



**SUSTAINABLE TRAVEL  
SUPPLEMENTARY PLANNING GUIDANCE**

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*Regeneration Investment and Housing  
Newport City Council  
Civic Centre  
Newport  
NP20 4UR*

Mae'r ddogfen hon ar gael yn Gymraeg, gyda fformatau eraill ar gael ar gais /  
This document is available in Welsh, with other formats available on request.

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# 1. Introduction and Background

- 1.1 This Supplementary Planning Guidance (SPG) supplements policies in the adopted Newport Local Development Plan relating to sustainable travel within new development and surrounding links. Before it can be formally adopted, it has to undergo a period of public consultation. Once formally adopted as SPG, the guidance contained within this document will be a material consideration in the determination of relevant planning applications.
- 1.2 This SPG was formally adopted by Newport City Council on 30 July 2020.
- 1.3 Sustainable travel is about moving from A to B, but valuing the environment and looking after our natural resources at the same time. Walking and cycling are the most obvious forms of sustainable travel, followed by public transport such as buses and trains. Travel by ultra-low emission vehicles can also have an important role to play, particularly in rural areas with limited public transport. Single occupancy travel in private motor vehicles is unsustainable and the general premise of this SPG is to move people away from this type of travel to more sustainable forms.
- 1.4 The benefits of sustainable travel, from environmental advantages to health and well-being benefits are well documented. This SPG aims to promote sustainable travel in new developments. It is primarily designed to be used by planning applicants, developers, sustainable transport providers and local planning authority planners. It will encourage place makers to integrate sustainable travel as a foundation component of new development and its surrounding areas. In a truly connected travel network, sustainable travel routes and options should not be limited by site boundaries. The local authority, developers and sustainable transport providers must work together to ensure safe and continuous sustainable travel networks exists across the City of Newport and beyond.
- 1.5 The location, size and nature of a new development can have a direct influence on the mode of travel that residents, employees and visitors will use to travel to and from the site. Without positive intervention, encouragement and the availability of logical sustainable travel options at an early stage, it is likely that the majority of people will rely heavily on the use of private motor vehicles to travel to and from the development. Moreover, it is recognised that individuals are more likely to change their travel habits when they are making a significant change to their lifestyle, such as starting a new job or moving home. Such lifestyle changes can therefore provide a prime opportunity to encourage people to change their travel habits.

1.6 Good design can provide the physical structures required to support sustainable travel. A network of safe and efficient cycle paths, pedestrian paths, bus stops, crossing points etc. are some of the foundational components necessary to support behaviour change in urban areas. Sustainable travel should be a material consideration from the onset of all development initiatives and not an afterthought. Sustainable travel can offer numerous benefits, not only to new residents / occupiers, but also to the greater surrounding community in which the new development will be sited. Sustainable travel can be economically beneficial for an organisation or individuals and can also help relieve local parking and congestion issues, contribute to improved local air quality, foster healthier lifestyles and help support public transport within an area.

## 2. Legal and Policy Context

### The Planning (Wales) Act (2015)

- 2.1 The Planning (Wales) Act (2015) enables the creation of an efficient planning process that ensures the right development is located in the right place. This is done through adherence with the Well-being of Future Generations and Environment Act (see below) to ensure that we plan and manage our resources in an engaged and sustainable way. There is greater emphasis on development engagement at the pre-application stage. This approach will help ensure sustainable travel is integrated within the development site layout at the earliest stage.

### The Well-being of Future Generations (Wales) Act (2015)

- 2.2 This Act is about improving the social, economic and cultural well-being of Wales. The Act ensures that local authorities deliver sustainable development by considering long term effects as well as encouraging a more joined up approach. Both of these principles are key when considering sustainable travel.
- 2.3 The Well-being of Future Generations Act put in place seven well-being goals to help ensure that public bodies are all working towards the same vision of a sustainable Wales. These goals are:
- A Prosperous Wales
  - A Resilient Wales
  - A More Equal Wales
  - A Healthier Wales
  - A Wales of Cohesive Communities
  - A Wales of Vibrant Culture and Welsh Language
  - A Globally Responsible Wales
- 2.4 It is considered that all of these goals are linked to sustainable travel, but in particular, enhancing sustainable travel is likely to have significant positive impacts on helping to create

‘A Healthier Wales’, ‘A Wales of Cohesive Communities’ and ‘A Globally Responsible Wales’ in terms of its impact on the environment.

### The Environment (Wales) Act (2016)

- 2.5 This Act sets out the approach for the sustainable management of natural resources in Wales, which will help to mitigate for and adapt to the impact of climate change. An outcome of the sustainable management of natural resources will mean that benefits are provided for local communities equally, by encouraging decision makers to consider the economic, social and environmental impacts of decisions on current and future generations. The intention is to create a resilient natural environment. Promoting sustainable travel will be important to achieving this.

### Environment Act 1995

- 2.6 The Environment Act 1995 sets out the duty on the Government and Local Authority to monitor air quality and where it is found to exceed the air quality limits, declare an air quality management area (AQMA). Once declared, an air quality action plan must be developed with the aim of reducing air pollution. In Newport the majority of air pollution is caused by road traffic. Supporting sustainable, low / zero polluting forms of travel via the planning process is one of the actions outlined in Newport’s Sustainable Travel Strategy. <http://www.newport.gov.uk/en/Transport-Streets/Sustainable-travel.aspx>

### Active Travel (Wales) Act 2013

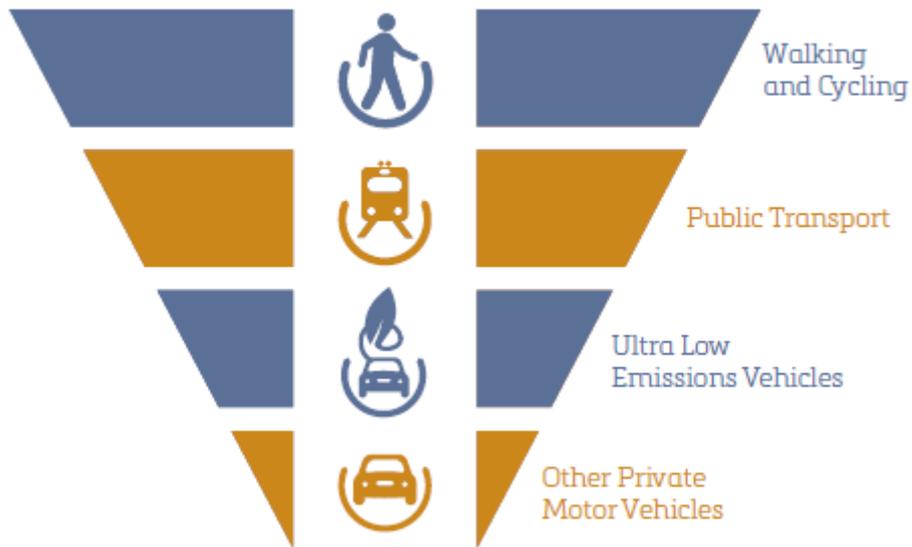
- 2.7 The Active Travel (Wales) Act places a requirement on local authorities to continuously improve facilities and routes for walkers and cyclists and to prepare maps identifying existing and potential future routes for their use. Existing routes are identified on the Existing Route Maps (ERM) and potential future routes are identified on the Integrated Network Map (INM). This SPG supports the local authority’s commitment to improve facilities and routes for walkers and cyclists. The Sustainable Travel SPG will help to make place makers aware of the routes that already exist and how their new developments can integrate with the wider network.

- 2.8 **Active travel** means walking and cycling as an alternative means to motorised transport for the purpose of making ‘everyday’ journeys. An ‘active travel journey’ means a journey made to or from a workplace, education establishment, or to access health, leisure or other services or facilities.
- 2.9 The definition covers short-distance commuting, travel to schools and other educational facilities, travel to leisure facilities and so on. This definition excluded routes that are for purely recreational use (for example, routes intended as mountain bike trails) as well as routes that do not connect to facilities and services.
- 2.10 In practice, the best active travel routes will be widely used for recreation. While the aim of the Act is to promote walking and cycling as a mode of transport, the Welsh Government also strongly supports recreational walking and cycling and cycle sport. Walking and cycling for leisure is strongly linked to a person’s willingness to travel actively. A high level of recreational walking and cycling on a route is an indicator of a high quality route and should be considered a sign of success.

### Planning Policy Wales

- 2.11 Planning Policy Wales (PPW) sets out the land use policies of the Welsh Government, with movement and minimising the need to travel noted as one of the overarching sustainable place making outcomes. It notes that the provision of sustainable transport infrastructure is essential in order to build prosperity, tackle climate change, reduce airborne pollution and to improve the social, economic, environmental and cultural well-being of Wales. It reads that ‘the planning system should facilitate the delivery, decarbonisation and improvement of transport infrastructure in a way which reduces the need to travel, particularly by private vehicles, and facilities and increases the use of active and sustainable transport’. PPW includes the following hierarchy for transport:

Figure 1: The sustainable transport hierarchy for planning



### Newport Local Development Plan (2011-2026) (LDP)

2.12 The Newport LDP was adopted in January 2015. The adopted LDP provides the statutory framework for the development and use of land within Newport over the Plan period 2011-2026. Overarching Objective 2 – Climate Change, seeks to ensure that development and land uses in Newport make a positive contribution to minimising, adapting to or mitigating against the causes and impact of climate change, by incorporating the principles of sustainable design, **changes to travel behaviour**, managing the risks and consequences of flooding, and improving efficiency in the use of energy, waste and water. In addition, Objective 9 – Health and Well-being, seeks to provide an environment that is safe and encourages healthy lifestyle choices and promotes well-being.

2.13 In order to achieve these objectives, the LDP includes a number of strategic policies and detailed policies. The policies of most relevance are:

- SP1 Sustainability – Proposals will be required to make a positive contribution to sustainable development by concentrating development in sustainable locations on brownfield land within the settlement boundary. They will be assessed as to their potential contribution to:
  - Providing integrated transportation systems, as well as encouraging the co-location of housing and other uses, including employment, which

together will minimise the overall need to travel, reduce car usage and encourage a modal shift to more sustainable modes of transport;

- SP14 Transport Proposals – Transport proposals will be supported where they:
  - Provide for traffic-free walking and cycling facilities and expansion of the network;
  - Encourage the use of public transport and other modes which reduce energy consumption and pollution;
  - Improve road safety;
  - Provide access to new development areas which incorporate sustainable transport modes;
  - Relieve traffic congestion in the long term.
  
- GP4 General Development Principles, Highways and Accessibility – Development proposals should:
  - Provide appropriate access for pedestrians, cyclists and public transport in accordance with national guidance;
  - Be accessible by a choice of means of transport;
  - Make adequate provision for car parking and cycle storage

2.14 This SPG will supplement these LDP policies by providing further guidance on how new development can integrate sustainable travel initiatives and incorporate infrastructure that will increase walking, cycling and public transport patronage. The ultimate aim is to reduce carbon emissions and air pollution from our transport network.

### 3. Place-making and Design

3.1 Good design is fundamental in place-making and creating sustainable places where people want to live, work and socialise. Design is not just about the architecture or built environment, but must also consider how space is used, the relationship with the surrounding area, and how people move between spaces. The below figure is taken from Planning Policy Wales and identifies the key components of good design, which in turn creates sustainable places where people want to belong.

Figure 2: Objectives of good design (PPW 10)

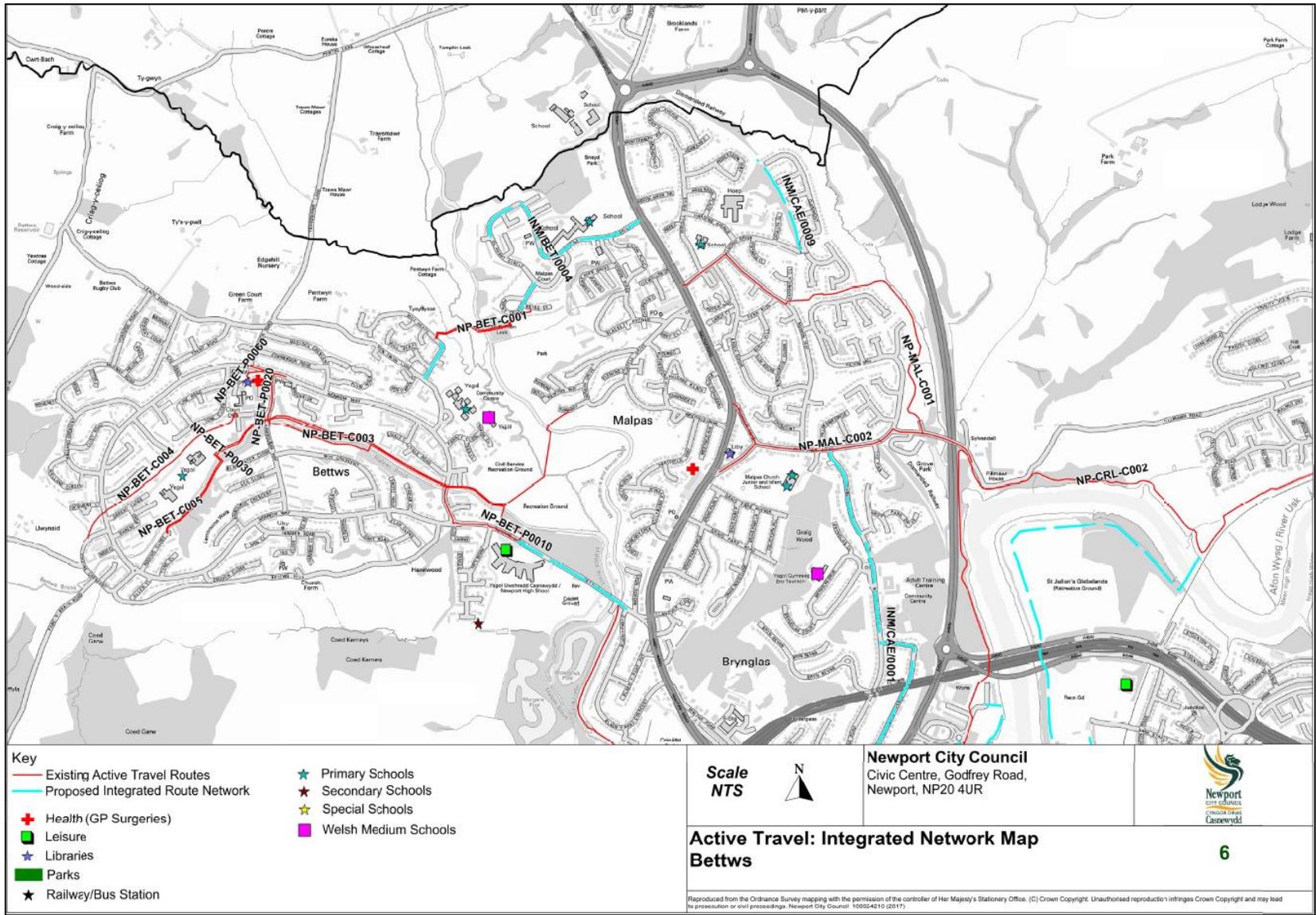


3.2 Movement and promoting sustainable means of travel are acknowledged as an important objective of good design. This means avoiding the creation of car-based developments. Minimising the reliance on the car, whilst maximising opportunities for people to make sustainable and healthy travel choices for their daily journeys. This SPG aims to help place-makers achieve these objectives by ensuring new development is linked to sustainable modes of transport, as well as incorporating appropriate, safe and sustainable linked within and between developments.

## Linkages with the wider area

- 3.3 Sustainable transport links within a new development should not simply end at the perimeter of the new development. Efforts should be made to ensure that the new development connects with the wider sustainable transport network of Newport and beyond. People should be able to live on a development and travel to a destination with relative ease on foot, cycle or using public transport.
- 3.4 In accordance with the Active Travel (Wales) Act 2013, the Council has produced a number of Active Travel maps which identify existing suitable routes for pedestrians and cycling and suggest other potential routes that would help create an integrated network of active travel routes across Newport. These maps are produced by the Council and then approved by Welsh Government. They are available to view online at [www.newport.gov.uk](http://www.newport.gov.uk). There is also an interactive version online.
- 3.5 An example of the Bettws Active Travel Map is shown in figure 3. The map shows the Existing Route Map (existing active travel routes) in red and the Integrated Network Map (proposed new routes) in blue. It also shows the location of key facilities, including schools, healthcare, libraries, leisure facilities, parks and railway/bus stations.
- 3.6 Proposed new developments will need to take a holistic approach to consider how they link with their entire surrounding community and environment in a safe and sustainable way.
- 3.7 The council's website provides a facility for the public to report the need for pedestrian crossings and other such sustainable travel improvements. This information may prove of use during the design of the development. For more information please see - <http://www.newport.gov.uk/en/Transport-Streets/Road-safety/Road-safety.aspx>

Figure 3: Bettws Active Travel Map



## Guidance Note 1: Linkages with the wider area

### **Guidance Note 1 – Linkages with the wider area**

All planning applications for major residential development or commercial development over 1,000sqm will need to set out how the proposed new development will link with its surrounding community and environment.

3.8 To comply with Guidance Note 1, developers should provide a plan, accompanied with some text, which explains how people will sustainably travel to and from the proposed site. If the proposed site is residential, then the applicant will need to demonstrate how occupants will sustainably travel to:

- Catchment Primary School
- Catchment Secondary School
- Health Care Provider/GP surgery
- Parks/Leisure Facilities/Open Green Space
- Public Transport Services

(These facilities/services are shown on the Newport Active Map. The school catchment areas can be found at <http://www.newport.gov.uk/en/Schools-Education/Schools/Catchment-Areas.aspx>)

3.9 If the proposed new site is commercial, the applicant will need to make an assessment of how people will access the site and if there is a suitable range of options available for people to use sustainable transport modes.

3.10 In the event of there being a missing link outside the control of the applicant, this should be identified. How intrinsic the missing link is will be assessed at the planning application stage. If it is considered essential to the proposed new development, and directly linked to the proposed new development, then it might be appropriate for the Council to seek a planning contribution to complete the link. This could be for cycling and or pedestrians, such as a

pedestrian crossing. Similarly, if there is no public transport in close proximity to the site, a planning contribution may need to be considered in order to extend an existing service for example. Alternatively, in the event of missing links outside the control of the applicant/developer, the Council may use alternative sources of funding to complete them, or earmark the link(s) for when funding is secured in the future.

### Design layout within the site

3.11 Each proposed development site will be different in nature and effectively there will not be a 'one size fits all' solution to encourage sustainable travel within and around new developments. However, there are some key principles which place-makers should follow when integrating sustainable travel routes. People want routes that are:

- Coherent
- Direct
- Safe
- Attractive
- Comfortable

3.12 The 'Design Guidance – Active Travel (Wales) Act 2013'<sup>1</sup> advocates these key principles and provides additional detailed guidance on a variety of specific measures that could be utilised.

3.13 Coherent – Sustainable travel routes must allow people to reach their day-to-day destinations easily and logically. The important places to be served are listed above in paragraph 3.8 and 3.9.

3.14 Sustainable travel routes should connect with one another seamlessly to form a comprehensive, permeable and logical network.

3.15 Direct – Pedestrian and cyclists require routes and networks which are direct and follow natural desire lines. Many new housing developments have convoluted and impermeable layouts, often driven by a desire to control motor traffic speeds. Whereas this is

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<sup>1</sup> <https://gov.wales/active-travel-design-guidance>

understandable, a balance needs to be struck between calming traffic and creating a layout that gives priority to direct routes for pedestrians and cyclists.

- 3.16 Safe – Safety (both actual and perceived) is an essential user need for all. Good road safety is achieved by separating pedestrian and cycling routes from faster vehicle routes. Fear over personal safety can be major barrier to walking and cycling, and therefore lighting is an important influence on the public’s perception of what constitutes a safe area.
- 3.17 Attractive – Attractive routes not only encourage more people to walk and cycle, but also contribute to the overall quality of the area. Attractive route will help to develop a sense of place and the opportunity to integrate public art to sustainable travel routes could also be explored.
- 3.18 Comfortable – Comfort is influenced by a range of factors. For pedestrian and cycle routes, the quality of the surface, width and gradient are considerations, as well as other elements such as street furniture, drainage, cleanliness and lighting. The recommended path widths for different types of user and other design features are well documented in Manual for Streets<sup>2</sup>.

### Cycle Storage and Parking

- 3.19 Providing adequate storage space for cycles is an important part of encouraging sustainable travel. The provision of appropriate storage and parking will assist in getting more people to use a cycle to travel and help reduce car dependency.

### Guidance Note 2: Secure cycling storage and parking

#### **Guidance Note 2 – Secure cycle storage and cycle parking**

All planning applications for new development will ensure appropriate and secure cycle storage facilities are provided in accordance with the following cycling parking standards:

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<sup>2</sup> <https://www.gov.uk/government/publications/manual-for-streets>

Table 1: Minimum cycle parking standards

DEVELOPMENT TYPE	CYCLE PARKING PROVISION	
	Long Stay Requirement (secure and ideally covered)	Short Stay Requirement (obvious, easily accessed and close to destination)
<b>RESIDENTIAL</b>		
Dwelling House, Student Accommodation, Over 50s Accommodation and Houses in Multiple Occupation	1 space per 2 bedrooms <sup>3</sup>	1 space per 20 bedrooms
Care homes / self-contained elderly housing / nursing homes	1 space per 4 staff	1 space per 20 beds
<b>OFFICES</b>		
Business offices	1 space per 4 staff	1 space per 20 staff
Light industry and research and development	1 space per 4 staff	1 space per 20 staff
General industrial, storage or distribution	1 space per 4 staff	1 space per 20 staff
<b>RETAIL</b>		
Food and non-food retail, financial / professional services, cafes and restaurants, drinking establishments, take-aways	1 space per 4 staff	1 space per 20 staff

<sup>3</sup> A secure 6'x4' garden shed or appropriately sized garage are acceptable secure storage facilities for residential development, however, they must be identified as part of any planning application and then provided in accordance with the plans. A garage can also be identified for cycle storage, however it cannot also be declared as a car parking space (unless the applicant can provide sufficient justification that it is suitable for both).

<b>PLACES OF ENTERTAINMENT</b>		
Cinemas, theatres and conference centres	1 space per 4 staff	1 space per 10 staff
Sports (e.g. sports hall or stadium, swimming, gymnasium)	1 space per 4 staff	1 space per 10 staff
Other (e.g., library, community hub, places of worship, social hall)	1 space per 4 staff	1 space per 20 staff
<b>HOTELS</b>		
Hotels	1 space per 4 staff	1 space per 20 staff
<b>COMMUNITY ESTABLISHMENTS</b>		
Hospitals	1 space per 4 staff	1 space per 20 staff
Health centres including dentists	1 space per 4 staff	1 space per 20 staff
<b>EDUCATIONAL ESTABLISHMENTS</b>		
Nurseries / schools (primary and secondary)	1 space per 4 staff plus 1 space per 10 students	1 space per 10 students
Universities and colleges	1 space per 4 staff plus 1 space per 10 students	1 space per 10 students
<b>PUBLIC TRANSPORT INTERCHANGE</b>		
Park & Ride and car parks	1 space per 20 car park spaces	No requirement
Bus, rail or ferry terminals	1 space per 4 staff	1 space per 10 staff

3.20 Each long-stay cycle parking space for staff and residents should be located in a **safe, convenient and accessible** place suitable for everyday long-stay use; long-stay parking should be secure, covered, well-lit and have CCTV where practical/ feasible (see Active Travel (Wales) Act 2013 – Design Guidance)

3.21 Additional cycle parking specification:

- Guidance and visuals on the design of cycle parking is available in the DfT Traffic Advisory Leaflet 5/02 “Key Elements of Cycle Parking” and in the Sustrans Design Manual Chapter 12 on Cycle Parking.
- Each short-stay cycle parking space should be available for shoppers, customers, couriers and other visitors to a site, **and should be convenient and readily accessible**. Short-stay cycle parking should have **step-free access and be located within 15 metres of the main site entrance**, where possible.
- For both long-stay and short-stay parking, consideration should be given to providing spaces accessible to less conventional bicycle types, such as tricycles, cargo bicycles and bicycles with trailers.
- Where it is not possible to provide suitable visitor parking within the curtilage of a development or in a suitable location in the vicinity agreed by the planning authority, the planning authority may at their discretion instead accept, in the first instance, additional long-stay provision or, as a last resort, contributions to provide cycle parking in an appropriate location in the vicinity of the site.
- Where it is not possible to provide adequate cycle parking within residential dwellings, developers may engage with Newport City Council to propose innovative alternatives that meet the objectives of these standards.
- Staff should always be taken as the full time equivalent, unless otherwise stated.
- All cycle parking should be consistent with the Active Travel (Wales) Act 2013 - Design Standards, or subsequent revisions.
- It is recommended that supporting facilities are provided at land uses where long stay cyclists require them, i.e. places of employment. Supporting facilities include lockers, showers and changing rooms.
- Where cyclists share surfaces with pedestrians, the safety and accessibility of the environment for disabled and older individuals should be assured.

## 4. Travel Plans

### What is a Travel Plan?

- 4.1 A travel plan is a document setting out a package of measures, initiatives and targets aimed at reducing single-occupancy car use and promoting more sustainable travel choices. They are either promoted voluntarily by the developer or can be secured through planning conditions or planning obligations. They aim to reduce the impact of travel and transport on the environment. Where possible, to be most effective, travel plans should be prepared in parallel with development proposals and readily integrated into the design and occupation of the new site rather than seeking to retrofit them following occupation.
- 4.2 It is important to note that the Council will need to be satisfied that a development is acceptable in transport terms **WITHOUT** the need for a travel plan (unless the Council is satisfied that the implementation of an acceptable travel plan is both realistic and enforceable). A developer should not rely on a travel plan to get a substandard scheme planning permission. The travel plan should be used to enhance development which has already been deemed acceptable by the Council.
- 4.3 In order for a travel plan to enhance an acceptable development, it should address all of the journeys to and from a site by anyone that might need to visit, work or live there. Travel plans should be based on evidence of the anticipated transport impacts of a development usually established through a Transport Assessment (see Technical Advice Note 18 for further guidance on Transport Assessments). They should establish realistic and site-specific bespoke measures which seek to promote and encourage the use of sustainable travel to and from the site.
- 4.4 The primary objective of a travel plan is to provide incentives and/or disincentives to the end users of a development to reduce their reliance on private vehicles as their primary mode of travel. A successful travel plan should encourage the take up of more sustainable modes of transport such as walking, cycling, public transport or car sharing or indeed remove the need to travel all together.

## When is a travel plan required?

### Guidance Note 3: When is a travel plan required?

#### Guidance Note 3 – When is a travel plan required?

The Council will need to be satisfied that a development is acceptable in transport terms **WITHOUT** the need for a travel plan (unless the Council is satisfied that the implementation of an acceptable travel plan is both realistic and enforceable). In order to enhance development for its end users and reduce the impact on the environment, the Council will strongly encourage a travel plan to be prepared for developments in excess of the following thresholds:

Use	Threshold
Residential	> 20 dwellings
Retail	>1,000m <sup>2</sup> gross floor area
Leisure facilities including hotels	>1,000m <sup>2</sup> gross floor area
Offices	>2,500m <sup>2</sup> gross floor area
Industry	>5,000m <sup>2</sup> gross floor area
Distribution and warehousing	>10,000m <sup>2</sup> gross floor area
Hospitals	>2,500m <sup>2</sup> gross floor area
Higher and further education	>2,500m <sup>2</sup> gross floor area
Schools	All new schools
Stadia	>1,500 seats

- 4.5 It is important to note that the above table is not exhaustive and the Council may request the submission of a travel plan in support of planning applications which fall below the stated thresholds. Developers are also more than welcome to put forward travel plans for schemes which fall beneath these thresholds. Consideration also needs to be given to proposed extensions to existing developments and whether such extensions necessitate the production of a travel plan.

4.6 In considering whether a travel plan should be requested for a proposed development, the Council will also consider issues such as:

- The scale of the proposed development, whether singularly or cumulatively with other developments, and its potential for additional trip generation;
- The existing transport situation within the vicinity of the proposed development and the availability of public transport; and
- The proximity of any nearby environmental designations that may be particularly susceptible to traffic impacts or sensitive areas e.g. Air Quality Management Zones.

4.7 The use of many developments can change over time and while the initial occupier or user of a site may have had little or no adverse impact on the surrounding area, the proposed new use could see a significant intensification of vehicles serving the development. Therefore, where planning permission is required for a change of use of a building exceeding the relevant thresholds set out above, the Council will usually request a revised travel plan or new travel plan to be prepared to take account of the alterations to the user profile and the impacts that this might have on the local transport situation.

### Travel plan structure and contents

4.8 There is no set structure for a travel plan as each one will need to be specific to the needs of the site to which it relates. However, an example travel plan structure has been provided as an aid and can be viewed in Appendix 1.

## APPENDIX 1 – TRAVEL PLAN EXAMPLE STRUCTURE

### 1. BACKGROUND

- What is a Travel Plan
- Objectives of the Travel Plan and the potential benefits

### 2. SITE DESCRIPTION AND EXISTING CONDITIONS

- Site description and proposed development
- Current/estimated travel mode split and trip generation
- Existing transport facilities, public transport and cycling infrastructure

### 3. OBJECTIVES AND TARGETS

- Objectives
  - The objectives should reflect the overall purpose of the travel plan, namely to increase sustainable travel at the site by:
    - Reducing single occupancy car travel
    - Providing and encouraging the use of more sustainable travel choices, such as walking, cycling, public transport, car sharing and car clubs
    - Reduce the need for travel
  - Any site-specific objectives should be included, for example an objective to reduce traffic along a particular road.
- Targets
  - The targets should be derived from the objectives. There may be more than one target for each objective.
  - It should be demonstrated how the targets have been set, bearing in mind the existing information available about the site (e.g. the current/estimated modal split and trip generation figures) and the proposed travel measures (e.g. a new bus service).
  - Targets should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). There could be a combination of quantitative targets (e.g. modal splits) and qualitative targets (e.g. awareness and attitudes towards sustainable travel).
  - Example target
    - To reduce the number of single-occupancy car trips to, from and within the site by 15% (from 65% to 50%) within the 5 year monitoring period. Within the first 3 years, a reduction of at least 7.5% is targeted.

#### 4. MEASURES

- Measures selected and justification
  - The measures chosen in addition to the essential measures should be selected according to the site characteristics and any pre-application discussions.
  - Example measures:

Travel Plan Measure	Justification
Walkers' group / walking buddy group	A walking group will be set up and various routes identified. Pupils of the nearby schools will be encouraged to join the school's Walking Bus.
Creation and enhancement of cycling links serving the site	New cycle lanes will be created that link the western and eastern site entrance to the off-site roads and to the public right of way to the south of the site to encourage increased cycling.
Link the residential travel plan to the local school's travel plan.	The residential travel plan has been developed in collaboration with the Travel Plan Representative of a nearby school to ensure initiatives are joined up and effective.
Provision of travel information packs for each new dwelling	To make new house owners aware of transport routes, timetables, infrastructure etc. when they move in. A new home and new start is an excellent way of encouraging behavioural change.
Cycle parking	In order to encourage cycling, all new dwellings will be provided with appropriate and secure cycle parking. Stands will also be provided throughout the site for visitors and travel within the site.
Public Transport Discounts	A public transport discount card will be issued to all new occupants in order to encourage higher bus and train usage.
Establishment of a car club and car sharing initiatives	This will reduce single occupancy car usage which will reduce road congestion and help improve air quality.
Introduction of electric car charging points	This will help increase the use of electric cars on site which will help with air quality and the climate change agenda, but should be linked with car club/car sharing schemes in order to reduce congestion.

- Description of measures
  - This section should include full details of each measure, using maps and tables where necessary (e.g. terms and conditions for joining the car share scheme, conditions for receiving discounts on public transport, location of cycle lockers and overview of how they could be accessed by residents/visitors etc).

- It should be stated how the measures will be monitored and how success will be measured.

## 5. MANAGEMENT

- Management structure and roles
  - The travel plan should detail the management structure and any other stakeholders and their roles in delivering and managing the travel plan (e.g. Travel Plan Coordinator, Steering Group, Community Groups etc). It should explain the reporting structure – e.g. the Travel Plan Coordinator is expected to provide the travel plan monitoring results to the LPA on an annual basis.
- Funding
  - This section should detail how any measures will be funded. It should specify the various activities that will require funding – e.g. raising awareness, marketing and promotion.
- Monitoring and Review
  - Monitoring and review is an important element of the travel plan and is crucial in determining the effectiveness of the measures and effectiveness of the implementation schedule. Monitoring results should provide specific information on the progress on reaching targets and any factors causing setback/non-delivery. The developer should produce a monitoring report which should be reported back to the LPA.
- Remedial measures and triggers
  - This section should include those measures that will be undertaken if targets are not met. The assessment of monitoring results should identify reasons for poor performance. These issues can then be tackled specifically, or alternatives sought. This section should specify the triggers for resorting to remedial measures.  
Example:

Target	Trigger	Remedial Measures
To reduce the number of single occupancy car trips to, from and within the site by 15% (from 65% to 50% within the 5-year monitoring period.	If within 3 years of the implementation of the travel plan there is less than a 7.5% decrease in single occupancy car trips.	Provide free 2-year annual membership of the car club.

## 6. CONCLUSIONS