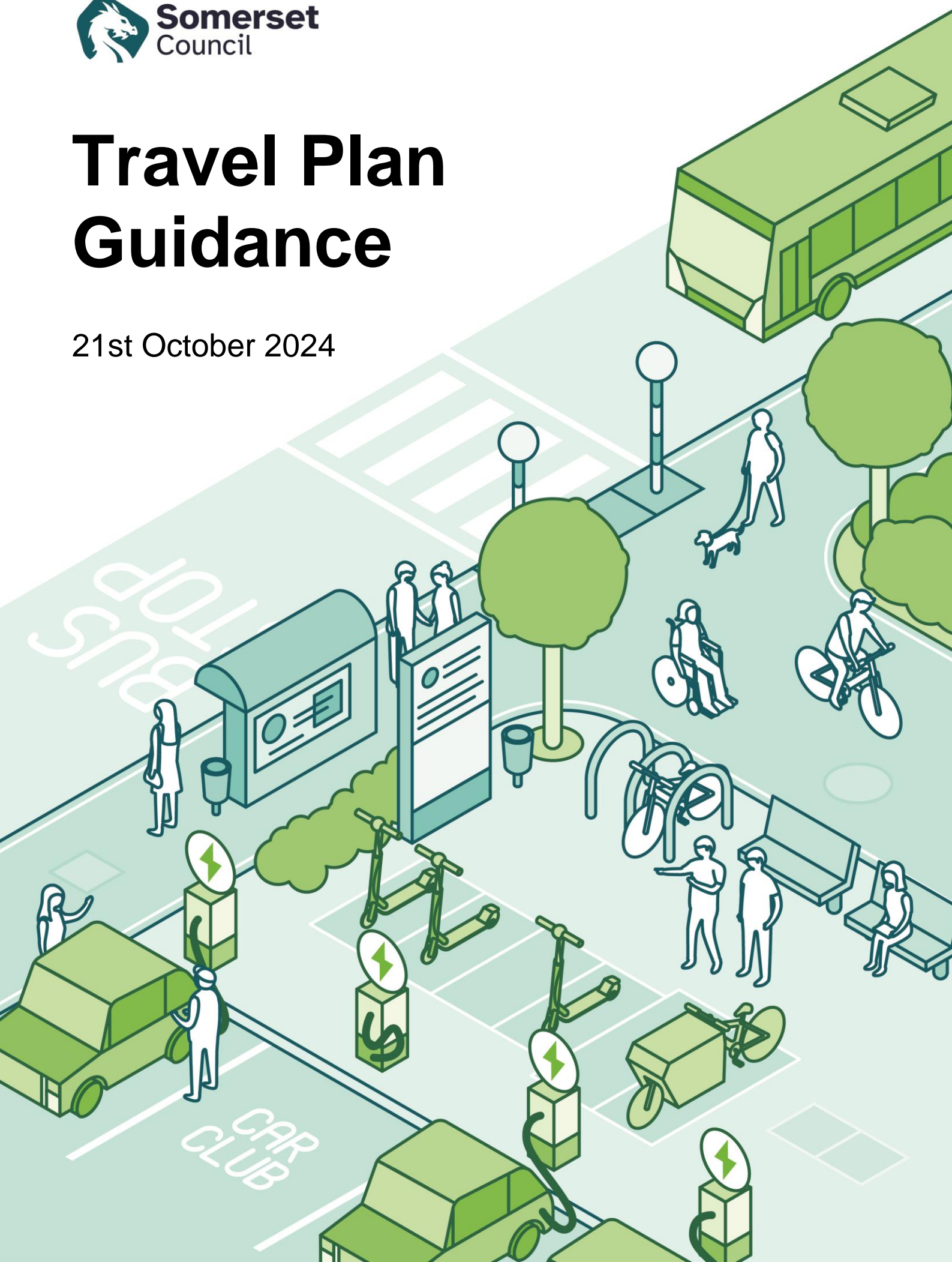


Travel Plan Guidance

21st October 2024



Organisation	Somerset Council
Title	Travel Plan Guidance
Author	Highways Development Management

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1. Introduction

1.1. Purpose of this Guidance

This *Travel Plan Guidance* (TPG) has been developed to reflect the shifting policy focus towards sustainable travel and the important role that planning, design and development play in shaping our day-to-day travel choices. This Guidance applies to new developments and change of use applications as detailed in **Section 2- When is a Travel Plan required** with submission requirements set out from Section 3.

This is reinforced by the **Transport and Environment Statistics: 2023** report by the Department of Transport that emphasises the impact of our travel choices with transport identified as **“the largest emitting sector of greenhouse gas (GHG) emissions, producing 26% of the UK’s total emissions in 2021”**.

The TPG is a live document and provides an update to the original *Somerset County Council Travel Planning Guidance* (2011) with the following aims:

- To achieve better Travel Plan outcomes for users of the proposed development by influencing how developments are shaped from the outset.
- To promote the value of a Travel Plan from pre-application to completion.
- To encourage forward thinking Travel Plans that positively seek to reduce our reliance on private motor vehicles.
- To pro-actively monitor sites to ensure Travel Plans are delivered to a high standard.

1.2. Relationship with Key Council Policies

Through engagement with relevant colleagues and services within the Unitary Authority, this Guidance has been developed to complement the Council’s policies. This includes the **Guiding Principles** that were adopted at Executive Committee on 10th July 2023¹ to inform the development of policies and plans including the Local Plan and Local Transport Plan (LTP). These include, but are not limited to:

- Vision-led 'decide and provide' or 'vision and validate' approach to new development.
- Priority policy interventions to focus on reducing need to travel and promoting sustainable modes.
- Expect developers to provide high quality active travel and public transport networks within and accessing new development areas.
- Increasing highway capacity will only be considered as a last resort and in exceptional circumstances.
- We will take a community-led approach to constructing rural multi-user paths between settlements.

¹ <https://democracy.somerset.gov.uk/ieListDocuments.aspx?CId=213&MId=2373>



- Oversee delivery of a comprehensive EV charging network with public funds to address market failure only.
- Work with bus operators to agree appropriate alternative fuels pathway for public transport and support them in implementing this.

Creating Places for People² is the development of the placemaking and movement principles that were consulted upon in 2023 to inform the Council's overall approach to transport and development planning. This is with the aim to create attractive and high quality environments which are inclusive and accessible for all with a wide range of benefits for people in Somerset. Many of which are reinforced in National and Local policy, such as improving air quality; reducing carbon footprints; creating safe and easy access to schools; and places that are more resilient to the impacts of climate change while protecting and enhancing nature and wildlife.

This has fed into the **Placemaking Principles** adopted by the Council in September 2024³ and are a material planning consideration. The principles are:

- Reduce the need to travel via private car.
- Facilitate modal shift through multi-modal travel measures.
- Integrate car and bicycle parking in a way that prioritises pedestrians and public realm.
- Create an attractive, high-quality environment, incorporating green infrastructure into streets and public spaces.
- Improve road safety for all users through street design, appropriate to the context.
- Facilitate car-free school transport.
- Enhance accessibility and attractiveness through materials, street furniture and fixtures.
- Plan lighting, waste storage/collection and other service infrastructure at an early design stage.
- Provide safe connectivity within rural communities.
- Engage key stakeholders early.

The **Local Transport Plan** (LTP) is in progress with a draft presented to Committee on 14th May 2024 and will be out for consultation in due course. Once adopted, the policy document will support a wider strategic transport planning approach, the development of the LTP has already identified Place Types for areas based on their characteristics which include Larger Urban Areas, Coastal Towns, Market Towns, Linked Towns, Primary Service Centre, Small Rural Settlements and Local Service Centres as shown in [Appendix E](#) subject to any changes as part of the consultation.

² [Creating Places for People \(somerset.gov.uk\)](https://somerset.gov.uk)

³ [Issue details - Placemaking Principles - Modern Council \(somerset.gov.uk\)](#)



These inform the TPG's approach to assessing specific sites and parking provision. The relationship between the TPG and these key policies are shown in [Figure 1](#).

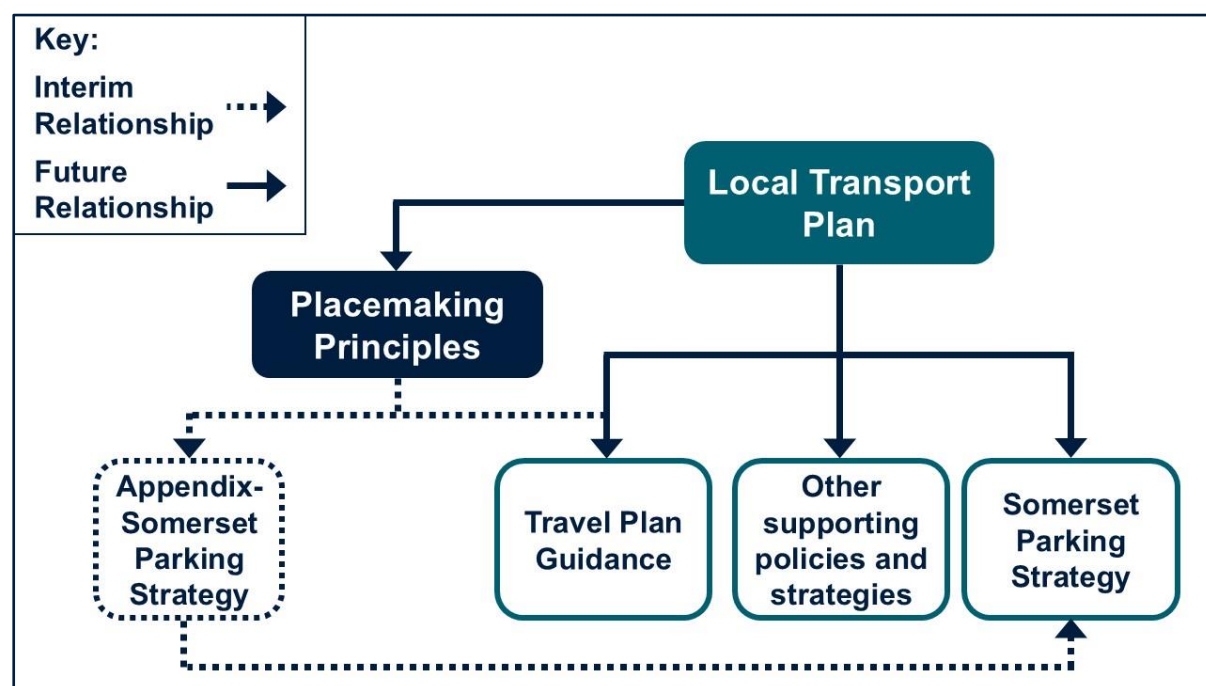


Figure 1- Diagram showing the policy relationship of the Travel Plan Guidance and future amendments to the Somerset Parking Strategy before and after adoption of the Local Transport Plan.

1.3. What is a Travel Plan?

Planning Practice Guidance (PPG) on *Travel Plans, Transport Assessments and Statements* defines Travel Plans as:

“long-term management strategies for integrating proposals for sustainable travel into the planning process” (paragraph 003).

To fulfil this purpose, Travel Plans need to be evidence based, realistic, sustainable and considered in parallel with development proposals. This is reinforced by paragraph 005 that states:

“The development of Travel Plans and Transport Assessments or Transport Statements should be an iterative process as each may influence the other.”

The need for a Travel Plan should be informed by the scale of the proposed development, the potential for additional trip generation including visitors, and the cumulative impacts of multiple developments within the same area and to address specific impacts e.g. peak hour traffic, lack of public transport provision etc. (paragraph 009).

The above makes it clear that Travel Plans are an essential part of a planning application to be able to fully assess the transport implications of the proposal. In simplest terms, **Travel Plans set out a strategy to reduce the traffic impacts of a development** by increasing the use of more environmentally friendly travel choices



and reducing carbon consumption through design, infrastructure and initiatives. **This helps to create healthier, safer and better designed places for people.**



Figure 2- Photo of Marmalade Lane in Cambridge showing an attractive street conducive to walking and wheeling (source: <https://www.marmaladelane.co.uk/>).

1.4. Key challenges and aspirations

This Guidance also seeks to address common challenges found with Travel Plans. These include:

- The wide variety in content and quality.
- Content can appear generic and not tailored to the application site.
- Obtaining stakeholder buy-in to adequately resource and deliver Travel Plans.
- Approval of Travel Plans being sought after the planning decision.
- The significant sums of money required for Green Travel Vouchers.
- Staff without relevant experience acting as the Travel Plan Coordinator (TPC).
- The feasibility of specific requirements such as monitoring subsequent tenures after the development is built.
- The number of queries from interested parties seeking an update on the progress of a Travel Plan.
- The legacy of a Travel Plan once the formal duration period has completed.

Key aspirations developed from the above and a review of the Council's current practises include:

- Travel Plans being considered as early as possible to inform submission requirements and opportunities to support sustainable travel options.
- A shift towards securing Travel Plans for sites that would benefit the most.



- Prioritising visible outcomes on the ground such as high quality infrastructure.
- The need to promote the aims and outcomes of well-performing Travel Plans to raise awareness and encourage better standards.
- To encourage Travel Plans to continue in a community-led or voluntary capacity post completion.

2. When is a Travel Plan required

2.1. Types of Travel Plan

[Figure 3](#) shows the different types of Travel Plan required when a development is equal to or greater than the thresholds in [Table 1](#). The thresholds are proportionate to the scale and projected highway and transport impacts associated with the proposed development. Sites that may be below the threshold for a specific level of Travel Plan, may need to consider including elements of the higher level due to the characteristics of the Place Type as per the emerging LTP and the traffic impacts on the locality. A map of the Place Types can be found in [Appendix E](#).

[Table 1](#) distinguishes between cafes and restaurants that include drive through facilities. This is to reflect the contrasting transport characteristics of sites designed to serve high volumes of private vehicles and the resultant impacts this can pose on the locality which could be mitigated through an appropriate Travel Plan. To note that external areas that function as part of the application site will also be included in the total Gross Floor Area such as outdoor seating and storage yards.

Travel Plan Statement, Full and Strategic Travel Plans

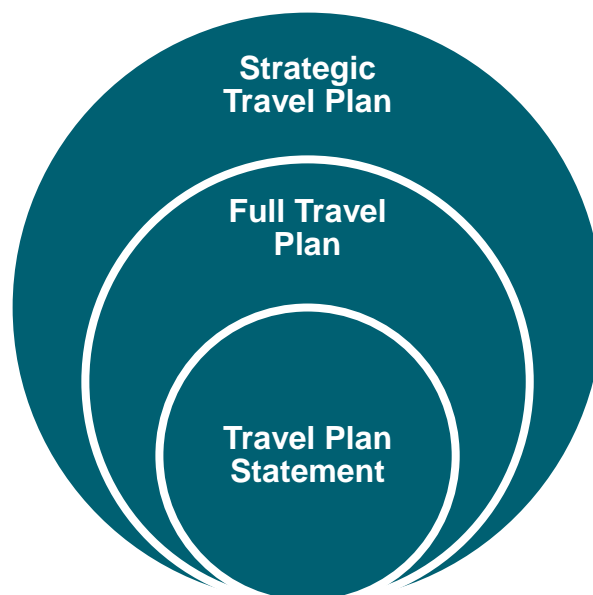


Figure 3- Hierarchy of Travel Plan types.

The Travel Plan Statement (TPS) is the first level of Travel Plans required by this Guidance, progressing up the hierarchy to a Full Travel Plan (FTP) or a Strategic



Travel Plan (STP). Where indicated in [Table 1](#), the thresholds can apply to more than one land use and the Use Class associated with it. For example if the total floor area of a development consisted of a mix of E(c) and E(g)(i to iii) with a combined total of 2000sqm, this would require a FTP. A STP would be triggered if this included a further 3000sqm of those uses, and/or E(a) and E(b) to reach the 4000sqm threshold. [Figure 4](#) summarises when a Strategic Travel Plan is indicated in relation to non-residential and residential uses respectively.

The STP threshold reflects developments that pose significant strategic transport impacts. This includes non-residential mixed use developments with a Gross Floor Area (GFA) of 4000sqm and above, or residential sites with 400 dwellings and above. The Use Classes of B2, B8, E(e), C1, C2, F1(a to g), E(f) and Sui Generis are not eligible to trigger an STP as this would be deemed inappropriate and excessive given their unique transport impact characteristics.

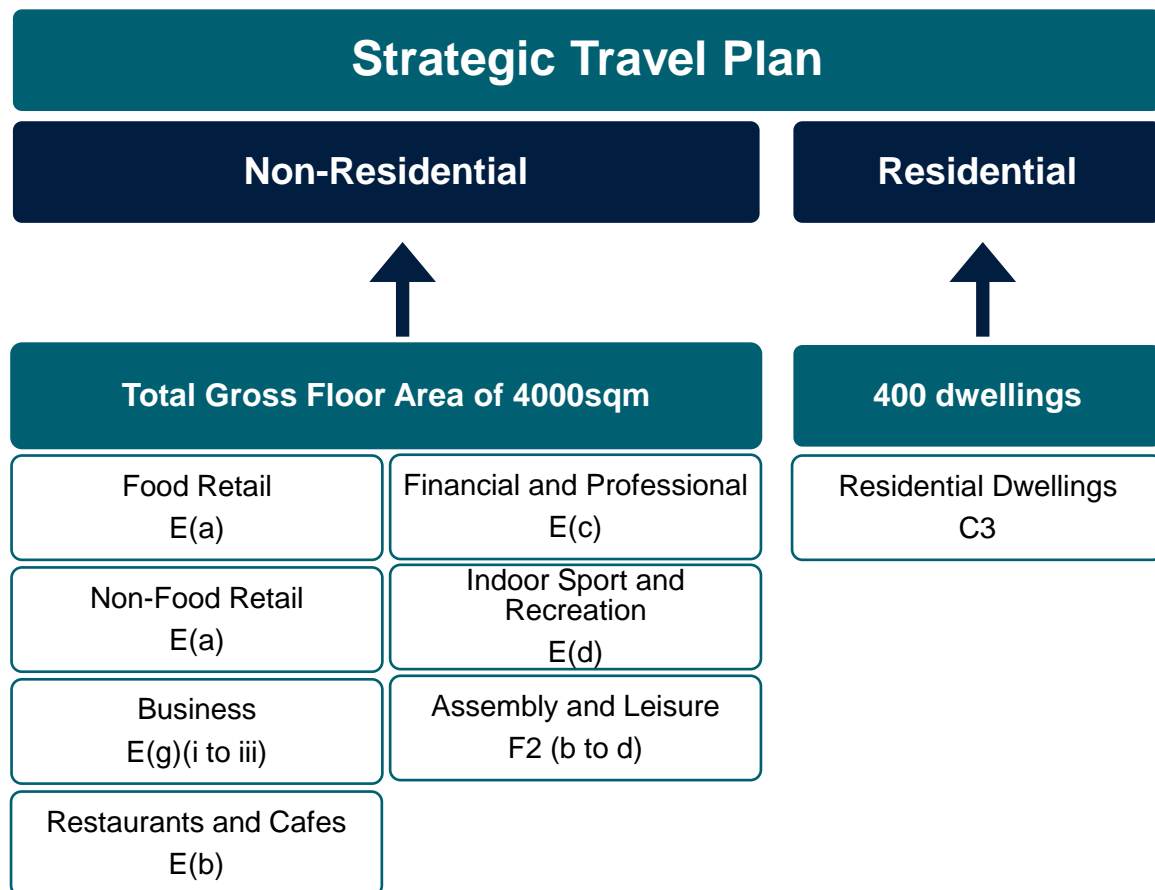


Figure 4- Chart showing when a Strategic Travel Plan can be triggered.

In certain circumstances such as an outline planning application with matters reserved, the full extent of requirements associated with a FTP or STP cannot be committed to, sometimes taking the form of a Framework Travel Plan (FraTP) instead as detailed below.



Framework Travel Plan

A FraTP is an overarching Travel Plan setting out key principles for an application site where the full detail of the land uses and/or end use occupiers remain unknown. This is often the case for mixed-use and speculative development sites that may involve multiple occupiers and/or several phases of development that would be subject to further planning applications.

As the approval of the FraTP sets the tone for subsequent Travel Plans that come forward for the development site, it should seek to fulfil the requirements of the Full or Strategic Travel Plan triggered by the development as far as possible. This has benefits for prospective purchasers or occupiers by firstly making it easier to progress the relevant Travel Plan with reduced costs, and secondly clearly sets out what measures the building/phase will benefit from to encourage residents, staff or visitors to travel sustainably.

An indicative timeline should be provided within the FraTP, setting out the projected timescales that the subsequent planning applications and building/phase occupations may happen. This will help to ensure Travel Plan obligations are not overlooked for the benefit of all parties. A FTP or TPS where appropriate, should be submitted and approved prior to first occupation of each building.

Change of use, existing sites and Sui Generis

When assessing sites with a prevailing Sui Generis use such as Minerals and Waste planning applications, parts of the development that align with another Use Class, such as office space, will be assessed against those specific thresholds, to inform a suitable level of Travel Plan.

For developments that involve a change of use or extension to an existing site, these sites will be considered in accordance with PPG as well as National Planning Policy Framework (NPPF) considerations as detailed in [Appendix A](#), including additional trip generation, impact on the Council's priorities as set out within this Guidance, and that appropriate opportunities to promote sustainable transport modes are secured given the type of development and its location. The timescales of when the existing use was last functioning will also be taken into consideration.

To enable the Council to assess applications involving a change of use or existing sites, the Travel Plan must clearly set out the net change in Gross Floor Area and traffic impacts including any change in characteristics posed by the proposed use versus the existing e.g. shift patterns, reliance on specific modes such as Heavy Goods Vehicles. If this is not done, the proposal risks being assessed against a higher level of Travel Plan until sufficient evidence is presented to re-assess this.

Holiday use and worker accommodation

Due to the increasing number of applications concerning holiday use or worker accommodation, these are expanded upon below.



- Holiday use with considerable staff on site will be assessed against C1.
- Self-catering sites with very limited on site staff will be against C3.

Worker accommodation involving sites primarily used for holiday use such as caravan sites and holiday parks will be assessed in the same manner.

2.2. Development thresholds

Table 1- Development thresholds for Travel Plans.

Land Use	Use Class	Travel Plan Thresholds (Gross Floor Area in m ² unless specified)		
		Travel Plan Statement	Full Travel Plan	Strategic Travel Plan
Business				
Food Retail	E(a)	150	1000	4000
Non-Food Retail	E(a)	1000	2000	
Restaurants and Cafes (without drive through facilities)	E(b)			
Restaurants and Cafes (with drive through facilities)	E(b)	150	1000	
Financial/Professional Services	E(c)	1000	2000	
Business (Offices, Research and Development, and Light Industrial)	E(g) (i to iii)			
General Industrial	B2	2500	5000	
Storage and Distribution	B8			
Health and Leisure				
Indoor Sport and Recreation	E(d)	1000	2000	4000
Assembly and Leisure facilities such as indoor/outdoor Swimming Baths, Skating Rinks, Outdoor Sports	F2 (b to d)			
Medical or Health Services	E(e)			
Residential and Accommodation				
Hotels (including developments for holiday use with staff on site)	C1	50 bedrooms	100 bedrooms	
Residential Institutions (Hospitals, Nursing/Care homes, Institutional Hostels)	C2			
Residential Institutions (Education)	C2	75 students	150	
Residential Dwellings (including self-catering holiday use)	C3	40 dwellings	80 dwellings	400 dwellings
Community and Learning				
Learning and Non-residential (including Schools, Museums, Libraries, Churches and Halls)	F1(a to g)	500	1000	
Creche, Day Nursery/Centre (Part D1)	E(f)			
Other				
Other / Sui Generis uses with a GFA of 500m ² or more	Sui Generis	Discuss with Authority	Discuss with Authority	



3. Travel Plan requirements

3.1. Key components of a successful Travel Plan

As outlined in Section 2, the outcomes from a Travel Plan pose far wider implications than may be appreciated, especially when seeking to meet net zero ambitions in response to climate change. With businesses and developers giving greater consideration to minimising their environmental impacts, a successful Travel Plan is integral to this and provides an insight into the sustainable travel options available to prospective residents, staff or visitors. This is one reason the Travel Plan needs to be a standalone document with all the relevant information in one place to enable interested parties to refer to as they wish.

Early engagement is always recommended prior to the submission of a planning application. The following sets out the fundamental requirements in detail for each type of Travel Plan and how the Action Plan responds to the Site Audit, Monitoring and , when applicable, Decide and Provide Scenarios



Figure 5- Diagram showing key components according to the level of Travel Plan.

Requirement TP1

The Travel Plan must be a standalone document that complements the Transport Assessment (TA) and clearly sets out how the findings of the TA feed into the proposed measures and targets where applicable. The level of Travel Plan required is informed by [Table 1](#).

3.2. Site Audit

The NPPF, supported by the *National Design Guide* and *National Model Design Code*, emphasises the importance of a design-led approach. The below is necessary to help inform a design-led and context driven Travel Plan response that site location plays a critical part in:

Appraisal of existing travel options

A detailed breakdown of the existing range of travel options available to users including public transport (stops/stations, facilities, routes, frequency, duration and times), Mobility as a Service (MaaS) options, Public Rights of Way and cycle paths. For proposals that affect existing premises, facilities such as shower, locker and changing rooms, bicycle, motorcycle, car sharing spaces etc. should be highlighted on plans or at least shown in the Travel Plan.

Site SWOT diagram

A map of the application site with the proposed site plan should be provided that:

- Demonstrates the accessibility of the site to and from key local destinations when walking or wheeling by showing isochrones reflective of the topography or circles showing the distances as the crow flies. Key destinations to highlight in the diagram are shops especially convenience stores and supermarkets, employment such as Business Parks, public/green spaces, places of interest, leisure, health and education facilities. These should indicate the respective distances for 10 and 20 minute journeys which for walking is approximately 800m and 1600m, and for cycling is 2650m and 5300m.
 - For areas with considerable changes in gradient, allowances should be made either in the isochrone distances or the travel times to key destinations.
 - To note Paragraph 4.4.1 of *Manual for Streets* characterises walkable neighbourhoods as “*having a range of facilities within 10 minutes (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot.*” Consequently 1600m is often used to demonstrate 20 minute journeys.
 - Paragraph 2.2.2 of *LTN 1/20 Cycle Infrastructure Design* refers to personal cycle trips of less than five miles (approximately 8km) in length being a realistic distance for most people, as cited from *Transport Statistics Great Britain* by Department for Transport (2016). This would be approximately 30 minutes if cycled at 10 miles per an hour. This would equate to distances of 2650m for a 10 minute journey on a bicycle and 5300m for 20 minutes to the nearest 50m, without taking topography into account.



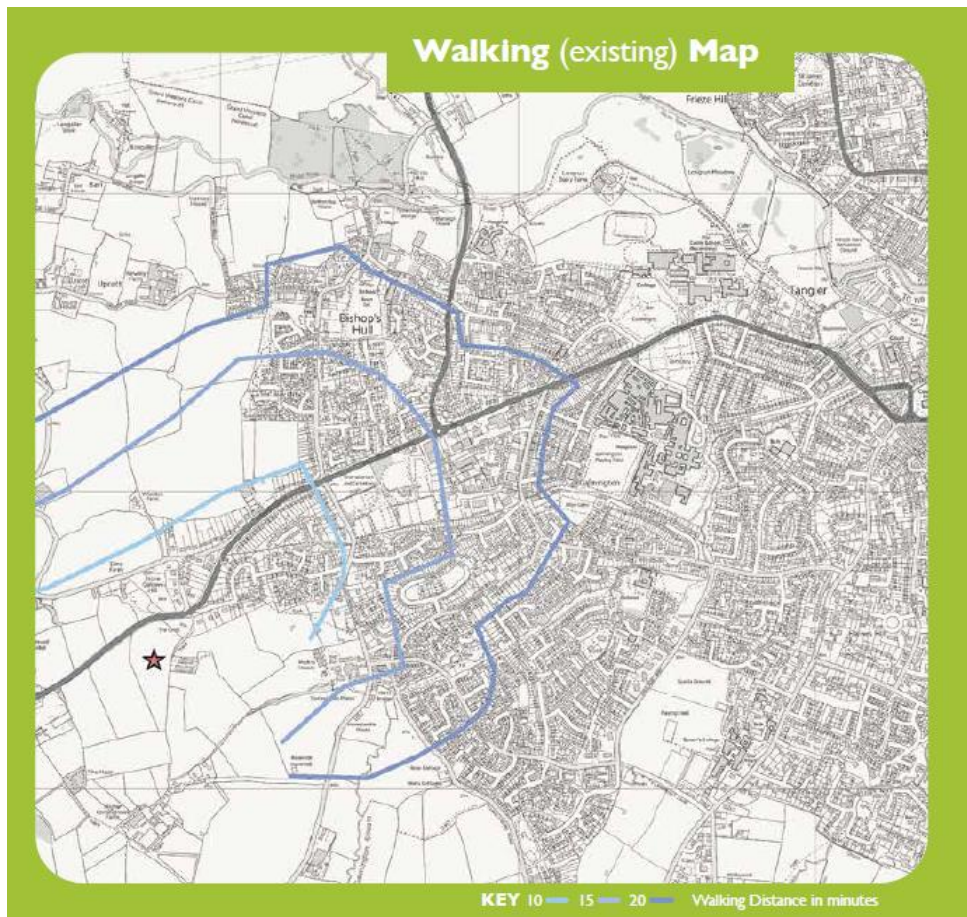


Figure 6- Example of map showing walking distances according to topography (source: Crown Copyright and Database Right (2022), Ordnance Survey 100038382).

- Supported by the Appraisal of existing travel options, to highlight key Strengths, Weaknesses, Opportunities and Threats (SWOT) in relation to existing and proposed infrastructure that may impact prospective site users.
 - The opportunities indicated should provide an overview of physical interventions that could be delivered.
 - Key routes should be identified with photos showing these as existing. For more complex proposals due to the significance, number or length of affected route(s), a Non-Motorised User Assessment will be necessary to indicate the range of works necessary to improve the route(s) to current standards including those to key destinations.
 - To identify which opportunities will be pursued by the development. These will reflect the evidence base gathered from the Transport Assessment and the 'Vision and Validate' aspirations for the development. This may require grouping specific actions to tie in with specific 'Vision' scenarios which will be reflected in the resultant Action Plan as detailed in Sections 3.3 and 3.4.

The above exercise provides a high-level appraisal of the Travel Plan implications of the development e.g. the lack of a suitable direct route to encourage journeys by



bicycle, wheelchair or on foot, indication of public transport provision, proximity to a Local Cycling Walking and Infrastructure Plan route etc. This helps to demonstrate the steps taken to decide on what measures should be delivered.

Requirement TP2

To provide a Site SWOT Diagram to help identify the Strengths, Weaknesses, Opportunities and Threats of existing and proposed transport measures, including accessibility by walking or wheeling which may influence users of the proposed development.

3.3. Action Plan

The Action Plan provides an important overview of the range of measures proposed to deliver a significant increase in sustainable travel choices. The basic requirements include:

- Any physical measures must be shown on a drawing.
 - This could be the proposed site layout or an alternative version of the Site SWOT Diagram.
- The structure of the Action Plan should be as per the headings in [Table 2](#) (Measure, To be achieved by, Frequency, End date, and Person Responsible).

[Table 2](#) summarises the range of measures needed to support the Travel Plan starting with the minimum requirements for a TPS which are enhanced by additional measures for a FTP or STP when triggered. Further details of the measures are provided in Section 5 covering the themes of:

- **delivery;**
- **physical infrastructure;**
- **awareness raising;**
- **behaviour change;** and
- **monitoring.**

Requirement TP3

To provide an Action Plan in accordance with the requirements of [Table 2](#) supported by the recommendations of the Transport Assessment and Site SWOT Diagram, with additional measures identified where necessary.

3.4. Decide and Provide scenarios

To align with Somerset Council's *Local Transport Plan* vision and objectives, the increasing aspirations for transport planning and reflecting on previous trends of Travel Plans, the measures provided should not restrict innovation especially if alternative measures are proposed that are robustly based on evidence from the



Transport Assessment and Site SWOT diagram. This includes adhering to the *‘Decide and Provide’* also known as *‘Vision and Validate’* approach of Transport Planning.

Each Travel Plan will be assessed on its own merits. Any decision regarding a Travel Plan for one specific site will not necessarily be considered appropriate for another, due to the design and context led approach encouraged by this TPG.

The Travel Plan is in a unique position where the monitoring process provides a mechanism to assess if the chosen scenario requires altering due to modal shift results being too low or traffic data being too high. This provides the triggers that can inform when a scenario may need attention and even change.

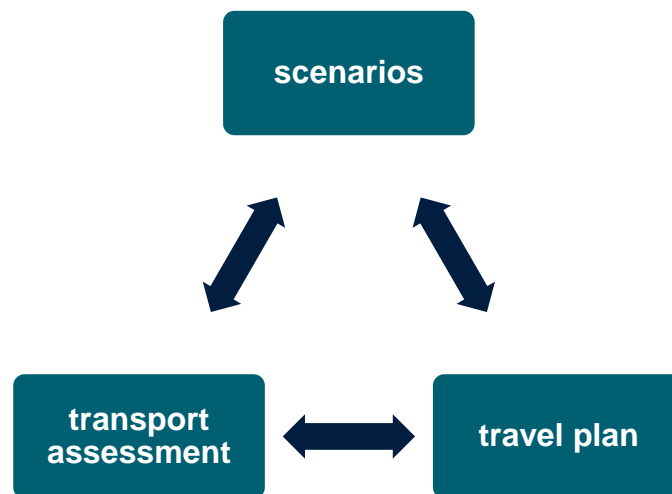


Figure 7- Diagram showing the relationship between Transport Assessment, *‘decide and Provide’* scenarios and Travel Plan.

In such cases, the Travel Plan must clearly convey how it integrates with the Transport Assessment by detailing other scenarios in consideration. This is critical as the scenarios will be informed by, as well as influence, both the Transport Assessment and Travel Plan. The important difference is that the Travel Plan will become a living strategy that exists post planning permission and can respond to the transport impacts of the site, changing the chosen scenario if needed.

For ease, the alternative scenarios could simply be presented as a separate section within the Travel Plan alongside the rationale for each different scenario(s) setting out their respective variations in the Action Plan, modal shift targets and what triggers will be used to identify when these will need to be considered.

Requirement TP4

To set out alternative scenario(s) in keeping with the *‘Decide and Provide’* approach to transport planning, including variations in specific measures, modal shift targets and trigger criteria that will decide when these scenarios will be actioned.



3.5. Standard requirements

The following table sets out the standard structure and requirements expected for the Action Plan according to each level of Travel Plan. The timescales to achieve the measures by are the latest deadline deemed acceptable in this Guidance.

Table 2- Standard Action Plan requirements

Type of Travel Plan: TRAVEL PLAN STATEMENT				
Measure	To be achieved by	Frequency	End date	Person Responsible
Delivery				
Travel Plan Coordinator	Pre-commencement		5 years after final occupation	Developer
Management Budget (including funds for safeguard measures and alternative scenarios)	Pre-commencement		5 years after final occupation	Developer
Physical infrastructure				
Pedestrian and cycle routes	Pre-occupation			Developer
Parking (inc. bicycle, motorcycle, car share, car club, electric vehicle charging points and MaaS options)	Pre-occupation			Developer
Awareness raising				
Travel Information Pack (Electronic copy)	Pre-occupation	To upload to website pre-occupation. To review and update on website if necessary at least once a year.	5 years after final occupation	TPC
Travel Information Pack (Physical copy)	Pre-occupation	To issue prior to first occupation to: Residential occupier of each dwelling; or Employees for non-residential uses.	As stated	TPC

Note: Table continues next page.



Webpage	Pre-occupation	Update at least once a year	5 years after final occupation	TPC
Newsletter	6 months after 1st occupation	Annually	5 years after final occupation	TPC
Behaviour change				
Events with activities e.g. led walks/cycles, cycle training, bicycle servicing, and Personal Travel Planning.	9 months after 1st occupation	Once a year	5 years after final occupation	TPC
Green Travel Vouchers (Case by case see 4.4)	Upon occupation			TPC
Monitoring				
Event register to record attendance, user feedback and to record Personal Travel Planning advice given in-person.	During events	Once a year	5 years after final occupation	TPC
Monitoring report	Prior to anniversary of 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Type of Travel Plan: FULL TRAVEL PLAN				
Physical infrastructure				
Wayfinding signage	Pre-occupation			Developer
Alternative modes e.g. bus service, car club, mobility hub etc.	Pre-occupation/ specific phase			Developer
Behaviour change				
Events as per TPS including more substantial initiatives (e.g. joint working with local facilities/schools/ transport providers, trials of alternative modes such as e-bike/ cargo bike, and trial launch days of infrastructure provided such as car club)	9 months after 1st occupation	Annually then two events a year once fully occupied	5 years after final occupation	TPC

Note: Table continues next page.



Monitoring				
Traffic count (temporary Automatic Traffic Counters for 1 week)	Baseline survey 6 months after 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Resident/Staff/User Surveys	Baseline survey 6 months after 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Monitoring report including Modal Shift Targets	Prior to anniversary of 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC

Type of Travel Plan:

STRATEGIC TRAVEL PLAN

Physical infrastructure

Improvements to benefit users of the development and the local area. These may address local strategies e.g. Local Cycling and Walking Infrastructure Plan, Local Transport Plan etc.	Pre-occupation/ specific phase		Developer
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Monitoring

Traffic count (permanent Automatic Traffic Counters)	Pre-occupation	As stated	5 years after final occupation	TPC
Resident/Staff/User Surveys	Baseline survey 6 months after 1st occupation	Annually	5 years after final occupation	TPC
Monitoring report including Modal Shift Targets	Prior to anniversary of 1st occupation	Annually	5 years after final occupation	TPC



4. Range of specific measures

4.1. Delivery

Travel Plan Coordinator

The Travel Plan Coordinator (TPC) is responsible for implementing the Travel Plan and reporting the targets and Action Plan in accordance with the requirements of the TPG. The TPC function is fulfilled from pre-commencement to help ensure that Travel Plan measures are considered from the outset until 5 years after final occupation.

The TPC is a pivotal role in the successful delivery and monitoring of the Travel Plan. This includes assisting residents with queries, processing Green Travel Voucher claims where applicable, promoting national and local initiatives, delivering events to increase user engagement and participation, consulting with the developer to ensure obligations including monitoring requirements are adhered to, and being an advocate for more sustainable travel choices. The TPC role should be proactive, publicising their contact details and engaging with users on site to support the aims of the Travel Plan.

Somerset Council as TPC

Applicants should be made aware that they can instruct Somerset Council's Travel Plan Team (TPT) to act as TPC and deliver the Travel Plan using the Safeguard Sum. This is aided by the TPT having considerable experience of delivering Travel Plan initiatives, as well as assessing and monitoring Travel Plans as part of its day-to-day duties which often results in external consultants seeking advice from the TPT on best practice.

With the growing policy shift emphasising the importance of active and sustainable travel in tackling climate change, and creating better places for people to live, the TPT is well-placed with expertise beyond that of TPC commitments, including planning, community engagement and urban design. This helps to have a greater understanding of the wider spatial and community factors that can impede sustainable travel behaviours to help to achieve better outcomes for users and enable greener forms of travel.

If our services are of interest, we recommend engaging with us pre-application as the Council reserve the right to not undertake these on behalf of the developer/landowner.





Figure 8- (left) A member of staff discussing key routes with a resident.



Figure 9- (right) A resident with their bicycle after having it repaired at event.

External TPC

In cases that the developer does not wish to instruct the Council to act as TPC, the appointed TPC must have relevant experience e.g. transport consultant background, to ensure successful implementation of the Travel Plan. Appointing an External TPC would be funded separately by the applicant, in addition to the Safeguard Sum payable to the Council. Appointment of a member of staff will not be accepted due to the impacts this often poses on the delivery of the Travel Plan and the strain it places on Council resources to progress matters.

An adequate amount of time should be allocated to the TPC role to help ensure that the aspirations and aims of the Travel Plan can be realistically delivered.

Acknowledging the fluctuating demands of the TPC role, [Table 3](#) provides a guide for the time needed to successfully deliver the respective levels of Travel Plan. This is intended to help both developers and TPCs plan ahead, set realistic expectations and funds to successfully deliver the Travel Plan. The averages are based on the delivering a Travel Plan for a development at the minimum threshold at each level. With the correct staff and resources in place, will give the Travel Plan the best platform to succeed and avoid common issues such as incurring additional interest for overdue payments, use of the Safeguard Sum or enforcement action, all at the unnecessary expense of the Owner.



Table 3- Guidance for minimum average TPC time during Years 1 to 5

Type of Travel Plan	Average No. of days a year
Travel Plan Statement	6 days
Full Travel Plan	11 days
Non-residential Strategic Travel Plan	19 days
Residential Strategic Travel Plan	23 days

Management Budget

The Management Budget is assigned to the TPC to deliver the range of measures in the Travel Plan including printing, events and site visit expenses. This should also include:

- **Safeguard measures**
A budget to fund additional measures in response to progress of the Travel Plan such as to seek to improve low survey response rates and poor attendance of on-site events. A range of safeguard measures should also be set out in the Travel Plan.
- **Scenarios**
The budget should allow for funding alternative scenarios to address modal shift and/or traffic impacts that significantly differ from those that the chosen vision scenario sought to achieve. A range of safeguard measures should be identified within the Travel Plan to enable the TPC to plan for such circumstances and to act promptly when required.

Requirement TP5

To secure a Travel Plan Coordinator with relevant experience, sufficient time and management budget (including funds for alternative scenarios) to help ensure the successful delivery of the Travel Plan.

4.2. Physical infrastructure

Pedestrian and cycle routes

Routes for people walking or wheeling should be coherent, direct, safe, comfortable and attractive as per *LTN 1/20 Cycle Infrastructure Design* (LTN 1/20). It should be noted that the definition of ‘pedestrians’ is much broader than may be interpreted. As stated in the Department for Transport’s *Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure* published in December 2021, pedestrians are defined as including:

“people using: mobility aids such as wheelchairs and rollators; ‘invalid carriages’ including mobility scooters designed for use on the footway, and people with physical, sensory or cognitive impairments who are travelling on foot”.



Consequently a more inclusive design and accessible environment benefits more people with varying needs including people with children, pushchairs, temporary mobility problems due to an injury etc. Movement is a fundamental part of well-design places as set out in the *National Design Guide*. If the routes of the proposed development do not prioritise walking and wheeling, feel unsafe due to a lack of natural surveillance e.g. along a private path, and are not of a suitable quality in design terms, then the proposal is already creating challenges that affect the success of the Travel Plan as well as the attractiveness of the site to prospective users whether residents or employees.



Figure 10- (left) Extract from the *National Design Guide* suggesting how routes should be considered to promote active travel (source: Ministry of Housing, Communities & Local Government, 2021, p23).
 Figure 11- (right) Image from *LTN1/20 Cycle Infrastructure Design* showing a modal filter with a lockable bollard for emergency access, in Haringey (source: Department for Transport, 2020, p75).

Parking

The Travel Plan provides an opportunity to **re-consider car parking** on development sites to promote people friendly streets that are more conducive to active travel. Examples include:

- Locating **parking behind the street frontage** to free up space for people to walk or wheel safely and allow activities to spill out into the public space created. Low Traffic Neighbourhoods that prioritise routes for those on foot or bicycle by using modal filters, traffic restrictions and physical interventions. Often these schemes will still permit car-access in most – if not all, areas – but are designed to discourage rat-running and encourage active modes.
- Dedicating areas for **communal unallocated parking** within walking distance of houses, which creates further opportunities to reduce environmental impacts by integrating the parking with community energy sources to power communal resources such as car and bike club vehicles.
- Where **street parking** is to be provided, this should be minimal and balanced with the needs of promoting walking and cycling through creating attractive streets e.g. trees, streets for play etc. On-street parking should be controlled through a permit scheme.



- All the above enable a more flexible approach to be given to parking need with the aim of reducing reliance on private vehicles and re-purposing parking spaces as parklets or to serve more sustainable travel options e.g. cycle hangar, car club etc. This may require developments to focus on greater provision of visitor parking to allow this flexibility instead of higher allocated parking that tends to be on private land.



Figure 12- Example of a Low Traffic Neighbourhood in London (source: <https://madeby.tfl.gov.uk/2020/12/15/low-traffic-neighbourhoods/>).

Key principles for the purposes of this Guidance are that:

- **Over provision** of parking will not be supported.
 - If such a need is presented, should instead be resolved through **active travel and public transport modes rather than additional private vehicle parking spaces.**
- **Under provision** of parking will need to demonstrate that the transport needs of the development can be adequately met through sustainable modes as shown in the proposed modal shift scenarios, measures and infrastructure to be put in place such as parking, MaaS, public transport etc.

As well as complying with relevant national and local guidance on parking standards including the Council's Electric Vehicle Charging Strategy and LTN 1/20, proposals must focus on promoting more sustainable modes of travel. This includes locating facilities for bicycles, car sharing and public transport near building entrances or



where key routes and attractors come together for larger developments such as a local centre.

The needs of active travel modes should be prioritised over private vehicles. This includes how accessible parking facilities for bicycles are to use, therefore narrow indirect pathways to the rear of developments are discouraged.

Cycle storage should be integrated into building and plot design from the outset. Only in extenuating circumstances where this is not practical, streetside secure bicycle hangars may be considered suitable to provide a direct and convenient parking alternative, especially if the proposal includes mid-terrace buildings without direct access to the rear private garden.



Figure 13- Example of a cycle hangar in Glasgow (source: <https://www.glasgow.gov.uk/index.aspx?articleid=26991>).

If pathways to the rear of properties are proposed, these must be wide enough to accommodate a person walking with a bicycle or a child. As an example Figure 6.8 in *Manual for Streets* indicates a width of 1.2m for the latter as shown below, with *Inclusive Mobility* also stating this for a visually impaired person being guided.

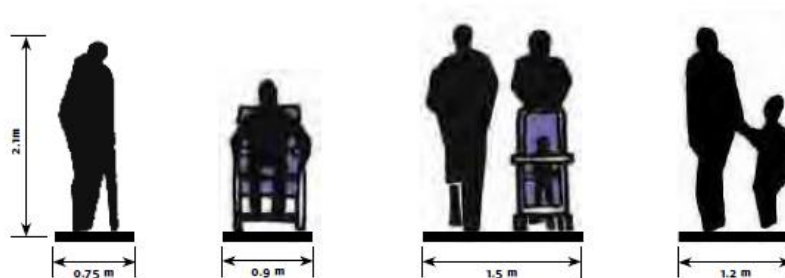


Figure 14- Extract from Figure 6.8 of *Manual for Streets* indicating space required for different users (source: Department for Transport, 2007, p69).

Wayfinding signage

Whilst users can rely upon other means to navigate, wayfinding signage can make people's journeys easier and less stressful. Transport for London's *Legible London*



was developed to ensure that information was provided in a consistent format such as the time it may take to walk to key places of interest in manageable 5 to 15 minutes increments, directional signage, transport links, and maps at various scales to aid user's experience of the city. Providing directional cues in a similar manner can be extremely useful to help users with their journey planning to and from the site. Local Guidance such as *Taunton Garden Town Public Realm Design Guide* should also be referred to.

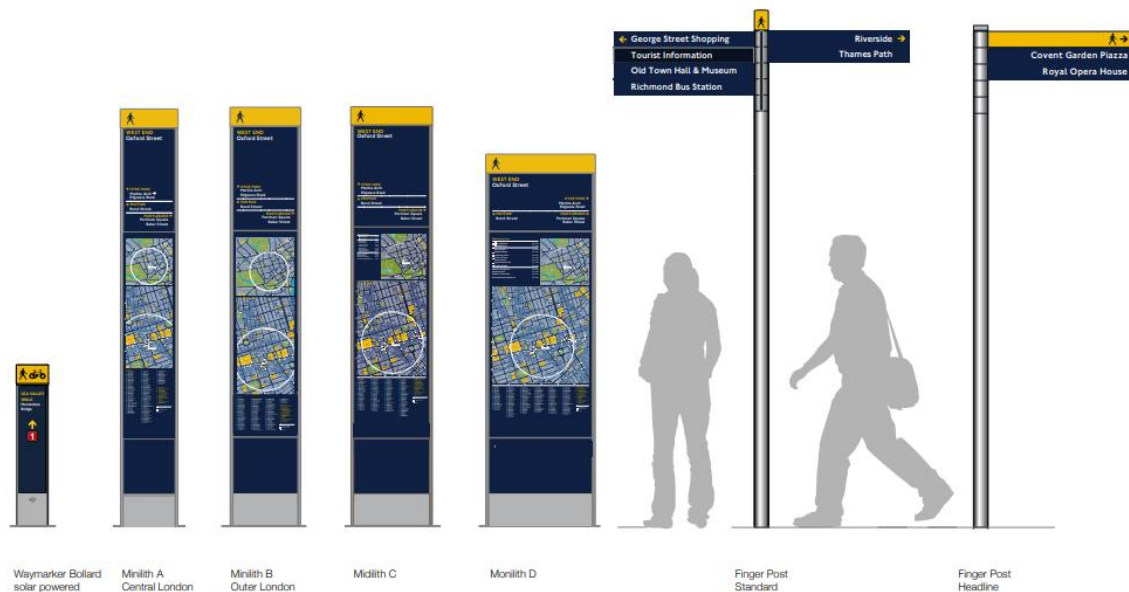


Figure 15- Extract of sample wayfinding products in Legible London (source: [Legible London Product Range](#)).

Alternative modes

When required, developments should consider a wider range of transport options such as the inclusion of travel choices that can be rented, also referred to as Mobility as a Service (MaaS) and the creation of mobility hubs that tie in with public transport links where possible, community facilities and flexible workspaces to bring various activities and travel choices together in one destination, ideally forming part of a wider network to link trips to destinations further afield. This range of transport modes on offer can include traditional modes such as bicycles to those aided by batteries such as e-bikes and e-scooters, car clubs, cargo bikes etc. The Site SWOT Diagram should inform these options to address the needs of users such as the distance to local amenities, challenging topography, and options to transport shopping or larger goods.

For employment sites, last mile journeys could also be considered such as e-cargo bicycles for local deliveries. Proposals that are likely to consider these options should engage with the Council at the earliest opportunity to ensure these can be delivered and maintained as part of a coherent network rather than in isolation in accordance with the emerging LTP.





Figure 16- (left) Mobility hub concept as shown in *Community Mobility Accreditation: Setting Quality Standards* (source: Como, 2022, p6).

Figure 17- (right) Example of cargo bike for last mile deliveries from the *Cargo Bike Action Plan* (source: Transport for London, 2003, p29).

Consideration of significant improvements

The need for significant improvements to infrastructure whether new or existing, will be considered on a case by case basis dependent on the scale, location and use of the proposed development within the context of national and local policies. This is likely to be informed by the recommendations from the Transport Assessment and how these have been addressed as part of the proposed range of Travel Plan measures. This may involve an assessment of existing public transport service provision via the Site SWOT Diagram to convey how accessible the services in terms of distance to walk or cycle to, first and last service, destinations offered and frequency. It is therefore recommended that proposals which trigger a STP should seek pre-application advice to inform the above.

Requirement TP6

To commit to delivering physical infrastructure in accordance with best practice that supports the aims of the Travel Plan including pedestrian and cycle routes, parking demands, wayfinding signage, alternative modes and consideration of significant improvements as appropriate to the scale, location and use of the proposed development.

4.3. Awareness raising

Acknowledging a shift towards paper free communication, this method may exclude vulnerable people from being aware of the Travel Plan. This is why consideration must be given towards how users of different abilities and needs will be kept informed. The provision of physical copies of specific documentation such as the Travel Information Pack and newsletters should help to address this with further measures available if required.



Website

Providing information online is a valuable tool for users to keep up to date with progress of the Travel Plan and ongoing initiatives. The more complex the development, the greater need for a website with additional functions such as links to live travel information, contact details for users to engage with the TPC, updates on the progress of the development and Travel Plan activities etc.

Travel Information Pack (physical and electronic copies)

Travel Information Pack (TIP), also referred to as a Welcome Pack, should be a bespoke document that helps users make informed choices about their travel options and promotes the range of Travel Plan measures they could benefit from. A key principle of the pack is to convey what the Travel Plan is specifically delivering rather than focus on existing Council services not included or funded in the measures. A TIP tends to include:

- maps showing the accessibility of the site for walking, wheeling and public transport to key destinations as informed by the Site SWOT diagram;
- key measures to be delivered including infrastructure, upcoming events, surveys, discounts and vouchers if applicable;
- promotion of more sustainable travel options including electric vehicle charging, working from home, links to travel websites; and
- TPC contact details.

Newsletter

The newsletter provides the latest information to users. The preference is to provide paper copies for accessibility purposes. This also helps to address the challenges of emails not being seen and changes in tenure. The newsletter, events, surveys and website provide opportunities to raise awareness of the Travel Plan and for users to contact the TPC.

Noticeboards

Due to the role that the above measures play alongside the use of noticeboards on sites to date, the provision of a noticeboard will be an optional requirement. This will be reliant on an identified need being raised as part of the planning application, or monitoring data clearly demonstrating a lack of sufficient engagement on site to suggest that a noticeboard may be required to help resolve this.

In cases where a noticeboard is installed, it is recommended that the longer term use of the noticeboard is considered further in surveys and event feedback. This is with the aim to gauge resident, staff, businesses or local groups interest in supporting the ongoing use of the noticeboard as part of the legacy of the Travel Plan once the TPC has finished.



Requirement TP7

To provide a range of awareness raising methods including physical (Travel Information Packs and newsletters), electronic and online measures with other methods considered in connection with an identified need or concern e.g. noticeboard.

4.4. Behaviour change

Events

In-person events are key to promoting the Travel Plan as well as forming a regular initiative to engage with users. Events should be tailored to the evolving needs and aims of the Travel Plan such as key themes from user feedback or to try to improve poor performing trends in modal shift patterns. The TPC should be able to offer Personal Travel Planning (PTP) advice to users to help to identify if there are any alternatives to the journey choices made by the user and if there are any barriers to altering their choice that could be addressed through the Travel Plan measures.

Acknowledging that some sites may not have local facilities or services within or adjacent to the application site, events provide an opportunity to forge links with local stakeholders to add to the event offer and add value to attract users of the development the Travel Plan is focusing on.

Good practice is for events to be part of ongoing communications supported with the promotion of national and local travel initiatives e.g. Cycle to Work Day, National Walking Month etc. whether online or through newsletters.

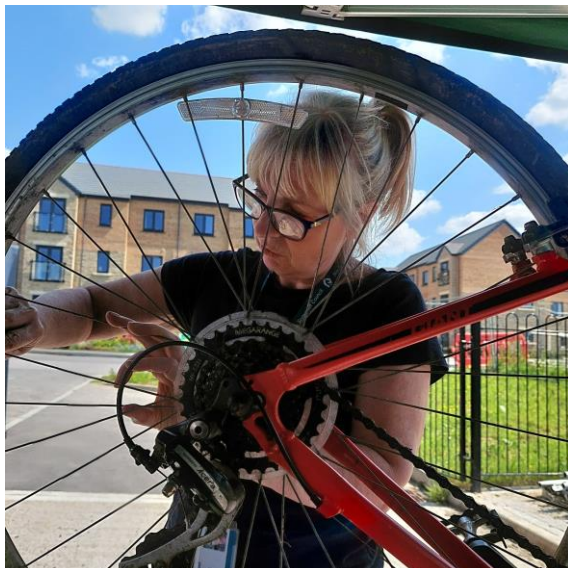


Figure 18- (left) Photo of bicycle being repaired at event.



Figure 19- (right) Photo of family having had their bicycles repaired at event.



Green Travel Vouchers

Green Travel Vouchers (GTVs) provide a useful tool to help people pay for items that could alter their travel choices. However the need for these will only be on a case by case basis and to aid developers, will be capped at a specific value focusing on a particular mode e.g. monthly bus pass, car club membership etc. This contrasts with previous requirements securing funds to cover three tenures and the unpredictability of how much of these funds will be used that could have been prioritised elsewhere.

The need for GTVs will be identified if:

- The range of measures and proposed modal shift targets are deemed to be inadequate and cannot be improved further; or
- The Site SWOT Diagram identifies that most facilities are beyond a reasonable walking distance meaning users are likely to rely upon modes that require the purchase or renting of an item which the GTV could assist with.

Requirement TP8

To provide a range of behaviour change initiatives focused around in-person events, supported with Green Travel Vouchers for sites with an identified need.

4.5. Monitoring

Monitoring report

The monitoring report will be the key way to demonstrate how the Travel Plan is progressing by email to travelplanteam@somerset.gov.uk. For Travel Plan Statements and Full Travel Plans, the frequency of reports is reduced to biennial monitoring from the anniversary of first occupation until final occupation. Once this is reached, the Travel Plan commences the final five years of its duration also referred to as Year 1 and ending in Year 5.

Key for all levels of Travel Plan is the Action Plan which will be updated for each report, with an example in [Appendix G](#), to convey progress of specific measures. The report can then reflect on this to identify recommendations to address in the next report. For developments triggering a:

- **Travel Plan Statement-** the reports will focus on evidencing what has been achieved through photos, including hard measures, as well as event register details covering attendance, feedback and PTP advice.
- **Full Travel Plan-** expand on the above supported with temporary Automatic Traffic Counts (ATCs), a baseline survey and user surveys in line with monitoring report timescales (Baseline then biennially until final occupation, followed by years 1, 3 and 5). This will include modal shift targets as detailed below.



- **Strategic Travel Plan**- in addition to the requirements for a FTP due to the scale and significance of these sites, permanent ATCs are required with reports and surveys undertaken annually. Depending on the characteristics of the site, temporary counters may also be required to monitor trip rates of other modes.

Event register

An event register is a key tool to document attendance, user feedback on the event and the delivery of the Travel Plan to date, as well as to help record ongoing PTP advice given in-person. These all feed into the monitoring report to demonstrate the progress of the Travel Plan and measures so far. A sample event register can be found at [Appendix F](#). FTP and STPs are supported by more extensive survey and traffic count data as detailed below.

Traffic counts and user surveys

The extent of traffic counting data and user surveys is proportionate to the level of Travel Plan and is not required for a TPS. For a:

- FTP- temporary ATCs and surveys are required at baseline, years 1, 3 and 5.
- STP- surveys are carried out annually once the FTP threshold is occupied with permanent ATCs installed in accordance with the timescales in [Table 2](#).

To reflect the ever changing focus on traffic movements other than private vehicles, counters will need to be secured to record at least vehicular movements and cycle movements. For STPs, contributions will be sought to fund AI traffic counters that can record various road users.

Based on feedback from other TPCs, a revised shorter Survey template can be found in [Appendix C](#) to be used for Travel Plan sites whether residential, employment or mixed use.

Monitoring Reports must provide an overview of the survey results including:

- **When the survey was undertaken;**
 - For sites using temporary ATCs, the timing of the survey should overlap with when the ATC is in place for correlation purposes.
- **How the survey was promoted and made available** through various methods e.g. by post, online via newsletters, at events etc. ;
- **Response rates** stated as number of respondents and as a percentage of dwellings or staff where possible;
- **Key observations** including survey trends, response rate, modal shift progress and comparisons to previous surveys; and
- **Issues or opportunities identified** with possible next steps to address these.



Modal shift targets

For the purposes of a FTP and STP developments, modal shift targets are required. The initial targets can be derived from a number of sources, including:

- **Census data**- for residential and staff for employment sites due to capturing travel to work movements. It is acknowledged that the Office for National Statistics advises to use 2011 Census travel to work data due to the impacts of furlough and Covid. A comparison of 2011 with 2021 data in Travel Plans is therefore welcomed to strike a balance with changing travel behaviours since 2011.
- **National Travel Survey**- for users visiting developments that are not staff such as schools or visitor attractions.
- **Using TRICs or traffic count data from comparable sites.**
- **Referring to trip rates for the existing site** to then correlate with the above or projected increase in the number of users.

The benefits of modal shift

Current monitoring shows that a 5% modal shift is readily achievable for developments. As an indicative example, achieving this target for a development of 120 dwellings would equate to a reduction of 197kg in Carbon Dioxide emissions which is the same as a flight from Bristol to Inverness if focused on trips during busiest hour alone, commonly known as peak hour.⁴



Figure 20- Photo of Northwalls Grange, Taunton that achieved a modal shift of 10.9%.

⁴ This is based on LNER Calculator [A Better Journey | LNER](#) with conversion rates taken from *Greenhouse gas reporting: conversion factors 2021* by Department for Energy Security and Net Zero. Assumptions are 0.5 trip rate per a dwelling for busiest hour, for 4 days a week, 48 weeks of the year to take into account flexible working and holidays.



In line with the policy context, a minimum target of 10% is required. This target should increase if the site benefits from high quality infrastructure and a sustainable location. The photo of Northwalls Grange is an example of an existing site that has achieved a modal shift of 10.9%, and as can be seen, benefits from a well-designed street where parking is behind the building line.

The modal shift target needs to account for all users that will generate significant traffic in connection with the development, this includes customers and visitors to businesses or supermarkets. For less conventional developments e.g. visitor attractions that extend or change the use of an existing development that makes the above datasets impractical, consideration may be given to parking counts for all modes supported by the relevant traffic counts on an exceptional basis.

It should be noted that the above is simply to set an indicative baseline that would be updated in line with the baseline survey. The targets would then be adjusted in the baseline monitoring report to maintain the overall modal shift target.

Acknowledging the difficulty in establishing whether a vehicle recorded by traffic counters includes any passengers, for simplicity, the mode categories have been amended as follow:

- Walk
- Wheel (Bike/Scooter)
- Motorcycle
- Bus
- Train
- Car
- At home

This does not reduce the benefits of car sharing or car clubs as an increase in either choice would still contribute towards a net decrease in the total number of private vehicle trips, which can be captured in user surveys too.

As a minimum the targets should be presented as per the example below. As the Travel Plan progresses additional columns such as the baseline survey and specific survey years can be added.



Table 4- Sample Modal shift targets table

Modal shift targets			
Mode	Baseline (%)	Year 5 (%)	Modal shift (%)
Car (including taxi and car share)			
Bus			
Train			
Motorcycle			
Walking			
Wheeling			
Work at home			
Other			
Total (%)	100	100	100

Requirement TP9

To set out a clear monitoring strategy appropriate to the level of Travel Plan triggered as per [Table 2](#), using events, surveys and counts to inform progress against Action Plan measures and Modal Shift Targets including scenario triggers. These will be presented to the Council in a Monitoring Report for review and approval.

5. Securing the Travel Plan

5.1. As part of a planning application

This Guidance promotes the submission and approval of Travel Plans prior to the determination of the planning application. The policy context outlined in Section 2 highlights why this should be the case. The following observations are made when Travel Plans are considered post determination to strengthen the case that resolving these matters pre-determination is in the applicant's/developer's interest:

- The Travel Plan will be assessed against policy requirements at that time. This can result in abortive work such as the submission of a planning application post decision to make amendments to the approved plans.
- Delay construction timescales due to the submission and approval of the Travel Plan being required at a specific stage e.g. pre-commencement.
- Delays the opportunity for the applicant/developer to secure the TPC function which reduces the lead in time for instruction at risk of increased costs.





Figure 21- Diagram showing typical implications if not approved before planning decision.

This is highlighted by the benefits of resolving the Travel Plan pre-determination that include:

- Helping to demonstrate the credentials of the development to interested parties at planning stage and prospective users during construction. This provides a selling point.
- Helps to avoid unforeseen costs if left to being resolved retrospectively.
- Provides a sound basis to inform the drafting and sealing of the appropriate legal agreement.

5.2. Appropriate legal agreements

Due to each level of Travel Plan requiring financial contributions to be secured, typically a Section 106 agreement is necessary to ensure the obligations are bound to the relevant party such as the owner or occupier. This will be the standard requirement except in exceptional circumstances that are reasonable and still conform to our legal requirements such as a Unilateral Undertaking. The respective Travel Plan Fees and Safeguard Sums can be found in [Appendix D](#).

Requirement TP10

The Travel Plan obligations including measures must be secured by a S106 agreement unless agreed otherwise.



6. Financial contributions and obligations

6.1. Financial obligations

Requirements have been set to meet current policy aspirations whilst aligning with the tests of Regulation 122 from CIL Regulations 2010 that planning obligations are necessary, directly relate to the development, fairly and reasonably related in scale to the proposed development.

The financial contributions are based upon the costs that would be incurred by the Council as follows with the respective contribution details in [Appendix D](#). Fees will be reviewed annually and will be subject to indexation when secured in legal agreements.

Travel Plan Fee

The Travel Plan Fee is based on officer time to undertake the monitoring of development sites and has been calculated based on the amount of time typically required for the range of tasks this involves including:

- To set up and update the monitoring database.
- Where applicable for STPs, attend Steering Group meetings to monitor progress and to support the delivery of the Travel Plan.
- Assess monitoring information throughout the duration including initial enquiries for sites appearing to be in breach of their obligations.
- Review Travel Plan progress in light of monitoring results and offer advice where appropriate.
- Discuss report outcomes and future measures with the site TPC.

A key point to raise is that for sites that significantly exceed the Travel Plan Fee allocated to them due to either inadequate delivery of the Travel Plan or due to enforcement action, the additional costs incurred by the Council may be sought via the mechanisms of the legal agreement if these cannot be recovered by alternative means.

Safeguard Sum

The Safeguard Sum includes a budget to carry out engagement, events, physical and soft measures when developments are not adhering to the approved Travel Plan or obligations set out within the corresponding legal agreement. The sum can also be required in cases where sites are not sufficiently meeting their modal shift targets, or in the event of default by the developer/landowner/occupier/leaseholder. The required sum is proportionate to the scale and use of development and aligns with the Council's own costs to provide Travel Plan Services.

Key indicators as to whether the aspirations of the Travel Plan are not being met or delivered include:



- Lack of positive feedback from users captured at events or in surveys.
- Low attendance at events.
- Poor survey response rates.
- Complaints regarding the progress of the Travel Plan including physical and soft measures.
- Low reduction in private vehicle movements.

The Safeguard Sum has been reviewed to reflect the time spent by the Council supporting developments due to the above themes. This is with the aim to provide a meaningful mechanism to intervene and use the Council's TPC services to resolve Travel Plan sites that are poorly performing on a consistent basis.

Requirement TP11

The Travel Plan must state the relevant fees that will be paid to enable the Council to monitor and, if necessary, take enforcement action if failing to adequately deliver measures and/or targets.

7. Completion of the Travel Plan

7.1. Demonstrating the value of a Travel Plan

A longer term ambition of this Guidance is to promote the value of Travel Plans by celebrating the achievements of TPCs and specific sites. This may take the form of annual factsheets summing up what has been achieved with notable mentions for key achievements ranging from modal shift outcomes to user testimonies and infrastructure delivered. Other considerations include regular Agent forums, awards for best performing sites and TPC forums.

7.2. Completion Certificate

The above works in tandem with what is expected from a Travel Plan. The Travel Plan has undertaken its own journey to obtain approval, being implemented, reported, reviewed and monitored.

Once a development has completed its final monitoring report, upon approval a Completion Certificate will be issued to confirm that the duration of the Travel Plan has ended. This is the trigger for the Council to return any unspent funds from the Safeguard Sum to the developer in accordance with the terms of the legal agreement.

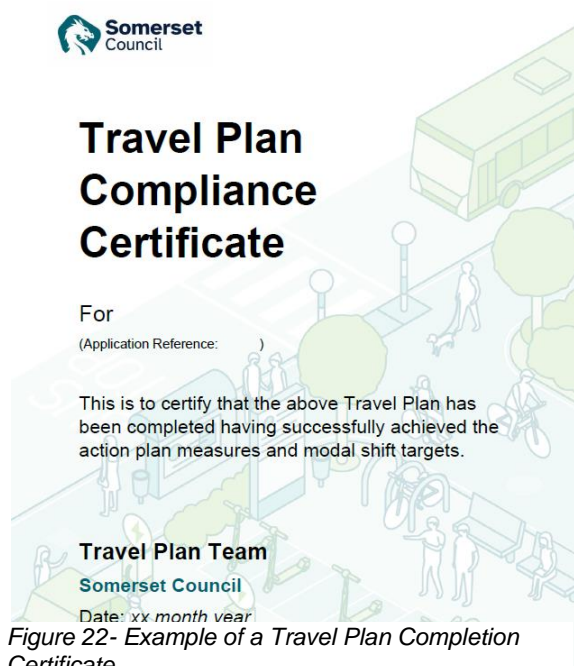


Figure 22- Example of a Travel Plan Completion Certificate.



Requirement TP12

To commit to delivering the Travel Plan until the receipt of a Completion Certificate following submission and approval of the final Monitoring Report.

8. Legacy of the Travel Plan

8.1. Planning ahead for post-completion

A further consideration is the legacy value of what is being delivered. Events, surveys and newsletters provide an opportunity to gauge interest, make local connections and inform possible steps that will help the outcomes of the Travel Plan to continue post-completion. This is a critical consideration as approach the final half of the monitoring period onwards.

Legacy measures could include the development of a local Travel Plan group, identifying how infrastructure could be managed e.g. use of the noticeboard by local residents etc. If there is tangible interest shown by users or existing groups in the local area, the TPC can raise this in the subsequent monitoring report proposing how they could assist with meeting this aspiration whilst still ensuring that the overall aims of the Travel Plan are not compromised.

Requirement TP13

The Travel Plan Coordinator must gauge the interest of users in supporting the aims of the Travel Plan post-completion through surveys and events to demonstrate that any legacy opportunities have been taken up where possible.



Appendix A- National and Local Policy Context

National Policy context

The policy documents below emphasise the movement towards delivering better transport infrastructure and initiatives to influence user's travel choices:

Cycling and Walking Investment Strategy (2017) by Department for Transport (DfT) outlines the Government's ambition that cycling and walking are the natural choices for our journeys and to become a normal part of our everyday life. This has been followed by **Cycling and Walking Investment Strategy 2 (2022)** with revised targets to increase walking and cycling including to ***“increase the percentage of short journeys in towns and cities that are walked or cycled to 50% in 2030 and to 55% in 2035”***.

Gear Change: A bold vision for cycling and walking (2020) by DfT with a vision that half of all journeys in towns and cities in England to be walked or cycled by 2030. The document also highlights the links that cycling and walking has with health, wellbeing, reducing congestion, staff productivity and business turnover. Measures include investment via the Access Fund, Cycle Ambition Cities Fund, Bikeability, Modeshift Stars and Local Cycling Walking and Infrastructure Plans.

Active Travel England has since been established as a new commissioning body and statutory consultee to help to ensure adequate cycle design. This is supported with **LTN 1/20 Cycle Infrastructure Design** setting the basis for the design of better quality cycle and walking infrastructure for routes to follow the core principles to be **coherent, direct, safe, comfortable and attractive**.

Decarbonising Transport: A Better, Greener Britain (2021) by DfT sets out measures for the transport sector to contribute positively towards delivering net zero by 2050. Decarbonising Transport (DT) was published when travel behaviours had undergone dramatic changes due to the pandemic and includes a range of commitments such as a National Bus Strategy and a net zero railway network.

The document highlights the ever-increasing focus towards encouraging sustainable travel through behaviour change initiatives such as try before you buy schemes, clearly linking carbon emissions with the travel choices people make through a travel planning app, addressing negative perceptions of cycling, increasing the visibility of electric vehicle infrastructure to show it is available to use, and highlighting the social and community benefits of initiatives such as Low Traffic Neighbourhoods that help to create safer spaces for children to play.

DT signifies a change in approach in transport planning that was based on historical trends and information, known as **‘Predict and Provide’** towards a vision based approach that aligns with the aspirations of how people wish to live, referred to as **‘Decide and Provide’** as well as **‘Vision and Validate’**. This is to help move away



from a self-fulfilling trend of over-provision for private vehicles and instead enable sustainable travel choices to come to the fore. This scenario based approach aligns well with the merits of a Travel Plan as a mechanism to monitor the impacts of the development against the projected modal shift targets, and to impose alternative strategies or measures if needed.

The above has encouraged a re-think of how transport is integrated into developments including:

- The range of transport options on offer to suit a user's needs and demands including **Mobility as a Service** (MaaS) e.g. rental e-bikes and e-scooters.
- **Mobility Hubs** seeking to integrate MaaS options alongside traditional public transport links, community facilities and flexible workspaces to bring various activities and travel choices together in one destination, ideally forming part of a wider network to link trips to destinations further afield.

National Design Guide

The *National Design Guide* (NDG) was published in October 2019 as part of the Government's collection of PPG to illustrate how well-designed places can be achieved in practice. This includes 10 characteristics that are considered key to well-designed places, which are **context, identity, built form, movement, nature, public spaces, uses, homes and buildings, resources and lifespan**. The characteristics highlight that good design needs to carefully consider all these aspects, not just a few, with examples from around the UK to illustrate good practice.

A key characteristic to note in respect of Travel Plans is movement which is broken down into three sections:

- **M1- A connected network of routes** where all modes of transport are considered and integrated into the design of the development.
- **M2- Active Travel** through prioritising pedestrians and cyclists through routes that are safe, direct, convenient and accessible for people of all abilities reflective of well-designed places including minimum footway widths and crossings so that users do not rely on the car for day-to-day journeys.
 - It should be noted that the definition of 'pedestrians' is much broader than may be interpreted. As stated in Section 4.2 of this Guidance in accordance with DfT's Inclusive Mobility.
- **M3- Well-considered parking, servicing and utilities infrastructure** for all users to ensure that these do not negatively impact the quality of a place.

This highlights the importance of a design-led approach, reinforced by the *National Model Design Code* (NMDC) that was published on 20 July 2021.



National Planning Policy Framework (December 2023)

Subsequent revisions to the National Planning Policy Framework (NPPF) reflect the shifting policy focus briefly touched upon above and highlight an increasing shift towards a design-led approach to create better places for people, alongside an appetite to minimise the impacts developments can pose upon the environment. Paragraph 117 of the NPPF sets the rationale at a national level for Travel Plans to be required for all developments that will generate significant amounts of traffic movements. Paragraph 114(a) also states the need to ensure that proposals promote sustainable transport modes that consider the type of development and its location.

This is a key point reiterating that **Travel Plan requirements need to be proportionate to the characteristics of the development.**

Focusing on highway and transport considerations in the NPPF, paragraph 108 states that **the potential impacts and opportunities of the proposed development should be considered from the outset** including, but not limited to, identifying and pursuing opportunities to promote walking, cycling and public transport use.

Planning applications should also **give priority to pedestrian and cycle movements** within the site and neighbouring areas, as well as **create attractive and safe places that minimise conflict between users** as per paragraph 116.

Taking into account that paragraph 115 sets out that development should only be refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road would be severe, the relationship between Travel Plans and Transport Assessments, as detailed in PPG, would suggest that the lack of an approved Travel Plan hinders the assessment of the development on these grounds. This is furthered by the wider repercussions of compromising the quality and scope of the Travel Plan including the range of measures employed to promote sustainable travel behaviours, whilst mitigating highway and transport impacts.

The recent consultation on proposed changes to the NPPF, that ended on 24th September 2024, refers to a '*vision led approach*' at paragraph 112 (currently paragraph 114 as per 20th December 2023 update) when assessing sites for allocation or as planning applications. This could change following the consultation, but demonstrates the shift in approach in transport planning away from a '*predict and provide*' approach, to '*decide and provide*' as promoted in this Guidance.

Travel Plans can play a significant role in the day-to-day lives of users by influencing our travel behaviours. This has repercussions on our health, carbon emissions, air quality, finances and well-being. Sections 8 and 12 of the NPPF *Promoting healthy and safe communities*, and *Achieving well-designed places* reflect this. Combined



with the design-led approach advocated through the NDG, NMDC as well as *Healthy Streets* stressing the importance of how developments are planned, designed and connect with the local context and beyond is critical to shaping our lives. This is reiterated at paragraph 139 that states that poorly designed developments should be refused, especially if they do not conform to local design codes and NDG.

The above highlights the unique role a Travel Plan plays as it sets a long-term strategy that brings these matters together. This gives greater weight to the importance and function of a successful Travel Plan that is wider than simply transport and highway impacts.

Current policies

Future Transport Plan 2011 – 2026 was published 2011 and sets out how the former County Council aimed to deliver its transport priorities including the promotion of sustainable travel choices through travel planning initiatives and the wider impacts of transport use such as climate change and air quality. An updated Local Transport Plan (LTP) will be adopted in due course to reflect the evolving transport aspirations of the Council.

Somerset's Climate Emergency Strategy was adopted in November 2020. The strategy sets out three goals to decarbonise Local Authorities and reduce their carbon footprint, work towards making the Council carbon neutral by 2030, and to have a Somerset which is prepared and resilient to the impacts of Climate Change. Transport and the built environment are two of nine sectors identified which play a significant role in the Council's ambition to become carbon neutral. The rural character of the area is cited as a challenge. The transition to electric vehicles is a key contributor towards meeting these targets. Promoting sustainable modes and multi-modal trips also have a role to play to reduce the use of private vehicles to lower emissions.

Streets in Residential Developments: Design Guidance Notes (December 2021) provides an overview of parking standards and requirements based on the **Parking Strategy (2013)** and **Electric Vehicle Charging Strategy (EVCS)**. The EVCS (October 2020) sets out the Council's response to help deliver the necessary electric vehicle charging network, including charging point requirements for new developments. The **EVCS Addendum (August 2023)** expands upon this to address the growing demand for electric vehicle charging points within new residential developments.

Local Cycling and Walking Infrastructure Plans (LCWIPs) set out 10 year plans to develop cycling and walking networks within a local area with LCWIPs for Taunton, Bridgwater, Yeovil, Mendip and Frome already in place. Further LCWIPs for Burnham and Highbridge, Chard and Wellington are in progress. Please refer to [Local Cycling and Walking Infrastructure Plans \(LCWIPs\)](#) for the latest list.



Rights of Way Improvement Plan identifies how the Council intends to improve the Public Right of Way (PRoW) network to benefit walkers, cyclists, equestrians and those with visual or mobility impairments. This includes seeking improvements to the network through planning applications and legal agreements.

Local Plan Policies of the former District Councils, that now form part of the Unitary Authority, are listed below with a more detailed summary available in [Appendix B](#):

- **Policy DP9-** *Mendip District Council's Local Plan 2006-2029 Part 1* (Adopted 2014)
- **Policy CP6-** *Taunton Deane Core Strategy 2011-2028* (Adopted 2012)
- **Policy A2-** *Taunton Deane Site Allocations and Development Management Plan 2016* (Adopted 2016)
- **Policies D13 and D14-** *Sedgemoor Local Plan 2011-2032* (Adopted 2019)
- **Policies TA1 and TA4-** *South Somerset Local Plan 2006-2028* (Adopted 2015)
- **Policies TR1 and TR2-** *West Somerset Local Plan to 2032* (Adopted 2016)



Appendix B- Summary of Local Plan Policies

Please note that the below is not an exhaustive list with key Local Plan policies focused upon for simplicity.

Mendip District Council's Local Plan 2006-2029 Part 1 (Adopted 2014)

Policy DP9 Transport Impact of New Development: Where appropriate, development proposals must demonstrate how they will improve or maximise the use of sustainable forms of transport (particularly by means other than the private car), and shall include, where relevant, the submission of Travel Plans and/or Transport Assessments.

Policy DP10 Parking Standards: When assessing what is an appropriate level of parking provision in relation to a development proposal, regard will be had to:

- a) The objectives of reducing growth in the use of private vehicles and promoting alternative means of travel
- b) The need for on-site provision to prevent problems of highway safety, congestion or visual intrusion in the vicinity of the site

Sedgemoor Local Plan 2011-2032 (Adopted 2019)

Policy D13: Travel management schemes and development proposals that reduce congestion, encourage an improved and integrated transport network and allow for a wide choice of modes of transport as a means of access to jobs, homes, leisure and recreation, services and facilities will be encouraged and supported.

Policy D14: Development proposals that will have a significant transport impact should [...] Include an appropriate Travel Plan outlining how the development will manage transport impacts and encourage more sustainable modes of travel; [and] Comprehensively address the transport impact of development and appropriately contribute to the delivery of the necessary transport infrastructure.

Taunton Deane Core Strategy 2011-2028 (Adopted 2012)

Policy CP6: Development should contribute to reducing the need to travel, improve accessibility to jobs, services and community facilities, and mitigate and adapt to climate change. This will be achieved by:

- Improving accessibility by public transport, cycling and walking to key destinations;
- Requiring all developments to submit a robust evidence base and management plan in line with current policy and guidance on Transport Assessment, Travel Planning and the County Council's Travel Plan SPD;
- Using 'smarter choices' measures such as personal and employer travel planning programmes to achieve modal shift; [and]



- Managing public and private car parking (including capacity and pricing structures) in accordance with national and/or local parking standards to reduce congestion and pollution, improve road safety, and encourage travel by sustainable modes.

Taunton Deane Site Allocations and Development Management Plan 2016

Policy A2: Travel Planning

All development proposals which generate a significant amount of movement will be required to include a travel plan. Where a travel plan is required, necessary measures will include:

- A. Appointment of a travel plan co-ordinator;
- B. Modal split targets (car/employee ratio) for non-residential developments;
- C. Monitoring and review procedures;
- D. Provisions in relation to speculative development, multi-occupation and future occupiers;
- E. Measures to manage travel generated by visitors to a site;
- F. Agreed time periods for contributions to scheme start-up costs;
- G. In phased developments, trigger points for the introduction of transport measures.

West Somerset Local Plan to 2032 (Adopted 2016)

Policy TR1: Proposals for development must encourage the use of sustainable modes of transport within and between West Somerset's communities and travel to and from communities outside the local plan area through the provision of travel plans, travel plan statements or measures-only travel statements in accordance with the current thresholds adopted by Somerset County Council.

Policy TR2: Development should be located and designed to maximise the attractiveness of modes of transport other than the private car where:

- it complements existing service and facility provision in the settlement and surrounding area without generating new unsustainable transport patterns (as a consequence), and;
- does not generate significant additional traffic movements over minor roads to the national primary and county highway route network.

South Somerset Local Plan 2006-2028 (Adopted 2015)

Policy TA4: Travel Plans will be required commensurate with the scale of the development. Expands upon the types and content of Travel Plans in Tables 1 and 2.



Policy TA5: All new development shall be required to address its own transport implications and shall be designed to maximise the potential for sustainable transport through:

- i. Safeguarding existing and new transport infrastructure, which is important to an efficient and sustainable transport network from development that would prejudice their transport use;
- ii. Securing inclusive, safe and convenient access on foot, cycle, and by public and private transport that addresses the needs of all;

To also note **TA1 Low Carbon Travel** lists requirements for new residential and employment developments including Travel Information Packs, Green Travel Vouchers for each occupier/employee valid for one year for use on sustainable transport etc.



Appendix C- Survey template

About you

1. What is your name?

2. What is your email address?

3. What is the first line of your Address?

4. Postcode

5. How long have you lived at your address? (Please tick one that applies)

Under 1 year	
Over 1 year	

Tell us a little about your household

6. What is your age? (Please tick one that applies)

17 to 65	
66 and over	

7. How many people in your household aged as below? (Please insert number)

Age	Number of people
Under 17 years	
17 years and over	



Tell us a little about how you travel

8. How often do you travel to the following destinations? (Please tick below)

Number of trips a week	Trip Destination			
	Work	Shop	Education	Leisure
1 to 2 times				
3 to 4 times				
5 or more times				
Not applicable				

9. What is your main mode of transport to the following destinations? (Please tick below)

Trip Destination	Number of trips this week			
	Work	Shop	Education	Leisure
Walk				
Wheel (Bike/Scooter)				
Motorcycle				
Bus				
Train				
Car				
Car with another person(s)				
At home				
Not applicable				

10. For trips by car, do you use a car club? (Please tick below)

Yes	
No	
Not applicable	



11. How long is a typical journey to reach your destination? (Please tick below)

Duration	Trip destination			
	Work	Shop	Education	Leisure
0 to 20 minutes				
20 to 40 minutes				
40 minutes and over				
Not applicable				

12. What are the main reasons you travel to the destinations by the modes in the previous question? (Please tick all that apply)

Reasons	Trip destination			
	Work	Shop	School	Leisure
Cost				
Reliable				
Safety				
Distance				
Health benefits				
Quicker travel time				
Not applicable				

13. If it is for another reason please provide further information below

--

Site specific

14. Have you used your Green Travel Voucher? (Please tick one that applies)

Yes	
No	



If you answered yes to the above question, have the item(s) purchased with your Green Travel Voucher helped you to travel less by car?

Yes	
No	

If you answered yes, please tell us more below

--

15. Would you be interested in a Car Club that allows users to book a vehicle and pay when you use it? (Please tick one that applies)

Yes	
No	

16. Do you have any feedback on the (new cycle path/car club/bus service etc.) that was secured as part of the development? (If you do, please provide it below)

--

Future activities

17. Do you have any ideas you think would help people who live on the (Site name) development travel more sustainably?

If yes, please tell us more below for example this could be an event activity, local group/organisation to work with, walk and talk along a key local route etc.

--

18. Would you be interested in being involved in supporting the aims of the (Site name) Travel Plan in the future e.g. community group? (Please tick one that applies)

Yes	
No	



Appendix D- Travel Plan Fees and Safeguard Sums

Travel Plan Fees (December 2024)

- Travel Plan Statement **£1,000**
- Full Travel Plan **£2,000**
- Strategic Travel Plan
 - Non-residential **£3,000**
 - Residential **£4,500**
 - Additional sum every 400 dwellings/4000sqm above threshold **£1,000**

Safeguard Sums (December 2024)

Type of Travel Plan	Min.	Max.
Non-residential		
Travel Plan Statement	£15,476	£28,785
Full Travel Plan	£28,785	£52,030
Strategic Travel Plan*	£52,030	£69,899
Residential (C3)		
Travel Plan Statement	£15,476	£29,119
Full Travel Plan	£29,119	£69,358
Strategic Travel Plan*	£69,358	£121,687

Table 5- Minimum and maximum Safeguard Sums according to each level of Travel Plan.

* - Maximum sum for a Strategic Travel Plan is based on developments twice the size of the threshold. If a development exceeds this, the required sum will be reviewed on a case by case basis.

Please note, as stated in [Section 6.1](#), the above fees are subject to indexation and will be reviewed annually.



Appendix E- Place Types

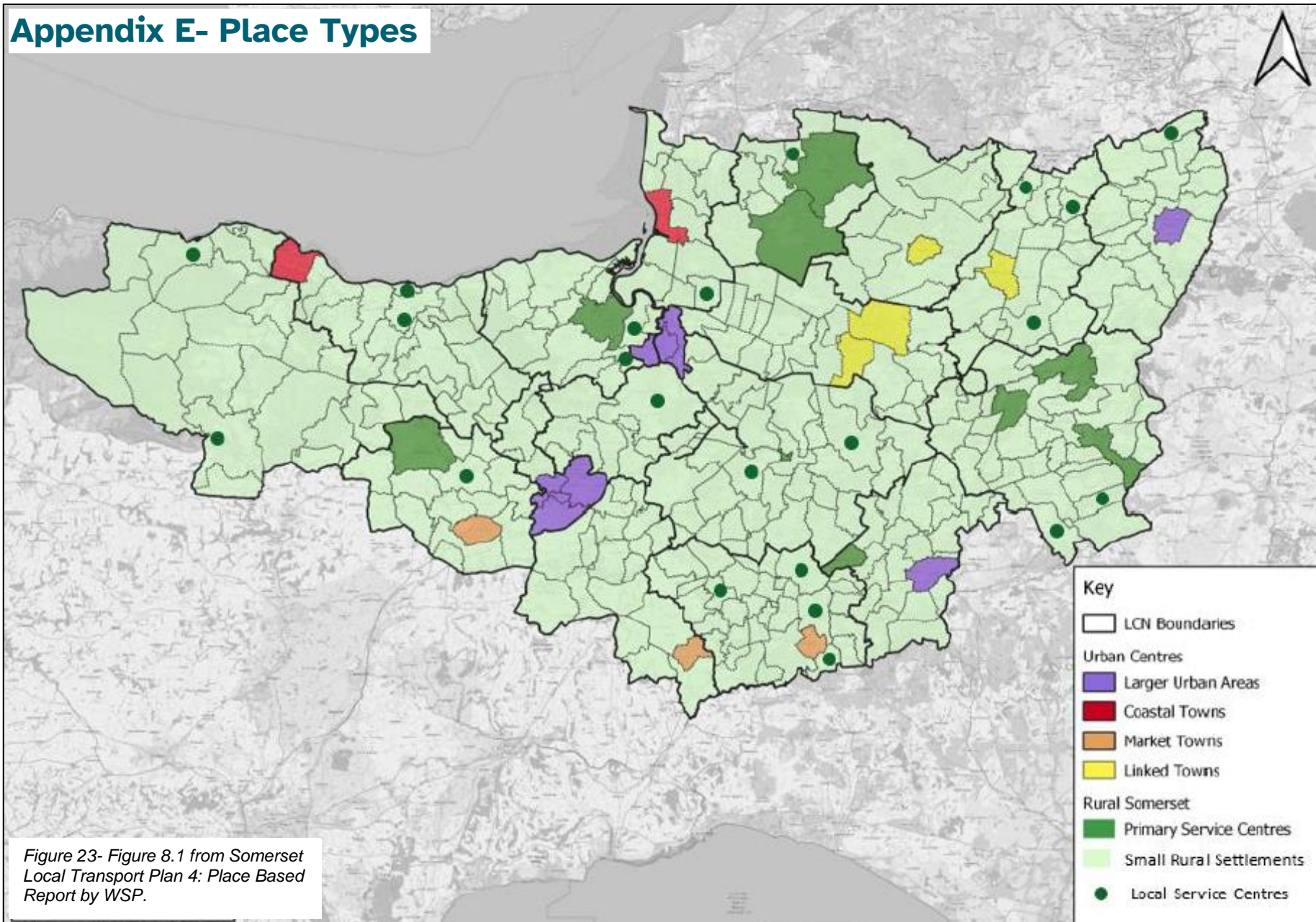


Figure 23- Figure 8.1 from Somerset Local Transport Plan 4: Place Based Report by WSP.



Appendix F- Sample Event Register

Event Register for

Date:

Name	Address (1 st line and Postcode)	Email	Feedback (event, PTP interest and Travel Plan)	Would you like to be kept informed of future events?	
				Yes	No



Appendix G- Sample Action Plan for Monitoring Reports

Measure	To be achieved by	Frequency	End date	Lead	Progress update including: - Dates achieved - Key upcoming dates
Delivery					
Travel Plan Coordinator	Pre-commencement		5 years after final occupation	Dev.	1/1/24- TPC instructed. 1/6/24- Projected first occupation. 1/12/24- Projected final occupation. 30/11/29- Projected completion of Travel Plan.
Management Budget	Pre-commencement		5 years after final occupation	Dev.	1/1/24- Upon instruction.
Physical infrastructure					
Pedestrian and cycle routes	Pre-occupation			Dev.	1/5/24- Phase 1 completed. See photos in report. 1/5/25- Estimated completion of final phase.
Awareness raising					
Webpage	Pre-occupation	Update at least once a year	5 years after final occupation	TPC	1/5/24- live at following web address..... 1/4/25- development timescales and travel information updated.
Travel Information Pack (Electronic copy)	Pre-occupation	To review and update annually.	5 years after final occupation	TPC	1/4/24- prepared and issued to residents upon completion of sale. Example in Monitoring Report.
Travel Information Pack (Physical copy)	Pre-occupation	To issue prior to first occupation.	As stated	TPC	1/6/24- provided as part of sales pack on completion. 1/5/25- packs issued to all dwellings to date.
Behaviour change					
Events	9 months after 1st occupation	Once a year	5 years after final occupation	TPC	1/3/25- held bicycle servicing session. See report for details.
Monitoring					
Monitoring report	Prior to anniversary of 1st occupation	As stated	5 years after final occupation	TPC	1/5/25- issued report to Council. 1/6/26- next report due.



