



Central Bedfordshire Council

**Travel Plans &
Transport Assessments - Appendices**

Revised – June 2012

APPENDICES

APPENDIX 1 – USEFUL CONTACT DETAILS

1.1 WEBSITES

Central Bedfordshire Council - www.centralbedfordshire.gov.uk

Ann Rowland, Sustainable Transport Team Leader

Tel: 0300 300 6114

Email: Ann.Rowland@centralbedfordshire.gov.uk

Central Bedfordshire Liftshare – www.centralbedsandluton.liftshare.com

Our online journey-matching service for people travelling to and from Central Bedfordshire and Luton.

iOnTravel – www.iontravel.co.uk/centralbedfordshire

Our travel plan management software for travel plan coordinators, schools and planning applicants.

The Department for Transport - www.dft.gov.uk/pgr/sustainable/travelplans

Many resources are available from the Department for Transport website, including current Government policy on travel plans and sustainable transport.

Campaign for Better Transport - www.bettertransport.org.uk

ACT Travelwise - www.acttravelwise.org/home

ACT Travelwise is a professional membership association and national network promoting best practice in travel planning, including an online forum for Travel Plan Coordinators to sharing ideas and accessing current information.

Energy Saving Trust - www.energysavingtrust.org.uk/

The Energy Saving Trust provides free consultancy advice on sustainable transport management measures (green fleet reviews) & monthly transport updates on current issues.

Inland Revenue - www.hmrc.gov.uk/green-transport/index.htm

Sustrans - www.sustrans.org.uk

Campaign for the Protection of Rural England - www.cpre.org.uk

Living Streets - www.livingstreets.org.uk

1.2 KEY PUBLICATIONS

‘Making Smarter Choices Work’

www.dft.gov.uk/pgr/sustainable/smarterchoices

‘Delivering Travel Plans through the Planning Process’ (DfT, 2009)

www.dft.gov.uk/pgr/sustainable/travelplans/tpp/goodpracticeguidelines-main.pdf

‘The Essential Guide to Travel Planning’ (DfT, 2008)

www.dft.gov.uk/pgr/sustainable/travelplans/work/essentialguide.pdf

National Planning Policy Framework

www.communities.gov.uk/publications/planningandbuilding/nppf

1.3 ADDITIONAL REFERENCE PUBLICATIONS

Workplace Travel Plans

www.dft.gov.uk/pgr/sustainable/travelplans/work

Residential Travel Plans

‘Making Residential Travel Plans Work’ (DfT, 2005)

[DfT: Making residential travel plans work](#)

School Travel Plans

Travelling to school: an action plan; Department for Education & Skills & Department for Transport, 2003 available at

www.webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/pgr/sustainable/schooltravel/travelling/

Travelling to school: A Good Practice Guide; Department for Education & Skills & Department for Transport, 2003 available at www.dft.gov.uk

A Safer Journey to School; Transport 2000 Trust, DfT & DEE, 1999:

www.webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/pgr/sustainable/schooltravel/travelling/

For the latest guidance on school travel plans go to www.education.gov.uk or view www.teachernet.gov.uk/wholeschool/STAtoolkit/stp/

Visitor travel management

Influencing visitor travel behaviour: a report for the National Trust; Matson, L; Newson, C; & Sloman, L: National Trust internal report, 2005
Tourism without Traffic: a good practice guide, Transport 2000 Trust, 2001.

Smarter Choice Programmes in the Sustainable Travel Towns

This report summarises the evaluation of the results from the 'Sustainable Travel Towns' - Darlington, Peterborough and Worcester. These towns implemented packages of 'Smarter Choice' measures which resulted in increases in cycling, walking and bus use, and decreases in car use and traffic.

www.dft.gov.uk/pgr/sustainable/smarterchoices/smarterchoiceprogrammes/

APPENDIX 2 – POLICY EXTRACTS

The following section outlines Travel Plan related policy guidance.

2.1 NATIONAL POLICY

National Planning Policy Framework - Chapter 4 Promoting Sustainable Transport.

This document states that transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. New developments should take the following into account:

- *The opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure.*
- *Safe and suitable access to the site can be achieved for all people; and*
- *Improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development.*
Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

The guidance states that new development should be located and designed where practical to:

- *Accommodate the efficient delivery of goods and supplies.*
- *Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities.*
- *Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones.*
- *Incorporate facilities for charging plug-in and other ultra-low emission vehicles.*
- *Consider the needs of people with disabilities by all modes of transport.*

The guidance states that key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.

2.2 LOCAL POLICY

Local Transport Plan 3

The Council has also developed its new Local Transport Plan – ‘My Journey’ – which sets out how we can make transport and local services more accessible, as well as the role of ‘Smarter Choices’ and Travel Plans in achieving this.

To view a copy of this, visit www.centralbedfordshire.gov.uk/transport-and-streets/policy/LTP/what-it-says.aspx

This will be the third such Plan to cover the area and was adopted in March 2011. The Plan will set out a vision and supporting objectives for the development of transport infrastructure and services in the period up until March 2026.

A series of Journey Purpose Strategies were produced which form the key structure of the Local Transport Plan, and focus upon freight, journeys to work and access to services. These are supported by a series of modal strategies which will draw out policy areas and interventions for their specific areas, which can then be applied to each of the journey purpose strategies.

These strategies in turn will then inform the development of Local Area Transport Plans. These will focus on delivering the overarching journey purpose strategies at a local level, initially for the towns of Dunstable and Houghton Regis, Leighton Linlade, Biggleswade and Sandy, and Arlesey and Stotfold.

Local Development Framework (LDF)

A new way of controlling and planning future developments was introduced in 2004. The Local Development Framework replaced Local Plans as the way development is managed as well as how our local environment and economy is protected.

The authority is currently preparing a new Development Strategy to influence development across the authority. The Development Strategy will be the main planning document for Central Bedfordshire and will set out the overarching spatial strategy and development principles for the area together with more detailed policies to help determine planning applications.

The Development Strategy will address similar issues to those in the Core Strategy and Development Management Policies in the north, but will also consider the allocation of strategic development sites.

It is anticipated that the Development Strategy will be formally adopted in 2014, and in the interim period, the Core Strategy and Development

Management Policies document will guide development in the North Area (the former Mid Bedfordshire district area). In the south, the adopted Local Plan (2004) and joint Core Strategy (endorsed for Development Management purposes) will continue to set the planning context for decisions on planning applications

APPENDIX 3 – LEGAL MECHANISMS FOR SECURING TRAVEL PLANS

3.1 NO AGREED TRAVEL PLAN

If the travel plan has not been agreed at the time of determination of the planning application:

The development shall not be occupied until a Travel Plan has been submitted to and approved in writing by the Council, such a Travel Plan to include details of:

- *Predicted travel to and from the site and targets to reduce car use.*
- *Details of existing and proposed transport links, to include links to both pedestrian, cycle and public transport networks.*
- *Measures to minimise private car use and facilitate walking, cycling and use of public transport.*
- *Timetable for implementation of measures designed to promote travel choice.*
- *Plans for monitoring and review, annually for a period of 5 years at which time the obligation will be reviewed by the Council.*
- *Details of provision of cycle parking in accordance with Council guidelines.*
- *Details of marketing and publicity for sustainable modes of transport to include site specific travel information packs, to include:*
 - *Site specific travel and transport information*
 - *Travel vouchers*
 - *Details of relevant pedestrian, cycle and public transport routes to/ from and within the site*
 - *Copies of relevant bus and rail timetables*
- *Details of the appointment of a travel plan co-ordinator.*
- *An Action Plan listing the measures to be implemented and timescales for this.*

No part of the development shall be occupied prior to implementation of those parts identified in the Travel Plan.

Those parts of the approved Travel Plan that are identified as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.

Approval of the Travel Plan is conditional upon Steps 1 to 5 on our online Travel Plan management software 'iOnTravel' being completed by the applicant prior to the commencement of the development.

Reason: To reduce reliance on the private car by promoting sustainable modes of transport including walking, cycling and public transport.

3.2 AGREED TRAVEL PLAN

If the travel plan has been agreed at the time of determination of the planning application:

The promotion of sustainable travel associated with this development needs to be implemented in accordance with the Travel Plan of xxx date.

Including the following agreed measures:

- *The appointment of a Travel Plan Coordinator*
- *Agreed targets*
- *Provision of cycle parking spaces in accordance with Council guidelines*
- *Marketing and promotion of sustainable transport choices including the provision of travel information packs, to include:*
 - *Site specific travel and transport information*
 - *Travel vouchers*
 - *Maps showing the location of shops, recreational facilities employment and educational facilities*
 - *Details of relevant pedestrian, cycle and public transport routes to/ from and within the site.*
 - *Copies of relevant bus and rail timetables together with discount vouchers for public transport and cycle purchase.*

Monitoring upon first occupation and annually thereafter for a period of five years

Financial contributions to sustainable transport networks.

Approval of the Travel Plan is also conditional upon Steps 1 to 5 being completed on our online management tool 'iOnTravel' prior to the commencement of the development, with the results reviewed on an annual basis and further recommendations for improvements submitted to and approved in writing by the Council. .

Reason: To reduce reliance on the private car by promoting sustainable modes of transport including walking, cycling and public transport.

3.3 INDICATIVE APPROACH – SPECULATIVE PROPOSALS

If the known occupier is not known then a staged approach needs to be adopted whereby the developer produces an interim travel plan prior to occupation and the obligation to provide the final travel plan is passed onto the first occupier.

“That it (the applicant) will in relation to the land include in any tenant’s lease or occupier’s licences of any part or parts of the land a covenant that the tenant or occupier will implement the travel plan for such part or parts of the land and further that it will use all reasonable endeavours to enforce such obligations against any such tenant or occupier.”

Or the owner covenants with the Council that “ a copy of the completed Section 106 agreement is annexed to any contract for sale or lease of a unit and expressly bring to the attention of any purchaser or lessee the obligations therein.”

In order that the Council is in possession of all the necessary information to ensure development monitoring with respect to the travel plan and to ensure that legal obligations are transferred to future occupiers the following form of words might be appropriate it is important that “*the developer informs the Council of the identity of purchasers and lessee’s of the development within one month of any signed contract.*”

3.4 DFT GUIDANCE

DFT guidance on securing Travel Plans (April 2009) recommends that Planning obligations are the most suitable way of securing Travel Plans. However, planning conditions can also be used for less complicated schemes and proposals.

The following case study examples of travel plans and associated infrastructure secured through the planning process are cited for reference:

(a) South Leighton Buzzard Exemplar Site – 1,556 new homes

The South Leighton Buzzard exemplar scheme offers a real opportunity to demonstrate that much higher levels of sustainable transport use can be achieved in the growth areas where additional funding is made available.

1,556 houses are planned in Southern Leighton Buzzard, where the transport measures necessary to deliver sustainable transport opportunities and deliver a modal shift of 20% are captured through the associated legal agreements.

As part of the agreement for the Exemplar project, a management board has been established by Arnold White Estates. It consists of Arnold White Estates, Leighton Linlade town council, officers from Central Bedfordshire Council, Arriva, Friends of the Earth and Stuart Michael Associates.

The group will oversee the development and implementation of the travel plan and associated measures subject to the approval of Central Bedfordshire Council.

The levels of funding as defined in the s106 agreements are shown below:

Item a	Off-site improvements to extend and improve pedestrian and cycle facilities.	£200,000
Item b	Town centre: i) stops and interchanges ii) traffic improvements ; iii) towards Billington Rd /Lake St corridor and traffic demand management	£280,000 £336,000 £200,000
Item c	Safer routes to schools	£200,000
Item d	Provision of bus services Marketing RTI at 4 key bus stops	£1,000,000 £170,000 £24,000
Item e	Improvements to Billington Rd/Grovebury Rd	£210,000
Item f	Residential travel plan	£443,000
Item g	Towards design and supervision costs on infrastructure schemes	£285,000
	Total	£3,348,000

The total funding being provided through the legal agreements for the southern Leighton Buzzard area equates to an investment of approximately £1,700 per house. Additionally, the Section 106 agreement requires the developers to provide Real Time Information in every new dwelling which then raises the investment to £2,700 per house.

The table above outlines the key investment priorities for this site a highlight of which is the new bus service – the D1 ‘Dash Direct’ service - purchased by Arriva to serve the new development and commissioned by Arnold White Estates, which was successfully launched in on 26th April 2010. In the first two months of operation, the D1 carried as many passengers who used the previous bus service in the 12 months before that.

In conclusion, the Leighton Buzzard exemplar scheme offers a real opportunity to demonstrate that much higher levels of sustainable transport can be achieved in the growth areas where additional funding is made available.

Achieving this will provide a model upon which future large scale development can draw on.

For more information on the sustainable travel opportunities available to residents of south Leighton Buzzard visit www.slb.uk.com

(b) Centre Parcs – new visitor attraction

The establishment of a Centre Parcs village at Warren Wood, Millbrook, will provide a real opportunity for Central Bedfordshire in terms of employment and leisure. As part of the application a travel plan has been secured together with planning obligations that encompass measures for sustainable transport.

The holiday village will include:

700 villas, two centre buildings incorporating swimming pool, bowling alley and restaurant (centre1) and sports hall, 75 bed hotel, aqua sauna and 12 spa apartments, retail units, conference facilities and restaurant (centre 2) outdoor sports facilities, ancillary buildings, 20 units of staff accommodation, 1400 space car park.

The planning obligations include provision for both construction and holiday village travel plans to be approved prior to implementation with associated measures including:

- The appointment of a travel plan co-ordinator, cycle parking, publicity and promotional measures, measures to facilitate access by train with a shuttle bus from Flitwick railway station and monitoring and review from one year after first occupation, annually for a period of 10 years.
- Planning contributions with regard to sustainable transport measures include sums for enhancement to the rights of way network, and transportation contributions for sustainable transportation in the Flitwick & Westoning areas including a cycle route to Flitwick, pedestrian or safety improvements in Flitwick / Westoning.
- Highway measures associated with the provision of infrastructure to facilitate vehicular access also includes the provision of a combined cycleway/footway from the development along A507 towards Ampthill.

APPENDIX 4 – TRAVEL PLAN CONTENT EXAMPLE - FURTHER DETAIL

1. SCOPE
<p>Intended coverage - ie. for a single site, multiple sites or area wide travel plan.</p> <p>Policy context – The role of Travel Plans within key national and local policy explained – as a minimum we would require the following to be consulted:</p> <ul style="list-style-type: none"> • National Planning Policy Framework (NPPF) and DFT ‘Delivering Travel Plans through the Planning Process’ (2009) • Central Bedfordshire Council’s Local Transport Plan 3 (LTP3) & ‘Guidance for Travel Plans and Transport Assessments’ (2012)
2. OBJECTIVES
<p>Motivation for producing the plan (e.g. to improve operational efficiency of the site, improve the health of staff, improve customer access)</p> <p>Objectives (e.g. % increase in public transport use, % reduction in business mileage) and targets (preferably by mode of travel).</p> <p>The key issues that the plan is designed to address (e.g. commuter journeys, business travel, trips to school, freight movements)</p>
3. SITE LOCATION AND GENERAL DESCRIPTION
<p>Location of site</p> <p>Description of organisation</p> <p>Estimated no. of staff / customers / pupils on site and freight + service movements</p> <p>Number of car parking spaces available / proposed</p> <p>Illustration of employee / pupil / customer / visitor etc catchment area using postcodes (if existing development)</p>
4. ISSUES AND PROBLEMS
<p>Accessibility assessment establishing all existing travel links to/from the site – ie. walking routes, cycling routes, public transport services and road network.</p> <p>Site audit of existing travel-related infrastructure available on site e.g. showering facilities, cycle shelters etc.</p> <p>Survey results of existing or future staff travel habits, working hours and likely employee, pupil, visitor catchment area</p> <p>Existing traffic flows on surrounding roads (may be contained in Transport Assessment)</p> <p>Existing travel characteristics of the area e.g. mode split data, etc</p> <p>Location of nearby facilities (schools, shops, employment, bus stops, rail stations)</p>
5. MEASURES - WALKING
<p>Provision of adequate lighting, safe and convenient, direct routes to from and within site</p> <p>Ensuring pedestrian routes are clearly visible and well signed with safe crossing points</p>

Consideration of pedestrian priority measures

DDA requirements (including dropped kerbs and tactile surfaces)

Provision of walking maps and promotion of health benefits

Promotional events such as “Walk to School / Work” week

Walk ‘Buddy’ Scheme

Exclude people within walking distance from obtaining parking permit (unless disabled, security considerations due to shift work etc)

MEASURES - CYCLING

Provision of suitably lit, safe and convenient direct cycle routes to, from and within site, segregated from other users where appropriate and linked to external cycle routes

Provision of conveniently-located, secure, covered, well-lit cycle parking facilities (consider installation of CCTV to cover cycle parking areas)

Showering and drying changing facilities and secure lockers

Employers sign up to the Government’s ‘Cycle to Work Scheme’ for staff purchase of bicycle and safety equipment

Display and distribution of cycle route information and provision of cycle route maps

Provision of pool bicycles for employee / pupil use

Introduction of business mileage rate for cycling at a rate to compete with car mileage rate

Introduction of Bicycle Users Group and cycling ‘Buddy’ scheme

Provision of cycle training to build confidence in new and returning cyclists as well as bike maintenance sessions (possibly with local cycle retailer)

Financial incentives for cyclists (e.g. cost of parking permit or reduced lunch cost, free bike breakfasts etc)

MEASURES - POWERED TWO WHEELERS

Dedicated, covered parking areas with security posts and possibly CCTV

Provision of lockers and drying area for wet weather gear and helmets

Incentives for users of motorbikes/mopeds (e.g. reduced cost of parking permit or reduced lunch cost, parking spaces near entrances etc)

MEASURES - PUBLIC TRANSPORT

Provision of bus stops and interchanges located near to entrances

Bus priority where practicable within internal layout or at junctions with external roads

Subsidies to provide new bus services initially (i.e. set number of years) or on-going

Facilities for taxis and private hire vehicles

Provision of information (real time information display screens where appropriate)

Display, promote and distribute up to date train, bus etc timetable information together with pedestrian routes to stops / stations

Interest-free loans for staff season tickets or discounted season tickets for staff/visitors

Provision of company bus or shuttle service.

Provision of introductory vouchers redeemable on buses/trains for discount travel

Partnership with public transport operator / contribution towards improving existing service / priority to bus access over private car within the site layout

MEASURES - MORE SUSTAINABLE CAR USE

Car parking provided in line with local authority parking strategy (maximum standards)

Off-site parking and shuttle bus

Company Car Policy (flexible benefits package, priority to more economical vehicles, review of mileage rates)

Parking controls and restrictions (e.g. needs-based permits, no parking space if live within two miles of work place, barrier entry)

Car parking charges / financial incentives for using other modes

Installation of charging points for electric vehicles where appropriate.

Parking "cash out" scheme (where employees are given a cash option instead of their parking space)

Policy for scheduled replacement of the existing fleet / pool vehicles with alternatively fuelled vehicles

Enhancing the fuel efficiency of the vehicle fleet, and favouring more economical / alternative fuel company vehicles through incentives

Set up, promote and maintain a site car sharing scheme

Promote the regional 'www.centralbedsandluton.liftshare.com' car-share website.

Dedicated parking spaces for car sharers and other financial incentives

Guaranteed "get you home" arrangement for car sharers

Pool cars for business use

Promotion of home working

Encouraging rail use for business travel

Flexible Working Hours / Compressed working week (9-day fortnight, 4-day week etc)

Investment in information technology e.g. video conferencing, home PC's, email

Investment in on-site facilities for example provision of local shop, cash point, staff restaurant, crèche, etc

Promote lunchtime shuttle to nearby town centre for shops/services

MEASURES - GOODS AND MATERIALS MOVEMENTS

Consider Break-bulk transshipment (transfer of goods from larger vehicles to a number of smaller ones for final leg of distribution)

Use of Rail and waterways for goods and materials movement. Consider emerging rail systems for smaller scale operations.

Minimise lorry movements, consider alternatives e.g. cycle deliveries for small items etc

Ensure lorries routed via primary route network (provision of signs, leaflets, web info. to suppliers)

Use of low-emissions vehicle fleets

Night time lorry bans

Home delivery services provided
Local sourcing of products
Consider Freight Quality Partnership with local authority/other businesses
MEASURES - CONSTRUCTION PHASE
Use of on-site recycling
Minimise lorry movements
Timing and routing of deliveries to avoid congested periods, etc
Ensure cleanliness of site and adjoining roads (safety of pedestrians/cyclists)
MEASURES - PROMOTION AND MANAGEMENT ISSUES
Communications Strategy noting the process by which the benefits of a Travel Plan, successes and progress against targets will be communicated internally and externally
Appoint Travel Plan co-ordinator as a priority (and supply details to local authorities)
How the plan itself and specific measures will be promoted to staff, customers etc
Demonstrate senior management backing for the Travel Plan, including allocation of sufficient resources and identification of people responsible for the plan
Financial or other incentives for compliance with targets (contained within S106)
Commitment to register to, comply with and manage the travel plan once approved using our travel plan management software 'iOnTravel'
6. TARGETS
Identify outcome targets for short, medium and long term
7. IMPLEMENTATION & TIMESCALES
Set out a timetable to implementation of measures – typically short, medium and long term
8. MONITORING AND REVIEW
Agree method of monitoring (what), timing (when) and reporting (who)
Review meetings arranged (at least annually)
Annual Monitoring Report to be submitted to Council (containing results of agreed surveys), with mode of travel data uploaded to 'iOnTravel'
Arrangements for annual Staff Travel Survey showing modal split (also used for monitoring)

APPENDIX 5 – TRAVEL PLAN CONTENT GUIDANCE

Travel Plan Components	Detailed Travel Plan	Workplace Travel Plan	School Travel Plan	Zonal Travel Plan	Residential Travel Plan	Construction Management Plan
Introduction and Background information about the organisation/site	✓	✓	✓	✓	✓	✓
Outline of current travel/transport problems	✓	✓	✓	✓		✓
Detail any legal obligations or planning conditions tied to the Travel Plan	✓				✓	
Explanation of the role of the Travel Plan Co-ordinator	✓	✓	✓	✓	✓	
Explanation of the role and the need for a Travel Plan Management group	✓	✓		✓		
Details of other organisations joined into the Travel Plan through a zonal approach			✓	✓		
Travel survey results and analysis	✓	✓	✓	✓		

Set modal shift targets and demonstrate the percentage split in modes of transport	✓	✓	✓	✓	✓	
Full Travel Plan measures for implementation in both the long and short term	✓	✓	✓	✓	✓	
Details of the marketing and advertising strategy over 3-5 years	✓	✓	✓	✓	✓	
Clear monitoring and review timetable	✓	✓	✓	✓	✓	
Timescale for the implementation of Travel Plan measures	✓	✓				
Assessment of level of construction traffic						✓
Assessment of access routes to/from site	✓	✓			✓	✓
Outline strategy for managing visitors/contractors	✓	✓	✓		✓	✓

The above table should be used in conjunction with the Travel Plan Framework document. It demonstrates those elements of a Travel Plan that should be included in each type of Travel Plan document.

APPENDIX 6

SCHEDULE OF MEASURES FOR SUSTAINABLE TRANSPORT - RESIDENTIAL

Residential Travel Plan - new development.

The travel plan will be in place prior to first occupation in order to ensure the implementation of measures prior to development commencing.

Revisions to the travel plan will take place at regular intervals including within 9 months of the occupation of the first dwelling and at yearly intervals for the life of the travel plan (full occupation).

Travel Plan measures will include:

- The appointment of a travel plan coordinator prior to first occupation.
- The establishment of a travel plan management group consisting of the travel plan co-ordinator, representatives of the local authority, the Highways Agency and the local bus operators as appropriate to oversee the development and implementation of the travel plan.
- Creation and maintenance of branded site specific travel plan website including car share private domain open to residents of the development, linking into national lift share database.
- Travel Information 'welcome pack' issued to each household upon occupation to include site specific travel and transport information for all forms of transport.
- Induction training and on going mentoring of sales and marketing staff in personalised journey planning techniques to ensuring travel choice is well communicate at an early stage in the sales process. This service will also apply to any participating housing associations and social housing providers.
- Information Board provision.
- Personalised journey planning techniques ensuring "travel choice" for occupiers.
- Management of the travel plan including monitoring of the success of all initiatives and introducing improvements/alterations during the "live" process including annual household survey/personal interview and analysis reporting.
- Negotiation of commercial discounts with public transport providers (e.g. season tickets), car club operators (e.g. joining and annual fees), taxi hire companies (e.g. percentage discount), cycle shops (e.g. cycle and safety equipment purchase) etc. In addition, targeted "taster" offers for use of bus services and cycle training etc as appropriate to new residents.
- Facilitation and development of an on-site car club, if appropriate, in partnership with a relevant local community organisation. Pump-priming of the initial set-up may be required but there may already be a viable "critical mass" of residents in any existing housing areas in which to develop a car club.
- Support for any new schools on the site in travel plan development and ongoing school travel initiatives.

- Public transport measures including the provision of bus stops with real time information, the facilitation of real time information in dwellings and provision in community facilities or local shops.

Targets

Targets will be set upon agreement with the highway authority in order to monitor the success of the travel plan and will be based upon the trip generation rates contained within the Travel Assessment. A target trip rate reduction of at least 20% per household is anticipated.

Physical Measures

- Cross site and direct pedestrian and cycle links with good quality links to existing local networks
- Links to and improvements to existing leisure and school routes.
- Physical bus routes
- Secure cycle parking for residents and other centres of activity such as health centre/employment/community facilities and schools.
- Automatic traffic counters to monitor cycle usage and travel by other modes.
- Highway improvements that facilitate sustainable travel and give alternative modes priority.

DETAIL OF THE TRAVEL PLAN MEASURES

Travel Plan Website/car share

A well managed and user-friendly bespoke website is also a fundamental element in the success of the Travel Plan linking to housing developer's own website if appropriate so that prospective purchasers are immediately aware of the Travel Plan.

The site would be set up immediately on consent of planning and would work in partnership with the District and County Councils to provide information on sustainable transport initiatives in and around the area. The information provide should include details of measures to promote all sustainable modes, links to the car share scheme and details of the car club together with other Incentives provided through the travel plan.

The website would be maintained by the developer during the construction stage, and then handed over to the Travel Plan coordinator and the Management group for ongoing maintenance.

Residents Travel Plan Welcome Pack and Information Board Provision

Marketing literature and a comprehensive Resident's Travel Information Pack; should form part of the up-front Sales and Marketing of the site through to the occupation stage. Initially as part of the marketing exercise, prospective purchasers will be provided with information about the development's sustainable transport aims through a brochure available at the marketing suite. Information will include:

- Details of local shops, services, entertainments and community facilities in the area, with a map showing distances and safe pedestrian and cycle routes

- Information about bus, coach, train, taxi and community transport services
- Local employers operating travel plans
- Local schools operating travel plans

On occupation of the development, residents will be given a more detailed package explaining the Travel Plan's objectives and including specific information about the alternative methods of transport available. This will include:

- Details of the Car Club and car share databases
- Details of the Web site
- Bus, coach and train timetables
- Further information about local shops and supermarkets, including details of those offering Internet/telephone ordering (including introductory discounts where possible). The folder will also contain vouchers, which can be used to help purchase travel items or services. Examples include
- Bicycle purchase from local shops, including modifications for disabled residents
- Car Club Membership
- Bus/coach season tickets
- Rail season tickets
- Taxi discounts
- Broadband connection
- Negotiation of commercial discounts from rail/bus operators, taxi providers and cycle/motorcycle shops.
- Providing vouchers for sustainable travel across a wide range of modes.

Travel Plan Co-ordinator/Management covering personalised journey techniques ensuring 'travel choice'

The Travel Plan Coordinator should take responsibility for monitoring and managing the performance of the Travel Plan on an annual basis against the set targets. This role should be one performed by the developer but it is expected that the travel plan co-ordinator will report to a travel plan management group which will be made up of a cross section of residents, local authority officers, Local Community Organisations and public transport operators.

The travel plan co-ordinator in partnership with the management group should ensure an accurate and detailed review of individual measures, followed by an evaluation of the effectiveness of the plan and the identification of any changes if necessary identified through the ongoing monitoring.

The travel plan co-ordinator will ensure that for the affordable housing element of the development, the individual Housing Associations will promote the Travel Plan to prospective tenants before they move in and this will form part of the housing allocation process to capture potential residents as early as possible in the process.

On-site car club

The developer will initiate a detailed tender process to select the provider and operator of the proposed Car Club, to ensure that it best meets the lifestyle and requirements of future residents. The successful operator will provide a number (dependent on the initial uptake of Car Club Members) of low emission cars available to members via a booking system.

Improved/enhanced bus services:

Public transport in place from first occupation.

All new dwellings should be within 400 metres of a bus stop, and bus stops should have raised kerbs and shelters to facilitate disabled access and provide real time information such that:

- All bus stops have high kerb/level access arrangements for wheelchair/buggy stepless entry/exit to buses
- All bus stops to have a shelter with seats, lighting and information display
- All bus stops to have approaches suitable for DDA access, lighting and approach signposting
- All bus stops to have Bus Stop Clearway orders
- Key bus stops to have RTPI displays
- All signalised junctions to bus-identifying loops in approach roads and bus-priority software.
- Buses to be fitted with Tags to communicate with signals system
- Consider need for bus-only sections of road
- All bus stops to have nearby signage encouraging motorists to give way to buses

As the development begins to be occupied bus services may only run at 20 minute frequencies in the peak periods and 30 minutes off peak, however it is expected that final frequencies will be 15 minute intervals in the peak and 20 minutes off peak. Services should commence and finish at times that meet the needs of individual developments and other interconnecting public services such as mainline rail services or other commuter services but typically from 6.00am to 9.00pm weekdays with reduced frequencies on Saturdays and Sunday.

Homes and community facilities to have provision for real time information either as stand alone screens or high speed internet connections that facilitate excellent quality internet access.

- Each and every dwelling shall be provided with broadband and internal connectivity.
- Each and every dwelling shall have provision for a device that facilitates the display of local real time bus services, local rail services, and local news and weather information.
- Each and every public access building (school, health centre, community centre, and retail establishment) shall be provided with broadband internal connectivity.

- Each shall be provided with a 32" display in the foyer or entry area configured for the display of local real time bus services.
 - The developer shall provide a TCP/IP enabled network connection for each display.
 - The developer shall maintain the 32" display for a period of two years from date of installation.
- No premises (residential, public, or commercial) shall be occupied until said fixed infrastructure has been installed to provide local real time bus information to a specification submitted to and approved by the Council before commencement of the Development.

Monitoring Schedule

The following data will be required in order to effectively monitor the traffic impact of the development during construction and throughout occupation and to inform the travel plan. The need for traffic count data away from the site after a limited timescale will be determined by the effectiveness of other mechanisms for monitoring.

- Traffic counts prior to any construction to establish base line position.
- Traffic counts during construction at key stages as determined by the phases of construction as outlined in the construction travel plan.
- Traffic counts upon occupation and at annual intervals to inform travel plan reviews.
- Household surveys as part of the programme for review of the travel plan and its targets.
- Reporting on personalised journey planning.
- Bus occupation.
- Uptake of travel plan measures such as car club membership, number of registered car sharers, and uptake of travel plan vouchers.

Data from both manual classified and automatic counters will be required in order to inform key targets for modal shift.

Locations of appropriate traffic counts will be determined in agreement with the highway authority and it will be appropriate that permanent loop sites are established in order to ensure data collection has a consistent base.

Reporting mechanisms will form part of an agreed pattern of travel plan monitoring and review.

Linking into existing workplace and school travel initiatives

Workplace Travel Plans

Once the Travel Plan Steering Group becomes established in its own right, the Travel Plan Coordinator aided by Central Bedfordshire Council, might look to establish or support any **Travel Forum** in the area in order to promote workplace travel planning. This will involve working in partnership with employers located in and around the area. Working together with employers locally will provide benefits,

particularly when critical mass is important in achieving viability of measures such as negotiating with local bus operators on service levels and routing issues.

School Travel Plans

For developments providing new schools and therefore increasing accessibility to education the opportunity is to further reduce trips for the school run. The Travel Plan Coordinator will promote “walking” and “cycling” buddy schemes to the school and to other local schools outside of the development in partnership with Central Bedfordshire Council's School Travel Advisor.

A Safer Routes to School Map will also be developed as part of the Travel Plan to identify walking and cycling routes that are well lit, direct and have safe crossing points from the development to local schools. Schools will also be encouraged to feature the Travel Plan in prospectuses and any promotional material for the school.

Through the Residents Information Pack, residents moving onto the site will be made aware of, as part of their decision-making process, the businesses and schools that have Travel Plans in place. This will help in any decision regarding accessibility of the site in relation to for example, a nearby school through offering the parents a choice of how their children will travel to school.

Broadband Connectivity and Provision of Real Time Bus Information in new developments in central Bedfordshire

The developer shall ensure that:

Each and every dwelling shall be provided with broadband and internal connectivity. Each and every dwelling shall have provide for a device that facilitates the display of local real time bus services, local rail services, and local news and weather information.

Each and every public access building (school, health centre, community centre, and retail establishment) shall be provided with broadband internal connectivity. Each shall be provided with a 32” display in the foyer or entry area configured for the display of local real time bus services.

The developer shall provide a TCP/IP enabled network connection for each display.

The developer shall maintain the 32” display for a period of two years from date of installation.

No premises (residential, public, or commercial) shall be occupied until said fixed infrastructure has been installed to provide local real time bus information to a specification submitted to and approved by the Council before commencement of the Development.

APPENDIX 7 – EXAMPLE RESIDENT SURVEY

1. What is your full home Postcode?

.....

2. What is your Gender?

Male
Female

3. Please tick the Age Group, which you fit into.

Under 25
25 – 34
35 – 44
45 – 54
55 plus

4. How many miles do you travel from home on an average day?

Less than 1 mile
Over 1 and up to 2 miles
Over 2 and up to 4 miles
Over 4 and up to 10 miles
Over 10 and up to 20 miles
Over 20 miles

5. Please indicate if you own a car.

Yes
No

6. Please indicate if you own a bicycle.

Yes
No

7. What is your regular mode of travel from your home?

Car, on your own
Car, with others
Bus
Bicycle
On Foot
Train
Motorbike

8. How long does the most common trip take you?

0-10 minutes
11-20 minutes
21-30 minutes
31-45 minutes
Over 45 minutes

9. What other modes of transport do you occasionally use to travel from your home?

--

Car, on your own
 Car, with others
 Bus
 Bicycle
 On Foot
 Train
 Motorbike
 Other
 None

10. If your main mode of transport is a car, what are your main reasons for using a car?

A car is essential to do my job
 Dropping off / collecting children
 Giving a lift
 Health problems
 Lack of an alternative
 Convenience
 Other (please specify).....

11. If you mainly travel by car on your own and you got up and found that your car wouldn't start, how would you go about your business for the day? **Please tick one**

I wouldn't go/ I'd phone up and book the day off
 I'd work from home
 I 'd call a breakdown company and go to work later
 I'd ride my motorcycle/scooter
 I'd ask a friend/relative to give me a lift
 I'd cycle
 I'd ask a work colleague to give me a lift
 I'd walk
 I'd use another car
 I'd use public transport
 I'd take a taxi
 Other (please state)

12. Which of the following facilities would encourage you to use public transport? (please tick up to three)

More frequent bus services
 More frequent bus stop
 Increased public transport information at work/home
 More direct bus routes
 Higher quality bus shelters
 Nothing

13. Which of the following facilities would encourage you to cycle as a form of transport more often? (please tick up to three)

Safe routes from home to work
 Other people to cycle with
 Secure cycle parking
 Repair facilities provided by the developer
 Interest free loans for cycle purchase
 Discounts on cycle equipment
 Nothing

--

14. Which of the following facilities would encourage you to walk as a form of transport more often? (please tick up to three)

Information on safe routes from home to work
 Information on health benefits of walking
 The provision of personal attack alarms
 Other people to walk with
 Nothing

15. Would you be prepared to car share? Yes
No

18. What facilities would be more likely to make you car share?

A financial incentive
 Help to find a suitable car share partner, i.e. Car Share Database
 A Guaranteed Lift Home, if the driver is unavailable
 Preferential Car Parking Spaces and adequate monitoring of them
 More information on the savings that I can make
 Nothing

APPENDIX 8 – EXAMPLE WORKPLACE TRAVEL SURVEY

General information

1. Home postcode

2. Usual place of work (building and site)

.....
.....
.....
.....

3. Do you have a disability which affects your travel arrangements?

- ☐ Yes
- ☐ No

4. What time do you usually arrive at work?

- ☐ 7.00 – 7.30 am
- ☐ 7.30 – 8.00 am
- ☐ 8.00 – 8.30 am
- ☐ 8.30 – 9.00 am
- ☐ 9.00 – 9.30 am
- ☐ 10.00 – 10.30am
- ☐ Other (please specify)

.....

5. What time do you usually leave for home?

- ☐ 3.00 – 3.30 pm
- ☐ 3.30 – 4.00 pm
- ☐ 4.00 – 4.30 pm
- ☐ 4.30 – 5.00 pm
- ☐ 5.00 - 5.30 pm
- ☐ 5.30 – 6.00 pm
- ☐ 6.00 – 6.30 pm
- ☐ 6.30 – 7.00 pm
- ☐ 7.00 – 7.30 pm

Other (please specify)

.....

6. Do you work:

- ☐ Part time
- ☐ Full time

Other (please specify)

.....

General travel information

7a How do you usually travel to work?

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

7b Why do you choose to travel in this way?
(tick all that apply)

- ☐ Convenience
- ☐ Cost
- ☐ Health reasons
- ☐ Alternative not available
- ☐ Need to for work purposes
- ☐ Other (please specify).....

.....

8. Do you ever use a different mode of transport?

- ☐ Yes
- ☐ No

If yes, how

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

9. How would you *prefer* to travel to work?
(please tick only one)

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

10. Do you ever work from home?

- ☐ Yes
- ☐ No

11. If so, how often?

- ☐ more than once a week
- ☐ Once a week
- ☐ Once a fortnight
- ☐ Once a month
- ☐ Occasionally

12. How far do you travel to work?

- ☐ Less than one mile
- ☐ 1 – 2 miles
- ☐ 2 – 5 miles
- ☐ 6 – 10 miles
- ☐ 11 – 25 miles
- ☐ 26 miles or more

Please specify.....

.....

13. How long does your journey generally take you?

- ☐ Less than 15 minutes
- ☐ 16 – 30 minutes
- ☐ 30 – 45 minutes
- ☐ 45 – 60 minutes
- ☐ Over an hour

14. Are you aware that this Organisation has a Travel Plan?

- ☐ Yes
- ☐ No

Car Driving specific information

If you do not regularly drive to work, please go directly to Question 21

15. How would you get to work if your car broke down or it was being serviced?

- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Other (please specify).....

.....

16. What are your main reasons for driving to work (tick no more than 3)?

- ☐ Drop/collect a child off at school on the way
- ☐ Need car for other activities after work eg shopping, gym
- ☐ Distance from home too great to walk or cycle
- ☐ Need the car for work during the day
- ☐ No one to car share with
- ☐ No public transport or it would take too long
- ☐ Personal safety
- ☐ Car needed because of health (eg physical disability)
- ☐ Cheaper than public transport
- ☐ More reliable than public transport
- ☐ Other (please specify):

17. Would you be prepared to car share?

- ☐ Yes
- ☐ No
- ☐ Already do

18. Are you prepared to pay for parking?

- ☐ Yes
- ☐ No

If yes, how much?per day

19. On average how often do you use your car alone for work purposes?

- ☐ Less than once a month
- ☐ One day per week or less
- ☐ At least 2 days per week
- ☐ At least 4 days per week

20. How many miles for work purposes do you travel on average per month?

.....miles

21. Do you use any other transport for work travel?

- ☐ Passenger in car/van or car sharing
- ☐ Taxi
- ☐ Train
- ☐ Bus
- ☐ Pool vehicle
- ☐ Bicycle
- ☐ Motor cycle
- ☐ Other, (please specify).....

Other travel ideas

22. Below is a list of other possible ideas that could be implemented in your workplace to reduce the number of journeys made commuting to and from work, and for work during the day.

Please tick one box in each row to indicate how useful you find each idea.

	Very Useful	Fairly Useful	Not very Useful	Not at all Useful
Car Share Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexitime (one day off per month for over time hours worked).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condensed working hours (such as 9 day fortnight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teleworking/teleconferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternatives to company car (such as cash)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease or loan system for bicycles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheaper bicycles (company discount)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of taxi to train station (for business journeys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease or loan to convert car to alternative fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car parking charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company pool cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discounted bus/train travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra holidays for those not driving to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle stands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle and pedestrian paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash incentive to renounce your parking permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalised journey planners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you think personalised journey planners would be very or fairly useful and would like to receive information, please enter your contact details below.

Name

.....

.....

Address

.....

.....

.....

.....

.....

Other incentives (please specify)

.....

.....

.....

.....

.....

.....

.....

Other comments, suggestions and ideas:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

APPENDIX 9 – EXAMPLE DOOR-TO-DOOR TRAVEL SURVEY

1. How many residents live in the household?

1 ☐

2 ☐

3 ☐

4 ☐

5 ☐

6 ☐

2. Have you or any other occupants used the current bus service before?

Yes, regularly ☐

Yes, occasionally ☐

No ☐

3. If yes, for what purpose did you travel?

Work ☐

Social/Leisure ☐

Shopping ☐

Other ☐

4. Are you aware of the bus service operating times?

Yes ☐

No ☐

5. Are there any improvements you would like to see made to the bus service?

Yes ☐

No ☐

If Yes, What?

6. If you have not used the service before, what would attract you to use it?

More frequent service ☐

Improved routes ☐

Cheaper Fares ☐

Service more reliable ☐

Information/route map ☐

Faster service ☐

Later services in the evening ☐

Pushchair access ☐

Earlier services in the morning ☐

Service to better meet train times ☐

7. What is your primary mode of transport?

Car (Driver) ☐

Train ☐

Car (Share) ☐

Motorbike ☐

Cycle ☐

Bus ☐

Walk ☐

Other ☐

8. What time do you usually leave your residence in the morning?

Before 7.00 ☐

9.01 – 9.30 ☐

7.00 – 8.00 ☐

9.31 – 10.00 ☐

8.01 – 8.30 ☐

After 10.00 ☐

8.31 – 9.00 ☐

9. Where is your destination?

10. Do you think that you would use a car club should one be set up?

Yes ☐

No ☐

1. Are there any further points you would like to raise?

APPENDIX 10 – EXAMPLE SCHOOL TRAVEL SURVEY

School Travel Survey

Parent/Pupil Questionnaire

Q1

Postcode: _____

Q2

Year

Group/Class: _____

Q3 How do you/your child normally travel to the current school site for the greatest part of the journey?

a. To School

Walk ☐ Bicycle ☐ Bus ☐ Car ☐ Car Share* ☐ Other ☐

b. From School

Walk ☐ Bicycle ☐ Bus ☐ Car ☐ Car Share* ☐ Other ☐

*Car share is defined as 'travel in a car with a child/children from another household'.

Q4 How far away do you live from the current school site?

Less than $\frac{1}{2}$ a mile ☐ $\frac{1}{2}$ to 1 mile ☐ 1 to 2 miles ☐

2 to 3 miles ☐ Over 3 miles ☐

Q5 In your opinion, how safe is your route to school?

Safe ☐ Fairly safe ☐ Unsafe ☐ Dangerous ☐ No view ☐

Q6 If you think there are dangerous places on the route to school, please write them here.

Q7 How long do you think it would take you to travel to the current school site by the following modes?

Walk		minutes
Bicycle		minutes
Bus		minutes
Car		minutes
Car Share		minutes

Q8 What would encourage you/your child to walk or cycle to school?

Crossings	<input type="checkbox"/>	Slower traffic speeds	<input type="checkbox"/>	Parking restrictions near school gate	<input type="checkbox"/>
Off-road cycle route	<input type="checkbox"/>	Secure cycle parking	<input type="checkbox"/>	Less to carry	<input type="checkbox"/>
Cycle training	<input type="checkbox"/>	Area to wait when raining	<input type="checkbox"/>	More road safety education	<input type="checkbox"/>
other (please specify)	<input type="checkbox"/>				

Q9 If you travel to school by car, is the journey to school usually:

A journey specially to take children to school?	<input type="checkbox"/>	Part of a car share arrangement?	<input type="checkbox"/>
A combined journey to work?	<input type="checkbox"/>	A combined journey to another school?	<input type="checkbox"/>
A combined journey elsewhere? (please specify?)	<input type="checkbox"/>		

Q10 Do you have any other comments about the journey to school?

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of enabling XXXXXXXXXXXX School to plan a series of measures to improve and make safer journeys by walking, cycling and public transport. The information collected may be disclosed to the school, officers and members of The Council, Parish councils and other agencies such as Bedfordshire Police who might be involved in the planning and consultation process. Summarised information from the forms may be used for public exhibitions, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

School Travel Survey

Form Tutor Survey

Please complete for each class by a show of hands

Name of School.....

Type of school: Lower..... ☐ Middle..... ☐ Upper..... ☐
 (please tick)

Q1. Date of survey

Q2. Class name **Year group**

Q3. Number of pupils present **Number of pupils absent**

Q4. How did pupils travel *to school* today, for the main part of their journey?
 (please fill in numbers for each mode)

walk	<input type="text"/> <input type="text"/>	bike	<input type="text"/> <input type="text"/>
school bus	<input type="text"/> <input type="text"/>	other bus	<input type="text"/> <input type="text"/>
car	<input type="text"/> <input type="text"/>	car share	<input type="text"/> <input type="text"/>
motorbike/moped	<input type="text"/> <input type="text"/>	train	<input type="text"/> <input type="text"/>
other	<input type="text"/> <input type="text"/>		

Q5. How will pupils travel home *from school* today, for the main part of their journey?
 (please fill in numbers for each mode)

walk	<input type="text"/> <input type="text"/>	bike	<input type="text"/> <input type="text"/>
school bus	<input type="text"/> <input type="text"/>	other bus	<input type="text"/> <input type="text"/>
car	<input type="text"/> <input type="text"/>	car share	<input type="text"/> <input type="text"/>
motorbike/moped	<input type="text"/> <input type="text"/>	train	<input type="text"/> <input type="text"/>
other	<input type="text"/> <input type="text"/>		

APPENDIX 11 – SCHOOL TRAVEL PLAN QUALITY ASSURANCE

Supporting Evidence Overview

1. Description of the location, size and type of school“ Tell us about your school”

- Type – primary/secondary/independent /Voluntary Aided etc.
- Age range & number of pupils
- This must include the number of SEN pupils with a statement of need; with a transport element to the statement and a general comment about what impact this may have on travel
- Written description of the locality of the school which sets the context for a third party
- Opening times – pre- & after-school clubs / extended schools
- Transport links – Details of key walking routes, cycle routes, bus services and times and railway stations serving the school
- DfE Unique School Reference Number (XXX/YYYY)
- Location map and site plan
- Extended/ community use of site
- Photographs
- Facilities (e.g. existing cycle parking, lockers)
- Postcode plots
- Details of school catchment area
- No. of parking spaces for staff/visitors
- Current involvement of school in school travel activities and education
- Indication of sign up to other related initiatives e.g. Healthy Schools, Eco schools, sustainable schools.
- Details outlining travel needs of other services on the school site (e.g. Extended Schools/Children’s Centre, Pre-School, Nursery)
- Details of the planning condition it satisfies

2. Description of the travel/ transport problems/ issues faced by a school/ cluster of schools “These are the reasons why we are doing a STP and the problems we would like to address”

- This is a written description of the particular travel issues/ problems at the school and can be in text or bullet format. It should be clear how these problems have been identified and when.
- Journeys made during the school day
- Travel needs of other users e.g. staff, community etc if relevant
- Future development likely to increase traffic levels or influence travel patterns
- Mission statement or letter of recommendation stating what the STP is designed to achieve
- Existing policies to ensure good behaviour on public transport, cycling policies etc. should be referenced here.

- Travel between school sites could also be considered
- Arrangements in place to deal with incidents of bullying on the journey to/from school

3. Survey results:

How children currently travel to/ from school How they would prefer to travel to/ from school

“These are the facts on how pupils currently travel and would like to travel to school.”

“This will help us set our objectives and targets for the travel plan”

- Date survey undertaken including month and year
- Survey of how all pupils 'usually travel to school' and 'prefer to travel to school'. Report data as numbers, as well as percentages (so that year on year comparisons can be made). Data from the School Census should be used for the baseline on how pupils usually travel to school, where available. If pupil numbers are high and it is not feasible to survey all pupils, a * representative sample should then be surveyed.

*In order to measure change over time selected on the same basis each year. Survey data should include key sections of all the school community including sixth form and nursery pupils if present. Report numbers surveyed as well as numbers responded. Survey data should be recent, preferably current school year, but no more than 18 months old.

As school travel patterns may be influenced by age, socio-economic group and SEN, these factors should be taken into account when selecting the sample. One option might be to survey a minimum of one class in each year, provided the allocation of pupils to different classes is not related to factors such as socioeconomic group. Alternatively, a random sample could be generated based on the number of pupils on the school roll.

In the case of SEN schools it may be impractical to involve pupils in surveys. Transport needs of pupils with SEN must be outlined and there must be a description of the number, type and size of vehicles entering the school site together with the arrangements for picking up/setting down pupils.

- Use (if available) historical data to show progress to date
- Survey of how pupils' usually travel to and from school' (number, percentage and total number surveyed)
- To and from data should be surveyed and reported separately as it is not uncommon for pupils to travel by different modes at the start and end of the day
- More detailed questionnaires
- Staff travel surveys
- Parent's survey

4. Clearly defined objectives and targets

“What specifically do you want the travel plan to achieve?” and “What specific goals do you want to reach?”

- Clear objectives (i.e. statements of intent – what do we want to achieve?) stated within the text and clearly linked back to the issues identified from the surveys and consultation within the STP.
- Correlating SMART targets associated with each objective (i.e. a specific point which we want to reach by a stated time) that reflect the survey data and issues identified .
- Targets should be specific, measurable, achievable, realistic and time-bound
- All STPs must include at the very least, one SMART target
- Baseline data must always be included as without this there is no standard against which future performance can be measured

Consideration needs to be given to how targets are going to be monitored and recorded.

Where a target for mode share exceeds levels indicated in the preference survey, then the target could be considered unachievable and unrealistic and therefore not SMART. If the target is set above preference level a clear case needs to be made as to why.

NOTE:

List of example objectives and targets can be provided for reference by the Sustainable Transport Team but schools are strongly recommended to draw up their own. Encourage schools to look to 2 – 3 years for longer term objectives.

5. Details of proposed measures “What specific actions/ tasks are you going to take to meet the plan’s objectives? ”

- A clearly defined yearly action plan stating what will be done to meet the STP’s objectives and correlating targets.
- Starting from when the school ‘signs up’ or approves the STP.
- Actions linked to specific objectives and/or targets illustrating how these actions will achieve the associated target. It should be clear how measures are linked back to objectives, targets and or issues identified through consultation.
- Any measure or action that has been identified within the body of the STP should be included within the action plan (or a reason given as to why it is not taken forward).
- Table format covering criteria 5, 6 and 7 (i.e. what, when, who)
- Monitoring activities to ensure that monitoring tasks are not overlooked. If working group meetings just focus on reviewing action plans that haven’t included monitoring tasks, then important monitoring activities could be overlooked.

- Action plans should not just contain new initiatives or proposals but also any existing or ongoing projects such as cycle training, WOW, bus prefects etc, and details of how they will be monitored.

6. Detailed timetable for implementation “When is each action going to be completed and / or undertaken by?”

- Clearly state when the action/ activity will be completed and/ or undertaken. Each action must have a timetable associated with it.
- State month and year or a specific date
- Avoid unclear or open statements such as ‘ongoing’ or ‘2008’
- Identification of the risks which would prevent implementation

7. Clearly defined responsibilities “Who is going to make sure each action happens?”

- Individuals should be named and duties should be spread around in order to reduce the load on any one individual within the school and ensure the plan will be sustained. It is advisable to identify specific individuals from larger organisations where their help and support is required to achieve actions identified.
- Identify a lead person within the school to take up any actions with external bodies (e.g. with road safety or engineering depts. in LAs).
- Avoid unclear statements such as school or LA or listing the same individual for every action.

8. Evidence that all parties have been consulted “Demonstrate to the reader that the STP is the result of joint efforts by individuals and groups from the school and external groups such as road safety or sustainable transport teams”

- Say how you have sought to find out the opinions and ideas of all those directly affected by the action plan in the STP.
- Who was consulted, how and when? A table format could be included detailing who was consulted, on what they were consulted, and when and how the consultation took place.
- Consultation must involve as a minimum parents/pupils, staff and governors. Evidence of the consultation must be included and must involve more than just mentioning or referring to consultation without including an evidence base.
- Attach as appendices, or include in the main body of the plan evidence of consultation. This may include things such as examples of:
 - Findings of detailed questionnaires with parents, pupils and staff-
 - Minutes of meetings with PTA/ Governors/ STP working group/ other related groups within school
 - School Council involved and tasked with actions –
 - Letters sent home to parents –
 - Newsletters/ displays designed to elicit views and opinions

NB. Hands up surveys on actual and preferred means of travel on their own would not be evidence of consultation.

- More detailed questionnaires allow for greater identification of issues, barriers, possible solutions and innovative ideas eg asking 'what prevents you walking to school?' and linking post codes to mode of travel (actual & preferred) to identify potential modal shift.
- Parents surveyed and asked for their contribution/ ideas
- Staff survey
- List members of the STP working group

9. Monitoring and review proposals “How are you going to track whether the actions undertaken Are meeting the STP objectives and targets?” “What are you going to monitor to measure progress?”

- Say when the next survey(s) will be done. Setting a month and year
- This must include update of baseline travel survey information
- Set a month and year for the monitoring review of the STP
- State who (i.e. a specific individual) is responsible for ensuring both survey and STP review will be completed
- The STP must include a commitment that the review will consider pupil travel needs arising from new developments in education and transport provision and that the STP will be revised as necessary to take account of these. (This can be inferred from good quality monitoring and review proposals).
- Any review of an STP should be planned to start before the action plan has run its course to guard against inactivity
- It is good practice to monitor actions and initiatives as well as specific targets
- Include 'success criteria' or 'monitoring indicators' in a column against each action in the action plan
- Make the links to the school development/improvement plan
- Good monitoring proposals linked back to a good quality action plan, with clear activities that have monitoring built in

Sign Off

Where senior officers from the Local Authority have signed off a STP, their name and position should be clearly stated.

All other parties who have contributed to the development of the STP or have a role to play in its delivery should also be encouraged to sign off the plan. This applies particularly where the School Council has played a role.

APPENDIX 12 – EXAMPLE VISITOR TRAVEL SURVEY

We would be grateful for your time in completing this short survey. Please answer the questions below by placing a tick in the box(es) or by writing in the space provided.

Q1. How regularly do you visit (insert venue)?

- Once a week ☐
- Twice a week ☐
- 2-4 times a week ☐
- Every day ☐
- Every two weeks ☐
- Every month ☐
- Every three months ☐
- Once a year ☐

Q2. How long did it take you to get here?

- Up to 15 minutes ☐
- 16 -> 30 minutes ☐
- 31 -> 60 minutes ☐
- 61 -> 90 minutes ☐
- Longer than 90 minutes ☐

Q3. How far did you travel to get here?

- Up to 1 mile ☐
- 1 -> 2 miles ☐
- 2 -> 4 miles ☐
- 5 -> 10 miles ☐
- 11 -> 20 miles ☐
- Over 20 miles ☐

Q4. What is your home postcode?

.....

Q5. How did you travel here today?

(Tick one option in the column below)

- Car ☐
- Walk ☐
- Bicycle ☐
- Bus ☐
- Rail ☐
- Motorcycle ☐
- Other ☐

Please state.....

Q6. What is your age group?

- 16-21 ☐
- 22-40 ☐
- 41-65 ☐
- >65 ☐

Q7. How many people travelled today in your group?

One ☐

Two ☐

More ☐

Q8. If you travelled today by car, what are your main reasons for using a car to get here today?

(Tick all that apply)

Health reasons ☐

Personal security ☐

No direct public transport link ☐

Car is quicker/cheaper ☐

Personal convenience ☐

Other (please specify) ☐

.....

Q9. If you usually travel by car, what would make you switch to another method of travel?

(Tick one box for each option, ranking in order of importance where 1st = most important and 3rd = not important at all)

Worsening traffic conditions ☐

Rises in petrol prices ☐

Discounted bus or train travel card ☐

Improvements to existing alternatives to the car ☐

Lack of parking spaces ☐

Improved on-site facilities ☐

Other (Please specify) ☐

.....

THANK YOU FOR YOUR TIME

APPENDIX 13 – GLOSSARY OF TERMS

ACT - Association of Commuter Transport

CBC - Central Bedfordshire Council.

DCLG – Department for Communities and Local Government. The government office responsible for national planning policy.

DDA - Disability Discrimination Act, 1995. An Act to make it unlawful to discriminate against disabled persons in connection with employment, the provision of goods, and facilities.

Department for Transport (DfT) - This is the Central Government department which has the responsibility for overseeing the transport network and improvements in England.

Growth Agenda/Growth Area - These are focused on delivering thriving, successful and inclusive communities in a designated area including commercial and infrastructure improvements.

Infrastructure -The facilities (e.g. roads) regarded as the country's economic foundation.

LDF - Local Development Framework.

Local Transport Plan (LTP) - All Highway Authorities within England must produce Local Transport Plans. These documents look at all types of transport and journeys. They set out what changes are needed and how to achieve them.

Modal Transfer/Shift - A user's movement between different forms of transport or between different services of the same mode.

Multi-modal - An assessment which includes all transport modes or types.

National Planning Policy Framework (NPPF) - The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. This includes how new developments should manage travel demand and the use of travel plans as a 'key tool' in managing this.

SPD – Supplementary Planning Document

Sustainable modes - Forms of transport which reduce the impact on the environment. This can include walking, cycling, public transport, and more environmentally efficient car use e.g. car sharing and energy efficient vehicles.

Transport Assessment - A full and detailed assessment of how trips to and from the proposed development might affect the highway network and / or public transport facilities.

Travel Plan -A strategy for managing multi-modal access to a development focusing on promoting access by sustainable modes and reducing motor vehicle trips.