

HAMPSHIRE COUNTY COUNCIL
ENVIRONMENT DEPARTMENT

A GUIDE TO DEVELOPMENT RELATED TRAVEL PLANS

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FURTHER INFORMATION

The County Council's travel plan website contains guidance on producing travel plans and links to many useful sources of guidance and information

www.hants.gov.uk/environment/workplacetravel

The Department for Transport <http://www.dft.gov.uk/pgr/sustainable/travelplans/>

Travel plans, alternative fuels and fleet management

<http://www.energysavingtrust.org.uk/fleet/>

ACT Travelwise <http://www.acttravelwise.org/home>

Campaign for Better Transport: <http://www.bettertransport.org.uk/>

HCC parking standards www.hants.gov.uk/carparking/appendix.html

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SECTION 1: INTRODUCTION

1.1 BACKGROUND

Hampshire County Council is committed to ensuring that development takes place in sustainable locations and in a sustainable manner across the county. Effective use of travel plans will be required to support these objectives. The purpose of this guidance is to assist developers in preparing high quality travel plans in a consistent manner. It explains what they are, how they should be prepared and when they should accompany a planning application. It provides standardised methods for the evaluation and monitoring of travel plans.

Many new developments throughout the county result in increased demand for travel. Securing a travel plan as part of the development process has three main purposes;

- 1 Ensuring that development takes place in locations and in ways that minimise the impact of this additional demand;
- 2 Increasing accessibility and ensuring that opportunities are provided for people to travel to and from the site in a variety of ways;
- 3 Reducing dependence on the use of the car.

Successful travel plans are the result of a partnership approach, which will involve the County Council, the planning authorities (district councils), private sector stakeholders (such as public transport providers) and the communities affected by development. The County Council will work closely with all of the stakeholders to ensure that Hampshire's economy can develop sustainably, benefit the community and reduce the impact of development on local transport systems and the environment.

1.2 POLICY CONTEXT

Travel plans are an integral part of national, regional and local policy. They are seen as an effective tool in delivering the Government's objectives for more sustainable transport.

Planning Policy Guidance Note 13 (Transport) published in 2001 requires the submission of travel plans with planning applications for development that will have significant transport implications. Further information on related policy documents is provided in Appendix A.

SECTION 2: THE TRAVEL PLAN

2.1 WHAT IS A TRAVEL PLAN?

A travel plan is a long term strategy for improving and managing access to a site focusing on promoting sustainable modes, and minimising single occupancy car trips. For the purposes of the planning process, travel plans must be documented and contain objectives and targets, the policies and measures to be implemented, an action plan and the monitoring and review arrangements.

There should be a process of continual monitoring and review to reflect changing circumstances and to ensure that agreed outcomes are met.

Travel plans need to consider all the journeys to and from a site. Workplace travel plans including office, hospital or visitor attractions are ‘destination’ based plans, generally designed to reduce car use to a specific destination. Residential travel plans focus on the ‘origin’ where journeys are made from. Many of the principles applies to both types of plan, but there are some significant differences which need to be considered including the greater complexity of journeys to and from a residential development and the need for an on-going management organisation to run residential travel plans.

In most cases a travel plan will need to be prepared alongside a Transport Assessment (TA). A TA looks at the existing movements at a site by all modes and estimates the demand for all new travel, predicting its impact. A TA provides the evidence to support the measures that will need to be included in the travel plan. The travel plan sets out all these measures in detail.

2.2 OBJECTIVES OF A TRAVEL PLAN

The key objectives of a travel plan are to ensure that appropriate locations are chosen for development, minimising additional demand for (car) travel and securing appropriate measures to maximise the opportunities for travel by other means.

Each travel plan will have its own specific objectives related to the local area, for example to support local bus services, improve road safety, reduce localised congestion, improve efficiency of fleet operation or improve recruitment and retention of staff.

2.3 GUIDING PRINCIPLES FOR AN EFFECTIVE TRAVEL PLAN

An effective plan will be:

- **Site specific** – every site is unique and the measures will be determined by the opportunities and constraints of the site itself, the nature of uses and occupation, the location of other facilities and the existing transport provision.
- A combination of **hard measures** – site design, improved infrastructure and new services and **soft measures** – marketing, promotion, use of technology and improved information provision.
- A **holistic package** where individual measures are integrated into the new development as part of the design, marketing and occupation of the site.
- One that includes measures to support and promote **walking, cycling** and the use of **public transport**.
- One that addresses the issue of **parking provision**, its quantity, management and cost to the user.

These principles are depicted in the travel plan pyramid below. The foundation is a good location, with each element of the travel plan building upon that. The pyramid is not complete without promotion and marketing to ensure that communication with all those affected is undertaken effectively and consistently.

Travel Plan Pyramid



2.4 BENEFITS OF A TRAVEL PLAN

Benefits to the business

- Improved accessibility to employees, suppliers and customers
- reduced need for parking increases land available profitable use
- reduced costs if the travel plan minimises/removes the need for highway improvements
- reduction in congestion and more efficient business travel
- the planning process may be easier and faster with a good travel plan in place
- competitive advantage by assisting recruitment and retention
- reduction in the inequalities that may exist between car / non car owners

Benefits to staff, visitors and customers

- improved range of travel choices available
- opportunities for more flexible working practises
- reductions in stress associated with congestion and locating a car parking space
- improved staff recruitment and retention
- improved opportunities for those experiencing accessibility difficulties

Benefits to residents (of residential plans) and the community

- reduced need to travel by provision of on site facilities and access to information and services through the internet
- improved choice of travel options available to all residents
- improved quality of the public space
- enhanced social inclusion and sense of community
- less congestion

Benefits to the environment

- improved air quality
- improved personal and road safety
- Reductions in noise pollution
- less congestion

SECTION 3: SECURING AN EFFECTIVE TRAVEL PLAN THROUGH THE PLANNING PROCESS

3.1 WHEN WILL THE LOCAL AUTHORITY REQUIRE A TRAVEL PLAN?

Developers are encouraged to consult with the local planning authority at the earliest possible stage prior to submission of a planning application, to determine the need for, scope and content of a travel plan.

With the exception of residential developments, travel plans are required in conjunction with planning applications for all new developments where a Traffic Assessment (TA) is required. A travel plan will be required for residential applications of 100 or more households. In all other cases the thresholds for TA and therefore a travel plan are to be found in HCC parking standards. These can be found at www.hants.gov.uk/carparking/appendix.html

For these developments, **a travel plan must be submitted at the point of submitting the planning application.**

Travel plans may also be required for developments under the TA threshold. The criteria below are a reflection of the fact that some smaller scale developments can have significant transport impacts. A travel plan will be required for:

- Any development in or near an Air Quality Management Area
- Any development in an area that has been identified within the Local Transport Plan (LTP) for the delivery of specific initiatives or targets for the reduction of traffic, or the promotion of public transport, walking or cycling
- Any area specified in the Local Development Framework (LDF), where it is known that the cumulative impact of development proposals is a cause for concern
- The provision of new or extended school and other educational facilities
- An extension to an existing development that causes the travel impact of the site to exceed the threshold for a TA
- All instances where the local planning authority requires it

Unacceptable development proposals will never be permitted because of the existence of a travel plan. Where a development is likely to be refused because of concerns over transport impacts, it may be possible for a travel plan to address these and reduce them to acceptable levels.

3.2 WHAT WILL THE LOCAL AUTHORITY EXPECT AT EACH STAGE OF THE PLANNING PROCESS?

The County and District Councils' approach to considering travel plans associated with new development is based on the principles of a **staged approach**. The content of the travel plan will become more comprehensive as the nature of the development and the characteristics of the likely end user become clearer. Appendix B maps the process.

Stage 1: Pre-application

The developer should hold an early meeting with the County Council to establish the scope of the TA and subsequent travel plan. This meeting should establish the key principles and approach to be followed, the information required and the process to be used. Once the TA is complete, a further meeting should be held to discuss the content of the travel plan.

Stage 2: Outline Planning Application

Following pre-application discussions it should be clear whether a full or framework travel plan is required to be submitted with the application.

Where the likely end user of the development is known then a **'full' travel plan** is required and **must** include all those aspects referred to in Section 4.2 of this document. Where possible the plan should include evidence of input from the end user.

For speculative developments or where the likely end user(s) of the development is unknown (including multi-occupant sites) a **framework travel plan** should be submitted with the planning application. This should be informed by the outcomes of the TA and will include objectives, a programme for developing and submitting the full travel plan, physical measures required, and a robust monitoring and evaluation strategy. However, it may lack detailed data on the travel characteristics of the end user and specific measures. A framework travel plan will include a commitment to a date/point by which an approved full travel plan will be prepared. This is likely to be before or shortly after (not more than three months) the occupation of the development.

The framework travel plan will, as far as is possible, identify an action plan of measures. It will also, in the case of either speculative or multi occupant development, include provision for some form of covenant, to be contained within any lease agreement(s), to 'tie-in' subsequent tenants.

Stage 3: Full Planning Application

This is the period when detailed discussions can take place on the internal layout of the development. It will be important that the design of the development supports the objectives of the framework / full travel plan.

At this stage, more will become known about the likely end user of the development and a framework travel plan can evolve into a full travel plan.

The full travel plan should include a plan of the site (identifying on-site transport/travel

infrastructure) indicating how site design and layout will contribute to the achievement of the travel plan objectives and targets.

Wherever a framework travel plan is required it must clearly identify the point by which the full travel and subsidiary plans will be submitted. Without this commitment the framework travel plan will not be approved.

3.3 HOW WILL THE LOCAL AUTHORITY EVALUATE TRAVEL PLANS?

Planning approval will not normally be given until an acceptable travel plan has been agreed. All travel plans should include all the elements outlined in Section 4.2 and follow the principles of the TRACES evaluation criteria, as summarised in the following table.

T ransparent	Plans should clearly identify who is responsible for each element of the plan, how it is to be financed and how targets have been developed
R ealistic	Plans should set realistic but stretching targets which reflect Local Development Framework and Local Transport Plan policies. Targets should take account of best practice and the likely make up of occupants.
A chievable	Plans should only include measures which developers and partners are capable of delivering and which are likely to have a positive impact on travel behaviour.
C ommitted	Plans need clear commitment from the developer and occupier. This can be demonstrated by, for example, the appointment of a travel plan coordinator and the identification of funding to take the plan forward.
E nforceable	The commitments established in the Plan need to be enforceable by the local authorities under the accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the travel plan.
S ustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility from the developer to the occupiers, residents or other organisations and the continuing sources of funding for the plan.

The County Council’s Travel Plan team will assess the travel plan using the TRACES evaluation (table contained in Appendix C) and provide comprehensive feedback including a statement of the plan’s level of acceptability and whether it requires redrafting. A ‘pass rate’ score of 70 has been set as an indication of the level that a travel plan should achieve. However, if each element of the TRACES criteria are not met sufficiently then the plan will require redrafting. Developers are strongly advised to assess their travel plan prior to submission.

A charge will be made by the County Council for evaluating a travel plan. The fees for evaluation of the travel plan are set out in Appendix D alongside other charges.

3.4 LEGAL CONSIDERATIONS

Legal Considerations: Securing a travel plan

The County Council will secure the travel plan through a Section 106 Agreement.

Legal Considerations: Future and Succeeding Occupiers

In all situations the developer will be responsible for passing the requirement for a travel plan onto the occupier (and any succeeding occupiers). This is likely to be achieved through a Section 106 Agreement.

Legal Considerations: Ensuring effective implementation (Incentives for success)

Travel plans should not be seen simply as a paper exercise. The production of the document is only part of the process. The Section 106 Agreement will therefore also include sanctions to ensure that failure to deliver agreed measures/outcomes (within the control of the developer) can be remedied. These sanctions can take a number of forms as set out below:

- 1 **payments** to the County Council to implement agreed measures/targets contained within the travel plan which have not been implemented (this could include marketing/promotional materials in addition to infrastructure works)
- 2 **the implementation by the developer of specified 'works'** that are expected to remedy the failure to achieve agreed measures/targets or to implement the measures/targets agreed
- 3 **specified payments** by the developer to meet the Council's cost of taking action to achieve the agreed measures/targets and
- 4 **a restriction on the build out or occupation of the development** in the event that the travel plan fails to achieve agreed measures/targets or to implement the measures/targets agreed.

Sanctions will ensure that developers do not just agree to measures / targets in their travel plans but actually undertake to implement them.

SECTION 4: PRODUCING A TRAVEL PLAN

4.1 KEY STEPS TO PRODUCING A TRAVEL PLAN

There are five key stages involved in developing an effective travel plan as part of the determination of a planning application, and two that are required following planning approval. Where a *framework travel plan* is being developed some of the stages may not be possible. However, organisations and developers producing *full travel plans* should be able to follow this process.

Stage 1: Obtain advice and support

Promoters of travel plans are encouraged to seek advice at an early stage and certainly at pre-application stage. The production and implementation of a successful travel plan will be achieved through a partnership approach with the County Council and local district council.

Stage 2: Undertake site audit

For extensions to existing sites

The purpose of the audit is to establish opportunities to improve current facilities within and adjacent to the site. This should include consideration of facilities such as local rail stations and services, bus stops and services and on-site facilities such as cycle parking. A site plan and report should be produced.

The proposed approach to undertaking the site audit should be discussed with the County Council's Travel Plan Team. A useful example of a site audit form is available at <http://www.hants.gov.uk/environment/workplacetravel/businesses.html#audits>

For proposed new development (including relocations)

The purpose of the audit is to record baseline transport provision. The TA can be considered as the first part of the audit with the second part of the audit undertaken at the design stage. Account needs to be taken of any separate negotiations taking place regarding provision of off site infrastructure and services (e.g. new bus services). A site plan and report should be produced illustrating the results of the audit.

Stage 3: Understanding the travel characteristics of the site and the surrounding area

The more that is understood about the people who are going to be using the site, and their likely travel patterns, the easier it will be to develop an appropriate travel plan.

For proposed extensions to existing sites a travel survey is usually undertaken. The survey should establish the current modal split and may also assess users' perceptions of the quality of facilities, the ease of access to the site and reactions to the introduction of a range of new measures. A response rate of at least 35% is required to be statistically significant. The TA can use this information as part of the estimation of the travel demand for the development proposal. It will also assist in the development of the measures within the plan.

For proposed new developments which cannot be directly related to existing travel patterns the TA will be critical in providing estimates of the likely travel demand. It should

also assess the likely modes of travel, with and without a range of measures to reduce car use and encourage the use of walking, cycling and public transport, but based on the principle of maximising non car based travel.

For proposed developments where the end user is known (including relocations), It may be possible to undertake surveys in advance of occupation to understand staff origins and how they would travel to the new site. It is important that **all** movements to the site are considered as part of the assessment process, whether this is estimated from survey work or from the use of other data bases.

In all cases, an understanding of the travel and traffic conditions in the surrounding area will form an important part of the assessment. The County Council may be able to provide some of this information (at a charge). Developers proposing to undertake survey work are encouraged to seek advice from the County Council to ensure that it is undertaken appropriately and cost effectively and can be used alongside other existing sources of information.

Stage 4: Prepare draft travel plan

The key elements of a travel plan are set out in Table 4.1. Every plan must include all these elements. The complexity of the plan should be proportionate to the scale of the development proposals. The range of measures that can be considered for inclusion in the plan itself are set out in Appendix F.

Stage 5: Submit travel plan

Travel plans must be submitted to the local planning authority and the County Council. Developers are advised to assess the plan using the TRACES criteria (see Appendix C) prior to submission. Where plans fail to demonstrate that they are sufficiently robust, an iterative process of feedback and improvement will be recommended. The County Council will offer support during this process. Only travel plans which meet the requirements of the assessment process will be accepted.

Stage 6: Initial preparations and implementation

The travel plan will specify works and measures that need to be undertaken during construction and prior to occupation. They can involve, for example, physical works, establishing communications, preparing marketing information and appointing a co-ordinator. The implementation of the travel plan strategy must be in accordance with the conditions and/or Section 106 Agreement.

Stage 7: Implementation, monitoring and review

Appropriate monitoring of the outcomes will be required to enable an assessment to be made of the compliance with the objectives and targets. In the event that outcomes are not achieved, adaptations and improvements to the plan will need to be agreed with the local planning authority, in consultation with the County Council. The travel plan must be reviewed regularly.

4.2 MAIN ELEMENTS OF A TRAVEL PLAN

The content of the travel plan will reflect local circumstances and will be site specific. Table 4.1 sets out key elements to be included in all travel plans. This can be tailored for all types of developments including office, commercial, residential, health and leisure facilities and educational establishments.

Table 4.1: Elements of a travel plan

Section	Content
Executive Summary	For longer plans, it will be appropriate to provide a succinct summary
Background	Overview of the site, the organisation and transport facilities. Reference to relevant national and local travel plan policy
Purpose	Explanation of need for the plan and its benefits so those tasked with its implementation, and other stakeholders, will be clear about what the plan is seeking to achieve.
Travel Survey and Site Audit	Sets out all the information and data that pertains to the site and the existing or forecast travel patterns.
Objectives	Sets out in broad terms what the plan is seeking to achieve. This may relate to economic, environmental or social factors. Should be in line with Hampshire County Council's Local Transport Plan.
Targets	Identification of SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) For each target there will be associated indicators to measure progress.
Travel Plan Strategy and Action Plan	A strategy for implementation including: travel plan coordinator role, management of the plan, development timetable, marketing and promotion and an Action Plan to outline the implementation programme for the proposed measures
Measures	A clear description of the measures proposed to encourage sustainable travel, reduce car dependence and achieve the stated targets and objectives.
Monitoring	Information on when and how monitoring will be undertaken together with identifying who will be responsible.
Management arrangements	Clear identification of who is responsible for ensuring that the travel plan is delivered. Proposals for the longer term management structure such as a steering group or community trust should be clearly set out to ensure involvement and commitment of all parties.
Enforcement	Consideration should be given to the means by which the travel plan will be enforced. It should include the heads of terms by which a Section 106 agreement will be reached. This might include a sanction should the travel plan fail to deliver key measures and targets.

4.3 TARGETS TO BE INCLUDED IN A TRAVEL PLAN

All travel plans should contain an appropriate set of SMART targets. The targets should link to the objectives of the plan, relate to the outcome of the TA and be consistent with the policies of the Local Transport Plan.

The details of the targets will depend on the nature of the development proposal. They must establish clear commitments and need to identify explicitly who is responsible for their delivery. There are two types of targets – ‘action’ and ‘aim’ and a plan should include both. Examples include:

Action type targets:

- Install x number of cycle racks by a specified date
- Set up a Steering Group by a specified date.

Aim type targets:

- To reduce the number of single car occupancy car trips arriving on the site by x% by a specified date, when compared with the base year
- To increase the % of persons arriving on the site by public transport by y% by a specified date

4.4 MEASURES TO BE INCLUDED IN A TRAVEL PLAN

A travel plan should include a package of measures aimed at encouraging walking, cycling and public transport use as well as reducing and making the best use of car journeys. Appendix F sets out examples of the range of measures which could be considered in the plan. It is not an exhaustive list. The extent to which these measures are appropriate will depend on what is known about the site and the occupier. For example, **retail** development will need to consider how their customers will travel to the site and may wish to consider measures such as a shopper bus.

4.5 RESIDENTIAL TRAVEL PLANS

Residential travel plans will take a different form to those for standard employment sites and are likely to achieve the greatest impacts in larger scale development (i.e. over 100 dwellings) although a range of measures will still be required for smaller scale developments. The main objectives of a residential travel plan are to:

- address residents' need for access to a full range of facilities and activities
- reduce the traffic generated by the development
- encourage good design principles and support the local community

The inclusion of travel planning principles at an early stage can also provide an opportunity to make a fundamental shift towards the provision of streets for people and social activity

rather than purely a means of car access to properties. Appendix G outlines a range of measures that should be considered in residential travel plans above and beyond the guidance already provided in chapters 4 and 5 of this guidance note.

Detailed guidance is available from the Department for Transport in its guide 'Making residential travel plans work: guidelines for new development'. This document is also available via the travel plan website at

www.hants.gov.uk/environment/workplacetravel/developers.html

SECTION 5: TRAVEL PLAN MANAGEMENT AND MONITORING

5.1 MANAGING THE TRAVEL PLAN

Travel Plan Co-ordinator

A person must be nominated to ensure the travel plan is effectively managed before, during and after the development of the site. This person may change as the plan develops. As part of the full travel plan the developer/occupant will identify a suitably skilled person (to become known as the Travel Plan Co-ordinator) to be responsible for taking forward the travel plan initiatives and arranging the monitoring and review of the plan. The contact details of that post holder should be stated in the travel plan or, if not known at the time of the agreement, supplied to the County Council's Travel Plan team within one month of occupation of the site. Activities will include:

- Preparing the transport assessment and the travel plan documentation
- Securing that the design meets the access needs to the site
- Identifying a co-ordinator responsible for day to day delivery of the plan
- Putting measures identified in the travel plan in place
- Setting up and undertaking arrangements for implementation, monitoring and review
- Promotion and marketing of the plan and measures contained within it
- Securing the on-going management arrangements with all key parties
- Putting new measures in place in light of experience

Management structures

There are a range of different management structures that could be suitable depending on the nature and scale of the development. Options include:

- Steering groups
- Existing environmental steering groups
- Community trusts
- Management companies

For larger developments or where there are mixed uses, it may be beneficial to establish a steering group including for the co-ordinator, local authority representatives, occupiers, public transport providers and even community representatives. This group can ensure effective communication and co-ordination of actions.

5.2 MONITORING THE TRAVEL PLAN

A robust monitoring and review strategy must be incorporated within the travel plan and agreed with the local authority, irrespective of what is known about the end user of the site. A baseline needs to be set, against which results will be judged.

Monitoring of development control related travel plans is required to ensure compliance with Section 106 agreements and planning conditions. It will be legally enforced by the

relevant local planning authority as stated in the legal agreement and a fee will be charged to evaluate the monitoring results and attend review meetings. Full details of the proposed fees are set out in Appendix D and will relate to the size of the development. Monitoring will normally be required for a minimum of five years, but in the case of larger developments may be required for a longer period.

The Developer

The onus for monitoring rests with the developer, owner or tenant of the site (and will be encapsulated within the legal agreement). Where relevant, the developer is encouraged to use the UK Standard for Monitoring Travel plans system developed by TRICS. Further information and details are available at www.TRICS.org or from the County Council. The results should be provided to the local authority and will form the basis of discussion at a review meeting.

Travel surveys will be undertaken at specified periods agreed in the travel plan. The information collected needs to be sufficient to assess progress towards targets secured in the legal agreements. The County Council can provide a standard travel survey questionnaire but it is the responsibility of the organisation to be consistent with questions asked so a comparison can be made over time. Summary information from the surveys needs to be collated and sent to the local authority on a standard form by an agreed date. An on line survey facility is available via the County Councils Travel Plan monitoring system – iTrace. The Developer should contact the County Council's Travel Plan Adviser for further information.

The local authority reserves the right to observe the monitoring or request (at the developer/occupiers' cost) an independent audit of the information collected. In addition to this, the local authority will carry out random monitoring of up to ten sites per year. This will be done via a traffic count and vehicle occupancy count or other suitable method.

If the results collated by the local authority are dissimilar to those submitted by the developer/organisation, the two parties will meet to discuss a suitable way forward. Further surveys may be carried out with input from both the local authority and the developer/organisation to ensure that both parties accept the results obtained.

Reviewing progress

Dates for travel plan review meetings should be identified within the travel plan for years one, three, and five as a minimum and beyond depending on the nature of the development. Targets should be set for each of these milestones for the purposes of reviewing progress. The travel plan will not cease at the end of the review period but travel patterns and behaviour should have been established and be sustainable.

The review meetings will involve (as necessary) representatives of the occupier, the local planning authority, the County Council (Development Control Highways and the Travel Plan team), public transport operators and community representatives. There may be factors outside of the developers control which affect the ability to meet targets. These will be taken into account during the review process and alternative solutions identified. Any proposed variations must be in agreement with all parties.

The monitoring should focus on:

- Inputs – for example, how many hours does the travel plan co-ordinator spend on the plan
- Outputs – how will the delivery of measures take place
- Outcomes – the proportion of trips undertaken to and from the site by various modes

The local authority

All sites with a travel plan will be subject to monitoring as part of a rolling programme to assess impacts of travel plans.

The data will be stored on a secure countywide travel plan database and will be used to monitor Hampshire targets for travel plan development and provide information for the Local Transport Plan process.

The travel plan database will enable the County Council to monitor when surveys are required, who is in default, the survey results, compliance against agreed targets and when enforcement action is needed.

Appendix A Background policy documents supporting the use of travel plans

The Government White Paper ‘New Deal for Transport’

This refers to travel plans and identifies their promotion as one of the six key objectives for Local Transport Plans. Annex 2 of the Department for Transport’s “Transport 2010 – The Ten Year Plan” sets out objectives and targets which travel plans will help to deliver.

Planning Policy Guidance 13 (PPG13 on Transport)

Published by the Government in March 2001, PPG13 states the Government’s commitment to the promotion of travel plans amongst business, schools, hospitals and other organisations. The Government states that travel plans should be submitted alongside planning applications which are likely to have significant transport implications. PPG13 makes particular reference to commercial and leisure development, together with proposals for schools and health facilities.

Travel plans which are submitted as part of the planning process should be the result of discussions between the applicant, local authority and local transport providers. Travel plan outputs should be measurable. The travel plan itself should contain targets and a method for monitoring of the travel plan, as well as measures regarding its enforcement. (PPG13 Chapter 4 section 90).

‘Using the Planning Process to Secure Travel plans’ and ‘Making Residential Travel Plans Work’

These guides published in July 2002 and October 2005 respectively by the Department for Transport and the Office of the Deputy Prime Minister reflect best practice. The early advice and guidance on travel planning focussed on destination travel plans where the aim is to reduce car use to a specific destination. This has now been broadened to look at the potential for addressing travel choices from home to multiple and changing destinations. Clearly this combination of travel plans provides real opportunities to provide more choice and increased use of sustainable transport.

Planning Policy Statement 1 – Delivering Sustainable Development

National planning policy as set out in PPS1 places emphasis on the achievement of sustainable development and directly supports the use of travel plans as a means of achieving environmental and social objectives.

DfT Guidance on Transport Assessments

The draft guidance on undertaking Transport Assessments will provide additional context for the preparation of travel plans in the development process. These are a critical forerunner of an effective travel plan and should provide the information base.

Guidance on Local Transport Plans

The Government requires Local Transport Plans (LTPs) to place an emphasis on outcome indicators relating to accessibility, road casualty reduction, public transport patronage, congestion reduction and air quality. Local authorities must show that their LTPs contribute to the achievement of their broader policy aims and service delivery as set out in their community strategies.

South East England Regional Transport Strategy (RTS)

The regional transport strategy promotes the rebalancing the use of the transport system in

Appendix A Background policy documents supporting the use of travel plans

favour of more sustainable modes. This is to be achieved through a “tool kit” of mobility management measures. Policy T13 specifically supports the provision of travel plans through the development control process where there are major travel generating developments.

Hampshire Local Transport Plan (2006-2011)

The County Council’s Local Transport Plan (2006-2011) includes an objective to increase the uptake of travel plans within Hampshire. Specific targets include:

Air quality – Winchester (ltp8/3) To increase the proportion of people working within Winchester city centre covered by a travel plan to 37% by 2011 from a 2005 baseline of 24%

Air quality – Eastleigh (ltp8/4) To increase the proportion of people working within Eastleigh town centre covered by a travel plan to 49% by 2011 from a 2005 baseline of 34%

Air quality – Totton (ltp8/4) To increase the proportion of people working within Totton town centre covered by a travel plan to 20% by 2011 from a 2005 baseline of 0%.

Travel plan coverage (proportion of workforce) (ltpoc5) 15% of people working in Hampshire to be covered by a travel plan by 2010/11 from a 2003/04 base of 7.8%. To have in place tested systems for monitoring the outcome of travel plans by 2006/07.

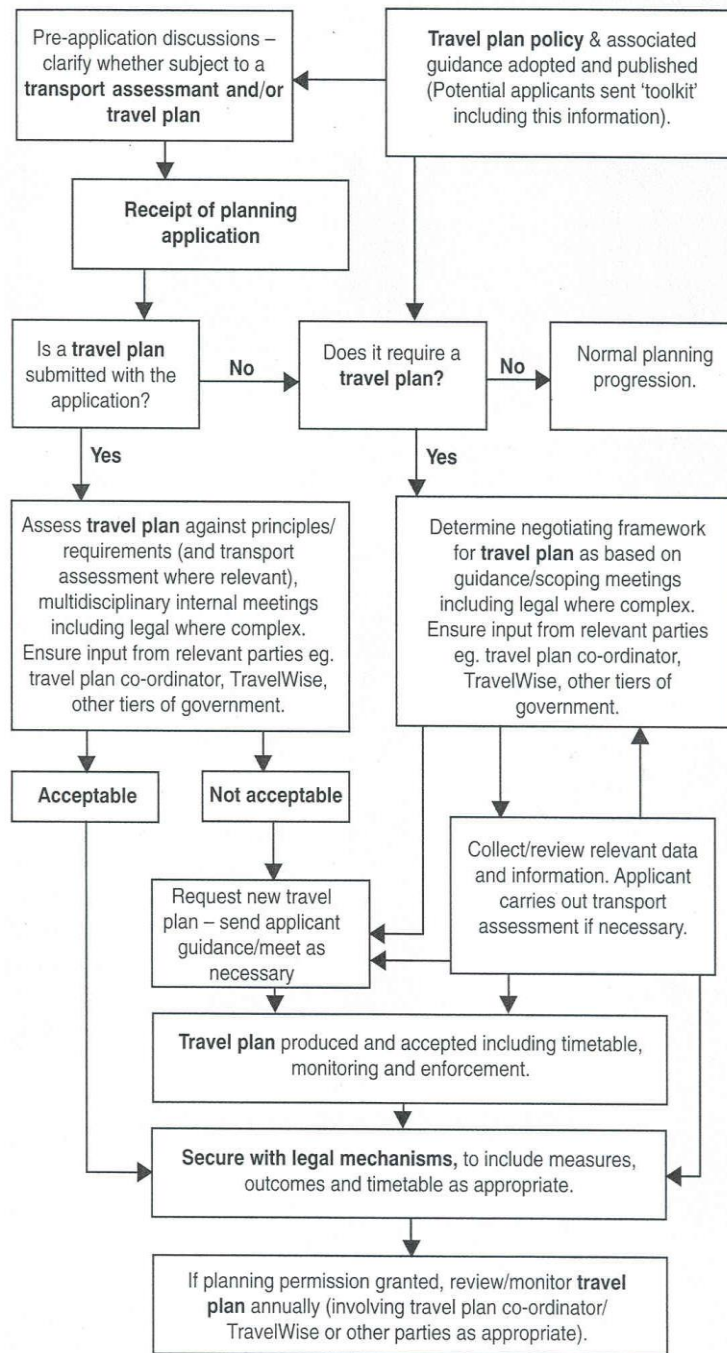
Travel plan coverage (proportion of those in full-time education 5-16yrs) (ltpoc6)

100% of students in full-time education (aged 5 to 16 years) to be covered by a travel plan by 2008/09 from a 36.5% base in 2004/05.

Local Plans/Local Development Frameworks

Many of Hampshire’s district councils now have policies relating to travel plans. In some cases particular areas where travel planning is seen as a key tool are highlighted. Such area may be designated because of local congestion, air quality pressures or the proximity of an active travel forum.

Appendix B The process



Acknowledgement: Crown Copyright – Using the Planning Process to Secure Travel Plans – Best Practice Guide – July 2002

Appendix C TRACES evaluation template

TRACES Template

In order to complete this assessment you will need to state how your plan achieves the TRACES elements. The elements required at each stage are shown under the TRACES column.

Business / Development:

	Criteria	Brief assessment / cross reference to plan	TRACES*	Points	
				Score	Out of
	Background				
1	Name of business / occupier (or developer/agent/ speculative development status)		T		1
2	Staff numbers, working hours, shifts etc		T		1
3	customers, visitors and delivery movements		T		1
4	Is the scope of the plan clear and does the plan relate to the different needs of all users, occupiers, residents, visitors etc (business travel, commuting, visitors, customers, deliveries, fleet vehicles, disabled access)		T,R,A		2
5	Is there reference to the wider company ethos and business plan or previous experience with travel plans		T,R		1

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6	Physical description of the site and its location. To include on site infrastructure (e.g. car parking spaces) and off site infrastructure (e.g. public transport services)				
		T			2
7	Is the plan clear about who has responsibility to deliver the travel plan (the developer or responsibility passed to the occupier)				
		T,R,C			1
	Consultation and partnerships				
8	Does the plan demonstrate that staff, unions and HR have been (or will be) involved in the preparation of the plan. Have the opinions of those who will be affected (including the local community) been included in the action plan.				
		T,R			2
9	Is there agreement with the highway / transport authority on the measures relevant to them. Evidence of liaison with the local authority.				
		T,R,A			2
10	Is there agreement with the local public transport operators on measures relevant to them				
		T,R,A			2

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11	Are any other key partnerships identified (e.g. cycle retailers, train operators) or is there membership of a commuter forum		T,C,A		1
Site and travel surveys					
12	Have site audits been undertaken		T,C		1
13	Have surveys been carried out of existing transport links and public parking stock (i.e. is there potential for displaced parking to take place)		T,C		1
14	Have travel surveys been undertaken / planned (staff, visitors, customers etc). If so, what is the response rate / data quality?		T,C		2
15	Has an appropriate survey methodology been proposed and agreed including timescales		T,A,C		1
16	Is a sample survey questionnaire provided		T,A,C		1
17	What level of data analysis has been used to inform the development of the action plan (reference to local or national data)		T,C		2
18	Are patterns of staff /visitor travel outlined		T		2
Visions, Objectives and Targets					

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19	Does the plan have clear and appropriate overall aims and objectives.		T,R,A,C		1
20	does the plan have targets (related to the aims and objectives). Minimum of % SOV versus other modes				2
21	Are there 'aim' and 'action' type targets		T,R,A,C		1
22	Is the plan clear about how the targets have been developed (e.g. are they based on evidence like survey results)		T,R,A		2
23	Are the targets SMART		T,R,A		1
24	Are indicators of success proposed		T,R,A		1
25	Are the targets consistent with LDF and LTP objectives and policies		T,R		2
	Action Plan				
26	has an action plan been included?		T		1
27	Is it clear how initiatives and measures support the overall aims and objectives		T,R		3
28	Are measures related to survey results or in line with over all aims and objectives		T,R		3
29	Do actions have defined and realistic timescales		T,R,A		4

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30	Are initiatives and measures prioritised in the plan		R,A		3
31	Are there details of who is responsible for each action		T,R,A		2
32	Are all modes of travel to the site considered (walking, cycling, bus, train, taxi, motorbike, multimodal journeys, car, car share' deliveries)		T,C		4
33	Are measures identified to assist all users of the site and all journey types		T,C		3
34	Provision of marketing / information for each mode		R,A,C		2
35	Provision of incentives for each mode		R,A,C		2
36	Is there a strong car parking policy (e.g. to what extent is car parking managed to promote car sharing and reduce SOV trips)		R,A,C		3
37	Are non transport solutions considered (e.g. flexible working hours, working from home, teleconferencing)		R,A,C		3
Evaluation and Monitoring					
38	Does the plan state when next survey will be undertaken		T,S		1
39	Are there mechanisms in place for reviewing and updating the plan in light of experience		T,S		1

Appendix C TRACES evaluation template

40	Are barriers to implementation discussed with amelioration measures proposed		T,R,A		2
41	Are proposals for long term monitoring included		T,S		1
42	Are the proposals for implementing and managing the plan in the longer term (5-15years) clear		T,S		2
Roles and responsibilities					
43	Is there a steering group to over see the development of the plan with working groups to assist in delivering the plan (where appropriate)		T,C		1
44	Are staffing implications of delivering the plan made clear		T,A,C		1
45	Is there support and commitment from senior management		T,C		1
46	Is a Travel plan co-ordinator in place or is there agreement on when a co-ordinator will be in place		T,C		2
47	What is the level of seniority of the travel planner. Will it be a full or part time role.		T,C		2
Awareness, promotion and marketing					

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48	What measures are in place to ensure that the travel plan is promoted over a sustained period of time (e.g. newsletters., events, websites).		A,C,S		3
49	Are promotional events coordinated with national and local events		R,A		2
50	Is there a mechanism for disseminating results of the survey		T		1
Funding					
51	Are sources of funding (at an appropriate scale) identified for delivery of the action plan		T,R,C		2
52	Is the funding of the travel plan co-ordinator role clear		T,R,C		2
53	Is there funding allocated for promotional events and marketing		T,R,C		2
54	is funding allocated for the requirement of ongoing monitoring of the plan				1
Deliverability / Enforceability					
55	Is a Section 106 agreement drafted which ensures delivery of the travel plan		T,E		2
56	Is there clarity on what needs to be done by when and appropriate incentives / sanctions in place to enforce the agreement		T,E		3

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57	Is the travel plan explicit in terms of objectives, management, monitoring and review?				
			T,E		4
58	Are there transition arrangements in place for changes in user / owner / occupier				
			T,E,S		1
	Total				106

Appendix C TRACES evaluation template

Residential Development:

Criteria	Brief assessment / cross reference to plan	TRACES*	Points	
			Score	Out of
Background				
1	Name of residential development (developer/agent/speculative development status)	T		1
2	Numbers and types of dwellings	T		1
3	Are there other on site facilities? Customer/visitor movements	T		1
4	Is the scope of the plan clear and does the plan relate to the different needs of all residents, visitors, deliveries, disabled access?	T,R,A		2
5	Is there reference to the wider company ethos (if managed housing)	T,R		1
6	Physical description of the site and its location. To include on site infrastructure (e.g. car parking spaces) and off site infrastructure (e.g. public transport services)	T		2
7	Is the plan clear about who has responsibility to deliver the travel plan (the developer or responsibility passed to the residents groups)	T,R,C		1

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Consultation and partnerships				
8	Does the plan demonstrate that residents will be involved in the development of the plan. Have the opinions of the local community and stakeholders been included in the action plan.		T,R	2
9	Is there agreement with the highway / transport authority on the measures relevant to them. Evidence of liaison with the local authority.		T,R,A	2
10	Is there agreement with the local public transport operators on measures relevant to them		T,R,A	2
11	Are any other key partnerships identified (e.g. cycle retailers, train operators) or is there membership of a commuter /local residents forum		T,C,A	1
Site and travel surveys				
12	Have site audits been undertaken		T,C	1
13	Have surveys been carried out of existing transport links and public parking stock (i.e. is there potential for displaced parking to take place)		T,C	1
14	Have travel surveys been planned. If so, what response rate / data quality is anticipated?		T,C	2

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15	Has an appropriate survey methodology been proposed and agreed including timescales		T,A,C		1
16	Is a sample survey questionnaire provided		T,A,C		1
17	What level of data analysis has been used to inform the development of the action plan (reference to local or national data)		T,C		2
18	Are likely patterns of resident /visitor travel outlined?		T		2
Visions, Objectives and Targets					
19	Does the plan have clear and appropriate overall aims and objectives.		T,R,A,C		1
20	does the plan have targets (related to the aims and objectives). Minimum of % SOV versus other modes				2
21	Are there 'aim' and 'action' type targets		T,R,A,C		1
22	Is the plan clear about how the targets have been developed (e.g. are they based on evidence from similar sites)		T,R,A		2
23	Are the targets SMART		T,R,A		1
24	Are indicators of success proposed		T,R,A		1

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25	Are the targets consistent with LDF and LTP objectives and policies		T,R		2
	Action Plan				
26	has an action plan been included?		T		1
27	Is it clear how initiatives and measures support the overall aims and objectives		T,R		3
28	Are measures related to survey results or in line with over all aims and objectives		T,R		3
29	Do actions have defined and realistic timescales		T,R,A		4
	Are a range of appropriate measures included in the site design				3
30	Are initiatives and measures prioritised in the plan		R,A		3
31	Are there details of who is responsible for each action		T,R,A		2
32	Are all modes of travel to and from the site considered (walking, cycling, bus, train, taxi, motorbike, multimodal journeys, car, car share, deliveries)		T,C		4
33	Are measures (physical and promotional) identified to assist all users of the site and all journey types		T,C		3

Appendix C TRACES evaluation template

34	provision of marketing / information for each mode			2
35	provision of incentives for each mode			2
36	Is there a strong car parking policy (e.g. to what extent is resident and visitor car parking managed)	R,A,C		2
37	Are non transport solutions considered (e.g. are homes wired for broadband internet, are there opportunities to provide work hubs)	R,A,C		2
Evaluation and Monitoring				
38	Does the plan state when surveys will be undertaken	T,S		1
39	Are there mechanisms in place for reviewing and updating the plan in light of experience	T,S		1
40	Are barriers to implementation discussed with amelioration measures proposed	T,R,A		2
41	Are proposals for long term monitoring included	T,S		1
42	Are the proposals for implementing and managing the plan in the longer term (5-15years) clear? e.g residents groups	T,S		2
Roles and responsibilities				

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43	Is there a steering / management group to over see the development of the plan				T,C			1
44	Have sales staff been trained and provided with information about promoting the travel plan				T,C			1
45	Is a Travel plan co-ordinator in place or is there agreement on when a co-ordinator will be in place. Will it be a full or part time role?				T,C			2
46	Are staffing implications of delivering the plan made clear especially if the developer will not have a continued presence on site				T,A,C			1
Awareness, promotion and marketing								
47	What measures are in place to ensure that the travel plan is promoted over a sustained period of time (e.g. newsletters., events, websites).				A,C,S			3
48	Are promotional events coordinated with national and local events				R,A			2
49	Is there a mechanism for disseminating results of the survey				T			1
Funding								

Appendix C TRACES evaluation template

50	Are sources of funding (at an appropriate scale) identified for delivery of the action plan		T,R,C		2
51	Is the funding of the travel plan co-ordinator role clear		T,R,C		2
52	Is there funding allocated for promotional events and marketing		T,R,C		2
53	is funding allocated for the requirement of ongoing monitoring of the plan				1
Deliverability / Enforceability					
54	Is a Section 106 agreement drafted which ensures delivery of the travel plan		T,E		2
55	Is there clarity on what needs to be done by when and appropriate incentives / sanctions in place to enforce the agreement		T,E		3
56	Is the travel plan explicit in terms of objectives, management, monitoring and review?		T,E		4
57	Are any arrangements in place for change in ownership of properties		T,E,S		1
Total					105

Appendix D Table of fees to be applied for evaluation and monitoring of travel plans

Fees for the evaluation and monitoring of travel plans will be based on the size of the development. Developments will be placed in two categories based on the level of fee required at the time the planning application is submitted to the Local Planning Authority:

A	Modest developments	Planning application fee - <£11,000
B	Major developments	Planning application fee - >£11,000

Principles upon which fees are based

- 1 The fees are intended to reflect the amount of local authority officer time required to undertake evaluation of the initial plan, assess the monitoring data and participate in consequential review and agreement to any amended plan in the future.
- 2 Data required for monitoring must be set out and agreed as part of the travel plan;
- 3 All monitoring data must be supplied by the developer at their expense;
- 4 Plans will be subject to annual monitoring and review for at least the first 5 years;
- 5 Monitoring requirements beyond 5 years will be agreed as part of the plan and will normally be required with major developments;
- 6 Reviews beyond 5 years will normally be less frequent – the years requiring monitoring will be set out in the plan;
- 7 For some major developments it may be appropriate to agree a 15 year time period for monitoring and this will be agreed as part of the plan;
- 8 The fee structure includes an incentive for the developers to provide the data to the agreed timescales, and penalties in subsequent years for failing to do so;
- 9 The fee structure includes an incentive in the event that the targets are being met, in this case the monitoring fee will be reduced. This will also apply if developers initiate amendments to the plan to assist with the delivery of targets that are not being achieved.

Evaluation of a Travel Plan

When the Travel Plan is submitted with a planning application it must include an evaluation undertaken by the developer, or his adviser, based on the TRACES methodology. A template for doing this is included in the guidance at Appendix C.

The County Council will assess this evaluation at no cost to the developer. If the Travel Plan is not considered to be satisfactory the developer will be provided with feedback and given an opportunity to resubmit the plan. Second and subsequent evaluations will be undertaken by the County Council on the basis of the fees set out in the table.

Monitoring the plan

The County Council will charge an annual monitoring fee for all travel plans for the first 5 years from the date of commencement of the development.

- The County Council will retain the right to require more frequent monitoring beyond 5 years in the event that targets in the plan are not being met;

Appendix D Table of fees to be applied for evaluation and monitoring of travel plans

- If the developer fails to provide the data required for monitoring in the format and timetable set out in the agreement an 10% fee will be added to the above charges;
- If the developer provides the data required as set out in the agreement the fee will be reduced by 10%;
- If the targets in the plan have been achieved the fee will be reduced by a further 10%.

Table of proposed fees

Size of development	Initial Evaluation fee	Subsequent evaluation fee	Annual monitoring fee	Cost of 5 years of annual monitoring	Additional monitoring normally required in years
A	£750	At cost	£1,000	£5,000	Years 7 and 9
B	£1,500	At cost	£3,000	£15,000	Years, 7, 9, 12 & 15

Fee levels will be reviewed every two years.

Appendix E Measures to include in a travel plan

Method	Measure
Walking	<p>Promotion of safe local walking routes including provision of route maps;</p> <p>Improvements to the walking network and its maintenance</p> <p>Improvements to signing for pedestrians</p> <p>Showers, changing facilities and lockers for storing clothes (also see cycling);</p> <p>On site security.</p>
Cycling	<p>Improvements to cycle network and its maintenance;</p> <p>Provision of cycle route maps and improvements to signage.</p> <p>Secure, well lit, covered cycle storage include pumps;</p> <p>Showers, changing facilities and lockers;</p> <p>Employers can consider provision of interest free loans for the purchase of bicycles (up to £5000 can be provided without tax implications);</p> <p>Formation of a bicycle users group (BUG);</p> <p>Assistance to staff in accessing information about safe cycling, appropriate clothing, local cycle routes etc;</p> <p>Pool bikes and mileage allowances for cycle use.</p>
Public transport	<p>Provision of clear public transport information, available direct from the local operator or the council;</p> <p>Provision of new or improved services</p> <p>Improvements to the waiting environment</p> <p>Provision of real time information at bus stops/rail stations</p> <p>Collaboration with local public transport providers to improve services, negotiate discounts and trial initiatives;</p> <p>Personalised journey planning</p> <p>Works buses / shuttle buses.</p> <p>Employers can consider provision of interest free loans to purchase season tickets (up to £5000 can be provided without tax implications);</p> <p>Guaranteed ride home for staff in emergency situations</p> <p>Introduce “collection from station” service for visitors</p>
Reduce the need to travel	<p>Design the development to provide some facilities close to places of work or home</p> <p>Provide residents and occupiers with access to information and services through the web</p> <p>Employers can also consider flexible working practices, teleworking, home working, ‘compressed’ week (e.g. 9 day fortnights) and incentives to locate close to work as part of any relocation package;</p> <p>The existence of and benefits of the travel plan should be highlighted at recruitment stage;</p>

Appendix E Measures to include in a travel plan

<p>Managing and reducing car use</p>	<p>Introduction of a car sharing scheme; Introduction of car club for residents Consideration of joining antscarshare.com for a fraction of the cost of developing your own software; Provision of emergency ride home facility for car sharers and all people who came by a sustainable mode Review of the use of fleet cars – fuels, engine size, availability to use, number of cars retained; Review of car parking policy and introduce a management strategy; Review of the issuing of car park permits to ensure a fair system, based on agreed criteria e.g. operational need; Consider introduction of charging for parking. Allocate priority parking space to car sharers and car club; Use of pooled company vehicles and bikes. Introduce targets to reduce business mileage.</p>
<p>Motorcycles</p>	<p>Provide facilities for those who travel by motorcycle/moped – including secure parking</p>
<p>Taxis</p>	<p>Consideration of the use of taxis by visitors.</p>
<p>Travel plan Co-ordinator</p>	<p>Identification of a named individual to be responsible for the implementation of the travel plan.</p>
<p>Marketing</p>	<p>Provision of information to all occupants, residents, visitors and staff on how to access the site by means other than the car through a variety of methods, including personal travel planning, notice boards, newsletters; Provision of information as part of sales and recruitment packs. Hold events; Focus groups; Use of intranet/internet to disseminate information; Introduction of a personalised journey planning (or equivalent) scheme.</p>
<p>Partnerships/support</p>	<p>Creation of user groups / staff forums; Consideration to joining a local commuter forum; Engagement with the local authority and public transport operators.</p>
<p>Mobility impairment</p>	<p>The travel plan should consider the needs of those with mobility impairments</p>

Appendix F Measures to be included in a residential travel plan

Method	Measure
Site layout and design	<p>Hold discussions with planners at an early stage to ensure that access to and around the site is considered early on in the design process.</p> <p>Provision of quality bus stops with safe and well lit pedestrian routes to reach them. A site layout plan should show the location for bus stops and routes to them.</p> <p>Ensuring that suitable pedestrian and cycle links serve and run through the area and link with existing routes (and are appropriately signed)</p> <p>Provide shops and facilities within the development with cycle parking. Local facilities could also benefit from the provision of cycle parking</p> <p>Consider limiting the amount of car parking that is provided per dwelling. Developments with smaller units such as flats and apartments may have a communal parking area rather than individual spaces at the property.</p> <p>Secure cycle parking facilities. This is particularly important for flats and apartments where there is limited space within the property.</p> <p>Larger development may be able to encourage a range of on site facilities such as child care and nurseries.</p> <p>Free broadband internet connections could also be supplied.</p> <p>Speed limits and traffic control measures</p> <p>Home zones principles / areas for recreation to be considered</p>
Off site access	<p>Provision of quality bus stops with safe and well lit pedestrian routes to reach them.</p> <p>Highway safety measures and traffic calming</p> <p>Improved walking and cycling links to the site</p> <p>Improved public transport links to the site</p>
Target setting	<p>Residential travel plans are likely to include targets related to individual journey purposes (e.g. mode share for journey to work, journey to leisure etc).</p>
Action Plan	<p>A residential travel plan will include an action plan. This will identify measures to be included at the site design stage (in terms of on site infrastructure) in addition to those required for the continued support of dwellings</p>
Public transport	<p>Provision of quality bus stop (both for passengers – in terms of waiting facilities, and buses – in terms of ensuring they are free of parking) facilities with safe and well lit pedestrian routes to reach them. A site layout plan should show the location for bus stops and routes to them.</p> <p>Early negotiations should be entered into with local bus (and rail where appropriate) operators to discuss the viability of new services, service alterations and the provision of discounted / free travel tickets. If no services currently serve</p>

Appendix F Measures to be included in a residential travel plan

	<p>the site the developer may be required to support services financially for a certain period of time through a Section 106 agreement.</p> <p>Vouchers for free / discounted public transport tickets</p>
walking	<p>Ensuring that suitable pedestrian and cycle links serve and run through the area and link with existing routes. This may also result in the provision of better links for existing as well as new residents (and visitors).</p> <p>Vouchers for free / discounted products and services</p> <p>Walking maps</p>
cycling	<p>Secure cycle parking facilities should be provided for within the design of residences. This is particularly important for flats and apartments where limited space would exist within the property for a bicycle.</p> <p>Vouchers for free / discounted cycles, products and services</p> <p>Cycling maps</p> <p>Cycle training</p> <p>Bicycle users group</p>
Managing and reducing car use	<p>Consider limiting the amount of car parking that is provided per dwelling. Developments with smaller units such as flats and apartments may have a communal parking area rather than individual spaces at the property.</p> <p>Lower levels of parking may be negotiated where the site is particularly close to good public transport links.</p> <p>Parking controls may be required on site and in neighbouring areas to prevent displaced, dangerous and inconsiderate parking. Reference should be made to Hampshire Parking Standards.</p> <p>Consider offering a car club scheme. This particularly useful in larger developments where there are enough residents to support the scheme and where local access to public transport facilities is good enough to support the majority of commuter trips.</p> <p>Allocated dedicated parking for car club vehicles</p>
Reduce the need to travel	<p>Where the scale of development permits, there may be scope to encourage a range of on site facilities such as child care, healthcare and shopping/home delivery to minimise journeys. Free broadband internet connections could also be supplied to the residencies so that any resident who decides to work from home would be able to do so more easily. Further to this, internet shopping would also be easier.</p> <p>Promotion of grocery home delivery services</p>
Motorcycles	
Taxis	

Appendix F Measures to be included in a residential travel plan

<p>Travel plan Co-ordinator and management</p>	<p>Identification of a named individual to be responsible for the implementation of the travel plan. Provide sales staff with training to provide travel advice Resources for day to day management of the travel plan</p>
<p>Marketing</p>	<p>Provision of travel welcome packs Personal travel planning Notice boards and newsletters Provision of information as part of sales and packs. Residents groups Vouchers for free/discounted services, public transport tickets, cycle purchase etc Community travel website</p>
<p>Partnerships/support</p>	<p>Creation of user groups / residents groups Engagement with the local authority and public transport operators. Support to existing workplace and school travel plans in the area</p>
<p>Mobility impairment</p>	<p>The travel plan should consider the needs of those with mobility impairments</p>