extension from Amsterdam Way/Holt Road northwards. This feasibility study would also include a walking and cycling audit of other links within the airport site, including the connection to Fifers Lane, to identify potential further interventions that could be implemented in future phases of improvements. Following completion of the feasibility study and identification of cost, a review of options for funding and delivery will be undertaken. The Airport will discuss financial support, subject to the level of contribution required and assessment of viability.	Operational Boundary & Wider Area	Airport	Within 18 months of ASAS endorsement	Staff Visitors Passengers Wider Public
NA-OS10: NAL to provide locker and changing facilities within the terminal (in addition to existing shower facilities).	Airport Site	Airport	Within 1 year of ASAS endorsement	Staff
NA-OS11: Work with Transport for Norwich to deliver upgraded bus shelter outside terminal building, as per recent discussions. The improved bus shelter will include bench seating, timetable information and a freestanding real-time bus screen.	Airport Site	Airport & Norfolk County Council	September 2025	Staff Visitors Passengers Wider Public

Table 2: TP Measures for NAL Staff (Off-Site Infrastructure)

Measure	Scale of Impact	Responsibility	Timescale	Site Users
NA-OF1: Work with bus operators to investigate extension of existing bus routes to serve the Airport. If required, the airport will discuss providing financial support subject to viability and level of contribution required.	Operational Boundary & Wider Area	Airport	Within 2 years of ASAS endorsement and ongoing from there-on	Staff Visitors Passengers
NA-OF2: Work with bus operators to investigate alignment of bus services with shift patterns and flight schedules	Operational Boundary	Airport	Within 2 years of ASAS endorsement and ongoing from there-on	Staff Visitors Passengers
NA-OF3: Support Norfolk CC in their delivery of improvements to the Yellow Pedalway route, as set out in the Greater Norwich LCWIP	Operational Boundary & Wider Area	Airport and Norfolk County Council	Within 18 months of ASAS endorsement	Staff Visitors Passengers
NA-OF4: Provide directional signage from Holt Road bus stops to airport site	Operational Boundary & Wider Area	Airport and Norfolk County Council	Within first year of ASAS endorsement	Staff Visitors Passengers
NA-OF5: Work with NCC to identify improvements and potential funding to improve pedestrian and cycle connections from the Airport.	Operational Boundary & Wider Area	Airport and Norfolk County Council	Ongoing from ASAS endorsement	Staff Visitors Passengers Off-Shore Passengers

Table 3: TP Measures for NAL Staff (Promotional Measures)

Measure	Scale of Impact	Responsibility	Timescale	Site Users
<i>Walking</i>				
NA-P1: Provision of information about local walking routes to/from the Airport	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff Passengers Visitors
NA-P2: Promote national/local funding opportunities and support submission of bids (<i>applicable to all modes</i>)	Airport Site	Airport/ASAS Coordinator	Ongoing	Staff Visitors Passengers
<i>Cycling</i>				
NA-P3: Support promotion of Beryl initiatives and offers (cycles and scooters)	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff Visitors Passengers
NA-P4: Provision of information about local cycling routes to/from the Airport	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff Visitors Passengers
NA-P5: Continued offer of Cycle to Work Scheme to NAL staff	Airport Site	Airport	Ongoing	Staff

Measure	Scale of Impact	Responsibility	Timescale	Site Users
NA-P6: Participate in national cycle events e.g., Bike Week (June), Cycle to work Day (August)	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff
NA-P7: Hold a discussion with Beryl to agree incentives for cycling e.g. free introductory minutes for Beryl Bikes	Airport Site	Airport/Beryl Bikes	Within 18 months of ASAS endorsement	Staff
NA-P8: Hold annual bike servicing events (Dr Bike) at central locations within Airport	Operational Boundary	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing annually from there-on	Staff Visitors Passengers
NA-P9: Provide access to a communal bike repair toolkit for those who cycle to work	Airport Site	ASAS Coordinator	Within first year of ASAS endorsement	Staff
Public Transport (Bus and Rail)				
NA-P10: Provision of information on local bus routes, train services and ticket options.	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing annually from there-on	Staff Visitors Passengers
NA-P11: Offer office/admin staff flexi-working to better match working hours to existing public transport timetable	Airport Site	Airport	Within 1-year of ASAS endorsement and ongoing from there-on	Staff
NA-P12: Promote 35 Route (Airport to Rail Station) via comms team and on airport website	Airport Site	Airport/ASAS Coordinator	Ongoing	Staff Visitors Passengers
NA-P13: Provision of real-time bus and rail information in airport terminal and also made available to staff	Airport Site	ASAS Coordinator	Within first year of ASAS endorsement	Staff Visitors Passengers
NA-P14: Negotiate bus taster tickets and discounts for staff	Airport Site	ASAS Coordinator	Within first year of ASAS endorsement	Staff
NA-P14A: Make reasonable endeavours to offer staff interest free loans for buses.	Airport Site	ASAS Coordinator/Airport	Within first year of ASAS endorsement	Staff
Deliveries				
NA-P15: Facilitate co-operation between on-site businesses to establish common purchasing and recycling policies, and encourage use of local suppliers	Operational Boundary	ASAS Coordinator	Within 2-years of ASAS endorsement and ongoing from there-on	Deliveries/ Servicing
Car Sharing & Parking				
NA-P16: Airport to continue offering of LiftShare/MobilityWays Scheme to NAL staff.	Airport Site	Airport	Ongoing	Staff
NA-P17: Through MobilityWays programme, provide information on the benefits of car sharing and potential options for car sharing –	Airport Site	ASAS Coordinator/ Mobilitways	Within 1-year of ASAS endorsement and ongoing from there-on	Staff

Measure	Scale of Impact	Responsibility	Timescale	Site Users
targeted at geographical clusters of staff				
NA-P18: Participate in national Liftshare events e.g. National Liftshare Week (October)	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff Visitors Passengers
NA-P19: Continue provision of an 'Emergency Ride Home' scheme free of charge for staff who have travelled by car share	Airport Site	Airport/ASAS Coordinator	Ongoing provision to staff	Staff
Reducing the Need to Travel				
NA-P20: Promote the use of technology to support home working, where appropriate to the individual job role	Airport Site	ASAS Coordinator	Ongoing	Staff
NA-P21: Encourage the use of video conferencing facilities, particularly for internal organisation meetings from different sites	Airport Site	ASAS Coordinator	Ongoing	Staff Visitors
Communications				
NA-P22: Preparation of Travel Information Pack to issue to all staff, updated annually. Containing information on all modes, smartphone apps, journey planning information and benefits of adopting sustainable travel practices.	Airport Site	ASAS Coordinator	Within first year of ASAS endorsement – updated annually	Staff
NA-P23: Advertise sustainable travel options at the site as part of the job advertisement process	Wider Area	Airport/ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing from there-on	Staff
NA-P24: Review and regularly update the sustainable travel options to the site on airport website to allow visitors to plan journeys to the site. The website will include additional information on bus services, cycling and walking.	Wider Area	ASAS Coordinator	Within first year of ASAS endorsement and updated annually from there-on	Staff Visitors Passengers
NA-P25: Send out annual E-Newsletters to all staff based at the site regarding sustainable travel options and highlighting upcoming national and local travel events	Airport Site	ASAS Coordinator	Within 1-year of ASAS endorsement and ongoing annually from there-on	Staff
NA-P26: Undertake site-wide annual travel event at Airport	Operational Boundary	ASAS Coordinator	Within first year of ASAS endorsement – held annually	Staff Visitors Passengers