



Transportation Planning : Infrastructure Design

# **Framework Travel Plan**

**Residential Development  
Land East of Chipping Lane, Longridge**

**Barratt Homes Manchester**

**October 2016**

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## 1.0 INTRODUCTION

### Background

- 1.1 This report has been prepared by SCP on behalf of Barratt Homes (Manchester), to support the residential development of land east of Chipping Lane, Longridge.
- 1.2 This travel plan supports the development of 118 dwellings, together with associated parking and landscaping. This travel plan seeks to address Condition 15 of Decision Notice reference 3/2014/0764, which states:

*“Prior to the first occupation of any dwelling a Framework Travel Plan shall be submitted to and approved in writing by the local planning authority. The provisions of the Framework Travel Plan shall be implemented and operated in accordance with the timetable contained therein unless otherwise agreed in writing with the local planning authority.*

*The Framework Travel Plan must include a schedule for the submission of a Full Travel Plan within a suitable timeframe of first occupation, the development being brought into use or other identifiable stage of development.*

*Where the local planning authority agrees a timetable for implementation of a Framework or Full Travel Plan, the elements are to be implemented in accordance with the approved timetable unless otherwise agreed in writing with the local planning authority. All elements shall continue to be implemented at all times thereafter for not less than a period of 5 years after completion of the final phase of development.”*

- 1.3 This report sets out Barratt Homes’ commitment to reducing the number of vehicular trips generated by the development and identifies the key principles for implementation as part of the Full Travel Plan.

### Travel Plan Approach

- 1.4 A travel plan is an important tool for delivering sustainable access to a development. Residential travel plans focus on a single origin (home) and aim to provide a long-term strategy to positively influence travel patterns in favour of sustainable modes.
- 1.5 Implementing a travel plan can bring a number of benefits to a site, including helping to minimise the potential increase in traffic resulting from a development, helping to manage and reduce carbon emissions, and assisting with promotion of healthy lifestyles. As a result, a travel plan forms a key stage in the forward planning process. A travel plan is a ‘living document’ that should be regularly reviewed to ensure its effectiveness.

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- 1.6 This travel plan focuses on influencing greater use of sustainable transport by residents when travelling to and from the site, and will establish and promote the sustainable transport links available for residents. The travel plan will also suggest measures to reduce reliance on single occupancy private vehicle use and to reduce the overall need and distance that residents travel.

## **2.0 TRAVEL PLAN BACKGROUND**

- 2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access. The plan should continue to be implemented for the life of the development.
- 2.2 Travel plans are designed to be flexible to suit individual sites and their individual local characteristics. As such, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures.

### Travel Plan Benefits

- 2.3 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:
- Promote healthy lifestyles and sustainable, vibrant communities;
  - Provide adequately for all users, with a variety of mobility needs;
  - Reduce demand for car parking, thereby enabling more efficient land use;
  - Reduce pressure on highway capacity, particularly at peak times;
  - Improve social inclusion;
  - Cut carbon emissions and their contribution to climate change;
  - Reduce road danger and protecting vulnerable road users; and
  - Improve local air quality, while reducing noise pollution.
- 2.4 A travel plan provides benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

### Policy Context

- 2.5 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.

- 2.6 Travel plans were first secured within the planning system within the context of “Planning Policy Guidance Note 13: Transport” published by the Government in March 2001. The recent publication of the government’s **National Planning Policy Framework** (NPPF) (2012) has replaced PPG13 in its entirety. The NPPF is aimed at streamlining the planning process, making it more accessible at neighbourhood and community level and simplifying the decision making process.
- 2.7 The NPPF advises, in relation to transportation issues surrounding new development and in particular to travel plans and accessibility, that the following be adhered to:
- All developments which generate significant amounts of movement should be required to provide a travel plan.
  - Masterplan design should take account of whether the opportunities for sustainable transport modes have been taken up to reduce the need for major transport infrastructure.
  - Access should be safe and achievable by all people.
  - Developments that generate significant movement are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised.
  - Design should protect and exploit opportunities to use sustainable transport modes for the movement of goods or people; give priority to pedestrian and cycle movements, and give access to high quality public transport facilities; create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians; and consider the needs of people with disabilities by all modes of transport.
- 2.8 The key national policy document for travel plans was published by the Department for Transport in April 2009 and is entitled “**Good Practice Guidelines: Delivering Travel Plans through the Planning Process**”. This document updates previous guidance following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.
- 2.9 The guidelines identify that travel plans are an important tool for delivering sustainable access as part of a new development, and encouraging sustainable travel behaviour from the outset. The document provides assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term. The document also outlines the responsibilities of the developer, occupier, local transport operators, highways and planning authorities in the implementation of the travel plan.

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- 2.10 Whilst slightly older than the above guidance, the DfT's "**Making Residential Travel Plans Work: Good Practice Guidelines for New Development**" (2007) remains relevant, and highlights the fact that travel planning to date has largely focused on the development of destination travel plans, which are generally designed to reduce car use to a specific destination – such as a workplace, school or visitor attraction. In contrast, the report states that a residential travel plan is concerned with journeys made from a single origin (home) to multiple and changing destinations.
- 2.11 The guidance states the key differences between origin-based residential travel plans and destination travel plans include:
- The pattern of journeys originating at home is more varied, with residents having multiple destinations and different needs and travel choices over time.
  - An ongoing management organisation and structure for the travel plan needs to be put in place, as there is often no single company or institution to provide continuity and a common point of interest for residents.
- 2.12 The guidance states that travel planning for residential development has potential to help achieve more sustainable communities by improving their accessibility. It also notes that new housing development is normally characterised by high car trip generation; however, better choices about the location and density of new housing, combined with the increased use of residential travel plans, should deliver a real impact on travel patterns and aid progress towards sustainable transport and land use objectives.
- 2.13 In terms of local planning policy, the third **Lancashire County Council** (LTP) (2011 – 2021) is in place. The government requires LTPs to demonstrate a contribution to delivering "shared priorities" and places 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.
- 2.14 Lancashire's LTP identifies a set of core transport objectives to focus strategies on; they include:
- Improving access into areas of economic growth and regeneration;
  - Providing better access to education and employment;
  - Improving people's quality of life and wellbeing;
  - Improving safety on our streets for our most vulnerable residents;
  - Providing safe, reliable, convenient and affordable transport alternatives to the car;
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- Maintaining our assets; and
- Reducing carbon emissions and its effects.

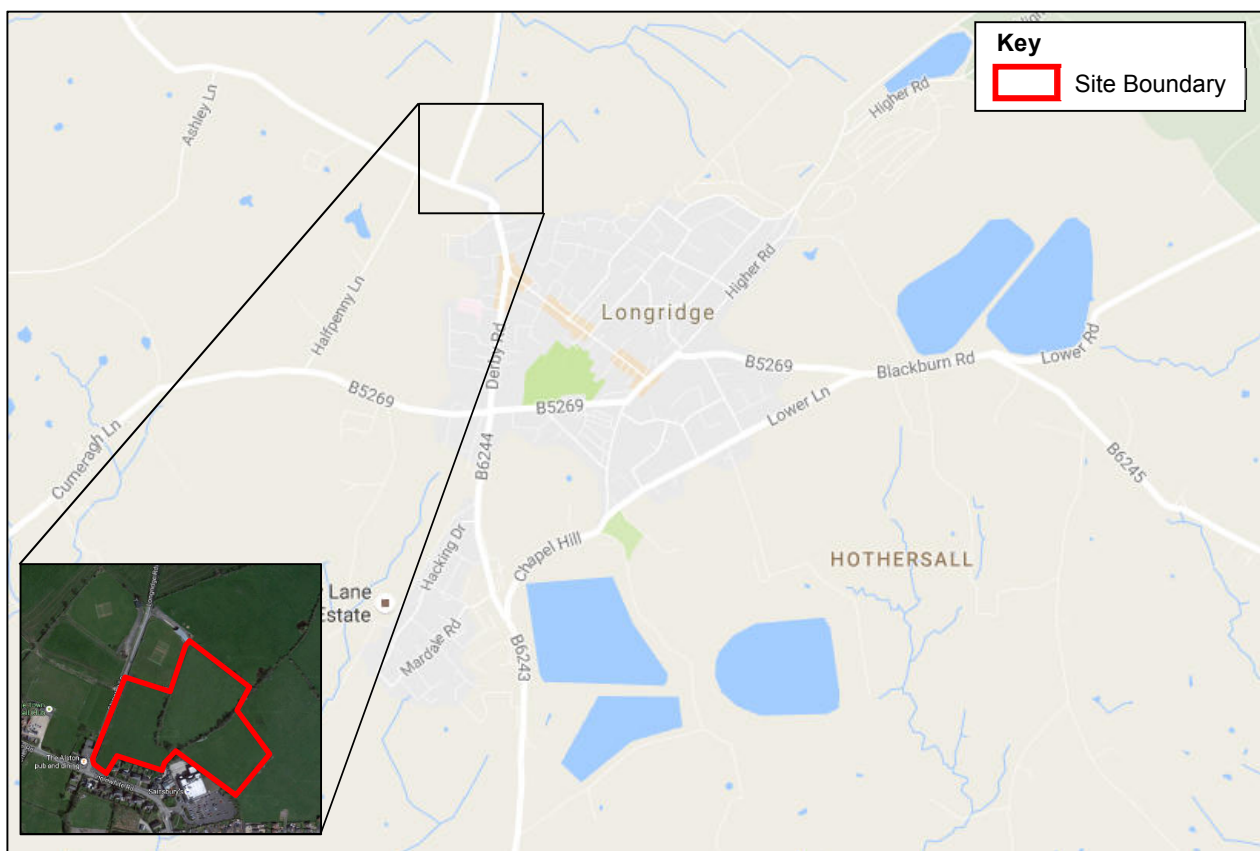
2.15 This travel plan has been developed in line with local and national transport policy and guidance.

### 3.0 SITE AUDIT

#### Existing Site

3.1 The site is located in Londridge in the Ribble Valley. The site is bordered by Chipping Lane to the west, Longridge Cricket Club and farmland to the north, farmland to the east, and a Sainsbury's supermarket and existing residential development to the south, as can be seen in **Figure 3.1** below:

**Figure 3.1 – Site Location**



Source: Google Maps

#### Development Proposals

3.2 The site accommodates 118 dwellings, comprised of 36 affordable units, and 82 private sale dwellings. The provision includes a mix of houses and apartments.

- 3.3 Vehicular, pedestrian and cycle access to the site is provided via a priority controlled T-junction off Chipping Lane, as indicated in **Figure 3.2**. Pedestrian and cycle access is also provided to the south-east of the site by a 3m wide shared use footpath / cycle link, directly linking the residential development to the Sainsbury's supermarket to the south.

**Figure 3.2 - Site Layout**



Source: Barratt Homes

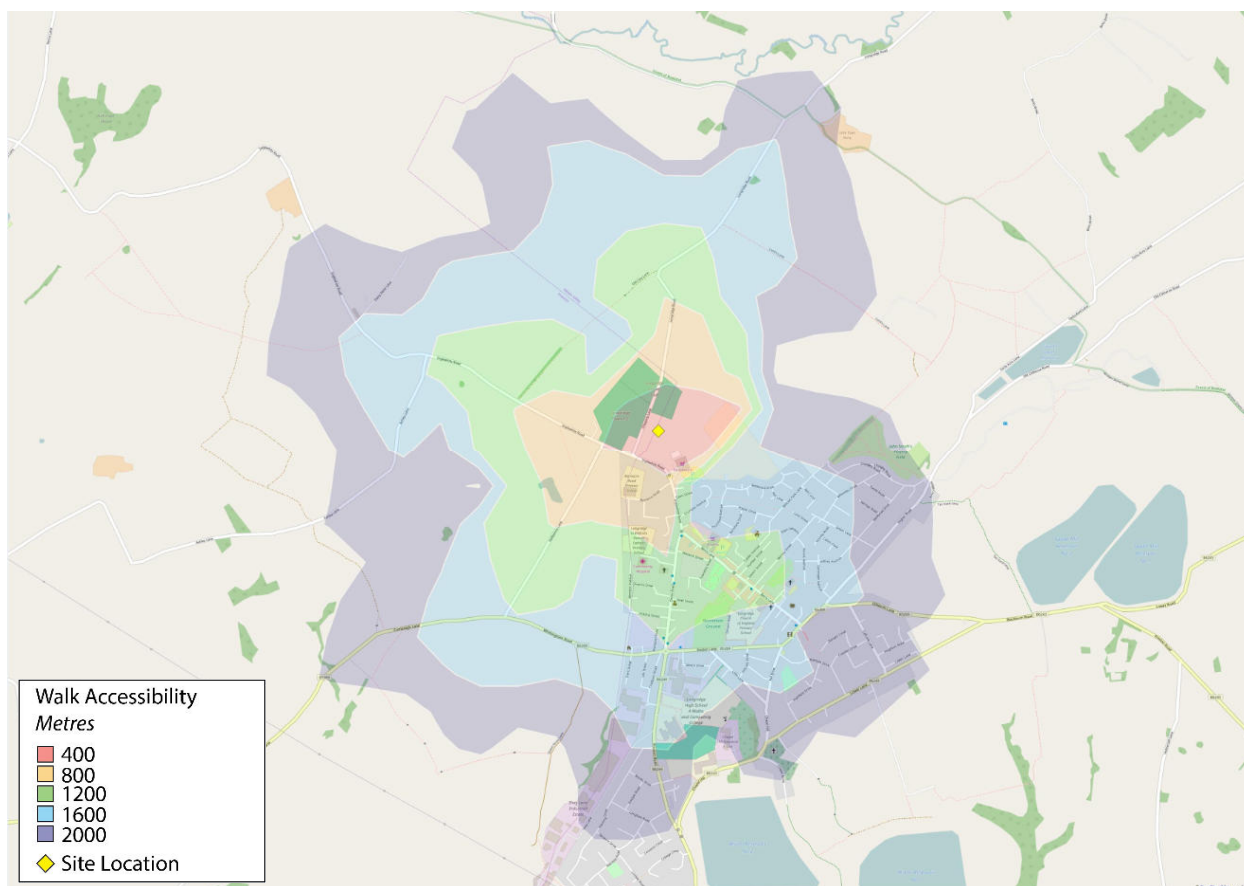
- 3.4 The internal site layout, as **Figure 3.2** indicates, is designed to ensure the site is accessible by all modes of transport with the emphasis based on sustainable means of travel, including walking, cycling and accessibility to public transport connections.
- 3.5 The development layout integrates the proposals with the adjoining streets, with footways provided on either side of the site access.
- 3.6 The internal road network has been designed to ensure the movements of service vehicles can be accommodated, whilst at the same time ensuring reversing distances are kept to a minimum.

3.7 The layout additionally takes into account the security that natural surveillance provides.

Existing Access by Non Car Modes: Walking

3.8 An ideal maximum of 2km walk distance is considered appropriate to replace short car journeys. Based on this, **Figure 3.3** indicates the area surrounding the site which is accessible on foot.

**Figure 3.3 – Walk Accessibility from the Development Site**



Source: Basemap Visography

3.9 As can be seen from **Figure 3.3**, the majority of Longridge is within acceptable walking distance of the site, including a number of facilities which are summarised in **Table 3.1** below:

**Table 3.1 - Facilities within 2km Walk Distance of the Site**

<b>Destination Name/Type</b>	<b>Location</b>	<b>Distance from Site Access</b>
Supermarket	Sainsbury's, Inglewhite Rd	40m
Public House	The Alson Pub and Dining	100m
Primary School	Barnacre Road	450m
Pharmacy	Lloyds, Berry Lane	800m
Medical Centre	Berry Lane Medical Centre	850m
Children's Centre	Willows Park, Longridge Civic Hall	900m
High School	St Cecilians RC High School, Chapel Hill	1.8km

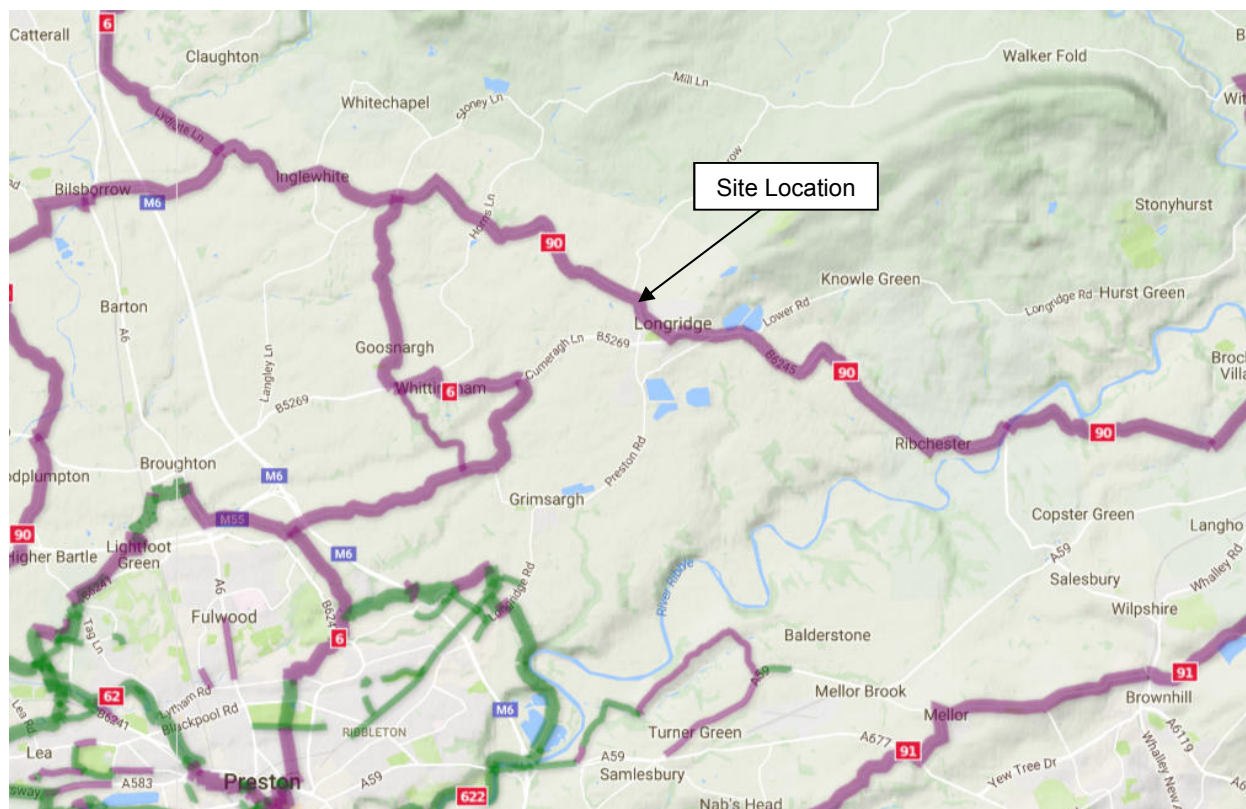
3.10 It can therefore be seen that there are a number of opportunities for non-motorised access to retail, education, health, and other facilities.

3.11 Generally, the topography of the area is conducive to walking with the surrounding footways being well surfaced and street-lit. The development is considered to be well located for access on foot.

Existing Access by Non Car Modes: Cycling

3.12 Car journeys of up to 5km are considered to be replaceable by cycle journeys. Cycle routes are available within close proximity to the site, as can be seen in **Figure 3.5**.

**Figure 3.5 Local Cycle Routes**

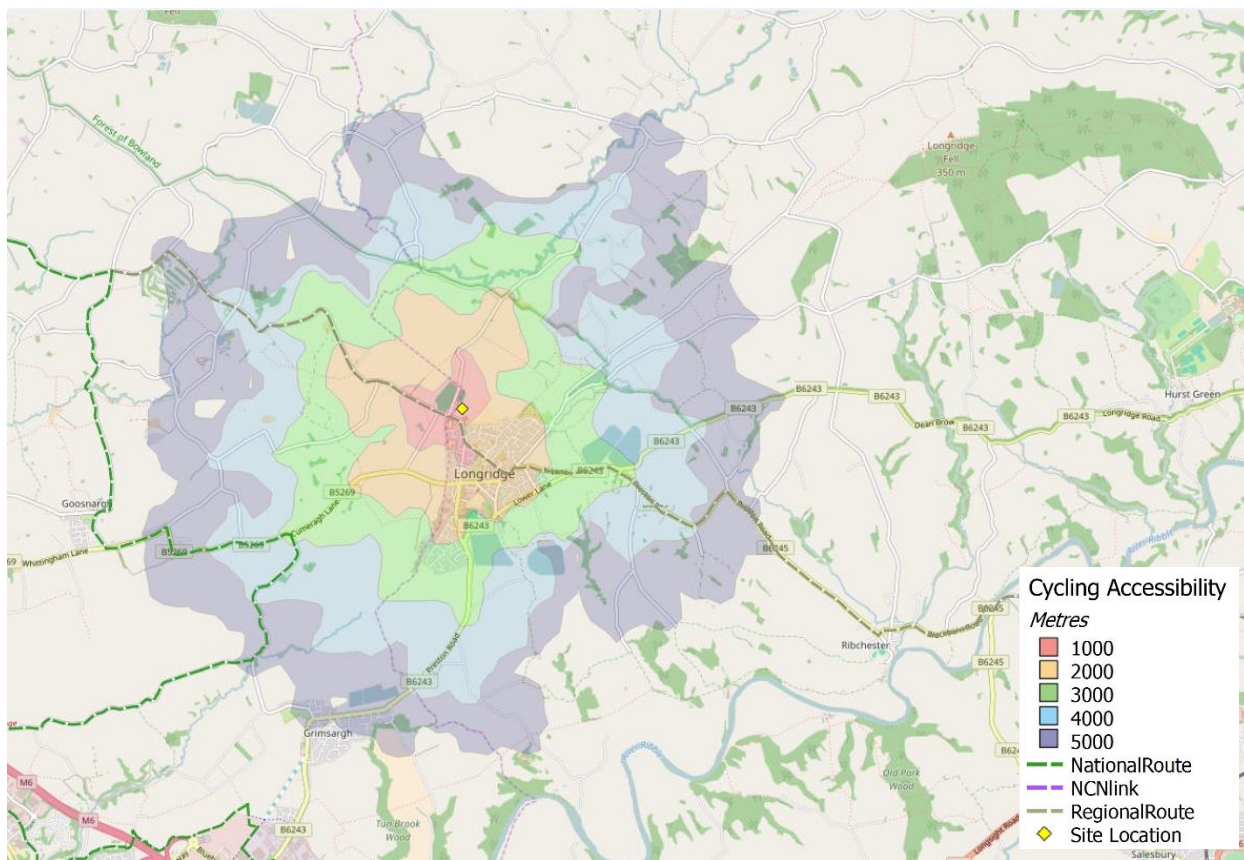


Source: Sustrans

3.13 **Figure 3.5** shows the local cycling routes located near to the site, including Regional Route 90 which runs through Longridge towards Inglewhite to the west before connecting up with Regional Route 6; and through Ribchester, Little Town, Dinckley and Billington to the east before connecting up with Regional Route 91.

3.14 A 5km cycle distance isochrone is presented in **Figure 3.6**.

**Figure 3.6 – Cycle Accessibility for the Development Site**



Source: Basemap Visography

- 3.15 The plan demonstrates that all of Longridge and Girmsargh to the south, along with a number of Regional Cycle Routes, are within 5km of the development.
- 3.16 The site can therefore be seen to be accessible by bicycle.

Existing Access by Non Car Modes: Public Transport

- 3.17 The nearest active bus stops to the site are located on Chipping Lane (60m) and Inglewhite Road (300m), both within a 5-minute walk of the site access.
- 3.18 Current service frequencies and routes are provided in **Table 3.2** below.

**Table 3.2 - Bus Accessibility from the Development Site**

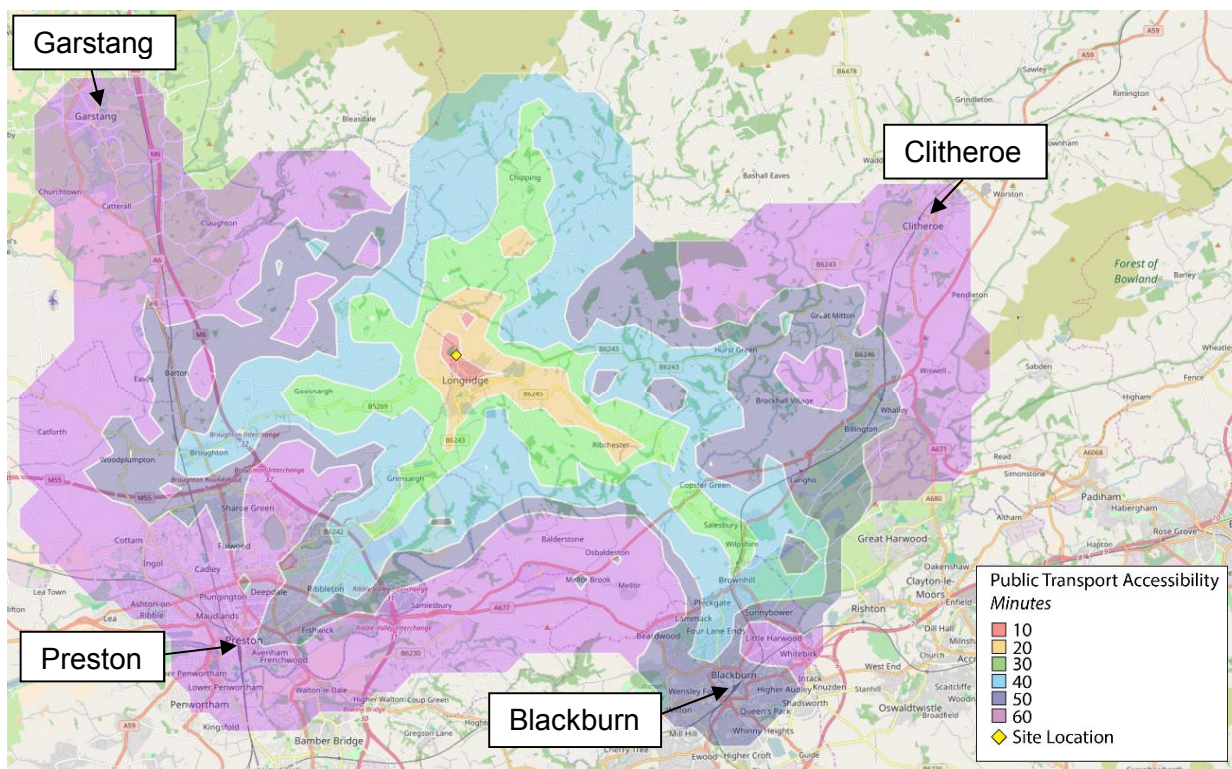
Bus Number	Bus Route	Stop Location		Average Service Frequency		
		Chipping Lane	Inglewhite Rd	Weekdays	Sat	Sun
4C	Preston - RPH – Broughton - Longridge	✓	✓	60	60	N/A
5	Chipping – Longridge – Whalley - Clitheroe	✓	✓	120	120	N/A
35A	Chipping – Longridge – Ribchester – Blackburn	✓	✓	120	120	N/A

Source: Traveline

- 3.19 **Table 3.2** shows that the site benefits from reasonable bus service provision, with additional services running to local schools including Longridge High School and St. Cecílias Roman Catholic High School.
- 3.20 Further bus and rail services are available from Preston and Blackburn providing access to a range of other local and national destinations.
- 3.21 **Figure 3.7** overleaf indicates a number of locations which are within a 60 minute public transport commute from the site. The time includes the walk to the bus stops and demonstrates that key areas of Preston and Blackburn along with Clitheroe and Garstang are within an acceptable 60 minute public transport commute.



**Figure 3.7 – Public Transport Accessibility for the Development Site**



Source: Basemap Visography

**Accessibility Questionnaire: Residential Development**

- 3.22 A residential accessibility questionnaire has been completed for the site, in line with Lancashire County Council requirements.
- 3.23 The completed questionnaire is presented in **Appendix A** of this Travel Plan. The site scores 28 on accessibility. This is defined as a ‘medium’ accessibility level, thereby demonstrating that the site is adequately positioned in terms of access to local facilities and amenities.

**Conclusion**

- 3.24 As such, it can be seen that the site is in an accessible location and has good potential for sustainable travel to and from the development, with public transport links along with a number of local amenities in close proximity.
- 3.25 Based on the above factors the requirement for owning a car is likely to be reduced in comparison to sites with less favourable levels of connectivity.

## 4.0 TRAVEL PLAN ADMINISTRATION

4.1 This travel plan forms a framework for future development once the development is occupied.

### Travel Plan Coordinator

4.2 Management of the travel plan will be achieved through identification of a suitable person to act as Travel Plan Coordinator (TPC). A TPC provides a key role in delivering a successful travel plan, by helping to ensure stakeholder buy-in and ownership of the process is in place. A TPC is not a full time role but requires an individual with time to implement and monitor the travel plan, with the requisite communication skills to deliver information to all residents. The role of TPC can be undertaken by an overall management company for the site, or by a third party.

4.3 The TPC role will lead development of the travel plan measures and the day to day operation of the action plan. Once appointed, the TPC will act as the main contact for the travel plan. The TPC will be encouraged to work closely with Ribble Valley Borough Council (RVBC).

4.4 The TPC will be the first point of contact in all matters relating to travel to and from the site.

4.5 The TPC will be responsible for setting up and managing the action plan in accordance with the following schedule, which will be agreed with RVBC.

### Funding

4.6 Appropriate funding has been allocated by Barratt Homes at the start of the travel plan process to cover the costs involved in administering the travel plan over an agreed time period.

4.7 The funding covers costs relating to the TPC, including implementation of measures and initiatives, and marketing of the travel plan.

### Contacts

4.8 Travel plan success is dependent on ownership of the plan being taken, alongside commitment to implement the contained measures. To ensure any difficulties encountered are addressed efficiently, contact details for the travel plan coordinator and RVBC are identified below.

4.9 Travel Plan Coordinator:

- Kevin D Furey, Technical Manager, Barratt Homes
- [kevin.d.furey@barratthomes.co.uk](mailto:kevin.d.furey@barratthomes.co.uk) / 0161 855 2857

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4.10 Ribble Valley Borough Council:

- Name.....
- Phone Number.....
- Email.....

## **5.0 BASELINE TRAVEL SURVEY**

- 5.1 Travel surveys are undertaken at occupation in order to understand how residents currently travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time.
- 5.2 In order to understand how residents are travelling, along with changes to those journeys over time as a result of the travel plan, regular residents' travel surveys are required. The survey responses provide an indication of what targets would be most appropriate for the development, and which measures would be most successful in helping to achieve them.
- 5.3 To capture resident contact information, the TPC will set up a resident database upon first occupation, containing household contact details.
- 5.4 The TPC will issue a travel survey for resident completion within three months of the site reaching approximately 75% of its occupation. As such, surveys will commence when the 88<sup>th</sup> house is occupied. Surveys will take place on an annual basis thereafter.
- 5.5 The survey will be disseminated to all occupied households, to collect the following data:
- Household profile, including number of occupants and children;
  - Work postcode;
  - Mode of travel to work and other trip purposes;
  - Measures that would encourage use of active travel modes or public transport;
  - Barriers to use of active travel modes / public transport.
- 5.6 The responses received from the surveys will be entered into the resident database to enable modal shift to be tracked and allow future comparison of travel patterns for each household, as well as providing information on which measures are most likely to encourage modal shift.
- 5.7 All data collected from the travel will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will manage the database and be responsible for the release of information; all data held will be used solely for the purposes of the travel plan.
- 5.8 Upon completion of the baseline travel survey, the Framework Travel Plan will be updated to form a Final Travel Plan, and submitted to RVBC for their review. The document will be submitted within three months of survey completion.

## **6.0 OBJECTIVES AND TARGETS**

### Objectives

- 6.1 Objectives are required to give a travel plan direction and focus. Targets are measurable and help to indicate whether the high level objective aspirations have been met. Targets should be linked to objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). Indicators determine whether the targets have been met and thus if objectives have been achieved, and as such will also be used to highlight the progress of the travel plan.
- 6.2 The travel plan recognises that there is not one specific mode of transport suitable for all residents and that there need to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.
- 6.3 This travel plan has been prepared to achieve the following objectives:
- Minimising the total travel distance of residents;
  - Reducing reliance upon the private car and improving awareness and usage of alternative modes of transport;
  - Promoting walking, cycling, public transport and car sharing; and
  - Promoting healthy lifestyles and sustainable communities which are accessible by all.

### Modal Share Targets

- 6.4 Initial targets have been drafted based on the existing modal split for residents travelling to work within the Ribble Valley area, as noted in the 2011 Census:

**Table 6.1: Mode Share for Residents of Ribble Valley**

<b>Mode</b>	<b>Ribble Valley</b>
Single Occupancy Car	77.5%
Walk / Cycle	13%
Car Share	5%
Public Transport	3.5%
Motorcycle	1%

6.5 The modal split is considered representative for residents of the site. Table 6.2 therefore highlights the targets which cover the whole development site.

**Table 6.2: Targets**

<b>Mode</b>	<b>Ribble Valley</b>	<b>Target</b>
Single Occupancy Car	77.5%	72%
Walk / Cycle	13%	15%
Car Share	5%	7.5%
Public Transport	3.5%	4.5%
Motorcycle	1%	1%

## **7.0 MEASURES AND MARKETING**

7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost effective travel plan is one that implements measures that are relevant and realistic to the development.

### Travel Information and Marketing

7.2 Good accurate information on the variety of travel options which can be used and the initiatives being promoted is a critical element of a successful travel plan.

7.3 At the outset of the development, the promotional sales material for the site will include reference to the travel plan and list associated benefits. As properties are sold, all residents will be made aware of the travel plan and the key measures to be implemented through their welcome packs.

7.4 The TPC will promote the sustainable travel opportunities through the distribution of travel information packs to residents. The travel welcome packs for residents will include the following:

- An introductory leaflet to the travel plan providing a summary of the contents and key measures for implementation, as well as the contact details of the TPC;
- A map showing the location of the development in relation to the local area, highlighting the nearby bus stops and key local facilities within easy walking distance of the site;
- Public transport information, including:
  - Bus timetables covering services from nearby bus stops;
  - Information on how to obtain concessionary bus travel passes;
  - Contact details for bus service providers.
- Active travel information, including:
  - Map indicating local walk and cycle routes;
  - Details of local bike repair shops/retailers, along with available training and maintenance sessions;
  - Health information and details of local walk buddy and bike buddy groups.
- A car cost calculator, providing information on the full cost of car use (i.e. financial, environmental, health, etc.); and
- Details of local taxi firms.

### Walking

7.5 The development includes provision of footways along the entrance to site, connecting to the footways provided on Chipping Lane, as well as to the Sainsbury's store to the south of the site. In addition to the design improvements, the TPC will encourage walking by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material in the welcome pack;
- Provide a map showing walking routes as part of the welcome pack, indicating distances and times to key local facilities near to the site;
- Promote local area walks on the Visit Ribble Valley website (<http://www.visitribblevalley.co.uk/info/16/activities/50/walking>);
- Liaise with local schools in relation to their travel plans and identify any opportunities for implementing a "walking bus";
- Encourage residents to sign up to the 'WalkBUDi' scheme which offers a journey matching service for those who may feel vulnerable travelling alone for journeys to work, or want to join in with regular exercise; and
- Liaise with a local taxi firm to provide competitive rates for residents in case of emergency to replace the regular walking journey.

### Cycling

7.6 The TPC will encourage cycling as an alternative mode of travel by implementing the following initiatives:

- Provision of cycle storage for residents;
- Provide information on local cycle proficiency 'Bikeability' or maintenance courses;
- Promote the availability of cycling information, including route maps and useful tips and guidance on the Visit Ribble Valley website and RVBC websites: [http://www.visitribblevalley.co.uk/info/3/things\\_to\\_do/51/cycling](http://www.visitribblevalley.co.uk/info/3/things_to_do/51/cycling) / [https://www.ribbonvalley.gov.uk/downloads/200373/walking\\_and\\_cycling](https://www.ribbonvalley.gov.uk/downloads/200373/walking_and_cycling)
- Encourage residents to sign up to the 'BikeBUDi' scheme which offers a journey matching service for those who may feel vulnerable travelling alone or just prefer some company for both commuting and recreational purposes; and
- Liaise with a local taxi firm to provide competitive rates for residents in case of emergency to replace the regular cycle journey.



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### Public Transport Information

- 7.7 The TPC will actively promote public transport with the following specific measures to be implemented:
- Residents will be provided with public transport locations (including bus stops), together with route and timetable information in the welcome packs;
  - The TPC will provide details of websites and telephone advice services to enable residents to obtain details on their individual journey requirements, including the Traveline website (<http://www.traveline-northwest.co.uk/>);
  - Provide details of routes and destinations served by trains from Preston and Blackburn Railway Stations;
  - Details of community transport options and concessionary ticket availability; and
  - Liaise with a local taxi firm to provide competitive rates for residents in case of emergency to replace the regular bus/train journey.

### Car Sharing Scheme

- 7.8 The TPC will set up an informal car sharing register within 3 months of site occupation. Information about the scheme will be placed in the welcome pack; an application form will also be provided within the welcome pack for residents to complete and return to the TPC, if a car share is wanted.
- 7.9 The TPC will then identify any suitable matches for residents for journeys to and from work, shopping trips and/or school run.

### Car Parking Management

- 7.10 Car parking for residents will be provided in accordance with local parking standards as agreed with RVBC. The provision would be allocated within the curtilage of individual units and would form part of any sale / lease agreement.

### Marketing Summary

- 7.11 The TPC will be responsible for providing residents with an overview of the travel plan in order to promote the use of a range of modes of transport and work towards increasing awareness of the alternative modes of transport available.
- 7.12 As noted above, the following marketing tasks will be undertaken as part of the travel plan implementation:
- Development of an introductory leaflet for the travel plan, providing a summary of the travel plan contents and key measures for implementation, to be disseminated to residents;
  - Welcome packs will be populated with a range of sustainable transport information and distributed to all residents; and
  - Regular flyers will be sent to the residents, to promote new and ongoing measures such as Walk to School Week and European Mobility Week.

## 8.0 ACTION PLAN

8.1 The action plan follows, and includes measures and marketing actions to be implemented, timescales for implementation, responsibilities and an indication of the resources required in order to deliver each action.

Action	Target Date	Responsibility	Budget Indication
<b>Initial Setup – Prior to Occupation</b>			
Provide all highway and transport measures as agreed with RVBC	As per planning agreements with RVBC	Barratt Homes / RVBC	Developer
Appointment of TPC	At least 1 month prior to occupation	Barratt Homes	Salary
Exchange contact details with relevant officers	At least 1 month prior to occupation	TPC	Staff time
Review walking and cycling routes within the site	At least 1 month prior to occupation	TPC	Staff time
Procure and produce information to populate welcome packs	1 month prior to occupation	TPC	Staff time + materials
Liaise with a local taxi firm to secure favourable residents' rates	2 weeks prior to occupation	TPC	Staff time
<b>Upon Occupation</b>			
Issue travel welcome packs to residents	Upon occupation	TPC	Staff time + printing
Set up travel plan working file	Upon occupation	TPC	Staff time
<b>Within 3 Months of Occupation</b>			
Set up residents' database	As units occupied	TPC	Staff time
Promote any local area cycle training and maintenance courses	Within 3 months of occupation	TPC	Staff time
Set up informal car share scheme	Within 3 months of occupation	TPC	Staff time
Liaison with schools in local area	Within 3 months of occupation	TPC	Staff time
<b>Within 3 Months of 75% Occupation</b>			
Prepare resident baseline travel survey and agree with LA	Within 3 Months of 75% occupation	TPC/RVBC	Staff time + printing
Issue surveys to residents	Within 3 Months of 75% occupation	TPC	Staff time + printing

Collect travel plan surveys and analyse responses	Within 3 weeks of issue	TPC	Staff time
Review travel plan objectives and confirm mode share targets on the basis of survey data	Within 3 months of survey completion	TPC	Staff time
Produce full travel plan document and submit to RVBC	Within 3 months of survey completion	TPC	Staff time
Liaise with RVBC to agree final travel strategy, objectives and targets	Within 3 months of survey completion	TPC / RVBC	Staff time
<b>Ongoing Tasks</b>			
Update residents with any service changes with regard to local transport on an annual basis	Annually	TPC	Staff time
Promote national events e.g. Bike to Work Week, Walk to Work etc.	Annual promotion of various events	TPC	Staff time
<b>Annual Monitoring / Review</b>			
Conduct repeat travel survey one year after the baseline survey, annually for 5 years	For five years after baseline surveys	TPC	Staff time + printing
Analyse responses, produce progress report and submit to LA	Within 3 months of receipt of responses	TPC	Staff time
Report updates to residents	Within 1 month of analysis taking place	TPC	Staff time + printing
Continue regular monitoring as set out and agreed with RVBC	As agreed with RVBC	TPC	Staff time

## **9.0 MONITORING AND REVIEW**

9.1 To establish the success of the travel plan, an effective monitoring and review process must be agreed. Monitoring will ensure that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review of targets.

### Monitoring

9.2 Monitoring of the plan is important for the following reasons:

- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the travel plan by reporting successes; and
- It helps to identify any deficiencies within the travel plan, including any measures that are not effective.

9.3 The TPC will monitor travel patterns associated with the site on a regular basis over a five year period, commencing within three months of 75% site occupation.

9.4 Surveys will take place on an annual basis for the first five years of site occupation; any ongoing surveys beyond the five-year period will be agreed with the council.

9.5 As part of the annual monitoring, surveys will be distributed to all occupied households to monitor travel to and from the site, and gain an understanding of travel habits. Survey content will be agreed with RVBC.

9.6 The TPC will agree the monitoring programme with RVBC to ensure that the monitoring procedures are appropriate.

### Reviewing

9.7 The TPC will undertake an annual review of the travel plan following monitoring. This review will be important in assessing the effectiveness of measures implemented, to identify areas where modification may be necessary. In particular the following will be assessed:

- The level of car / non-car usage at the site; and
- Comments received from residents.

- 9.8 The TPC will use data collected during the survey to compare the mode share statistics to the targets set for the development. The TPC may choose to revise the targets, in agreement with RVBC, in order to maintain a realistic travel plan goal.
- 9.9 The TPC will also use spot check data regarding usage of facilities such as cycle and car parking, to investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards travel plan objectives. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with RVBC.
- 9.10 The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review, within three months of the monitoring period.

## **10.0 CONCLUSION**

- 10.1 This travel plan reviews the existing transport facilities at the site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.
- 10.2 Through the delivery of the measures discussed within this travel plan, the objectives identified should be fulfilled. These include:
- Minimising the total travel distance of residents;
  - Reducing reliance upon the private car and improving awareness and usage of alternative modes of transport;
  - Promoting walking, cycling, public transport and car sharing; and
  - Promoting healthy lifestyles and sustainable communities which are accessible by all.
- 10.3 This document therefore ensures that sustainable access to the development is facilitated and subsequently seeks the discharge of Condition 15 of Decision Notice reference 3/2014/0764.