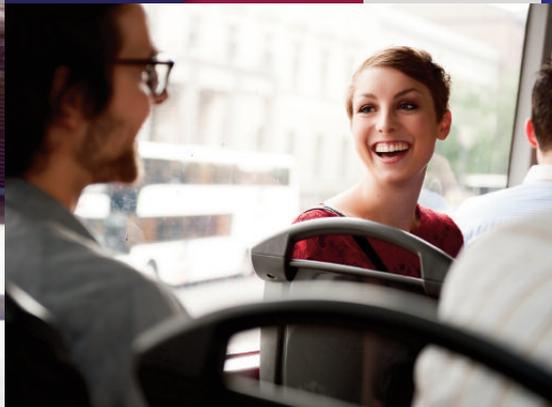


Cheshire West & Chester Council

Travel Planning Guidance



Cheshire West
and Chester

Contents

1	Introduction	4
1.1	Background & Purpose	4
1.2	What is a Travel Plan?	4
1.3	Structure of this Guidance	5
2	Requirements for Travel Plans	6
2.1	National Policy	6
2.2	Local Guidance	8
2.3	Local Thresholds for when a Travel Plan is Required	9
3	What type of Travel Plan do I need?	13
3.1	Where the end user is known	13
3.2	Where the end user is not known	13
3.3	Considerations for travel plans for specific applications	13
4	Travel Plan Preparation, Evaluation and Approval Guide	15
4.1	Introduction	15
4.2	Travel Plan Process	15
4.3	Travel Plan Form and Content	17
4.4	Travel Plan Target Setting	21
4.5	Developing an Action Plan	22
4.6	Travel Plan Evaluation	23
4.7	Securing Travel Plans	24
4.8	Future and Succeeding Occupiers	24
5	Travel Plan Implementation	25
5.1	Ensuring Effective Implementation	25
5.2	Travel Plan Co-ordinator	25

5.3	Travel Plan Steering Group	25
5.4	Marketing and Communications Strategy	26
6	Monitoring and Review	27
6.1	Introduction	27
6.2	Effective Monitoring	27
6.3	The Travel Survey	28
6.4	Additional Monitoring Data	29
6.5	Review Monitoring and Progress Reporting	29
7	Travel Plan Remediation	30
7.1	Travel Plan Remediation	30
7.2	Enforcement through Sanctions	30
8	Useful Information and Contacts	31
8.1	Cheshire West and Chester Council	31
8.2	Useful Resources	31
	Appendix A	32
	Appendix B	34
	Appendix C	42
	Appendix D	47
	Appendix E	49
	Appendix F	52
	Appendix G	58

1 Introduction

1.1 Background & Purpose

This Travel Planning Guidance Supplementary Planning Document (SPD) sets out the standard required for travel plans developed and implemented through the planning process. It also provides good practice advice for travel plans produced on a voluntary basis. It aims to provide a methodology for effective monitoring and review of travel plans and sets out further information sources and useful travel planning contacts.

The document builds on previous County level guidance¹ and aims to ensure that travel plans are produced in a consistent and timely manner, benefiting both the applicant and the authority through contributing to sustainability objectives of the area.

Supplementary Planning Documents (SPDs) are used to provide further detail and guidance on the implementation of policies and proposals contained in existing Local Plans. Whilst not statutory development plan documents they can, once adopted, be a material planning consideration in the determination of planning applications. As such they need to be consistent with national and local planning policies and guidance

1.2 What is a Travel Plan?

Travel Plans are long term strategies which aim to maximise sustainable travel to and from a site. Travel plans are required as part of the planning process to ensure that a development does not have a detrimental impact on the local highway network.

Put in simpler but broader terms, a travel plan can be defined by the following three parameters:

- Firstly it should be a **long term strategy** for a site; a travel plan is intended to be a 'living document' which is adapted and refreshed over time and not to serve the purpose of fulfilling a planning decision.
- Secondly the travel plan should consist of **site specific measures usually devised through evidence and survey**; a 'one size fits all' approach will not be effective and will be rejected by the local authority at planning stages.
- Lastly, the overriding aim of the travel plan should be to **reduce the proportion of single occupancy car trips to and from the site** and measures to address this should be explicitly stated.

¹ Guidance on Travel Plans for business and employment sites, Cheshire County Council, (2008)

Why should Travel Plans be developed (Benefits for Organisations and Developments)

- **Stronger development potential** – A robust travel plan can support sites in strategic planning applications.
- **Parking Issues Addressed** – A travel plan can reduce the number of vehicles accessing a site.
- **Environmental Benefits** – An active travel plan can reduce a site's carbon emissions and as such demonstrate ethical and environmental credentials.
- **Health Benefits** – Individuals who are more active tend to be happier, healthier and more productive.
- **Economic Benefits** – Staff who are supported through flexible working policies or initiatives to enable a range of travel options e.g. cycle to work scheme, public transport loans are more likely to remain with the company.
- **Business Travel savings** – Realised through reduced vehicle mileage as a result of favouring smarter working.

1.3 Structure of this Guidance

Leading on from this introductory chapter the remainder of the document is structured as follows:

	Page Number
Chapter 2: Provides the policy context and thresholds for when a travel plan is needed.	6
Chapter 3: Describes the types of travel plan, aiming to ensure that individuals select the correct design.	13
Chapter 4: Outlines in detail the suggested structure and content of a travel plan.	15
Chapter 5: Provides an implementation guide to maximise travel plan success.	25
Chapter 6: Provides a methodology for effective monitoring and review of travel plans.	27
Chapter 7: Outlines the mechanisms used by Cheshire West and Chester to ensure successful travel plan implementation.	30
Chapter 8: Sets out further information sources and useful travel planning contacts.	31

2 Requirements for Travel Plans

2.1 National Policy

National Planning Policy Framework (DfCLG, 2012)

Guidance requires that where proposed developments are likely to generate significant amounts of traffic, the application should be supported by a Transport Assessment (TA) or Transport Statement (TS). In addition to this, the key tool identified within the TA or TS to manage the expected volume of traffic is the Travel Plan (TP)¹.

The Guidance states that travel plans should be built into the application process and be, “readily integrated into the design and occupation of the new site rather than retrofitted after occupation”².

The local highway authority will inform the developer whether the application is likely to generate significant levels of traffic, and, as such whether or not a travel plan will be required as part of the proposal. As such it is essential to liaise with the highways department from an early stage.

The agreement of draft Travel Plan documents with council officers in advance of the submission of planning applications can also minimise changes required post submission and expedient discharge of planning conditions in relation to travel planning.

Good Practice Guidelines: Delivering Travel Plans through the Planning System (DfT, 2009)

Although they no longer carry material weight these Travel Plan guidelines bring together the key principles and mechanisms that have been found to help secure effective Travel Plans in England and are intended to set out best practice actions that can be taken to produce high-quality, robust travel plans.

Circular 02/2013: Strategic road network and the delivery of sustainable development

This policy document supports robust travel planning as is an effective means of reducing the need for major transport infrastructure. It states that “The Highways Agency will work with local authorities and developers to identify opportunities to introduce travel plan measures for individual developments and groups of development that will support sustainable transport choice. Such measures contribute to the ongoing effectiveness of the strategic road network in ensuring efficient national and regional connectivity, whilst retaining capacity within the strategic road network.”

Door-to-Door, A Strategy for Improving Sustainable Transport Integration, DfT, (2013)

The Door-to-Door strategy outlines an approach focussed on an understanding of the whole door-to-door journey experience, *“If we want people to make different travel choices, we must think more clearly about their whole journey, how each part of it connects, and how we can better integrate those parts”* (p5).

¹ Paragraph 36, National Planning Policy Framework, Department for Communities and Local Government,

² Paragraph 003 ID: 42-003020140306, National Planning Policy Framework Planning Practice Guidance, Department for Communities and Local Government, (2014),

The bullet points below provide an overview of the aim and objectives of the Door-to-Door strategy.

- Promoting sustainable transport through understanding how to make the whole door-to-door journey experience more attractive.
- It must be as convenient and straightforward to make a door-to-door journey by public transport, bike or on foot, or by combining these, as by private transport.
- We should no longer consider different transport modes as separate, with various providers, funding and policy but as a whole.

Travel plans should focus on improving the journey experience to and from a site and aim to increase the range of options available to individuals, therefore contributing to the national policy priorities of this document.

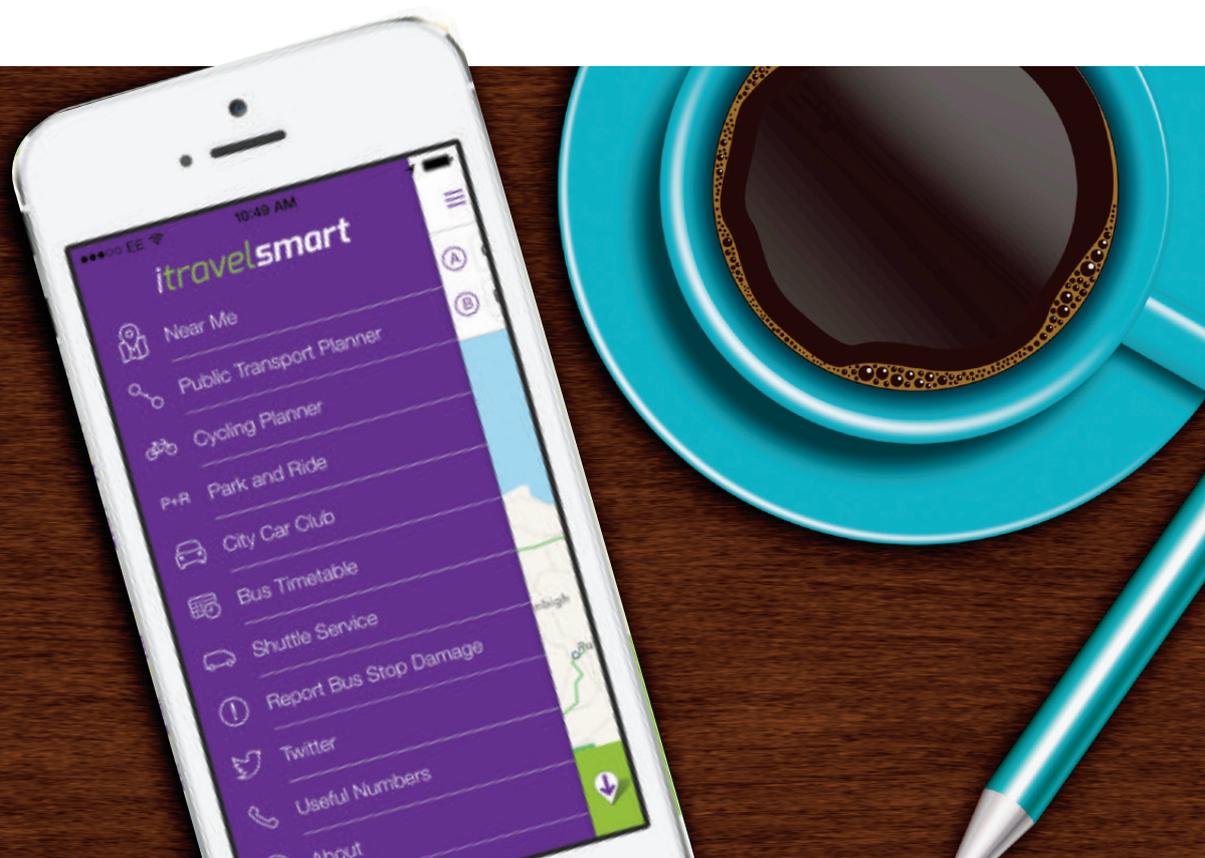
Creating Growth, Cutting Carbon, DfT, (2011)

This White Paper sets out the commitment to boost economic growth whilst also ensuring carbon reduction. Sustainable transport can facilitate both of these strategic objectives.

A 'nudge' concept is required to inform people of their transport choices with the aim of switching to more sustainable travel. Travel planning forms part of the wider smarter choices toolkit which can help deliver behavioural change and as such travel plans are recommended for all significant sites.

The document identifies measures which are effective in travel planning such as clear and accessible information, maps and cycle training. Integrated and smart ticketing can be an attractive offer to commuters who should be supported by greater flexibility in their journey.

Travel plans should include initiatives which are recognised nationally and appropriate for the scope of their site.



2.2 Local Guidance

At a borough level there are a number of policies which endorse the use of travel plans as key tools in achieving a wide range of local priorities.

Cheshire West & Chester Council Local Transport Plan, (2011-2026)

Cheshire West and Chester Council's Local Transport Plan sets plans and priorities for transport from 2011 to 2026. The aim is to deliver and manage a well maintained, safe, integrated and sustainable transport network. The plan includes the following key themes which can be contributed to through effective travel planning:

- **Reducing carbon emissions** – Travel plans aim to reduce single occupancy car use and promote multi occupancy travel.
- **Right services, right place, right time** – Walking or cycling as all or part of journeys improves health and wellbeing.
- **A world class place to live and invest** – A less congested network improves settlement attractiveness and improves business journey reliability, supporting economic investment.
- **Supporting regeneration** – Travel Plans ensure that new developments have adequate facilities to support sustainable journeys and aim to minimise traffic impact.
- **Cycling and walking** – The promotion of the benefits of walking and cycling and associated measures are achieved through travel plans.

The document makes reference to travel plans as an important tool to adopt in the case of development sites, “Use planning conditions and obligations to support the preparation of travel plans for new development sites and, where appropriate, secure developer contributions to support their successful delivery” (p43). It is also stated that an effective monitoring framework should be instated to enforce delivery of the travel plan, “monitor statutory travel plans and take enforcement action, if appropriate, where plans are failing to meet agreed targets” (p43).

The Plan refers to National projects such as the Sustainable Travel Towns³ initiative which demonstrated the ability to achieve up to 10% reductions in the number of car journeys as a result of softer interventions such as travel planning. Associated with this, the case studies saw walking levels increase by 14%, cycling rise by an average of 12% and bus patronage increasing by over 10%. These results should be viewed as achievable where strong travel planning measures are in place, and travel plan targets should reflect this level of ambition.

The Council believes firmly in leading by example and has a travel plan strategy for its main staff hubs. Cheshire West and Chester Council secured government funding in 2012 through The Local Sustainable Transport Fund and has a commitment to delivering an action plan of sustainable travel initiatives.

³ The Effects of Smarter Choice programmes in the Sustainable Travel Towns: full report, Department for Transport, (2010).

Cheshire West and Chester Council Local Plan

Cheshire West and Chester Local Plan (Part One) Strategic Policies, sets out the strategic planning policy framework for the Borough including the overall level and location of development for the period 2010 to 2030. The Plan contains the following strategic objectives which are supported by travel planning:

- Provide and develop reliable, efficient transport networks that support sustainable growth and improve accessibility to jobs and services.
- Manage, expand and improve green infrastructure and waterways networks, recognising their importance in delivering local environmental, social, economic and health benefits.

Policy STRAT 10 of the plan recognises the need for Transport Assessments and Travel Plans where development is likely to generate significant amounts of movement. The full policy is included within Appendix A.

2.3 Local Thresholds for when a Travel Plan is Required

The Table 2.1 identifies thresholds for when a travel plan is required. These thresholds are for guidance purposes and should not be read as absolutes. Applications will be assessed individually and it should be noted that travel plans may also be required for developments below the transport assessment threshold.

On a case by case basis and dependant on the scale of development the requirement for a travel plan will be reviewed for:

- Any development near an Air Quality Management Area (AQMA)*.
- Any development within an area that has been identified in 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 Plan, where it is known that the cumulative impact of development proposals is a cause for concern.
- Applications for extensions to car parks.
- Areas where the road capacity is already under stress or may come under stress as a result of the planned development.
- An extension to an existing development that causes the travel impact of the site to exceed the threshold for a transport assessment.

* At publication of this document there have been three AQMA declared within Cheshire West and Chester. These are located in the Boughton area of Chester, the Whitby Road area of Ellesmere Port and Fluin Lane in Frodsham

Table 2.1 Local Thresholds for when a Travel Plan is Required

Land Use	Description	Size	No assessment	Transport Statement	Transport Assessment and Travel Plan
A1 food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	< 250 sqm	≥ 250 sqm	≥ 800 sqm
A1 Non-food Retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased to be consumed off the premises, Internet cafes.	GFA	< 800 sqm	≥ 800 sqm	≥ 1500 sqm
A2 Financial Services and Professional Services	Financial services – banks, building societies and bureau de change, professional services (other than health or medical services), estate agents, employment agencies. Other services– betting shops, principally where services are provided to visiting members of the public.	GFA	< 1000 sqm	≥ 1000 sqm	≥ 2500 sqm
A3 Restaurants and Cafes	Restaurants and cafes – use for the sale of food for consumption on the premises.	GFA	< 300 sqm	≥ 300 sqm	≥ 2500 sqm
A4 Drinking Establishment	Use as a public house, wine bar or other drinking establishment	GFA	< 300 sqm	≥ 300 sqm	≥ 600 sqm
A5 Hot Food Takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	< 300 sqm	≥ 300 sqm	≥ 600 sqm
B1 Business	(a) Offices other than in use within Class A2 (Financial and Professional Services). (b) Research and Development –laboratories, studios. (c) Light Industry.	GFA	< 1500 sqm	≥ 1500 sqm	≥ 2500 sqm
B2 General Industry	General industry (other than classified in B1. The former “specialist industrial” use classes B3 – B7 are now encompassed in the B2 use class.	GFA	< 2500 sqm	≥ 2500 sqm	≥ 4000 sqm
B8 Storage or Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	< 3000 sqm	≥ 3000 sqm	≥ 5000 sqm
C1 Hotels	Hotels, boarding houses and guest houses. Development falls within this class if “no significant element of care is provided”.	Bedrooms	< 75 bedrooms	≥ 75 bedrooms	≥ 100 bedrooms
C2 Residential Institutions – Hospitals, Nursing Homes	Used for the provision of residential accommodation and care to people in need of care.	Bedrooms	< 30 beds	≥ 30 beds	≥ 50 beds
C2 Residential Institutions – Residential Education	Student Accommodation, Boarding schools and training centres.	Students	< 50 students	≥ 50 students	≥ 150 students
C3 Residential Dwellings	Dwellings for individuals, families or not more than six people living together as a single household.	Dwellings	< 50 units	≥ 50 units	≥ 80 units
D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèche, day nursery, day centres and consulting rooms (not attached to the Consultants or Doctors houses), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	< 500 sqm	≥ 500 sqm	≥ 1000 sqm
D2 Assembly and Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	< 500 sqm	≥ 500 sqm	≥ 1500 sqm
Other	For example – stadium, retail warehouse, clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car / vehicle hire, businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builder yards, garden centres, post offices, travel and ticket agencies, hairdressers, funeral directors, hire shops, or dry cleaners.	Discussion with planning / highways officer			



Car and Cycle Parking Standards

Cheshire West and Chester Council have adopted car parking standards for development within the Chester City area. For elsewhere in the borough the Council adheres to revisions proposed in the North West Regional Spatial Strategy Review in 2008 for car and cycle parking standards.

For cycle parking travel plans submitted as part of the planning application, should clearly state the number and type of cycle parking to be provided. Details should include the location of the cycle parking facilities, illustrated on plans submitted as part of the supporting documentation.

The cycle parking type and location should adhere to the preferred standards of the Highway Authority which are **The London Cycling Design Standards**⁴. Within this best practice design guide recommendations are made on preferable types and locations based on the expected users and typical lengths of stay.

Car and cycle parking standards are contained in **Appendix B**. These are currently under review.



⁴ Transport for London London Cycling Design Standards, (2005)

3 What type of Travel Plan do I need?

The type of travel plan required depends on the land use type and also whether the development is speculative. Travel plan types are detailed below. The expectations for travel plan content are covered in Chapter 4 below.

3.1 Where the end user is known

Full Travel Plan – Full Travel Plans are required as part of full planning applications where the end user of the development and access to the site are known. Full Travel Plans should include site objectives and targets based on the analysis of travel survey data, a detailed action plan, a named Travel Plan co-ordinator and monitoring strategy. There are various types of full travel plans usually defined by their land use type e.g. organisational travel plans, education travel plans, residential travel plans, station travel plans, visitor attraction travel plans. More detail on Travel Plan preparation is found in Chapter 4 and a list of typical measures for different travel plan types is found in Appendix C.

3.2 Where the end user is not known

Interim Travel Plan – An interim Travel Plan is submitted with speculative planning applications where the end user is not known. This is known as a **Framework Travel Plan** where there are multiple units.

An Interim Travel Plan (ITP) is applicable when it is not possible to identify all the outcomes or measures, and/or when the end users of the plan are unclear. It provides the basis of the Full Travel Plan (FTP), and as such will include most of the main elements. However, some details will be unclear until the site has been fully developed and/or occupied.

A key requirement of a travel plan where the end user is not known is to define the management, processes and timescales for any handovers of responsibility. If the end user is not known a Travel Plan Coordinator (TPC) should be in post within 3 months of first occupation. The Interim Travel Plan should clearly state appointment of the TPC within the measures section. Where an Interim Travel Plan has been produced this should be revised and updated as a Full Travel Plan once initial surveys have been undertaken (usually within 6 months) and tailored measures finalised.

In the case of a Framework Travel Plan e.g. at a business park as individual occupiers move to a site they should sign up to this wider area strategy. They should produce their own Occupier (OTP) that will sit under the overarching framework and show clear channels of communication for travel plan management and monitoring between the travel plan coordinator (TPC) and the framework travel plan manager.

3.3 Considerations for travel plans for specific applications

Residential Travel Plan – Residential developments can generate significant impacts on the local highway network as they are trip origin and destination generators often over peak hour periods. In the case of Residential Travel Plans (RTP) being a condition of planning approval, much of the initiatives need to be delivered prior to first occupation. Infrastructure supportive of sustainable travel for example site access for pedestrians and cyclists should be included in the site design.

Within the Cheshire West and Chester borough Residential Travel Plans are required for new developments consisting of 80 units or more. Residential travel plans should have a nominated TPC. It is unrealistic to expect a resident to carry out this role and as such it is usually the developer or an appointed consultant who will take overall responsibility. A full range of potential residential travel planning measures can be found in **Appendix C**.

Residential travel plans should follow the same document format as full travel plans and include an initial baseline survey when the site is sufficiently occupied (usually by 50%). The monitoring period will depend upon scale and phasing of the development. The TPC, likely to be the developer or a consultant appointed on behalf of the developer should make themselves known to Cheshire West and Chester to share annual progress reports.

Residential Travel Plans should also be prepared for purpose built **student accommodation**. In addition to the suggested measures in **Appendix C** these would be expected to also incorporate management measures to reduce the traffic impact of student arrival and departures at the beginning and end of terms. Annual marketing proposals should also be submitted to provide information on sustainable travel alternatives for new students.

School Travel Plan – Typically produced for schools covering both staff and pupil travel.

Area Travel Plan – The development of an Area Travel Plan involves collaborative working between organisations located in a similar geographic area for mutual benefit e.g. business parks. In these cases, objectives and measures are more strategic and tend to contribute towards area priorities such as reducing congestion.

Travel Plan Statement – In some cases due to the small scale of a proposed development only a ‘light touch’ document will be required e.g. in the case of a development where floor space may be large but staff numbers and relative traffic impact will be small. This would be agreed during pre-application discussions.

4 Travel Plan Preparation, Evaluation and Approval Guide

4.1 Introduction

This section provides information to assist in the preparation of the travel plan, including; guidance for the preparation of travel plans, information to assist applicants in setting appropriate travel plan targets, and details of how Cheshire West and Chester Council evaluate and secure the approval of an agreed travel plan.

4.2 Travel Plan Process

Table 4.1 below derived from 2001 DfT Guidance for Transport Assessment outlines the typical process for submission and implementation of Travel Plans through the planning process.



Table 4.1 Travel Plan Process**Scoping**

- Applicant establishes the need for a travel plan (TP) through reference to the thresholds, criteria set down in any policy or other local guidance, taking account of local circumstances.
- Pre-application discussions (Please note that the Council charges for pre application advice)
- Applicant and authority agree the type of travel plan required
- Applicant agrees the requirements for the TP with the local planning and transport authorities.
- Applicant and authority agree how the Travel Plan is to be integrated to the Transport Assessment; establish and agree any base line data, key outcomes sought and assumptions to be used if appropriate.
- Applicant submits draft Travel Plan for initial evaluation by the local authority.
- Authority gives feedback to applicant to enable review of the travel plan.
- Applicant and local planning authority undertake negotiations, including the local highway/transport authority and others who will be party to any legal agreements, such as the Highways Agency and transport operators.
- Local authority and applicant agree draft terms of legal agreement, and extent of any conditions if appropriate.

Submission

- Developer submits final travel plan with planning application.
- Local planning authority undertakes statutory consultation.
- Authority and applicant agree any amendments to the travel plan and legal agreement and finalise supporting documentation. If an interim travel plan, an approved legal agreement should include timing of full travel plan.

Post-determination of planning application

- Occupier/developer ensures full implementation of travel plan, including completion of full travel plan where relevant.
- Authority agrees that travel plan requirements (especially implementation of agreed measures) have been met to enable occupation to take place, based on information provided by occupier/developer.
- Authority checks that all necessary data prior to occupation have been collected.
- Authority and developer/occupier agree any necessary handover of responsibilities from developer to occupier.

Monitoring and review (Please See **Appendix D Travel Plan Monitoring Charges)**

- Occupier (or agent) monitors travel plan outcomes as set out in a planning condition or agreement (in conjunction with the local authority if appropriate and agreed) and in line with authority's requirements.
- Occupier or other approved party (in partnership with local authority where appropriate and agreed) collects data at appropriate times in agreed form.
- Authority ensures any on-going measures continue to be delivered.
- Occupier and authority undertake review process to agreed timescales:

Default

Local planning authority in consultation with authority leading on travel plan measures considers use of default mechanisms if outcomes not delivered and amendments cannot be agreed with developer/occupier.

4.3 Travel Plan Form and Content

The table below sets out guidance for the preparation of both Full Travel Plan (when the end user is known) and interim travel plans (in the case of speculative developments).

Table 4.2 Travel Plan Content

Introduction	Full and Interim Travel Plan Requirement Overview of site being developed <ul style="list-style-type: none"> • Description of the location of the site • Location map showing the site • Details about the permitted and existing use of the site/indication of core activities • Hours of operation and/or shift patterns • Information about the number of employees/residents (and visitors if applicable)
Policy context and benefits	Full and Interim Travel Plan Requirement Reference to current relevant national and local policy and standards used in the development of the Travel Plan document. E.g. <ul style="list-style-type: none"> • National - NPPF /Planning Practice Guidance/ Local – Car and Cycle Parking Standards/ Local Transport Plan/Neighbourhood Plans and supporting strategies
Site Details and Audit	Full Travel Plan Requirement Current accessibility to site including existing measures <ul style="list-style-type: none"> • Walking <ul style="list-style-type: none"> o Key walking routes into and around the site o Current facilities for pedestrians (changing areas, storage etc.) o Details of any current initiatives for promoting/encouraging walking to the site • Cycling <ul style="list-style-type: none"> o Key cycling routes into and around the site o Proximity to local or national cycling routes, shared paths, way finding o Current facilities for cyclists (number of cycle storage spaces, changing rooms, lockers etc.) o Details of any current initiatives for promoting/encouraging cycling to the site • Inclusion of walking and cycling isochrones surrounding the site identifying areas which are accessible to the site. The suggested thresholds to use are 2km for walking and 5km for cycling (route based not as the crow flies), as recommended nationally.⁵ • Public transport <ul style="list-style-type: none"> o Details of the location of nearby services (bus stops, park and ride and railway stations) o Information about routes and timetables (could be included in an appendix section) o Hours of operation and frequency o Details of any current initiatives for promoting/encouraging use of public transport

⁵ Guidelines for Providing for Journeys on Foot, IHT, 2000/ Analysis of Cycling Potential, TfL, (2010)

	<ul style="list-style-type: none"> • Remote/home/flexible working <ul style="list-style-type: none"> o Details of facilities for remote or home working (video conferencing, satellite offices, home broadband packages etc.) o Details of any flexible working conditions • Parking strategy <ul style="list-style-type: none"> o Current level of parking provision, including staff, visitor and disabled spaces o Details of how car parking is managed (barrier system, charging, permits, designated car sharing spaces etc.) • Other relevant travel issues and/or initiatives <p>Interim Travel Plan Requirement As much information as is available (as per FTP), with an understanding that some elements will not be known (especially for speculative developments).</p>
<p>Proposed development</p>	<p>Full and Interim Travel Plan Requirement</p> <ul style="list-style-type: none"> • Site plan and layout of proposed development • Outline of proposed land uses • Scale of development – indication of Gross Floor Area (GFA) subdivided by land use where applicable • Estimated increase in number of employees/residential trip generation and potential impact on local network. Link to the Transport Assessment. • Phasing of development (where applicable). Timetable for phased development, if applicable • Hours of operation, specified however applicable (weekly profile, shift patterns, weekend timetable, seasonal operation etc.) • Proposed access – description of arrangements, locations and method of linkage to existing transport infrastructure for all modes of travel • Indication of what additional infrastructure will be provided to support improved access (e.g. cycle stands, showers, changing facilities, new bus stops/shelters, footways etc.) • Car parking issues: <ul style="list-style-type: none"> o Number of new or additional car parking spaces (justified with reference to GFA/parking standards) o Layout in relation to other site elements o Ratio of operational to non-operational spaces o Method of car park operation o Overspill parking implications o Establishment of/proximity to controlled parking zones o Proximity to public car parking o Number of disabled parking spaces o Amount of motorcycle and cycle parking (justified with reference to GFA/ motorcycle and cycle parking standards) <p>Interim Travel Plan Requirement As much information as is available (as per FTP), with an understanding that some elements will not be known (especially for speculative developments) e.g. numbers of employees and hours of operation.</p>

<p>Survey data</p>	<p>Full Travel Plan Requirement An example of a detailed travel survey is included as Appendix E.</p> <ul style="list-style-type: none"> • Outline of survey methodology used • Dates when survey was undertaken • Numbers surveyed and response rate • Details of key findings: <ul style="list-style-type: none"> o Where staff live (supported by GIS maps showing location of employees' home postcodes as appropriate) or where residents work in the case of residential travel plans. o How employees/residents currently travel to and from work and the factors that influence this o An assessment of what measures would be most effective in securing employees/residents' participation in the travel plan <p>Interim Travel Plan Requirement A description of how surveys will be undertaken, taking into account all of the points as for a FTP.</p>
<p>Management strategy</p>	<p>Full Travel Plan Requirement Roles and responsibilities</p> <ul style="list-style-type: none"> • An outline of how the plan will be managed and delivered at all stages of implementation • A summary of the role and responsibilities for the travel plan co-ordinator, who should be named • Role and responsibility of supporting steering group and an indication of management support/participation (including named persons) • Outline of specific work required to support and deliver “umbrella” plans (if applicable) <p>Interim Travel Plan Requirement A description of what these roles are and how staff will be recruited/allocated the role with proposed timescales, even though it is unlikely that these people will be named at this stage.</p>
<p>Objectives</p>	<p>Full and Interim Travel Plan Requirement Clear objectives stating what is hoped to be achieved by implementing the travel plan with link to national and local policy aspirations.</p>
<p>Targets</p>	<p>Full and Interim Travel Plan Requirement Clear SMART targets related to the objectives and informed by the survey data. There is further guidance on setting targets in the remainder of this Chapter.</p>
<p>Measures and initiatives</p>	<p>Full Travel Plan Requirement A description of measures and initiatives planned for the promotion of the following where appropriate: See Appendix D for a full list of examples.</p> <ul style="list-style-type: none"> • Walking • Cycling • Powered two wheelers • Car sharing • Public transport • New ways of working – use of ICT/flexible working/home working • Business travel issues • Car park management and control (including visitor/client arrangements) • Electric vehicle charging points • Marketing, promotion and awareness activities • Indication of why such measures will be included – based on survey data, site audit etc. <p>Interim Travel Plan Requirement A suggested toolkit of measures which could be appropriate based on current knowledge and site location.</p>

Action Plan	<p>Full Travel Plan Requirement</p> <ul style="list-style-type: none"> • A clear outline of the activities to be introduced to take the travel plan forward. • Should include information about: <ul style="list-style-type: none"> o What will be done, broken down into clear steps of action o Person(s) responsible for each action (named) o Resources required for each action, including time, money and sources of funding o Specific timetable for implementation o Clear success criteria o Dates for monitoring of actions <p>Interim Travel Plan Requirement</p> <ul style="list-style-type: none"> • A clear summary of expected dates at which the further development of the full travel plan will be introduced • Dates of when TPC will be in post this is expected to be before of at occupation. • Timetable or specific dates when survey work will be undertaken this is usually 3 to 6 months after occupation or 50% occupation for residential developments. • Date by which full travel plan will be submitted to the local planning authority/local highway authority for approval. This is to be no more than six months after the site is occupied. <p>An example of an action plan is found below.</p>
Marketing Strategy	<p>Full and Interim Travel Plan Requirement</p> <p>Proposed mechanism for marketing and communication of the travel plan and its initiatives to employees/ senior management/ residents, e.g. use of events, intranet, email, newsletters, notice boards, staff meetings, new starter/ new householder packs.</p> <p>Interim Travel Plan Requirement</p> <p>Suggestions for a sensible marketing strategy for the proposed site.</p>
Monitoring and Review	<p>Full Travel Plan Requirement</p> <p>Outline and timetable for future monitoring, including:</p> <ul style="list-style-type: none"> • Methodology to be used e.g. type of data and capture process, such as traffic counts, staff surveys etc. Capturing data on take up of initiatives and use of sustainable infrastructure • Process and timescales for undertaking baseline and monitoring surveys e.g. threshold for baseline survey, annual surveys thereafter for x years • Frequency of monitoring reports and updated travel plan (including updated action plans) -annual reports are recommended • Indication of who future results will be shared with (e.g. local planning authority, local highway authority, other stakeholders etc.) <p>Risk management and indication of negotiated sanctions and/or mitigation measures if progress is found not to be on track</p> <p>Interim Travel Plan Requirement</p> <p>Suggestions for a sensible monitoring strategy for the proposed site.</p>

4.4 Travel Plan Target Setting

Targets will be required for a Travel Plan to be approved. These should reflect the outcomes of the Travel Plan in achieving the stated high level objectives; this 'outcomes' approach ensures that the focus of the Travel Plan is on securing its performance. Targets should be stretching but realistic. It is advised that those setting objectives and targets should refer to DfT best practice publications such Good Practice Guidelines: Delivering Travel Plans through the Planning Process⁶ and The Essential Guide to Travel Planning⁷ which provide further information about selecting appropriate objectives and targets.

Targets are measurable goals that can be used to assess whether or not the objectives have been achieved. Typically goals are set for a 5 year cycle of the Travel Plan; in some cases it may be beneficial to split them into shorter and longer-term targets; this is particularly useful for large developments which may be constructed in phases over a period of time.

Targets should be set using Transport Assessment data and following an initial baseline survey. Where travel plans are interim it is acceptable to include provisional targets which may be adjusted post survey.

Targets should correspond to the best estimate of the maximum number of trips that can be achieved by non-car modes. In setting targets, consideration should also be given to the anticipated operation of the site (e.g. shift patterns, need for a car for travel during work) and the travel plan measures to be implemented. Where developments involve current site occupiers or users, existing travel patterns can be used with assessment of how these may be anticipated to change or remain similar.

The development of targets should also be informed by data that relates to the particular development, such as:

- Trip generation databases such as TRICS.
- Information about trips generated by similar developments in the county.
- Information about levels of car use and ownership in the area of the development, for example, journey to work census data relating to a particular ward.
- Existing travel data from surveys.

The suggested process for setting targets:

1. Determine a starting vehicle trip generation (from TRICS or method used in the TA).
2. Determine the total number of person trips (from TRICS or first principles).
3. Provide an informed estimate of the maximum number (or percentage) of trips that can be made by non-car modes, cross referenced to the measures being put in place to achieve these figures.

⁶ Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Department for Transport, (2009).

⁷ The Essential Guide to Travel Planning, DfT, (2008)

Targets set should be **SMART** i.e. specific, measurable, achievable, realistic and timely

SPECIFIC – outline in a clear statement precisely what is required

MEASURABLE – include a measure to enable you to monitor the progress and when this objective has been achieved

ACHIEVABLE – Objectives can be designed to be challenging but it is important that failure is not built into objectives.

REALISTIC – Focus on outcomes rather than measures of achieving them

TIMELY – Agree the date by which the outcome must be achieved.

Some examples of SMART targets would be:

- A 10% reduction in single occupancy car use for travel to work by a set month in 5 years time.
- A 20% reduction in CO2 emissions from fleet vehicles by a set month in 5 years time.
- A 5% increase in travel to campus by students by cycle by a set month in 5 years time.
- An 8% increase in visitors arriving for afternoon hospital visiting time by bus by March in 5 years time.
- A 5% reduction in the cost of staff mileage claims to the organisation by March 2014.
- Reduce single occupancy car use to work from 75% to 70% by a set month in 3 years and 65% by a set month in 5 years.

4.5 Developing an Action Plan

All travel plans should clearly identify the site specific measures which are to be implemented. **Table 4.3** below demonstrates the typical format of how proposed measures can be included within an action plan. It can be seen that each action has a corresponding timeframe, funding stream and individual/s responsible. The initiatives should contribute towards achieving the overarching travel plan objectives and their level of success can be determined by having an indicator method in place. It may be useful to colour code different measures in terms of their priority level or the immediacy of the action required, as illustrated.

Where a travel plan is interim, suggested measures and timetables based upon the known programme should be included but it is accepted that these may change and may be amended. The action plan is a dynamic tool to aid implementation of the travel plan; as such it is acceptable for it to be amended and should be reviewed regularly, as a minimum annually following each monitoring activity.

Table 4.3 – Example Action Plan

Action Plan					
Action	Objective Achieved	Responsibility	Timescale	Indicator/ Success	Funding
Set up a car share database.	Reduce the number of single occupancy car trips.	TPC/LA	July 2016	Database in place/ Reduction in number of single occupancy car trips from annual survey.	£1,500
Implement secure covered cycle parking	Increase travel to site by active modes	TPC	July 2016	Cycle parking in place / Increase in the number of individuals cycling to site / Usage of stands	£4,000

4.6 Travel Plan Evaluation

Travel Plans submitted for approval will be evaluated by Cheshire West and Chester Council using the principles of the 'CAT' criteria outlined below and with reference to the guidance on travel plan content outlined in this Chapter. Planning approval will not normally be given until an acceptable travel plan has been agreed.

CAT Evaluation

Covers all key elements?

Does the travel plan document contain all the key elements that are expected to be included in a travel plan, with appropriate content in each case? - see Travel Plan Checklist (**Table 4.2**).

Addresses site specific issues?

Does the travel plan address all the issues identified in the transport assessment and respond to the specific barriers and opportunities that are presented by the site?

Tips the balance in favour of sustainable travel?

Does the travel plan contain measures that can be expected to make a real difference – i.e. does it make access to the site by sustainable transport more attractive when compared to access by car, in terms of cost, journey-times and convenience?

Use of CAT Evaluation

Assessment against each test is simple:

- Red – plan has done little to meet this test
- Amber – plan has gone some way towards meeting
- Green – this test has been satisfactorily met.

Evidence of innovation, particularly in terms of the measures proposed within the travel plan, is strongly encouraged and will be taken into account. In most cases it will be important to demonstrate that a thorough Transport Assessment has been undertaken and the evidence from it has been used to inform and develop the travel plan. The travel plan becomes the mechanism for delivering the proposals that have been identified through the Transport Assessment with appropriate measures commensurate with the nature and scale of development and mitigating adverse impacts, to agreed timescales and with specific outcomes along with clear mechanisms for implementation and management of the travel plan.

4.7 Developing an Action Plan

Cheshire West and Chester Council use a number of planning tools to ensure the successful implementation of travel plans in the borough.

The requirement to produce and operate a travel plan will usually be secured by condition or by a Section 106 Agreement. Certain elements will be secured by means of a planning condition; these include cycle parking; shower and changing facilities; and allocation of car parking spaces (including disabled parking, car club and/or car share spaces).

The main elements that would typically be expected to be included as part of the Section 106 Agreement are:

- A timetable for the preparation, implementation, monitoring and review of all stages of the travel plan;
- A requirement to appoint a travel plan coordinator;
- The provision of transport infrastructure or services, or contributions with respect to their provision, appropriate to the size and location of the development;
- An outline of parking controls and management;
- The travel plan targets;
- A monitoring and review programme, detailing the criteria to be used and who is responsible for funding, undertaking and reporting on this programme;
- In relation to speculative developments dealing with multi-occupancy sites, provision for travel planning requirements for occupiers and future occupiers.

NPPF paragraphs as set out below should be adhered to when using obligations and conditions to secure travel plans.

203. Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.

204. Planning obligations should only be sought where they meet all of the following tests:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

205. Where obligations are being sought or revised, local planning authorities should take account of changes in market conditions over time and, wherever appropriate, be sufficiently flexible to prevent planned development being stalled.

206. Planning conditions should only be imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects.

Model conditions and Section 106 agreements are included within **Appendix F**

4.8 Future and Succeeding Occupiers

In all situations where a travel plan is secured with a permission, the requirement for the travel plan continues until the permission is changed or varied. The developer will be responsible for passing the requirement for the travel plan onto the occupier (and any succeeding occupiers). This is likely to be achieved through covenants.

5 Travel Plan Implementation

5.1 Ensuring Effective Implementation

It is important to stress that travel plans should not be seen simply as a paper exercise. The production of the document is only the start of the process. The success of a travel plan relies on having strong leadership and ownership. Senior buy-in of the travel plan helps to ensure that measures are adequately financed, delivered to timescales and well promoted. **Appendix G** provides some local examples of travel plans successfully implemented through the planning process.

5.2 Travel Plan Co-ordinator

While it is recommended that there should be an overall single point of contact, it is typical for other individuals to lead on various aspects of the travel plan; in fact, a sign of an effective, well implemented travel plan is one where activities are delegated effectively by the Travel Plan Coordinator. In larger organisations it can be useful to appoint a team of 'green champions' who can actively promote the travel planning measures across a site.

5.2.1 Travel Plan Co-ordinator Duties

It is recommended that the Travel Plan Co-ordinator has their duties defined within their job description so that adequate time and resources can be channelled into delivering the travel plan. The level of input varies with the scale of site, however, duties should include as a minimum:

- Main point of contact for site related travel queries;
- Main point of contact for liaison with the planning authority;
- Coordinate annual travel surveys and share results both internally and with the planning authority; and
- Manage implementation of the travel plan.

5.3 Travel Plan Steering Group

For larger organisations or for more complex travel plans with a number of components i.e. Area Wide, Framework or Station Travel Plans, it may be suitable to form a steering group of stakeholders and other interested parties. The group should have agreed terms of reference which can be included within the travel plan. Steering groups should meet regularly to review items such as progress of initiatives, monitoring, management and funding.

5.4 Marketing and Communications Strategy

The Marketing and Communications Strategy for a Travel Plan and its initiatives will vary depending on the channels available for communication with users of the site. Ideally a programme of campaigns should be spread throughout the year at relevant times. For example, summer cycling campaigns and can also be timed to coincide with other national and local campaigns. It is also a good idea where possible to think about the different messages required by the different users of the site, such as staff, visitors, etc. This 'segmentation' can be used to ensure information is targeted to be of most use or relevance. Mechanisms that should be considered and detailed within this section of the travel plan include:

- Distribution of the Travel Plan document and annual progress reports and action plans;
- Encourage involvement in meetings where Travel Plan is discussed;
- Production and distribution of a 'How to get to' guide;
- Feeding of Travel Plan news and events to staff / residents meetings;
- Distribution of promotional materials or obtain promotional material e.g. cycle and bus maps;
- Poster campaigns;
- Travel Plan information on the internet/ intranet;
- Availability and use of smart phone apps;
- Use of volunteer support to disseminate information and provide advice where appropriate;
- Welcome packs for new starters/ new residents introducing the Travel Plan; and
- Travel Information on any notice boards.



6 Monitoring and Review

6.1 Introduction

Monitoring forms an essential component of travel planning. It allows initiatives to be assessed and adapted where necessary in order to maximise the full potential of the travel plan. It allows the measurement of various travel planning measures so that comparisons can be made from site to site and inform modal split at a more strategic level. For travel plans secured through the planning process, monitoring is also a requirement to ensure compliance with planning obligations.

6.2 Effective Monitoring

It will normally be appropriate to monitor a travel plan for the lifetime of a development, although after the first five years of full occupation it will normally be appropriate to relax the reporting requirement from annually to every 2-3 years (unless there are major changes in circumstances). The details of monitoring requirements will be set out in, and approved as part of, the travel plan and outlined in the legal agreement. **Appendix D** provides guidance on Travel Plan Monitoring Charges.

The onus for monitoring rests with the developer or the owner of the development (and this will be encapsulated within the legal agreement). The results should be provided to the Cheshire West and Chester Council.

Data collection should be undertaken through travel surveys at specified periods agreed in the travel plan and outlined in the legal agreement. Where there is a need to monitor traffic generation from a development, to evaluate the success of a transport mitigation plan arising from a Transport Consultant, the Council will normally require the developer to instruct an independent transportation data collection company to undertake a monitoring survey and fund its validation and input costs.

Dates for travel plan review should be identified within the monitoring strategy element of the travel plan. The requirement may also be outlined in the legal agreement. Targets should also be set for each year or period for the purposes of reviewing progress..

Commonly a travel plan will be annual monitored for just five years and although by that time travel patterns for some developments may have become established, that may not always be the case, notably at large multi-occupancy developments which may be built over an extended period. In these cases, the monitoring period may cover a period encompassing the construction and final occupation of the development and include a period of up to five years beyond final occupation.

Occupiers and circumstances may also change and it is unlikely that, if there is a need for a travel plan to be operated when the development is constructed, that this requirement will cease after a period of time. As such, it is considered that it will normally be appropriate for the travel plan to operate for the life of the development, with a monitoring regime in place throughout this time (albeit relaxed over time, in agreement with Cheshire West and Chester Council).

6.3 The Travel Survey

The travel survey is an integral part of the monitoring process. Surveys should establish existing travel patterns to and from a site alongside the motivations around these travel behaviours. It should seek to understand an individual's willingness to change and invite views on perceived or experienced barriers to sustainable travel. The level of awareness of various travel initiatives should be established alongside any measures which would encourage them to switch to more sustainable modes. Where business travel is undertaken, questions should also be included to provide understanding of these behaviours.

The core issues to be drawn out of a travel survey are:

- *Where people travel from**
- *How they currently travel*
- *Any existing barriers to sustainable travel*
- *Their awareness of alternatives*
- *Their willingness to use alternatives*

* It is beneficial to capture respondent's home postcodes and plot these displaying their usual travel mode. This can also be illustrated in relation to proximity to key transport facilities or suggested walking and cycling catchments.

Residential travel surveys are slightly different in that they should seek to understand where people travel to and importantly what times they usually leave and arrive back at the site.

6.3.1 Survey Frequency

It is recommended that surveys are undertaken annually for a period of up to five years post development, relocation or extension. Where targets are not reached after a five year period the survey period will need to be extended. Full Travel Surveys could be undertaken in years one (baseline), three and five, with a shortened 'snapshot' version of the travel survey in years two and four to seek an overview of modal split of the site users.

6.3.2 Survey Format

Surveys should be provided in electronic, hardcopy format or both, dependant on the characteristics of the site users. Surveys should establish existing travel patterns to and from a site, in addition to providing an understanding of the motivations and attitudes of these travel behaviours. Cheshire West and Chester can provide advice on survey content and format; see **Appendix E** for an example plus relevant contact details in Chapter 8.

6.3.3 Response Rates

The higher the response rate the greater chance the travel plan will succeed as a more representative proportion of site users will be captured. Typically, sites should aim for a minimum 25% response rate in line with national standards⁸.

⁸ PAS 500:2008 National Specification for Workplace Travel Plans, BSI, (2008)

6.4 Additional Monitoring Data

In order to ensure effective monitoring, additional data sets other than the travel survey can be used to measure the progress of the travel plan against its specific targets. These need to be identified in the travel plan, and can include:

- Automatic Traffic Counts (ATCs) on site entrance(s) and/or local road network;
- Multi-modal traffic counts at site entrance(s);
- Parking accumulation studies;
- Provision and uptake of cycle parking; and
- Uptake of specific measures e.g. bus season tickets, car share permits, cycle scheme participants, etc.

In addition to travel survey and usage data e.g. cycle parking and policy take up qualitative data will often need to be supported by quantitative data collection. TRICS surveys (multi modal trip generation analysis), automatic traffic counters, automatic number plate recognition technology or manual traffic counts should be used in order to validate the survey data and provide a more detailed picture of all travel movements associated with a particular development.

6.5 Review Monitoring and Progress Reporting

Progress reports are usually produced on an annual basis and should be submitted to Cheshire West and Chester Council. These reports should provide a summary of progress to date, activities in the preceding period and analysis of the monitoring data. Analysis should seek to identify the relative success of the travel plan in meeting its targets and objectives and if necessary root cause analysis and commentary of why key objectives or targets have not been achieved. At the end of this report a revised Annual Action Plan for the next year should be produced. Where targets are not reached within the identified target period, the travel planning programme will need to be extended. In some cases penalties and sanctions will apply – see Chapter 7.

Providing users and stakeholders with the outputs of the monitoring review, such as a summary or executive for the progress reports (in a format which perhaps includes graphics, case studies and achievements) should be disseminated as part of the marketing and communication strategy.

Suggested elements of a progress report are as follows:

- Introduction and summary of any organisational changes.
- Reiterate what the Travel Plan is trying to achieve.
- Progress to date against implementing the Action Plan – what measures have been implemented and continue to be implemented.
- Context – short summary of any changes in transport conditions or any issues in delivery.
- Monitoring data - summary of what has been surveyed, key findings and analysis.
- Revised Action Plan for following year.

7 Travel Plan Remediation

7.1 Travel Plan Remediation

Sometimes a travel plan will not perform as anticipated, despite the best efforts of those parties involved in implementation. The purpose of the monitoring and review process is to evaluate the effectiveness of travel plan implementation against the agreed targets to achieve the agreed outcomes.

In the first instance, the review process should seek to understand whether the travel plan has met the targets; where performance has not met targets, the review process should seek to understand the root causes of the failure. Once identified, recommendations for remedial activity should be identified; it may also require targets to be revisited and revised in light of the data or new information.

In all cases, the monitoring report should highlight the outcome of this review process and the travel plan be updated and revised (including measures, targets and action plan) and agreement obtained from Cheshire West and Chester Council.

7.2 Enforcement through Sanctions

The Section 106 Agreement may also include incentives for success in the form of sanctions to ensure that failure to deliver agreed measures and outcomes (within the control of the developer) can be remedied by measures taken by the local planning authority or required action taken in default of the developer. These sanctions can take a number of forms as set out below:

The requirement for the developer and occupier to provide or fund additional infrastructure or measures or to carry out particular actions (e.g. upgrade a junction, provide a residents' parking zone, amend the travel plan, introduce parking charges or pay an equivalent financial sum to the local authority to fund it to provide measures) in the event that agreed targets or outcomes have not been met or achieved. Where such measures may be costly to implement, it may be appropriate for monies for such works to be secured using a bond mechanism.

Payment of a compensatory payment by the developer or occupier for failing to carry out an agreed action (e.g. produce a travel plan, carry out monitoring or provide a bus service), which would then be used by the local authority to fund the carrying out of the action (for example by employing a consultant to prepare a travel plan or paying a bus operator to operate a service). The payment would be based on the cost of providing such measures. A restriction on the build-out or occupation of the development in the event that the travel plan fails to achieve agreed measures and targets or to implement the measures and targets agreed.

The sanction regime may include the requirement to provide additional (preagreed) highway infrastructure. This might apply, for instance, where, as part of the Transport Assessment process, it has been agreed that a development will not have a material impact upon the highway network or that a specific junction or highway improvement can be provided or carried out, providing that the agreed transport mitigation plan (which includes a travel plan) ensures that traffic generation does not exceed a particular level, but that monitoring subsequently determines that the traffic generation exceeds pre-agreed levels. The sanctions will be achieved through the Section 106 agreement identified in **Appendix F**.

8 Useful Information and Contacts

8.1 Cheshire West and Chester Council

Successful travel plans are the result of a partnership approach, they enable Cheshire West and Chester's economy to develop sustainably, benefiting the community and reducing the impact of development on local transport systems and the environment. As such it is advised that those drafting or delivering travel plans should make contact with the Council from an early stage. Please note that the Council charges for pre application advice.

Cheshire West and Chester can offer assistance with agreeing:

- Travel plan type
- Travel plan structure
- Monitoring methods and timescales
- Travel plan targets

In the first instance Contact Cheshire West & Chester Council Highways Development Control via the Planning service: Email: planning@cheshirewestandchester.gov.uk; Telephone: 0300 123 7027

8.2 Useful Resources

The following sources are useful reference points for developing and implementing a travel plan.

Creating Growth, Cutting Carbon: making sustainable local transport happen, Department for Transport, (2011).

Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Department for Transport, (2009).

Guidance on the implementation of Station Travel Plans, Association of Train Operating Companies, (2013).

Door to Door, A strategy for improving sustainable transport integration, Department for Transport, (2013).

Circular 02/2013: Strategic road network and the delivery of sustainable development

Making Residential Travel Plans Work, Department for Transport, (2005).

National Planning Policy Framework, Department for Communities and Local Government, (2012).

(<http://planningguidance.planningportal.gov.uk/>)

National Planning Policy Framework, Planning Practice Guidance, Department for Communities and Local Government (2014). (<http://planningguidance.planningportal.gov.uk/>)

PAS 500:2008 National Specification for Workplace Travel Plans, British Standards Institute, (2008).

The Effects of Smarter Choice programmes in the Sustainable Travel Towns: full report, Department for Transport, (2010).

The Essential Guide to Travel Planning, Department for Transport, (2008)

www.cheshirewestandchester.gov.uk/residents/transport_and_roads.aspx

[Cheshire West and Chester Council Transport Pages]

http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_and_college_transport/sustainable_school_travel/school_travel_plans.aspx

[Cheshire West and Chester Council School Travel Plan guidance]

www.cyclechester.com [Chester Cycle Demonstration Town]

www.itravelSMART.co.uk [Local Sustainable Transport Fund initiative]

Appendix A

STRAT 10

Transport and Accessibility

In accordance with the key priorities for transport set out in the Local Transport Plan, development and associated transport infrastructure should:

- Provide and develop reliable and efficient transport networks that support sustainable economic growth in the borough and the surrounding area
- Reduce carbon emissions from transport and take steps to adapt our transport networks to the effects of climate change
- Contribute to safer and secure transport and promote forms of transport that are beneficial to health
- Improve accessibility to jobs and key services which help support greater equality of opportunity
- Ensure that transport helps improve quality of life and enhances the local environment

In order to minimise the need for travel, proposals for new development should be located so as they are accessible to local services and facilities by a range of transport modes.

New development will be required to demonstrate that:

- Additional traffic can be accommodated safely and satisfactorily within the existing, or proposed, highway network
- Satisfactory arrangements can be made to accommodate the additional traffic before the development is brought into use
- Appropriate provision is made for access to public transport and other alternative means of transport to the car
- Measures have been incorporated to improve physical accessibility and remove barriers to mobility, especially for disabled and older people. The safety of all road users should be taken into account in the design and layout of new developments.

Opportunities to improve public transport facilities will be taken wherever possible, through improved services, interchange facilities and parking at railway stations.

Developments that would generate significant amounts of movement should be accompanied by a Transport Assessment and Travel Plan, in accordance with Council guidance

New developments will be expected to provide adequate levels of car and cycle parking in accordance with the Council's parking standards, taking account of:

- The accessibility of the development
- The type, mix and use of the development
- The availability of, and opportunities for, public transport
- Local car ownership levels

Parking provision should support the viability of town centres whilst minimising traffic congestion.

Proposals should seek to maximise use of sustainable (low carbon) modes of transport, by incorporating high quality facilities for pedestrians, cyclists and public transport and where appropriate charging points for electric vehicles.

Opportunities will be sought to extend and improve access to local footpath and cycle networks, including greenways, canal towpaths and the Public Rights of Way networks.

Proposals for new industrial and warehousing development should maximise opportunities to transport products by non-road modes of transport. Sites alongside the Manchester Ship Canal, Weaver Navigation and rail network may be particularly suitable for freight use and these opportunities should be integrated into development proposals where feasible. Existing or potential freight movement opportunities will be safeguarded from development which could preclude continued or future freight use.

Current and disused transport corridors and infrastructure, including roads, railway lines, sidings and stations, will be safeguarded from development which would preclude their future transport use.

Improvements to the Transport Network

Improvements to the transport network will be supported through schemes and strategies including the following:

- Chester Transport Strategy (Phase 1)
- Chester Bus Interchange as shown on the Policies Map
- New Bridge Road / A5117 link, Ellesmere Port as shown on the Policies Map

Appendix B

Cycle Parking Standards

Cheshire West and Chester Council have adopted car parking standards for development within the Chester City area. For elsewhere in the borough the Council adheres to revisions proposed in the North West Regional Spatial Strategy (RSS) Review in 2008 for car and cycle parking standards.

For cycle parking travel plans submitted as part of the planning application, should clearly state the number and type of cycle parking to be provided. Details should include the location of the cycle parking facilities, illustrated on plans submitted as part of the supporting documentation.

The cycle parking type and location should adhere to the preferred standards of the Highway Authority which are The London Cycling Design Standards. Within this best practice design guide recommendations are made on preferable types and locations based on the expected users and typical lengths of stay.

Car and cycle parking standards are currently under review.

Regional Spatial Strategy (RSS) Standards and the City of Chester car parking standards are replicated below. For RSS standards the area categories for which each standard applies are shown below:

Area A	City and town centres in metropolitan areas, Regional town and city centres
Area B	Non-metropolitan key service centre town centres District or local centres in metropolitan areas District or local centres in regional towns and cities.
Area C	All other areas

Class	Broad Land Use	Specific Land Use	Area Type A	Area Type B	Area Type C	Disabled Bays	Disabled Bays	Disabled Bays	Bicycles	Motorcycles
A1	Shops	Food Retail	1 space per 16 sqm	1 space per 15 sqm	1 space per 14 sqm	Up to 200 bays	Over 200 bays	4 bays plus 4% of total capacity	1 space per 140 sqm (minimum of 2 spaces)	1 space per 350 sqm (minimum of 2 spaces)
		Non-Food Retail	1 space per 22 sqm	1 space per 21 sqm	1 space per 20 sqm	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	4 bays plus 4% of total capacity	1 space per 200 sqm (minimum of 2 spaces)	1 space per 500 sqm (minimum of 2 spaces)
		Retail Warehouses	1 space per 60 sqm	1 space per 45 sqm 1 space	1 space per 40 sqm	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	4 bays plus 4% of total capacity	1 space per 200 sqm (minimum of 2 spaces)	1 space per 500 sqm (minimum of 2 spaces)
A2	Financial and Professional Services	Banks/Building societies, betting offices, estate and employment agencies, professional and financial services	1 space per 35 sqm	1 space per 32 sqm	1 space per 30 sqm	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	4 bays plus 4% of total capacity	1 space per 200 sqm (minimum of 2 spaces)	1 space per 500 sqm (minimum of 2 spaces)
A3	Restaurants and Cafes	Restaurants, Cafes/Snack Bars, fast food & drive through	1 space per 8 sqm of public floor area	1 space per 6 sqm of public floor area	1 space per 5 sqm of public floor area	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	4 bays plus 4% of total capacity	1 space per 50 sqm (minimum of 2 spaces)	1 space per 125 sqm (minimum of 2 spaces)
A4	Drinking Establishments	Public Houses/Wine Bars/Other Drinking Establishments	1 space per 8 sqm of public floor area	1 space per 6 sqm of public floor area	1 space per 5 sqm of public floor area	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	4 bays plus 4% of total capacity	1 space per 50 sqm (minimum of 2 spaces)	1 space per 125 sqm (minimum of 2 spaces)
B1	Business	Office, Business Parks, Research and Development	1 space per 40 sqm	1 space per 32 sqm	1 space per 30 sqm	Individual bays for each disabled employee plus 2 bays or 5% of total capacity whichever is greater	6 bays plus 2% of total capacity	6 bays plus 2% of total capacity	1 space per 300 sqm (minimum of 2 spaces)	1 space per 750 sqm (minimum of 2 spaces)
		Call Centres	1 space per 40 sqm (starting point for discussions)	1 space per 32 sqm (starting point for discussions)	1 space per 30 sqm (starting point for discussions)	Individual bays for each disabled employee plus 2 bays or 5% of total capacity whichever is greater	6 bays plus 2% of total capacity	6 bays plus 2% of total capacity	1 space per 300 sqm (minimum of 2 spaces)	1 space per 750 sqm (minimum of 2 spaces)
B2	General Industry	General Industry	1 space per 60 sqm	1 space per 48 sqm	1 space per 45 sqm	Individual bays for each disabled employee plus 2 bays or 5% of total capacity whichever is greater	6 bays plus 2% of total capacity	6 bays plus 2% of total capacity	1 space per 450 sqm (minimum of 2 spaces)	1 space per 1000 sqm (minimum of 2 spaces)
B8	Storage and distribution	Storage and distribution	1 space per 100 sqm	1 space per 100 sqm	1 space per 100 sqm	Individual bays for each disabled employee plus 2 bays or 5% of total capacity	6 bays plus 2% of total capacity	6 bays plus 2% of total capacity	1 space per 850 sqm (minimum of 2 spaces)	1 space per 2000 sqm (minimum of 2 spaces)

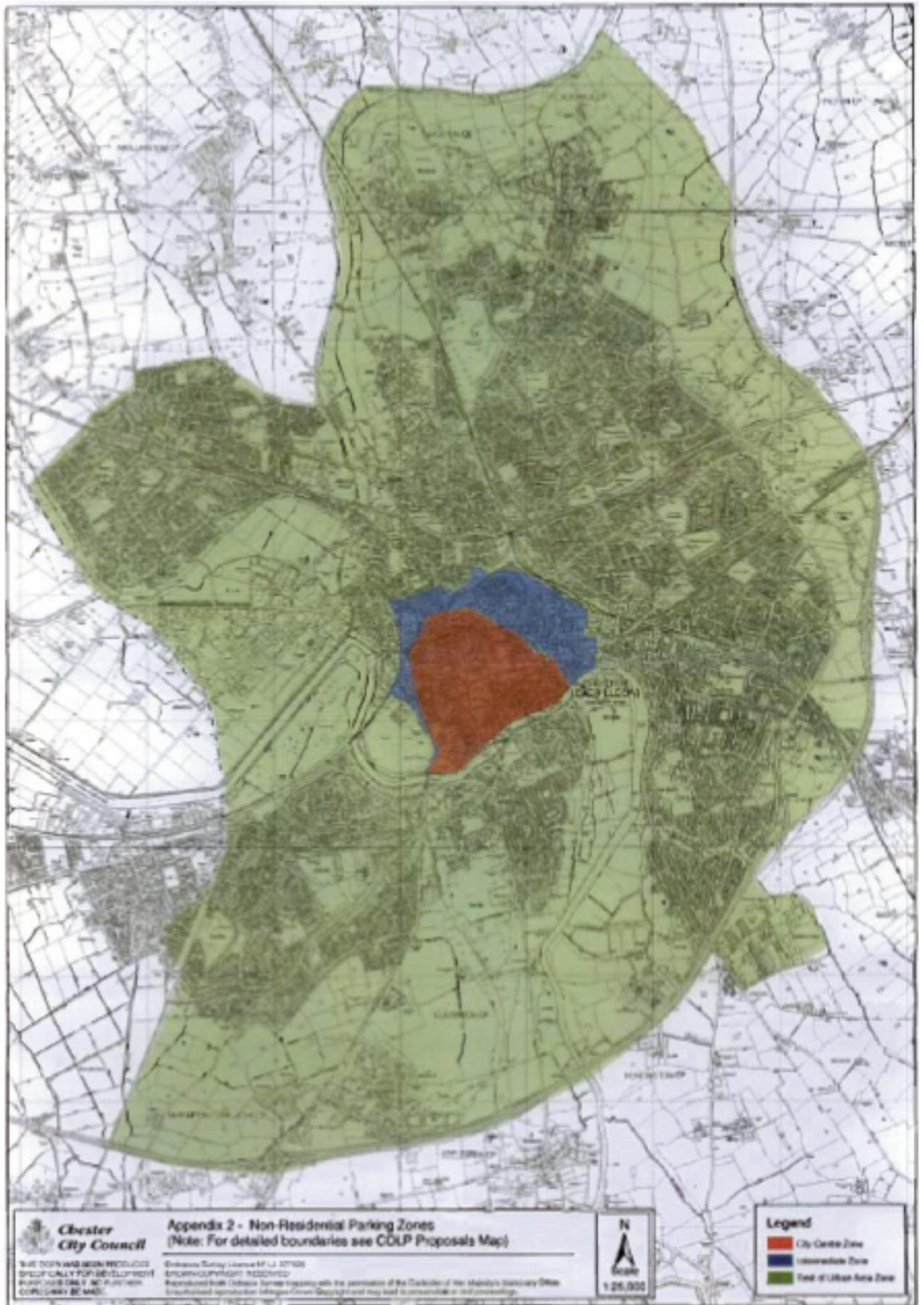
C1	Hotels	Hotels, boarding and guesthouses	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per bedroom including staff parking provision	1 space per 10 guest rooms (minimum of 2 spaces)	1 space per 25 guest rooms (minimum of 2 spaces)	
	Residential Institutions	Residential care homes/Nursing Homes	1 per 4 beds	1 per 5 beds	1 space per 40 beds (minimum of 2)	1 space per 100 beds (minimum of 2)							
C2		Sheltered accommodation	1 space 2 beds	1 space 3 beds	1 space per 20 beds (minimum of 2)	1 space per 50 beds (minimum of 2)							
		Dwelling Houses	0.5 to 1	1	1	1	1	1	1	1	1 (allocated)	1 (communal)	
C3		Dwelling Houses	1.5	2	2	2	2	2	2	2	1 (allocated)	1 (communal)	
			2	3	3	3	3	3	3	3	1 (allocated)	1 (communal)	
			1 space per 2 staff plus 3 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	2 spaces per consulting room (minimum)	1 space per 2 consulting rooms (minimum)	
D1	Non-residential institutions	Clinics and health centres (excludes hospitals)	1 space per 2 staff plus 3 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 2 staff plus 4 per consulting room	1 space per 4 staff and 1 per 200 sqm for visitors (minimum of 2)	1 space per 10 staff (minimum of 2 spaces)	
		Creches, day nurseries and day centres	1 per member of staff	1 space per 5 staff plus 1 space per 3 students.	1 space per 10 staff								
		Schools (Primary and Secondary)	1 space per classroom	2 spaces per classroom	2 spaces per classroom	2 spaces per classroom	2 spaces per classroom	2 spaces per classroom	2 spaces per classroom	Case-by-case basis	1 per 200sqm, (minimum of 2 spaces)	1 per 500sqm, (minimum of 2 spaces)	
		Art galleries, museums, libraries	1 space per 40 sqm	1 space per 25 sqm	1 space per 20 sqm	3 bays plus 4% of total capacity whichever is greater	1 per 50sqm, (minimum of 2)	1 per 125sqm, (minimum of 2)					
		Halls and places of worship	1 space per 10 sqm	1 space per 6 sqm	1 space per 5 sqm	3 bays plus 4% of total capacity whichever is greater	1 per 50sqm, (minimum of 2)	1 per 125sqm, (minimum of 2)					

					greater			spaces)	spaces)
	Higher and Further Education	1 space per 2 staff	1 space per 2 staff+1 space per 10 students	1 space per 2 staff+1 space per 15 students	Case-by-case basis	Case-by-case basis	1 space per 5 staff plus 1 space per 3 students	1 space per 12 staff plus 1 space per 10 students	
D2	Assembly and Leisure	1 per 10 seats	1 per 6 seats	1 per 5 seats	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	1 per 20 seats (minimum of 2 spaces)	1 per 50 seats (minimum of 2 spaces)	
	Cinemas, bingo and casinos, conference centres, music and concert halls				greater				
	General leisure: Dance halls (but not night clubs), swimming baths, skating rinks and gymnasiums	1 space per 25 sqm	1 space per 23 sqm	1 space per 22 sqm	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	1 per 20 seats (minimum of 2 spaces)	1 per 50 seats (minimum of 2 spaces)	
	Theatres	1 per 10 seats	1 per 6 seats	1 per 5 seats	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	1 per 20 seats (minimum of 2 spaces)	1 per 50 seats (minimum of 2 spaces)	
	Miscellaneous/ Sui Generis (examples)				greater				
	Motor car showrooms	1 space per 60 sqm internal showroom	1 space per 52 sqm internal showroom	1 space per 50 sqm internal showroom	3 bays or 6% of total capacity whichever is greater	4 bays plus 4% of total capacity	1 per 5 staff	Minimum of two spaces	
	Petrol Filling Stations	1 space per pump			1 space minimum		1 per 5 staff	Minimum of two spaces	

North West Regional Spatial Strategy Review 2008 Maximum Car Parking Standards

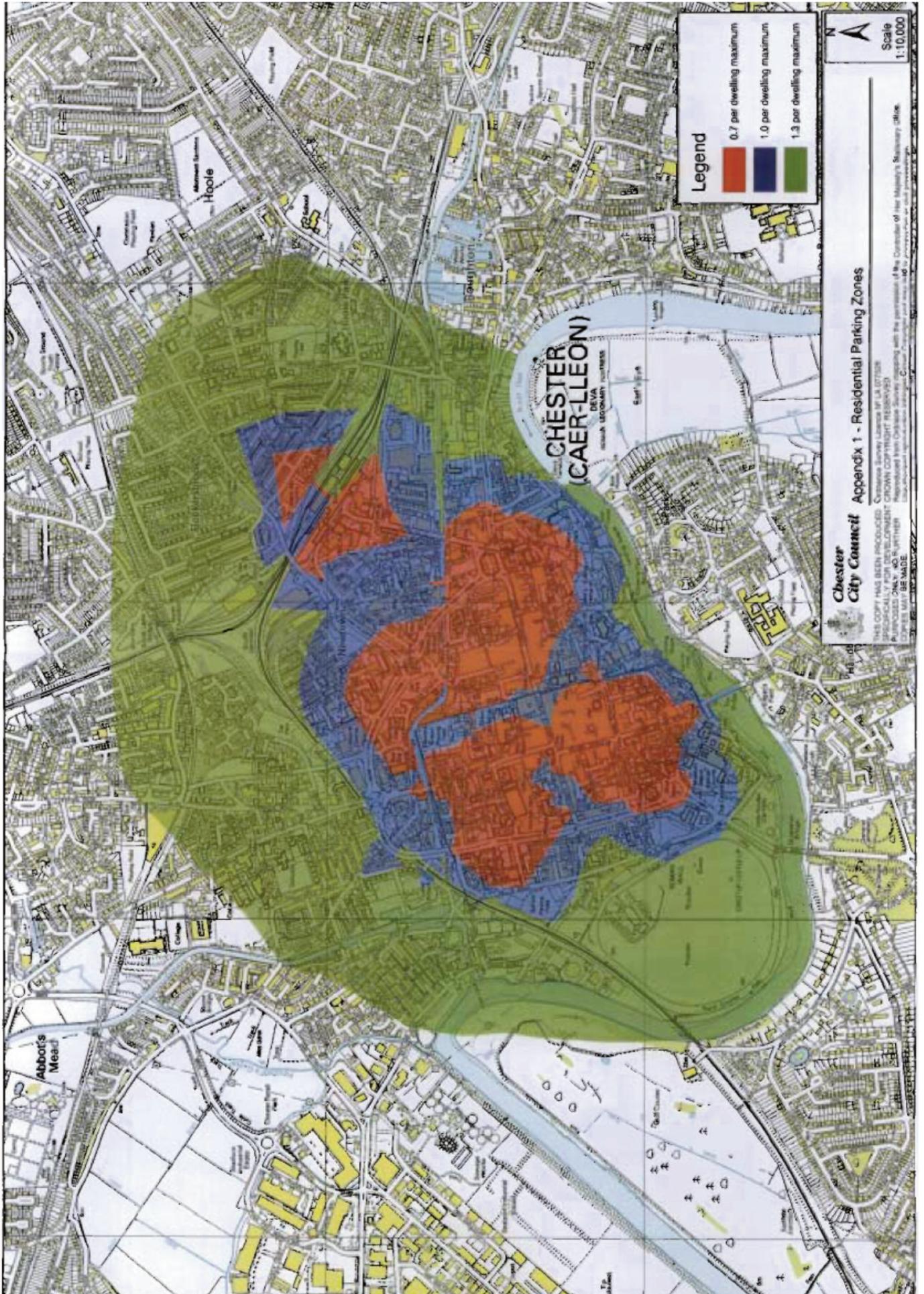
Class	City Centre	Intermediate	Rest of Urban Chester	Cycle Parking
A1 Food	1 : 90 sqm	1:13 sqm	1:13 sqm	1:112 sqm
Non-Food	1 : 150 sqm	1:22 sqm	1:22 sqm	1:188 sqm
A2	1 : 250 sqm	1:75 sqm	1:37 sqm	1:312 sqm
A3	1 : 40sqm dining floor area 1 per 75sqm dining floor area	1:6 sqm 1 per 11sqm dining floor area	1:6 sqm 1 per 11sqm dining floor area	1:50 sqm
B1 Offices stand alone and business Parks	1 : 250sqm	1:75sqm	1:37sqm	1:250 to 1:400 sqm
Light Industrial	1 : 400sqm	1:121 sqm	1:60 sqm	
B2 General Industrial	1 : 250sqm	1:250 sqm	1:75 sqm	1:250 sqm
B8 Storage and distribution	1 : 250sqm	1:250 sqm	1:45 sqm	1:250 sqm
C1 Hotels	1 : 10 bedrooms	1:3 bedrooms	1:1.5 bedrooms	1:12 bedrooms
C2 Residential Institutions	1 space per 10 staff resident 1 space per every 30 beds for clients, non-resident staff and visitors	1 space per 3 staff resident 1 space per every 9 beds	1 space per 1.5 staff resident 1 space per every 3 beds for clients, non-resident staff and visitors	1 per every 10 staff resident 1 per every 37 beds
D1 Non-residential Institutions				
Medical or health service facilities	1 per 10 staff 0.4 spaces per consulting room 1 per 10 staff	1 per 3 staff 1.3 spaces per consulting room 1 per 3 staff	1 per 2 staff 2.6 spaces per consulting room 1 per 2 staff	1 per 10 staff 0.3 spaces per consulting room 1 per 10 staff
Higher and further education	+3 in a primary school +5 in a secondary school <1200 pupils +10 in a secondary school >1200 pupils +1 per 100 sixth formers or 1 per 50 students in F.E.	+3 in a primary school +5 in a secondary school <1200 pupils +10 in a secondary school >1200 pupils +1 per 100 sixth formers or 1 per 50 students in F.E.	+3 in a primary school +5 in a secondary school <1200 pupils +10 in a secondary school >1200 pupils +1 per 100 sixth formers or 1 per 50 students in F.E.	
D2 Assembly and Leisure				
Cinemas and conference	1 space per 30 seats	1 space per 9 seats	1 space per 5 seats	1 space per 30 seats
Leisure	1 space per 220 sqm	1 space per 67 sqm	1 space per 33 sqm	1 space per 220 sqm
Stadia	1 space per 150 seats	1 space per 45 seats	1 space per 22 seats	1 space per 150 seats

City of Chester Maximum Non Residential Car Parking Standards 2003



City of Chester Maximum Residential Parking Standards 2003

Parking provision for:	Type of residential development	Location of development			
Cars		Walking distance to major public transport facilities in the City Centre			Rest if urban area
		<250m	>250m but <or = 400m	>400m but <1km	
	Individual dwellings with parking within each property	1 space per dwelling		2 spaces per dwelling	
	Groups of dwellings with communal parking	Average 0.7 spaces	Average of 1 space	Average of 1.3 spaces	Average of 1.5 spaces



Appendix C

Workplace Travel Plan – Menu of Measures

Strategy	Example of measure to be considered (as appropriate)
Site design	<ul style="list-style-type: none"> • Creation of pedestrian and cycle friendly site – with safe crossings, site speed limits, good lighting, attractive foot ways and cycle ways, pedestrian signing and good links to the wider walking and cycling network. • Integration of conveniently located bus waiting and drop off points, giving easy access to main entrances with improved waiting environments. • Visible and conveniently located cycle storage, which is secure, well lit and close to main entrance. Walkers' and cyclists' changing facilities, including showers and lockers. • Location of parking space to reduce its prominence – e.g. to the rear of buildings, priority for car sharers. • Dedicated car club/ pool car parking. Landscaped areas designed to facilitate recreational use – e.g. sitting, strolling, eating lunch. • Designated pick-up/drop-off point for taxis.
Improvements to off-site infrastructure	<ul style="list-style-type: none"> • Improvements to local walking network serving the site, including walking links to bus and rail – e.g. safer crossing points, pavement widening, better lighting, 20 mph zones. • Improvements to wider cycle network, including cycle links between the site and key destinations such as stations. • Improvements to bus and rail infrastructure on routes serving the site – e.g. introduction of bus priority.
Reducing the need to travel	<ul style="list-style-type: none"> • Choice of location to facilitate sustainable access. • Local recruitment strategy and incentives for staff to relocate closer to work. • Policy to enable regular home-working, where feasible. • Satellite office working facility. • Video-conferencing/audio-conferencing facilities and policy of encouraging their use. • On-site services for employees – e.g. café, crèche, shop. • Policy of using local suppliers.
Initiatives to support walking	<ul style="list-style-type: none"> • Promotional events and literature to encourage walking, emphasising health benefits. • Distribution of maps showing safe local walking routes. • On-site security patrols.

Strategy	Example of measure to be considered (as appropriate)
Initiatives to support cycling	<ul style="list-style-type: none"> • Promotional events and literature to encourage cycling, especially emphasising health benefits. • Distribution of route maps showing safe local cycling routes. • On-site cycle repair scheme. • Free or cut price bikes and equipment for staff. • ‘Cycle miles’ incentive scheme. • Pool bikes and cycle mileage allowance for cycling in the course of work. • Formation of a bicycle users group (BUG). • Cycle training and bike buddy scheme for those not confident about cycling.
Development of bus and rail	<ul style="list-style-type: none"> • On-site promotion of public transport with information, advice and discounts available. • New or improved services including shuttle buses to public transport hubs. • Improvements to the waiting environment. • Provision of real time information at bus stops/rail stations. • Staff discounts and special offers for bus and rail day and season tickets. • Guaranteed ride home by taxi for staff in emergency situations. • ‘Collection from station’ service for visitors. • Policy of using public transport for travel in the course of work where feasible (supplemented with taxi use where necessary).
Support for car sharing/more economical car use	<ul style="list-style-type: none"> • Car share matching service for travel to work and trips in the course of work. • Car share promotion including launch event with opportunities for finding a match. • Preferential parking for car sharers. • Additional perks, such as free car washes, for regular car sharers. • Guaranteed ride home if lift falls through due to unforeseen circumstances. • Provision of (fuel efficient) pool vehicles or membership of car club to provide vehicles for journeys in the course of work (so reducing need for car commuting). • Provision of electric vehicle charging points.

Strategy	Example of measure to be considered (as appropriate)
Parking management	<ul style="list-style-type: none"> • Limited parking allocation on site, coupled with on-street parking controls in vicinity of the site. • Needs-based parking allocation scheme, with agreed criteria. • Parking charges, with revenue ring-fenced to pay for sustainable travel measures. • Parking cash-out to provide daily payment for not bringing car on to site.
Freight and deliveries	<ul style="list-style-type: none"> • Co-operation with other site users on common purchasing and recycling policies, to reduce delivery vehicle movements.
Promotion and communications	<ul style="list-style-type: none"> • Personal travel advice offered to employees. Daily cash incentive for all sustainable travellers. • Inclusion of sustainable travel information and incentives in induction packages. • Sustainable travel directions for all visitors. • Publication of travel plan and travel information on organisation's web site. • Posters, competitions, fliers, events and road shows to promote sustainable travel options. • Promotion for specific initiatives.

Residential Travel Plan – Menu of Measures

Strategy	Example of measure to be considered (as appropriate)
Site Design	<ul style="list-style-type: none"> • Permeability of site for pedestrians and cyclists. • Highways safety measures/traffic calming/pedestrian and cycle friendly infrastructure. • Site speed limits. • Restrictions on car movements within the site. • Parking restraint or car-free site (with provision for disabled parking). • Location of parking to minimise intrusion and avoid dominance of the site. • Areas for social exchange, recreation, seating, play and biodiversity. • Cycle parking for residents and visitors. • Cycle shower and changing facilities in site workplaces (if applicable). • Requirements for bus routing considered in road design. • Bus infrastructure – e.g. bus stops, shelters, bus gates and real time information (where services will be entering the site). • Adoption of home zone principles or home zone features.
Improvements to off-site infrastructure	<p>On routes serving the site:</p> <ul style="list-style-type: none"> • Road safety improvements to highways infrastructure; • Creation and enhancement of cycling and walking links • Provision of off-site bus infrastructure/bus priority • Facilities to improve interchange (e.g. signing).
Reducing the need to travel	<ul style="list-style-type: none"> • Choice of location to facilitate sustainable access. • Provision of facilities that improve access to health, education, childcare, shopping, employment, leisure and community activities. • Broadband access and provision of home-office space in homes. • Home delivery drop-off point.
Development of bus and rail	<ul style="list-style-type: none"> • New or enhanced bus services – e.g. shuttle links to stations; existing buses re-routed or re-scheduled to meet needs of residential area. • New or enhanced rail services.
Other services to support sustainable travel	<ul style="list-style-type: none"> • Car club service established on or close to site with allocated parking bays. • Taxi service. • Cycle centre. • Residents' car share matching service.
Parking management	<ul style="list-style-type: none"> • Provision of electric vehicle charging points. • Limited allocation of on-site parking. • Separate charges for on-site parking. • Control of off-site parking (e.g. yellow lines or CPZ).

Strategy	Example of measure to be considered (as appropriate)
Promotion and communications	<ul style="list-style-type: none"> • Travel plan training for sales/marketing staff. • Induction sessions for new households and follow up visits, with personal travel advice. • Travel welcome packs with package of incentives for sustainable travel • Free/discounted use of public transport. • Free/discounted cycles and cycle equipment. • Free/discounted use of car club. • Cycling/walking maps. • Customised public transport information. • Information about access to other services and facilities. • Cycle training. • Community travel web site and notice-board. • Community travel events and forum. • Bicycle user group (BUG)/cycle buddy scheme.
Development of complementary travel plans for on-site and off-site organisations	<ul style="list-style-type: none"> • Schools • Workplaces • Leisure/ retail facilities

Appendix D

Annual Travel Plan Monitoring Charges

In the interests of securing integrity of the Travel Plan it is essential that the agreed 'outputs' and 'outcomes' of the TP are monitored. The Council is responsible for evaluating the effectiveness of all development related travel plans, and monitoring travel activity against agreed targets in approved travel plans.

The Council will secure an additional monitoring fee through the planning obligation to cover additional administrative costs associated with reviewing travel plan monitoring results over a certain size. Fees will reflect the amount of local authority officer time required to undertake evaluation of the monitoring report, assess the monitoring data and participate in consequential reviews, and discussions to agree any amendments to the travel plan in the future.

The following is provided as a guide to how monitoring fees may be calculated only. The relevant and appropriate fees will be considered on a case by case basis and subject to actual need of the development.

Monitoring Fee Calculation

Where developments are classed as Category B Small-scale Major Proposals they will be liable for a review fee of £500 per year for up to 10 years. This is calculated based on 10 hrs per annum at £50 per hour staff time. The fee rate thereafter will increase by £1 per residential unit/ per 10sqm / per employee up to £4000 depending upon the nature and complexity of the development.

This fee will be used to undertake the following:

- Work with the appointed Travel Plan Coordinator to support the delivery of the travel plan, providing advice and information.
- The fee will also support the use of 'iTrace' in the survey and monitoring process.
- When the results of the monitoring surveys are received the Council will review the travel plan survey data. Comparing the data to the travel plan targets, and looking at the survey response rates. The survey data will indicate where further measures may be required, or further marketing and promotion work required.
- Review and evaluate annual travel plan update reports submitted by development travel plan coordinators to ensure compliance with Planning obligations and travel plan targets
- Provide advice to travel plan coordinators in respect of measures, initiatives, campaigns and other opportunities that may be necessary to comply with travel plan targets and avoid enforcement action
- Maintain a live database record of development travel plan Planning activity (iTrace) including, site details, measures, actions, site audits, targets and survey results

The CIL Regulations brought into force in April 2010 require that s106 obligations comply with three key tests, now enshrined in law:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

The policy background requires that travel plans are produced for developments meeting a certain threshold number of units or gross floor area. Travel plans are by definition directly related to the development in question – no two travel plans should be the same and all successful plans are tailored to the site location and uses proposed.

The travel plan measures applied to a site will generally get more numerous / costly the larger it gets or less sustainable the location. There will be measures within that travel plan, such as Car Club, targets and sanctions that can only be secured via separate obligations within a section 106.

It is considered that securing travel plans and the measures contained via section 106 agreements within is fully compliant with NPPF, para 203-205 and the 2010 CIL regulations. It is accepted that this position would need to be reviewed on an application by application basis as no two developments are the same.

8. If your usual mode of travel was unavailable, which of these could you use for your journey to work?*Tick all that apply:*

- Car (Driver)
- Car (Passenger)
- Car share
- Bus
- Train
- Motorcycle
- Park and Ride
- Bicycle
- Walk
- Other –

Please specify

9. If you are a car driver would you be prepared to use any of the alternatives available to you?*If Yes, please tick all that apply:*

- Car Share
- Bus
- Train
- Motorcycle
- Park and Ride
- Bicycle
- Walk
- Other –

Please specify

10. If you are a car driver why would you not normally consider the alternative options available to you?*Tick all that apply:*

- Distance from work
- Cost
- Inconvenience
- Frequency of bus/train services
- Working hours
- Park and Ride
- Bicycle
- Walk
- Other –

Please specify

11. Which of the following would encourage you to walk or cycle to work for all or part of your journey?*Please tick no more than four:*

- Secure staff cycle parking
- Drying rooms, lockers and showers
- A course to practice cycling and gain confidence
- Another cyclist to show you a good route to work
- A 'try before you buy' cycling event
- Assistance with cycle purchase
- Better information about walking and cycling routes
- Another person to walk with
- A small incentive each day you walk or cycle
- Other – please specify

12. Which of the following would encourage you to use public transport or car share for all or part of your journey? Please tick no more than three:

- Readily available up-to-date bus and train timetable information
- Discounted staff travel on public transport
- A loan to cover public transport season ticket
- A car share database to help find a partner with similar work patterns
- Better information on walking routes to public transport locations
- Better quality and safer waiting facilities
- Other – please specify

13. How far would you be prepared to walk (as all or part of your journey) to work?

- Yes
- No

15. There are a number of resources that aim to give you more information about different ways to travel around the area. Please indicate whether you have heard of them and whether you have ever used them.

	Heard of?	Used?
Cheshire West and Chester Transport WebPages	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Chester Maps and Routes	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any further comments or suggestions about how we can improve your journey to work options?

Appendix F

Example of Cheshire West and Chester Section 106 clauses and Conditions

Retail Travel Plan 106 Clauses

Travel Plan Obligations

1.1 Prior to the Occupation of the Development to:

1.1.1 submit and obtain the written approval of the Council for a Travel Plan with the objective of securing:

1.1.1.1 a range of travel measures to promote and facilitate the use of sustainable modes of transport and reducing the emphasis on car use

1.1.1.2 the appointment of a Travel Plan Coordinator to manage the development and implementation of the Travel Plan measures; promote the objectives and benefits of the Travel Plan; monitor the success of the Travel Plan against the agreed targets; report the results of the Travel Plan to the Travel Plan Steering Group at the annual Travel Plan Steering Group meetings and represent the Leaseholder at their group meetings; liaise with transport stakeholders and operators as required; and act as the point of contact for staff and customers.

1.1.1.3 measures in order to promote walking and cycling to and from the Development

1.1.1.4 provision of a car share scheme through: the establishment of a car share database prior to first Occupation of the Development; the management and maintenance of the car share database, through the Travel Plan Co-ordinator; the provision of priority car parking spaces to staff who car share to work and allocation of priority spaces for customer vehicles with one or more passengers; the promotion of a car share database to all staff; and, coordination with the 'Area Car Share Scheme' once operational.

1.1.1.5 the Travel Plan Toolkit through the introduction of active car park signage within the Development to monitor traffic generation in the peak hours at the Site

1.1.1.6 a 'Travel Pack' for each member of staff employed by the Leaseholder to include: information regarding the journey to and from the Development by public transport including a map of the routes and location of bus stops, timetable information and the cost of travel and staff discounts a map showing cycle routes to regular destinations and information on the cycle facilities available information regarding the health and cost benefits of sustainable modes of travel

1.2 To:

1.2.1 implement and comply with the requirements of the Travel Plan in accordance with the action plan set out in the Travel Plan;

1.2.2 use all reasonable endeavours to achieve the targets and implement the measures as agreed with the Travel Plan Steering Group;

1.2.3 prior to the occupation of the Development establish a Travel Plan Steering Group comprising of a representative from the Council the Highways Agency the Leaseholder and including the Transport Coordinator and to provide a venue and administrative support for the operation of the Travel Plan Steering Group in accordance with the Travel Plan

1.2.4 submit to the Council an annual monitoring report produced by the Travel Plan Coordinator in accordance with Travel Plan on the anniversary of the first Occupation of the Development and thereafter annually for 9 years

1.2.5 pay to the Council prior to Occupation of the Development the sum of £XXXX being the costs to the Council in monitoring the Travel Plan and thereafter annually for 9 years from the date of first Occupation of the Development

2. Travel Plan Deposit Account

2.1 Upon Occupation of the Development to:-

2.1.1 establish the Travel Plan Deposit Account with a reputable financial institution on terms reasonably satisfactory to the Council to include inter alia in respect of the Site Travel Plan Deposit Account provision for a charge on such account in favour of and in a form reasonably acceptable to the Council and provision for approval by the Council (acting reasonably) of withdrawals from such account and to provide to the Council full details of the account prior to the opening of the Development.

2.1.2 pay the sum of £XXXXX into the Site Travel Plan Deposit Account within 14 days of the establishment of the Site Travel Plan Deposit Account and on each anniversary of the first date of payment for a further period of 9 years

2.1.3 agree with the Council through the Travel Plan Steering Group (having regard to the Travel Plan) the annual expenditure from the Travel Plan Deposit Account to be incurred to implement the Travel Plan for any calendar year in advance of the commencement of that calendar year and where necessary from time to time the annual expenditure for any calendar year shall with the approval of the Travel Plan Steering Group be amended

2.2 Not to be entitled to withdraw any money or to make any payment from the Travel Plan Deposit Account otherwise than in accordance with the terms of this Agreement

2.3 Monies withdrawn from the Travel Plan Deposit Account shall not be used for any purpose otherwise than in accordance with this Agreement

2.4 Interest earned on the Travel Plan Deposit Account shall be retained in such account and shall be used for the purposes of carrying out the Travel Plan

2.5 Any sums including interest standing to the credit of the Travel Plan Deposit Account at the end of the tenth anniversary of the date of the Development opening for trade shall be repaid to the party which originally made the payment

2.6 It is hereby agreed that if within ten years of the date of the Development opening there is a failure to implement and/or comply in any material respect with any or all of the requirements of the Travel Plan the Council shall notify the party in breach of this obligation of such failure and afford that party a reasonable time period in all the circumstances to remedy such failure AND if the party does not remedy such failure within such reasonable time period the Council may (acting reasonably):

2.6.1 take such steps as the Council determines to remedy the failures by that party to comply with the requirements of the Travel Plan and to implement the requirements of the Travel Plan; and

2.6.2 Implement such alternative measures as the Council reasonably determines to achieve the aims of the Travel Plan

2.7 The reasonable and proper costs of any such steps or measures taken consequent to paragraph 2.6 above (subject to a maximum figure equivalent to the balance of monies contained in the Travel Plan Deposit Account) shall be payable to the Council on demand from funds from the Travel Plan Deposit Account in respect of any failure to implement or comply with any or all requirements of the Travel Plan

2.8 Subject to compliance with the provisions of this Agreement and with the written approval of the Council (acting reasonably) such withdrawals from the Travel Plan Deposit Account as are agreed within any calendar year by the Travel Plan Steering Group may be made

3. Travel Plan Toolkit

3.1 Where pursuant to the operation of the Travel Plan Toolkit it is established that the average weekday and weekend peak hour traffic generation associated with the Development materially exceeds the Assessed Traffic Generation the Council shall be paid (within 28 days of the determination of any breach of the Assessed Traffic Generation threshold) the penalty rates detailed below which will be incurred each week from the date of the said breach until the operation of the Travel Plan Toolkit demonstrates that there is no further breach of the Assessed Traffic Generation provided that:

3.1.1 where the sum of the average two way weekday and average two way weekend peak hour traffic generations associated with the Development are below the Assessed Traffic Generation then no penalty will apply;

3.1.2 where the sum of the average two way weekday and average two way weekend peak hour traffic generations associated with the Development are up to 10% above the Assessed Traffic Generation no financial penalty will be incurred;

3.1.3 where the sum of the average two way weekday and average two way weekend peak hour traffic generations associated with the Development are 10-20% above the Assessed Traffic Generation a weekly financial penalty of £XXX will be incurred;

3.1.4 where the sum of the average two way weekday and average two way weekend peak hour traffic generations associated with the Development are 20-30% above the Assessed Traffic Generation a weekly financial penalty of £XXX will be incurred;

3.1.5 where the sum of the average two way weekday and average two way weekend peak hour traffic generations associated with the Development are greater than 30% above the Assessed Traffic Generation a weekly financial penalty of £XXXX will be incurred; and

3.1.6 that the full quantum of the cumulative penalty payments pursuant to the provisions of this Schedule shall not exceed a maximum limit of £XXXXXX over the 10 year period commencing from First Occupation of the Development and provided always that traffic generated associated with the Development in the weekday and weekend peak hours will be averaged over each week to provide a weekday average and weekend average peak vehicular generation and will exclude the Christmas period and other exceptionally busy periods.

Residential Development 106 clauses

Travel Plans

1. The Owners covenant:

1.1 Prior to Commencement of Development to submit an addenda to the Framework Travel Plan to the Council for approval.

1.2 The addenda to Framework Travel Plan shall update the Framework Travel Plan to include but not be limited to :

1.2.1 detail proposals for the appointment of a Travel Plan Coordinator; and maintenance of an appointed Travel Plan Co-ordinator;

1.2.2 detail a strategy for liaison by the Travel Plan Coordinator for the Development;

1.2.3 specify target outcomes including but not limited to the trip rates specified in this Schedule;

1.2.4 specify measures mechanisms and implementation of an agreed action plan for failure to deliver the approved target outcomes;

1.2.5 provision for a full travel plan to be submitted for each Phase of the Development and if known a rolling timetable of anticipated implementation of Phases; and

1.2.6 a monitoring strategy to assist in achieving the targets within the Framework Travel Plan

1.3 To carry out the Development in accordance with the Framework Travel Plan and the addenda as approved by the Council and to carry out and comply with the requirements of the Framework Travel Plan and the said approved addenda at all times.

1.4 in respect of each Phase to submit to the Council a Phase Travel Plan for that Phase of Development and not to Occupy a Dwelling on that Phase unless and until the said Phase Travel Plan submitted for that particular Phase has been approved in writing by the Council

1.5 prior to Occupation of any Dwelling within a Phase to implement and carry out the Phase Travel Plan as approved by the Council

Trip Generation for the Development

2. The Owners covenant to secure:

2.1 unless otherwise agreed with the Council the maximum 2-way weekday traffic generation for the Development onto and from

2.1.1 Shall not exceed on three occasions across a continuous three neutral month period (such neutral months as specified in "Guidance on Transport Assessment" DfT (March 2007 and to be agreed with the Council)

(i) XXX trips during the period 08:00 to 09:00 hours each day; and

(ii) XXX trips during the period 1700 to 1800 hours each day ;

2.2 a monitoring strategy in respect of trip generation is submitted to the Council for approval on or before the Occupation of XXX Dwellings such monitoring strategy to include but not be limited to the following;

2.2.1 the proposed neutral months to be used for monitoring;

2.2.2 the proposed weeks to be used for monitoring such weeks not being school holidays for the borough or bank holidays and avoiding major roadworks on the local highway network;

2.2.3 methodology of how the data will be captured;

2.2.4 how and when it will be submitted to the Council;

2.2.5 timetabling of monitoring and submission of data; and

2.2.6 the frequency by which the trip generation rates stipulated in this document have been exceeded; and the approved monitoring strategy shall be carried out at the Owner's expense;

2.3 prior to the Occupation of XXXX Dwellings and continually thereafter to implement the monitoring strategy and to submit the results of such monitoring to the Council in accordance with the programme for reporting set out in the said approved monitoring strategy; and

2.4 in the event that the results of the monitoring undertaken indicate either of the maximum traffic generation rates are likely to be exceeded (by the use of forecast projections) or are exceeded more than a frequency as may be permitted under the monitoring strategy the Owners shall prepare an addenda to the Transport Assessment to assess whether the highway network is operating or forecast to operate within acceptable levels of congestion as approved and shall submit the addenda along with proposed mitigation and remedial measures required including programme for implementation monitoring and review of the remedial measures for the approval of the Council and the Owners shall undertake such mitigation and remedial measures as approved until the trip generation figures specified are achieved, or the Council approves mitigation measures (as implemented) as being sufficient to address impacts.

3. The Owners covenant that in the event that trip generation rates exceed the rates set out repeatedly at the sole discretion of the Council or continue to be exceeded following implementation of the remedial measures they shall continue to review the remedial measures and the obligation to review the remedial measures shall include an obligation to submit further remedial measures for the approval of Council and to implement such measures as approved.

4. In the event that the monitoring of traffic generation exceeds or is forecast to exceed the levels set out above then (unless otherwise agreed with the Council) any further Reserved Matters Application shall be accompanied by the submission of an addendum Transport Assessment and recommended mitigation and remedial measures, including programme for implementation monitoring and review of the remedial measures, for the approval of the Council such remedial measures may include but not limited to:

4.1 Active traffic management – operates as a ‘smart’ network with modern sensors and software that improve the overall network efficiency to reduce levels of congestion;

4.2 Enhanced and/or refreshed Personal Travel Planning for each household;

4.3 Additional credit on electronic travelcard in combination with further promotion of existing public transport services;

4.4 Additional bus priority measures, such as use of transponders at additional junctions on the road network;

4.5 Traffic calming not being those detailed in paragraph 7 of this Tenth Schedule;

4.6 Prolonging bus service provision; and

4.7 Highway infrastructure improvements.

Condition

The Approved Travel Plan shall be implemented in accordance with the timescales specified therein, to include those parts identified as being implemented prior to occupation and following occupation, unless alternative timescales are agreed in writing with the Local Planning Authority. The Approved Travel Plan shall be monitored and reviewed in accordance with the agreed Travel Plan targets to the satisfaction of the Local Planning Authority.

Grampian Condition

"No part of the development permitted by this consent shall be occupied until a Travel Plan has been submitted to and approved in writing by the local planning authority.

The Travel Plan shall set out proposals (including a timetable) to promote travel by sustainable modes which are acceptable to the local planning authority. The Travel Plan shall be implemented in accordance with the timetable set out in that plan unless otherwise agreed in writing by the local planning authority.

Reports demonstrating progress in promoting sustainable transport measures shall be submitted annually on each anniversary of the date of the planning consent to the local planning authority for approval for a period of five years from first occupation of the development permitted by this consent."

Appendix G

Local Best Practice

Workplace Travel Planning

The original Travel Plan submitted via the planning process committed MBNA to the following:

- Delivery of car share car parks
- Internal Car share scheme
- Delivery of a shuttle service to provide access to the city centre at lunchtimes and evenings
- Financial incentives to travel by sustainable modes of transport including cycle to work scheme
- Cycle storage, locker and changing facilities

MBNA Bank of America has made a long term commitment to Travel Planning through the engagement of transport consultancy services. In 2011 the travel plan programme was re-branded and re-launched as MyCommute. Key initiatives delivered to date include:

- Dedicated travel Plan coordination team;
- Development of MyCommute brand and internal communications methods;
- Launch of MyCommute website;
- Delivery of discounted public transport ticketing initiative;
- Monthly travel information drop in sessions;
- Monthly Dr Bike (summer months) and bike frame marking; and
- Delivery of a business park wide car share scheme.

The positive impact of the Travel Plan programme and the way it has been designed to complement other internal programme e.g. MyBenefits and MyEnvironment has led to an expansion of the My Commute programme to cover all Bank of America sites in the UK and Ireland.



Retail Travel Planning

Marks and Spencer's with the development of their flagship Cheshire Oaks store entered into a legal agreement with Cheshire West and Chester Council.

The commitment was to a range of travel measures to promote and facilitate the use of sustainable modes of transport and reducing the emphasis on car use:

- The appointment of a Travel Plan Coordinator to manage the development and implementation of the Travel Plan measures;
- Liaise with the 'Cheshire Oaks Travel Plan Forum' and represent the Leaseholder at their group meetings;
- The provision of priority car parking spaces to staff;
- The promotion of a car share database to all staff;

- 'Travel Pack' for each member of staff employed
- Submission of an annual monitoring report in accordance with Travel Plan on the anniversary of the first Occupation of the Development and thereafter annually for 9 years
- Fund a bus service to the development site.
- Pay for council monitoring of the Travel plan and annually pay into a Site Travel Plan Deposit Account for a further period of 9 years



As their flagship sustainable store Marks and Spencer's have successfully implemented their Travel Plan under their sustainability programme PLAN A. They have worked closely with Cheshire West and Chester Council including undertaking regular surveys and holding promotional events for staff.

Healthcare Travel Planning

There has been a planning commitment to Travel Plan implementation at Fountains Health on Delamere Street to the north of Chester City Centre. The site consisting of four G.P. surgeries, clinics and offices for medical staff has very limited car parking and includes cycle parking and showers as part of the development. Two Travel Plan Coordinators (Practice Managers) were appointed prior to occupation of the building as development included the relocation of the four G.P. surgeries from the local area.

A Travel Briefing was delivered to staff ahead of the relocation providing information on travel options to the new site, with personalised travel plans produced where requested. A survey was also undertaken prior to occupation to understand how staff intended to travel to the new site so measures could be put in place to mitigate any issues. Within three months of occupation Fountains Health has undertaken further a staff travel survey and is in the process a developing a full Travel Plan from the initial Interim Travel Plan based on the results of the baseline survey.



Residential Travel Planning

A Travel Plan is being implemented in support of a Redrow residential development in Huntington, 4 kilometres to the south east of Chester City Centre.

A Travel Plan coordinator is in place and a welcome pack / community guide has been produced containing information about the Travel Plan and any other services provided to support sustainable travel, such as home shopping delivery and local taxi services. It provides walking and cycling information showing the location and routes to local amenities, public transport contact numbers and details of

Travel Plan incentives.

A copy of the guide is placed in every new property as well as on the website to ensure everyone is aware of the sustainable travel options available to them.



Accessing Cheshire West and Chester Council information and services

Council information is also available in Audio, Braille, Large Print or other formats. If you would like a copy in a different format, in another language or require a BSL interpreter, please email us at **equalities@cheshirewestandchester.gov.uk**

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਵੋ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براہ مہربانی ہم سے پوچھئے۔

Tel: 0300 123 8 123 **Textphone:** 18001 01606 867 670

email: equalities@cheshirewestandchester.gov.uk

web: www.cheshirewestandchester.gov.uk

Cheshire West and Chester Council

HQ

Nicholas Street, Chester

CH1 2NP

www.cheshirewestandchester.gov.uk