

Draft Cambridgeshire Residential Travel Plan Guidance

Supplementary Guidance



February 2011

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	Acronyms	
LPA	Local Planning Authority	
PPG	Planning Policy Guidance	
PPS	Planning Policy Statement	
RSS	Regional Spatial Strategy	
RTP	Residential Travel Plan	
SPD	Supplementary Planning Document	

1. INTRODUCTION

This Guidance has been prepared by Cambridgeshire County Council in liaison with the City and District Councils in Cambridgeshire. It is intended for use by developers, their consultants, Cambridgeshire's City and District Councils and any other stakeholders involved in the residential travel planning process.

1.1 Purpose of the Cambridgeshire Residential Travel Plan Guidance

The purpose of the Cambridgeshire Residential Travel Plan Guidance (or "the Guidance") is to provide a background on Residential Travel Plans (RTPs), to explain the residential travel planning process and to specify the local requirements for RTPs. Alongside the guidance provided, this document contains templates and examples to demonstrate the requirements.

1.2 The Process for Developing the Guidance

The Guidance will be adopted as Supplementary Guidance by the County, City and District Councils. Once the Guidance has been adopted by all the local authorities, it will be used in making decisions on planning applications which include an element of residential development.

Prior to adoption, the Guidance will be subject to Public Consultation and Sustainability Appraisal, in order to give it similar weight to a Supplementary Planning Document (SPD). This is in accordance with paragraph 6.3 of Planning Policy Statement (PPS) 12¹. Having similar weight to an SPD will be beneficial because it will give the Councils stronger policy backing to request the preparation and implementation of RTPs.

The City and District Councils may in future choose to adopt the Guidance individually as Supplementary Planning Documents (SPDs).

A Habitats Regulations Assessment of the Guidance showed that no adverse impacts are likely on European Sites².

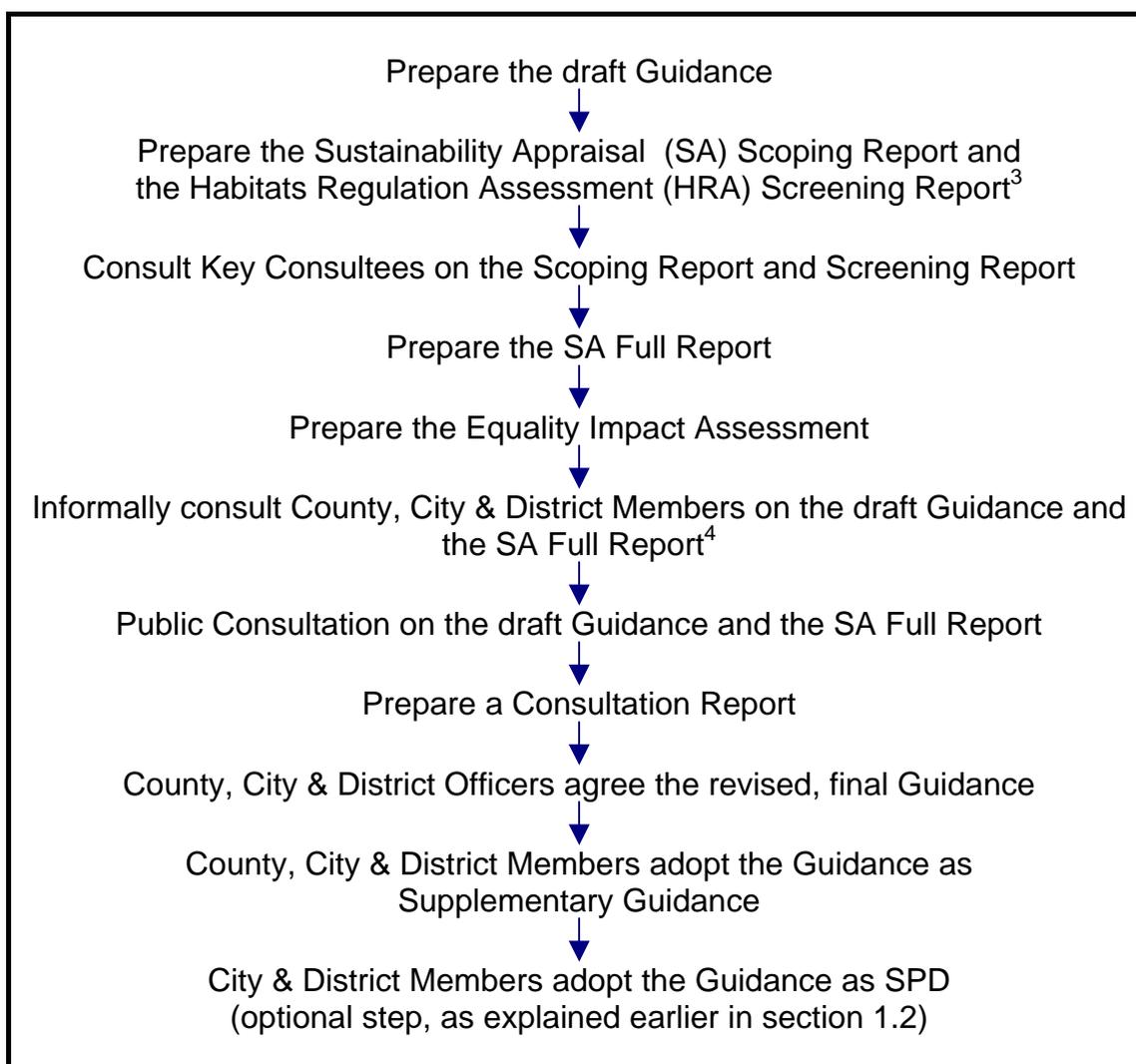
¹ PPS 12, paragraph 6.3: "Supplementary guidance to assist the delivery of development may be prepared by a government agency, Regional Planning Body or a County Council or other body (e.g. AONB [Area of Outstanding Natural Beauty] committee) where this would provide economies in production and the avoidance of duplication e.g. where the information in it would apply to areas greater than single districts. Such guidance would not be a supplementary planning document. However, if the same disciplines of consultation and sustainability appraisal (where necessary) are applied, such information might, subject to the circumstances of a particular case, be afforded a weight commensurate with that of SPDs in decision making. This may be more likely if the district/borough/city councils to which it is intended to apply endorse the guidance, or if the document is an amplification of RSS [Regional Spatial Strategy] policy and it has been prepared by an RPB [Regional Planning Body]."

² These are sites that are identified by the Natura 2000 network to be of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within the European Community.

An Equality Impact Assessment of the Guidance has been undertaken. This was important in showing that there will be no negative impacts on communities as a result of the Guidance.

The figure below summarises the steps that will be taken, leading up to the adoption of the Guidance:

Figure 1: The Process for Developing the Guidance



³ Following the consultation of key consultees on this document, it was agreed that the Screening Report was satisfactory and it was not necessary to conduct further assessment for a HRA Full Report.

⁴ The purpose of this step is to keep Members aware and up to date on the Guidance process and to enable them to provide a steer if need be.

2. BACKGROUND

Travel plans have been successful both in reducing the number and length of single-occupancy car journeys and in increasing the use of sustainable forms of travel for journeys to and from destinations such as schools and workplaces. Travel plans are now also being used to increase sustainable travel from a single origin (a residential development) to various destinations (such as to schools, places of work and leisure centres).

2.1 What is a Residential Travel Plan?

A Residential Travel Plan (RTP) is a document which seeks to increase sustainable travel at a residential development by:

- reducing the need for travel
- reducing single-occupancy car travel
- providing and encouraging the use of more sustainable travel choices, such as walking, cycling, public transport, car sharing and car clubs

An RTP addresses all types of trips to, from and within a residential development, including trips made by residents and visitors.

It sets out the implementation, marketing, monitoring and review of a variety of travel measures to meet pre-agreed targets. The types of measures to be considered when writing an RTP are discussed further in section 5.3.

An RTP is site-specific and takes into account the characteristics of the development such as its location, surrounding transport infrastructure and proximity to local facilities. It is not a static document; it is flexible and should be adapted to suit changes in the site's characteristics over time.

Residential developments sometimes contain other land uses (such as a school, a community centre or a grocery store) and these should be incorporated within an umbrella travel plan for the whole site.

When preparing to write an RTP, advice should be sought from the relevant City or District Council as the Local Planning Authority (LPA). The LPA will then liaise where necessary with Cambridgeshire County Council (as the Local Highway Authority) and the Highways Agency (responsible for operating, maintaining and improving the strategic road network in England).

2.2 Potential Benefits of a Residential Travel Plan

A good Residential Travel Plan should deliver a range of benefits to residents, the wider community and developers.

The benefits to residents and the wider community may include:

- increased choice and quality of travel modes
- reduced traffic congestion and saving travel time on roads
- reduced harmful impacts on the environment due to fewer vehicles being on the roads and promoting less environmentally intrusive forms of travel, such as walking and cycling
- improved air quality and minimised greenhouse gas emissions due to a reduction in traffic growth and congestion and an increased choice of more sustainable modes of transport
- reduction in the harmful effects to the existing biodiversity and the build and historic environment as a result of reduced traffic growth
- improved health due to less pollution from vehicles and the take up of more active modes of travel, such as walking and cycling
- financial savings from free or discounted travel vouchers and the take up less costly alternatives of travel, such as walking or car sharing
- safer communities through reduced number of accidents and other incidents, for example by reducing traffic on roads, restricting traffic speeds, creating road crossings or forming home zones
- improved sustainable access to local services, facilities and the natural environment such as open spaces and green corridors for non-motorised forms of transport
- reduced social isolation as a result of extended or new public transport services, resident walking/cycling groups, resident travel forums and building links with the wider community

An RTP may bring the following benefits to developers:

- increased site capacity due to less space being set aside for car parking; increased site capacity in turn leads to greater revenue
- reduced costs spent on car park construction and maintenance, if the space needed for car parking is reduced
- reduced time taken for a planning decision to be made due to sustainable travel issues having already been addressed
- improved marketability of the site because of the environment-friendly measures implemented through the RTP
- the developer could build their reputation as an environment-conscious developer who supports and promotes sustainable development

3. GUIDANCE AND POLICIES

This section details the various national, regional and local guidance and policies that should be consulted when writing an RTP. These documents may be amended or replaced in future, so it is important to verify this with the relevant Local Planning Authority (LPA), early in the planning process.

Of particular relevance to RTPs are a number of emerging policies which may replace existing policies relating to RTPs. These changes are as a result of the Planning and Compulsory Purchase Act 2004 and related regulations. The changes mean that Regional Planning Guidance is being replaced by a Regional Spatial Strategy (RSS) and Local Plans are being replaced by Local Development Frameworks.

Appendix 1 provides web links to the guidance and policy documents discussed in this chapter, as well as web links to City and District Councils' guidance on planning applications.

3.1 National Guidance

The main guidance relating to RTPs at the national level is Planning Policy Guidance 13: Transport (see paragraphs 87-91). This guidance is important because it states that travel plans should be submitted with planning applications that are likely to have significant transport implications. The guidance is also important because local authorities must take it into account when preparing their Development Plan Documents and it can be used to assist in making decisions on planning applications.

Below is a list of national guidance documents that should be consulted when writing a RTP:

- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)
- The Essential Guide to Travel Planning (2008)
- Guidance on Transport Assessment (2007)
- Making Residential Travel Plans Work: Guidelines for New Development (2005)
- Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers (2002)
- Planning Policy Guidance 13: Transport (2001)

3.2 Local Guidance and Policy

The City and District Councils in Cambridgeshire are currently at varying stages of the Local Development Framework process and therefore may have different documents relating to RTPs. These documents are shown in Table 1 below:

Table 1: Current and Emerging Guidance and Policy relating to Residential Travel Plans

Cambridgeshire County Council	
Current	<ul style="list-style-type: none"> Cambridge (Corridor) Area Transport Plans (2002-2003) Cambridgeshire Local Transport Plan (2006-2011): Smarter Travel Management
Emerging	<ul style="list-style-type: none"> Long-term Transport Strategy (see High Level Strategy)
Cambridge City Council	
Current	<ul style="list-style-type: none"> Local Plan (2006) Policy 8/2: Transport Impact, Policy 8/3: Mitigating Measures Policy 8/4: Walking and Cycling Accessibility and Policy 8/5: Pedestrian and Cycle Network (Policy 8/5 is only relevant in specific cases) Sustainable Design and Construction SPD (2006) Cambridge East Area Action Plan (2008) Policy CE/2.12; Policy CE/10.6 and Policy CE/11: Alternative Modes and Parking Cambridge North West Area Action Plan (Draft 2009) Policy NW11 Sustainable Travel
Emerging	<ul style="list-style-type: none"> Cambridge Development Strategy (Core Strategy)
East Cambridgeshire District Council	
Current	<ul style="list-style-type: none"> Local Plan (2000) Policies 115 to 119 and Policy 125: Movement Residential Design Guide (2001) Core Strategy Development Plan Document (2009) Policy CS6: Environment, Policy S6: Transport Impact, Policy EN2: Design and Policy EN3: Sustainable construction and energy efficiency
Fenland District Council	
Current	<ul style="list-style-type: none"> Fenland District-Wide Local Plan (2003) Policies TR3, TR4, TR6 and TR7: Transportation
Emerging	<ul style="list-style-type: none"> Core Strategy and Development Policies – Preferred Options 2 (2007) Policies T1 to T4: Transport

Huntingdonshire District Council	
Current	<ul style="list-style-type: none"> • Huntingdonshire Local Plan (1995) Policies T10, T11, T18 to T23 and T28: Transport • Huntingdonshire Design Guide SPD (2007) • Core Strategy (2009) Policy CS1: Sustainable Development in Huntingdonshire and Policy CS10: Contributions to infrastructure requirements
Emerging	<ul style="list-style-type: none"> • Development Management – Development of Options (2009) Draft Policies: Sustainable Travel and Parking Provision • Huntingdon West Area Action Plan (2009)
South Cambridgeshire	
Current	<ul style="list-style-type: none"> • Core Strategy (2007) • Development Control Policies (2007) Policy TR/1 to TR/4: Travel • Northstowe Area Action Plan (2007) Policy NS/11: Alternative Modes • Cambridge East Area Action Plan (2008) Policy CE/14: Alternative Modes and Parking • Cambridge Southern Fringe Area Action Plan (2008) Policy CSF/11: Alternative Modes • Cambridge North West Area Action Plan (2009) Policies NW11 to NW19: Travel • District Design Guide (2010) Chapter 8: Environmental Sustainability

The information supplied in this table was correct as of February 2011. The relevant Local Planning Authority should be contacted for information on updates or new policy and guidance.

4. WHEN IS A RESIDENTIAL TRAVEL PLAN REQUIRED?

A Residential Travel Plan should be written as early as possible in the planning process, usually alongside the Transport Assessment, to allow measures to be designed into the development from the outset.

4.1 National Guidance on Requesting Residential Travel Plans

Paragraph 89 of Planning Policy Guidance 13 (PPG 13) states that travel plans should be submitted alongside planning applications which are likely to have significant transport implications.

Appendix B of the Guidance on Transport Assessment (Department for Transport, 2007) suggests thresholds for submitting a travel plan for residential developments. It suggests that a travel plan should be provided for all developments with 80 or more dwellings, but provides that “*local authorities may interpret [the thresholds] in light of their own circumstances*”.

4.2 Local Requirements for Residential Travel Plans

Some Local Planning Authorities (LPAs) in Cambridgeshire have set thresholds for when they will request an RTP. This is explained below in detail for each LPA. Web links to the local validation checklists for planning applications and other relevant documents are provided in Appendix 1.

It is important to note that the thresholds are only indicative and each application will be considered on a case-by-case basis by the LPA. As such, a Residential Travel Plan may still be requested for residential developments which fall below any national or local threshold. Where the requirements are not clear, the LPA should be consulted for further advice.

Table 2 below summarises the thresholds set by the City and District Councils, which is explained in detail in the subsequent sections.

Table 2: Summary of Thresholds for submitting a Residential Travel Plan with a Planning Application

Local Planning Authority	Thresholds for submitting RTPs
Cambridge City Council	Advice should be sought from the City Council.
East Cambridgeshire District Council	Advice should be sought from the District Council.
Fenland District Council	25 dwellings or more.
Huntingdonshire District Council	80 dwellings or more.
South Cambridgeshire District Council	20 dwellings or more, or, if this is not known, where the site area is 0.5 hectares or more.

The information supplied in this table was correct as of February 2011. The relevant Local Planning Authority should be contacted for information on updates or new policy and guidance.

4.2.1 Cambridge City Council Requirements

Section 25 of the “Local List” requires a travel plan to be submitted with all planning applications that are likely to have a significant transport implication, as is also defined in PPG 13. The requirement for producing an RTP will be assessed individually for each planning application submitted to the City Council.

Please note, section 3.7 of the Local Plan (2006) defines a major development as “All residential developments with 10 or more dwellings, or where the site area is 0.5 hectares or more”. It is therefore possible that an RTP would be required for developments that fall within this description.

4.2.2 East Cambridgeshire District Council Requirements

The “Validation Checklist Criteria” is yet to include travel plans, however there is a checkbox for a Green Transport Plan which may contain some elements of a Travel Plan. The requirement for producing an RTP will be assessed individually for each planning application submitted to the District Council.

4.2.3 Fenland District Council Requirements

The “Local Validation Checklist” requires an RTP to be submitted for all residential developments of 25 dwellings or more, or residential developments likely to have significant transport implications, as defined in PPG13.

4.2.4 Huntingdonshire District Council Requirements

The “Validation Checklist” states that an RTP is required for any development with 80 or more dwellings.

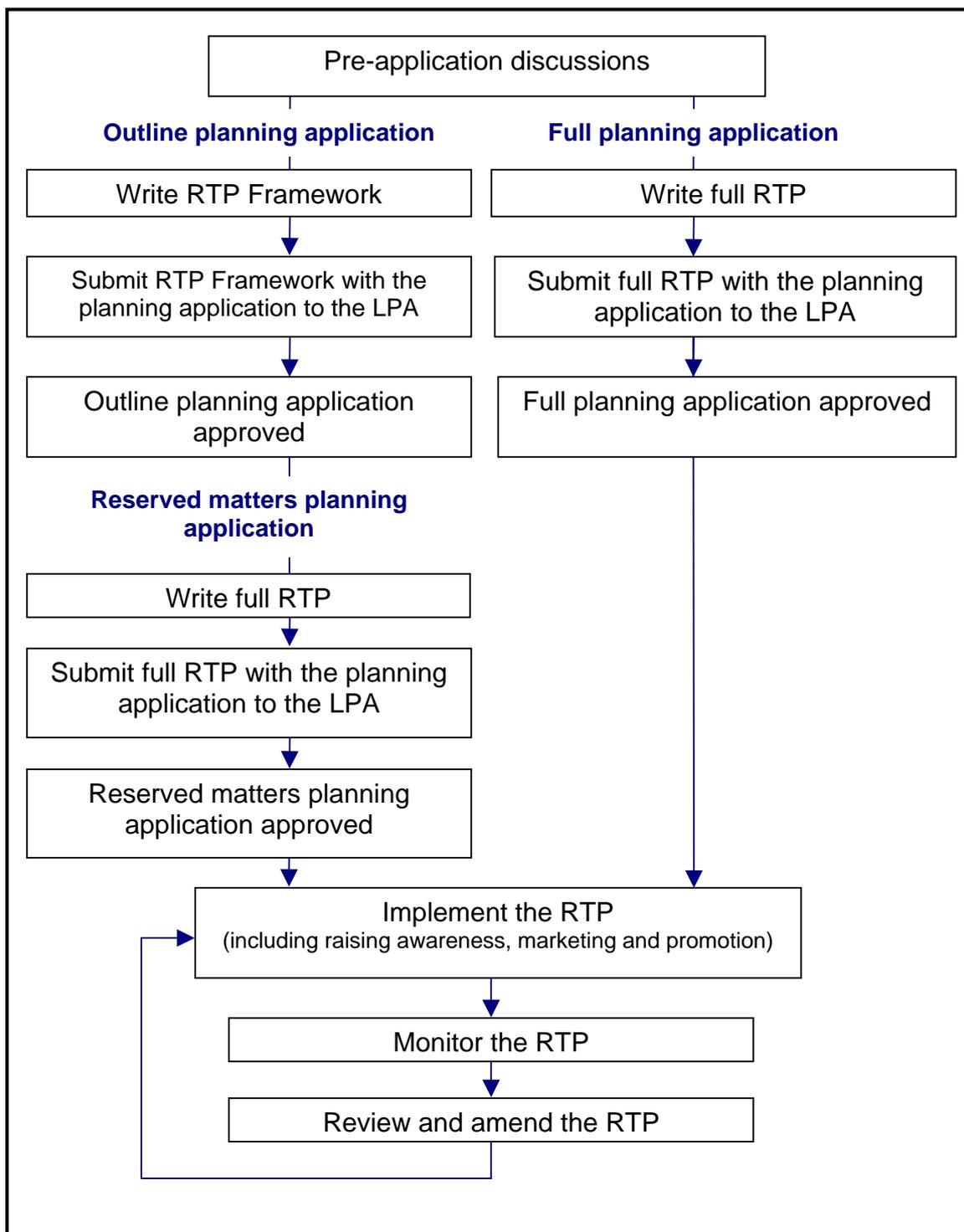
4.2.5 South Cambridgeshire District Council Requirements

Policy TR/3 of the adopted Development Control Policies (2007) requires a travel plan to be submitted with planning applications for all major developments, that is, all planning applications for 20 dwellings or more, or where this is not known, where the site area is 0.5 hectares or greater (also see Section 25 of the “Checklist Guidance Notes”). In addition, Policy TR/3 requires a travel plan to be submitted alongside all proposals that are likely to have significant transport implications, as is defined in paragraph 89 of PPG13.

5. RESIDENTIAL TRAVEL PLANNING PROCESS

The residential travel planning process is shown in Figure 2 below. The cost and time required to undertake each step varies depending upon the location, size and possible impacts of the development. For more information about the process, contact the appropriate Local Planning Authority (LPA).

Figure 2: Residential Travel Planning Process



5.1 Pre-application discussions

In addition to reading this document and other relevant guidance and policy, applicants should contact their LPA for specific advice and guidance on preparing their Residential Travel Plan prior to submitting it with the planning application. This is to ensure that the applicant knows what is required in preparing an RTP for their development and to reduce the likelihood of a delay in determining the application due to changes needing to be made to the RTP. It is important that an RTP is considered early on in the design stage of a residential development, because the RTP could influence the site design and layout.

5.2 Site audit

This involves identifying and assessing the transport-related facilities, services and links to the development site (this may have already been carried out as part of a Transport Statement/Assessment; see Appendix 2 for more information). Following this, a list of potential improvements and/or additions to encourage residents to travel more sustainably should be made. This, along with results from the Transport Statement/Assessment, will provide background information for the RTP.

5.3 Writing the Residential Travel Plan

All Residential Travel Plans should follow a similar format and should be site-specific. An RTP must contain the following information:

- Introduction
- Background on RTPs
- Site Description and Existing Conditions
- Objectives and Targets
- RTP Measures
- Management (which includes the management structure and roles, funding, raising awareness, marketing and promotion, monitoring and review, remedial measures and triggers, enforcement and long term sustainability)

The RTP Template in Appendix 3 describes the recommended content of a RTP, with examples.

RTPs must be as detailed as possible, regardless of the type of application they are supporting. It is acknowledged that less detail may be available at the outline application stage; in this case an RTP Framework may be accepted. The Residential Travel Plan should also include appropriate maps, figures and tables.

When writing an RTP, the measures selected play an important role in its delivery. There is a wide range of measures that can be included in an RTP and those selected will depend on the characteristics of each site in question such as:

- size of the development (number of dwellings)
- predicted number and length of trips and travel mode split at the site
- type of housing (percentage of affordable, rented or private housing)
- availability of and proximity to transport infrastructure and services, such as cycle lanes, pavements, pedestrian crossings and public transport

It is important to note that the following measures must be included in all Residential Travel Plans submitted to the Local Planning Authority:

- i. Travel Information Packs (more information and a list of contents for the pack are provided in Appendix 4)
- ii. Travel Plan Coordinator
- iii. Travel-related measures that are mentioned in the development's Transport Statement/Assessment and Design and Access Statement
- iv. Steering Group
- v. Residents Group

Appendix 5 provides more details on these essential measures and lists other recommended measures to consider when writing an RTP. The list provided in Appendix 5 is not exhaustive; additional measures can be suggested when writing an RTP.

It must be demonstrated that all recommended measures have been considered by providing reasons for selecting certain measures and leaving out others. Some hypothetical cases have been drawn up in Appendix 6 to demonstrate the justification required when selecting RTP measures.

5.4 The Planning Application Process

Prior to submitting a planning application, the LPA should be consulted (usually as part of the pre-application process) to discuss the specific requirements of the RTP.

When submitting an outline planning application to the LPA, an RTP Framework can be submitted alongside the application, which should contain all the required sections of an RTP, with as much detail as possible available at that stage. Where a full planning application or a reserved matters application is being submitted, a fully detailed Residential Travel Plan should be provided.

In all scenarios (outline application, reserved matters application or full application) the planning application will be assessed by the LPA, taking into account the accompanying RTP. The planning application, including the RTP, will be assessed⁵ to determine whether any adverse impacts are likely, including impacts on European Sites.

⁵ See the *Habitats Directive* (or European Communities (1992) Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora)

As part of the planning application assessment, the LPA will consult with the County Council and other relevant consultees, on the application. The LPA will then determine whether to permit or refuse the application. As part of this determination, Cambridgeshire County Council will advise the LPA on the acceptability of the transport impacts of proposed developments within the County, including any highway improvement or mitigating measures required as part of Section 106 agreements (further information on Section 106 agreements and the related Acts can be found on the Communities and Local Government website).

If an application is granted outline permission, the RTP should be updated to reflect any comments received from the LPA and to include any information that was not available previously, before applying for reserved matters permission.

If the application is granted full or reserved matters planning permission, the Residential Travel Plan should be amended in line with any further recommendations from the LPA.

The RTP will usually be secured via a planning condition or Section 106 Agreement, often requiring financial contributions from the developer to ensure that it will be implemented and monitored. See Appendix 7 for an example planning condition and Section 106 Agreement.

5.5 Implementing the Residential Travel Plan

The RTP will contain several measures, which will require implementation from the early design and layout stage, for example the creation of cycle and pedestrian lanes. Travel plan implementation should continue throughout the agreed monitoring period of the RTP and after handover of the RTP from the Travel Plan Coordinator to the residents or a management body that liaises closely with the residents.

The monitoring period of the RTP (during which the developer has full responsibility for its implementation and management) will usually cover a period prior to occupation of the development up to about 3 years after full occupation. The monitoring period will be agreed on a case-by-case basis with the Local Planning Authority, usually during pre-application discussions.

Measures should be implemented in accordance with the RTP's implementation timetable (see Appendix 3 for an example of an implementation table) and in line with the development's building and occupancy rates.

5.6 Raising Awareness, Marketing and Promotion

A Residential Travel Plan should be made known to residents from the earliest possible stage (for example housing sales staff should inform potential occupiers of the travel initiatives planned for the site) and throughout the monitoring period (for example by updating websites and Travel

Information Packs). This will make residents aware of the RTP's measures and incentives and will encourage them to travel sustainably from the outset.

Raising awareness, marketing and promotion should continue for the life of the travel plan, to encourage residents to keep travelling sustainably and to inform them of any changes to the RTP. See Appendix 3 for examples of awareness-raising, marketing and promotion methods.

5.7 Management

An RTP needs to be managed from the outset to ensure that it is effective and that targets are met. Management involves making sure that measures occur according to the implementation timetable and that the plan is marketed, monitored, reviewed and updated regularly. It also involves ensuring that if the review process finds that a target has not been met, suitable remedial action is taken, as specified in the RTP and/or in a planning condition(s) or Section 106 Agreement.

5.7.1 Management Structure and Roles

The RTP should detail the management structure (e.g. Travel Plan Coordinator, Steering Group, Community Groups, Community Trusts, etc) and roles. The Travel Plan Coordinator should manage the Residential Travel Plan prior to construction until at least 3 years after full occupation. Following this, the management of the RTP should be handed over to a Residents Group (or other approved management body) so it can continue to be implemented and managed indefinitely.

5.7.2 Monitoring

Monitoring should take place on a regular basis, at least annually, for the life of the RTP, to determine whether targets and objectives are being met (and in some cases, to comply with a planning condition or Section 106 Agreement).

Baseline monitoring should be carried out at an early stage of occupation (usually between 50% to 75% occupation) to gather baseline data on current travel habits at the site and to predict the modes of travel that future residents may use.

Details of what should be monitored and the various monitoring methods that can be used are in the RTP template in Appendix 3.

Monitoring should be repeated around the same time each year and if a questionnaire is used, it should ask similar questions each time so that results can be easily compared against previous surveys. See Appendix 8 for an example Travel Questionnaire.

During the agreed monitoring period, monitoring of the site is the responsibility of the developer. Monitoring is usually done by the appointed Travel Plan Coordinator, although independent consultants may be used to undertake all or part of the monitoring exercises. After the agreed monitoring period, monitoring should be taken up by the Residents Group established earlier by

the Travel Plan Coordinator (see a description of Residents Groups in Appendix 5).

The monitoring results should be presented in the form of an Annual Monitoring Report. The Report shall include:

- an introduction
- a description of the activities that have been undertaken in the last year/period
- an assessment/evaluation of the monitoring methods, activities and results
- recommendations to improve the RTP

See the RTP Template in Appendix 3 for more details of the required contents of the Annual Monitoring Report.

The relevant LPA should be consulted for details of the monitoring arrangements applicable to the development. Some sites may be required to liaise directly with the County Council when providing monitoring data and seeking approval of Annual Monitoring Reports and RTP Revisions.

5.7.3 Review

The RTP should be regularly reviewed and updated for the life of the plan to ensure it remains effective and up-to-date. The review process involves assessing the monitoring results to ascertain whether targets have been met, whether there are any problems and whether there are areas for improvement and then updating the RTP accordingly. It also involves determining if there have been any changes in certain factors such as the level of occupancy and the provision of transport services, then making amendments to the RTP to account for any such changes.

Any changes made to the RTP must be done in agreement with the LPA. Where appropriate, the LPA will seek advice on proposed changes from Cambridgeshire County Council and other relevant parties, prior to giving their agreement.

The amended RTP should then be distributed or made available to all stakeholders, including the residents and the LPA.

5.7.4 Long-term Sustainability of the Residential Travel Plan

Provisions must be made for the implementation and management of the RTP to continue after the Travel Plan Coordinator is no longer employed at the site. This involves setting up strong links with the residents, local community groups and other possible stakeholders (such as local community trusts) and identifying a Residents Group to take over the Travel Plan Coordinator's responsibilities. Appendix 9 shows how links with the local community can be strengthened.

6. CONCLUSION

This Guidance has provided details on the RTP process, the required content of Residential Travel Plans and how to implement and manage them. The Guidance must be read with all its appendices and it should be read alongside other relevant policy and guidance documents.

As more RTPs are developed and implemented in Cambridgeshire, lessons learned will be made available to inform future developments.

6.1 What can Developers and Local Authorities do to support the Residential Travel Planning Process?

In order for the RTP process to succeed, it is important that developers and local authorities continue to support the process as described below:

Table 3: Ways in which Developers and Local Authorities can support the Residential Travel Planning Process

What can developers do to help the process?
<ul style="list-style-type: none"> • Ensure development proposals reflect the wider objectives for planning and transport established in local authority Local Development Frameworks and the Local Transport Plan.
<ul style="list-style-type: none"> • Welcome the marketing potential of creating sustainable developments through residential travel planning and mainstream these messages in promotional material.
<ul style="list-style-type: none"> • Initiate early discussions with the local community about the project.
<ul style="list-style-type: none"> • Propose low parking requirements in new developments and utilise the extra space for development or open space. Demonstrate how parking will be managed to avoid overspill into neighbouring areas.
<ul style="list-style-type: none"> • Appoint competent professionals to develop the travel plan who are committed to seeing the plan through from inception to implementation.
<ul style="list-style-type: none"> • Be prepared to provide financial resources to fund necessary travel plan measures for a sufficient period of time as to ensure their sustainability.
<ul style="list-style-type: none"> • Identify clearly how responsibility for the travel plan management will be transferred to residents in future.
<ul style="list-style-type: none"> • Work in partnership with local authorities to ensure a mutually acceptable scheme which is deliverable.
What can local authorities do to help the process?
<ul style="list-style-type: none"> • Establish clear policies and guidance in support of residential travel plans and provide references to supporting planning and transport policies.
<ul style="list-style-type: none"> • Challenge conventional thinking about parking standards and encourage low parking allowances as far as possible.
<ul style="list-style-type: none"> • Allow officers' time for discussion, development and monitoring of travel plans through adequate resourcing and training in this area.
<ul style="list-style-type: none"> • Provide current and comprehensive local data on transport movements and provision and on local accessibility.

- | |
|---|
| <ul style="list-style-type: none">• Provide examples of good residential travel plans that have been developed in the area and availability of travel plan expertise. |
| <ul style="list-style-type: none">• Ensure section 106 agreements for residential travel plans set out clear mechanisms for monitoring and review of plans and handover arrangements for the future management of the plan. |
| <ul style="list-style-type: none">• Use the Local Transport Plan to identify transport schemes serving the wider area to which developments should contribute. |
| <ul style="list-style-type: none">• Facilitate liaison and partnerships with public transport operators and other agencies with an interest or contribution. |
| <ul style="list-style-type: none">• Work in partnership with developers to ensure a mutually acceptable travel plan which is deliverable. |

Derived from *Making Residential Travel Plans Work: Guidelines for New Development* (Department for Transport, 2005)

6.2 Local Authority Contact Information

Full contact details for the County, City and District Councils, including address, phone, fax, email and relevant web pages, can be found in Appendix 10.

Any queries on whether an RTP is required for a proposed development, or queries on specific LPA requirements for a proposed development should be made to the relevant City or District Council.

Any comments or queries on the contents of this Guidance or general RTP issues should be made to:

Environment Management and Climate Change Service
Cambridgeshire County Council
Box No. CC1312
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Tel: 01223 715560

Email: emcc@cambridgeshire.gov.uk

Website: www.cambridgeshire.gov.uk/environment/travelwise

Details correct as of February 2011.

APPENDIX 1

Web Links to Residential Travel Plan Guidance and Policy, Planning Application Guidance and Validation Checklists

Please note, the information supplied below was correct as of February 2011. Local Planning Authorities should be contacted for information on updates or new policy and guidance.

National Guidance

Department for Communities and Local Government	
Current Guidance	<ul style="list-style-type: none"> • Planning Policy Guidance 13: Transport (2001) http://www.communities.gov.uk/publications/planningandbuilding/ppg13
Department for Transport	
Current Guidance	<ul style="list-style-type: none"> • Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers (2002) http://www.dft.gov.uk/pgr/sustainable/travelplans/work/ • Making Residential Travel Plans Work: Guidelines for New Development (2005) http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/ • Guidance on Transport Assessment (2007) http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta • The Essential Guide to Travel Planning (2008) http://www.dft.gov.uk/pgr/sustainable/travelplans/work/ • Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/

Local Guidance and Policy, Planning Application Guidance and Validation Checklists

Cambridgeshire County Council	
Current Guidance & Policy	<ul style="list-style-type: none"> • Cambridge (Corridor) Area Transport Plans (2002-2003) www.cambridgeshire.gov.uk/transport/strategies/atp.htm • Cambridgeshire Local Transport Plan (2006-2011): Smarter Travel Management www.cambridgeshire.gov.uk/transport/strategies/local/ltp_2006.htm
Emerging Guidance & Policy	<ul style="list-style-type: none"> • Long-term Transport Strategy (see High Level Strategy) www.cambridgeshire.gov.uk/transport/strategies/longterm

Cambridge City Council	
Current Guidance & Policy	<ul style="list-style-type: none"> • Local Plan (2006) www.cambridge.gov.uk/public/pdfs/ccc-local-plan-2006.pdf • Sustainable Design and Construction SPD (2006) www.cambridge.gov.uk/public/pdfs/Sustainable-design-SPD.pdf • Cambridge East Area Action Plan (2008) http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-east-area-action-plan.en • North West Cambridge Area Action Plan (2009) http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/north-west-cambridge-area-action-plan.en
Emerging Guidance & Policy	<ul style="list-style-type: none"> • Cambridge Development Strategy (Core Strategy) http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-development-strategy.en
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> • “Local List”, “Local Supplementary List” and “Guidance Notes” www.cambridge.gov.uk/ccm/content/planning-and-building-control/development-control/making-an-application/application-forms-and-guidance-notes.en
East Cambridgeshire District Council	
Current Guidance & Policy	<ul style="list-style-type: none"> • East Cambridgeshire District Local Plan http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-district-council-documents • Residential Design Guide (2001) <i>Please contact the District Council for a copy.</i> • Core Strategy Development Plan Document (2009) http://eastcambs.gov.uk/local-development-framework/core-strategy-submission

East Cambridgeshire District Council (continued)	
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> • “Validation Checklist Criteria” and “Guidance Notes” http://eastcambs.gov.uk/planning/planning-application-forms
Fenland District Council	
Current Guidance & Policy	<ul style="list-style-type: none"> • Fenland District-Wide Local Plan (1993) www.fenland.gov.uk/assets/localplan/
Emerging Guidance & Policy	<ul style="list-style-type: none"> • Core Strategy and Development Policies – Preferred Options 2 (2007) www.fenland.gov.uk/ccm/navigation/building/planning-policy/local-development-framework/core-strategy/
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> • “Validation checklists” and “Pre-application Protocol” www.fenland.gov.uk/ccm/content/planning/forms/planning-forms-index.en
Huntingdonshire District Council	
Current Guidance & Policy	<ul style="list-style-type: none"> • Huntingdonshire Local Plan (1995) and Alteration (2002) www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Local%20Plan.aspx • Huntingdonshire Design Guide SPD (2007) www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Urban%20Design/Pages/1%20Huntingdonshire%20Design%20Guide.aspx • Core Strategy (2009) www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Core%20Strategy.aspx
Emerging Guidance & Policy	<ul style="list-style-type: none"> • Development Management Development Plan Document (2009) www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Development%20Management%20DPD.aspx • Huntingdon West Area Action Plan (2009) www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Huntingdon%20West%20Area%20Action%20Plan.aspx
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> • “Application for Planning Permission” and “Document Checklist” http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx

South Cambridgeshire	
Current Guidance & Policy	<ul style="list-style-type: none"> • Core Strategy (2007) www.scambs.gov.uk/documents/retrieve.htm?pk_document=905183 • Development Control Policies (2007) www.scambs.gov.uk/documents/retrieve.htm?pk_document=905680 • Northstowe Area Action Plan (2007) www.scambs.gov.uk/documents/retrieve.htm?pk_document=905692 • Cambridge East Area Action Plan (2008) http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/Cambridge_East_AAP.htm • Cambridge Southern Fringe Area Action Plan (2008) www.scambs.gov.uk/documents/retrieve.htm?pk_document=906442 • Cambridge North West Area Action Plan (2009) www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/North_West_Cambridge_AAP.htm • District Design Guide (2010) www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/SPDs/DistrictDesignGuideSPD.htm
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> • “Checklist” and “Checklist Guidance Notes” www.scambs.gov.uk/Environment/Planning/DevelopmentPlanning/1APPForms.htm?textsize=1

APPENDIX 2

Site Audit Requirements

Below is a list of information that should be included in the site audit. The information could be collected specifically for the Residential Travel Plan or taken from the Transport Statement/Assessment accompanying the planning application:

Site Audit Requirements
<ul style="list-style-type: none"> the access routes to, from and within the site (including vehicular access, walking and cycling routes, taxi and public transport access)
<ul style="list-style-type: none"> the condition of the access routes described above
<ul style="list-style-type: none"> the location and condition of any walking, cycling or public transport facilities (such as bus stops and parking) that are near the proposed development site
<ul style="list-style-type: none"> the routes and timetables of public transport services that link to, or go near, the proposed development site
<ul style="list-style-type: none"> the land uses that share the proposed development site if applicable (such as an on-site day care center, local shop or community center)
<ul style="list-style-type: none"> the location and type of services and facilities near the proposed development site (such as supermarkets and post offices)
<ul style="list-style-type: none"> whether other land uses on the site have a travel plan or whether a nearby site has a travel plan; if so, how the existing and new travel plans can be made to complement each other
<ul style="list-style-type: none"> any existing sustainable travel measures in the area e.g. an established local car club or car share scheme, an existing community group that is vocal on transport or sustainability issues, etc
<ul style="list-style-type: none"> for baseline comparative purposes, the current travel mode split and trip generation rates for neighbouring residential developments or a similar site located elsewhere; this information could be taken from bespoke surveys or software programmes such as TRICS
<ul style="list-style-type: none"> the predicted travel mode split and trip generation for the development, without an RTP
<ul style="list-style-type: none"> the predicted travel mode split and trip generation with the RTP in place, preferably at key stages of the RTP (for example at the end of each monitoring year, upon full occupation and 3 years after full occupation)

APPENDIX 3

Residential Travel Plan Template

Note:

- i When writing a Residential Travel Plan (RTP), guidance should be sought from the Cambridgeshire RTP Guidance, as well as other relevant national and local guidance and policy.
- ii The relevant City or District Councils should be consulted on specific local requirements, such as cycle parking standards and the length of monitoring the RTP.
- iii The words in *italics* are examples of how to write certain sections of the RTP. This is only suggested wording and the examples are not conclusive.
- iv It is important to provide supporting information throughout the RTP, such as maps, tables, figures, photos, etc.

Contents

Introduction

1 Background on Residential Travel Plans

- 1.1 What is a Residential Travel Plan?
- 1.2 Objectives of Residential Travel Plans
- 1.3 Guidance and Policy
- 1.4 Potential benefits

2 Site description and Existing conditions

- 2.1 Site description
- 2.2 The proposed development
- 2.3 Current/estimated travel mode split and trip generation
- 2.4 Existing transport facilities and services
- 2.5 Other nearby facilities and services
- 2.6 Existing travel plans and sustainable travel measures

3 Objectives and Targets

- 3.1 Objectives
- 3.2 Targets

4 Measures

- 4.1 Measures selected and justification
- 4.2 Description of Residential Travel Plan measures
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5 Management

- 5.1 Management structure and roles
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- 5.3 Raising awareness, Marketing and Promotion
- 5.4 Monitoring and Review
 - 5.4.1 Indicators
 - 5.4.2 Monitoring methods
 - 5.4.3 Review
 - 5.4.4 Monitoring and Review Schedule
- 5.5 Remedial measures and triggers
- 5.6 Enforcement
- 5.7 Long term sustainability
 - 5.7.1 Creation of a Residents Group
 - 5.7.2 Forming strong links with the wider community

Conclusion

Figures, Appendices, etc

INTRODUCTION

This section should summarise what the document is, how it has evolved, its purpose and vision. It should describe who has prepared the document and who it is intended for. This section should also summarise the proposed development and the key travel plan measures to be implemented.

Lastly this section should briefly describe the contents of the rest of the document.

Example

This Residential Travel Plan has been prepared to guide the delivery and management of several initiatives to encourage sustainable travel at the proposed residential development. The document aims to expand the awareness of and increase the use of sustainable travel options at the site and to the wider community of ... (village/town). The Plan will be used primarily by the Travel Plan Coordinator who will implement and manage it; residents and community groups may also be interested in reading this document to see how it directly affects them.

This Residential Travel Plan has been prepared by ... (agent) on behalf of the developer ... The proposal is for a residential development comprising ... dwellings, with a community centre. The development is located on ...Rd, in ... (village/parish/ward) ... (city/district).

This RTP was submitted to City/District Council in ... (month, year) as part of the requirements to settle Reserved Matters for (planning application number ...). This follows a planning application for Outline Permission, which was submitted in ... (month, year) and included a draft RTP.

Several initiatives will be implemented at the site to encourage sustainable travel. These initiatives include, among others, the provision of a new bus service to link the site to Town, free Car Club membership for the first year for each dwelling and a £50 voucher for each dwelling to use towards a bicycle/cycling equipment or public transport.

This document includes the following chapters:

Background on Residential Travel Plans – a definition of RTPs, the available guidance and policy that support RTPs and the main objectives and potential benefits of RTPs

Site description and existing conditions – a detailed description of the site, its surroundings and the available transport infrastructure and services

Objectives and Targets – the RTP objectives and targets and their interrelation

Measures – the travel initiatives selected to encourage sustainable travel, as well as an implementation plan

Management – the overall management structure and activities involved in implementing, monitoring and reviewing the RTP and ensuring its long term survival

1 BACKGROUND ON RESIDENTIAL TRAVEL PLANS

Most of the information required in this chapter can be found in the main body of the Cambridgeshire Residential Travel Plan Guidance (see chapters 2, 3 and 4).

1.1 What is a Residential Travel Plan?

Define and describe an RTP.

1.2 General objectives of an RTP

Explain the objectives and purpose of an RTP.

1.3 Potential benefits of an RTP

Describe both the general benefits of RTPs and any unique benefits of this RTP to the residents and wider community.

1.4 Guidance and Policy

Describe the various guidance and policy (national and local) that relate to residential travel planning.

2 SITE DESCRIPTION AND EXISTING CONDITIONS

Much of the information required here will have been gathered as part of the site audit or when developing the Transport Statement/Assessment. Refer to Appendix 2 (Site Audit Requirements) for additional details of what should be included in this chapter.

2.1 Site description

This should describe the location of the site and mention the key characteristics and surroundings.

2.2 The Proposed Development

This should describe the following:

- Processes undertaken in submitting and developing the RTP (e.g. planning application, site audit, etc)
- Number and type of dwellings proposed
- Any other developments proposed as part of planning application

2.3 Current/estimated and predicted modal split and trip generation

See Appendix 2 for full details.

2.4 Existing transport facilities and services

See Appendix 2 for full details.

2.5 Other nearby facilities and services

This will include the location and type of services and facilities near the proposed development site (such as schools, supermarkets and post offices).

2.6 Existing travel plans and sustainable travel measures

This section should describe any travel plans that have been produced for neighbouring/nearby developments. Areas for joint working of these travel plans should be identified and included among those RTP measures designed to compliment other existing travel plans. Details should also be provided of any travel measures already in place (e.g. a community car sharing scheme) or any measures that would support the success of the RTP (e.g. an existing Community Group that discusses environmental issues).

3 OBJECTIVES AND TARGETS

3.1 Objectives

The objectives should reflect the overall purpose of the RTP, namely to increase sustainable travel at a residential development by:

- reducing single-occupancy car travel
- providing and encouraging the use of more sustainable travel choices, such walking, cycling, public transport, car sharing and car clubs
- reducing the need for travel

Any site-specific objectives should be included, for example an objective to reduce traffic along a particular road.

Example

To reduce the number of single-occupancy car trips to, from and within the site.

3.2 Targets

The targets should be derived from the objectives. There may be more than one target for each objective. The targets should reflect those agreed with the Local Planning Authority (LPA) in the Transport Statement/Assessment in the first instance, unless a target is specified in a planning condition or Section 106 Agreement. Targets should be updated if necessary, following site monitoring.

It should be demonstrated how the targets have been set, bearing in mind the existing information available about the site (e.g. the estimated modal split and trip generation figures) and the proposed travel measures (e.g. a new bus service).

Targets should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). There should be a combination of quantitative targets (e.g. modal splits) and qualitative targets (e.g. awareness and attitudes towards sustainable travel).

Example

Target 1 - To reduce the number of single-occupancy car trips to, from and within the site by 15% (from 65 % to 50%) within the 5 year monitoring period. Within the first 3 years a reduction of at least 7.5% is targeted; the remainder of the difference (e.g. a further 7.5% reduction) will be the target for the remainder of the monitoring period.

Target 2 – Etc...

Table ...: Current (or estimated) and target transport mode splits

Objective	Target	Current	Targeted	Change
To reduce the number of single-occupancy car trips to, from and within the site.	1. To reduce the number of single-occupancy car trips to and from the site by 15% within the 5 year monitoring period.	65% of modal split	50% of modal split	15%
Etc...	2. etc...			

4 MEASURES

This section should detail the measures that will be implemented in order to meet the identified targets and objectives. It should explain why certain measures were selected over others.

4.1 Measures selected and justification

The measures chosen in addition to the essential measures (see Appendix 5) should be selected according to the site characteristics, the pre-application discussions and the results of the site audit.

The hypothetical RTP cases in Appendix 6 show the type of justification required for selecting certain travel plans over others.

Example

Table ...: Measures selected and justification for the selection

RTP MEASURES		JUSTIFICATION
Encourage walking		
Walkers' group / walking buddy scheme	✓	A walking group has been set up and various routes identified. Students of the nearby schools will be encouraged to join the school's Walking Bus
Etc...		

RTP MEASURES		JUSTIFICATION
Encourage cycling		
<i>Creation and enhancement of cycling links serving the site</i>	✓	<i>New cycle lanes will be created that link the eastern and northern site entrance to the off-site roads and to the public right of way to the north of the site. The 2 other entrances to the site already have well developed cycling links.</i>
<i>Etc...</i>		
Encourage public transport use		
<i>Bus routing: ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area</i>	x	<i>The site is too small to accommodate new bus routing (see details in Transport Assessment, page ...). Timetables and maps showing the location of the nearest bus stops will be distributed to all residents</i>
<i>Etc...</i>		
Strategic measures		
<i>Link RTP with ... School's travel plan</i>	✓	<i>This RTP has been developed in collaboration with the Travel Plan Representative of a nearby school.</i>
<i>Etc...</i>		
Raise awareness		
<i>Provision of Travel Information Packs for each dwelling</i>	✓	<i>Local requirement. The pack contents are detailed in Appendix ...</i>
<i>Etc...</i>		

4.2 Description of RTP measures

This section should include full details of each measure, using maps and tables where necessary (e.g. map of future cycle lanes, terms and conditions for joining the car share scheme, conditions for receiving discounts on bus passes, etc).

Where important information is contained in other documents, then the relevant pages should be copied into the RTP appendices, or a summary of the relevant pages included in the RTP appendices. For example:

- cycle parking details may be in the Transport Assessment and/or Design and Access Statement
- details of secured public transport discounts may be in a signed contractual agreement
- where a development includes proposals for a new primary school, details may be in an accompanying Planning Statement

Examples

Measures to increase cycling

i) Cycle parking: *In order to encourage cycling, a nearby bicycle parking enclosure has been provided for every 10 dwellings, with a lockable door. The*

keys to the bicycle shelters will only be provided to residents at the site, upon request and following identification. In addition, open bicycle parking spaces will be provided for visitors. The amount of cycle parking spaces is in excess of the Local Planning Authority requirements in order to encourage as many people as possible to take up cycling. ... (number of) cycle parking spaces will be provided for every household and spaces are available for visitors. Details of the location and style of cycle parking are provided in Appendix ... of this document.

ii) Etc...

Measures to raise awareness

i) Personalised Travel Planning (PTP): *This free service will be available to all residents by the Travel Plan Coordinator. Residents will be notified of the service through the travel information packs, notice boards, website and through door-to-door visits made by the Travel Plan Coordinator. PTP will involve up to an hour-long session per dwelling, to assess the travel habits of the resident. The Travel Plan Coordinator will then prepare a custom-made journey plan for the residents within ... days of the PTP session. The journey plan will be provided to the residents either electronically or in hardcopy (as preferred by the residents) along with relevant maps, timetables, contact information, etc.*

ii) Etc...

Strategic measures

i) Link RTP with ... School's travel plan: *... School is located ... away from the development and many children residing at the development are expected to attend this school. For this reason, the school's Travel Plan Representative has been contacted during the preparation of this RTP. The measures agreed so far are:*

- *the school Travel Plan Representative will sit on the RTP Steering Group*
- *the site's car club and car share scheme will be opened to the school's staff and parents*
- *the ... School Walking Bus will be promoted by the Travel Plan Coordinator to parents on the development who have students at the school*

A summary of the School's travel plan measures which are relevant to this RTP is provided in Appendix

4.3 Measures Implementation Table

This section should list all the measures selected, in order of implementation, identifying people responsible for each item, people who need to be involved in implementing the item, the time frame/deadline and how the outcomes will be measured.

The Measures Implementation Table may be combined with the Monitoring and Review Schedule, to create a full RTP Action Plan.

Example

Table ...: *Plan for implementing RTP measures*

Measure	Responsible	Start	End	Measuring success	Notes
<i>Travel Information Packs</i>	<i>Travel Plan Coordinator</i>	<i>Packs will be delivered to residents upon occupation, as part of the developer's welcome pack</i>	<i>Up to 3 packs will be provided to new occupants of a dwelling</i>	<i>Number of packs distributed vs. number of dwellings occupied; feedback on content from the residents</i>	<i>Packs will be available for free download at the development website, at any time</i>
<i>Walkers' group / walking buddy scheme</i>	<i>Travel Plan Coordinator</i>	<i>The group will be formed at 25% site occupation</i>	<i>The group will continue operating indefinitely</i>	<i>Number of group members and rate of growth</i>	
<i>Etc ...</i>					

5 MANAGEMENT

5.1 Management structure and roles

The RTP should detail the management structure and any other stakeholders and their roles in delivering and managing the RTP (e.g. Travel Plan Coordinator, Steering Group, Community Groups, Community Trusts, etc). It should explain the reporting structure e.g. the Travel Plan Coordinator is expected provide the RTP monitoring results to the LPA for feedback.

Example

Travel Plan Coordinator: *A Travel Plan Coordinator will be appointed at least 3 months prior to first occupation. The appointment will cover the full monitoring period (and up to at least 2 years after full occupation of the site). This will be a full time position funded by the developer. The Travel Plan Coordinator will undertake the following duties:*

- *Develop the final RTP prior to first occupation*
- *Train sales staff on how to promote the RTP to potential home buyers*
- *Conduct personalised travel planning for residents upon request*
- *Create a Steering Group*
- *Conduct all monitoring activities, including travel questionnaires, annual traffic counts, etc*
- *Report all findings from monitoring to the Local Planning Authority*
- *Agree any amendments to the RTP with the Local Planning Authority*
- *etc*

Local Authority: ... *The Local Authority will continue to provide advice on the development of the final RTP. They will be expected to play the following roles:*

- *provide advice on the development of the final and any amended versions of the RTP*
- *provide comments on the results of monitoring activities that are undertaken by the Travel Plan Coordinator*
- *to ensure monitoring is conducted at relevant sites*
- *etc*

5.2 Funding

This section should describe how the RTP will be funded, giving a summary of the relevant clauses from any Section 106 Agreement. It should specify the various activities that will require funding e.g. RTP measures, promotional measures (such as discounts and vouchers) monitoring activities, update of all RTP materials following amendments, etc.

5.3 Raising awareness, Marketing and Promotion

A summary should be provided of the relevant measures that were described in the Measures chapter.

5.4 Monitoring and Review

Monitoring of the RTP is important to determine the effectiveness of the RTP measures and the effectiveness of the implementation schedule. Monitoring results should provide specific information on the progress on reaching targets and any factors causing setback/non-delivery.

The developer is required to submit an Annual Monitoring Report to the LPA, which should contain the following:

- Introduction - including background, objectives and targets
- Description of the activities that have been undertaken in the last year/period - including RTP measures implemented, monitoring activities, awareness-raising, marketing and promotional activities and management activities
- An assessment/evaluation of the performance of all the activities mentioned above, particularly in relation to the targets set
- Recommendations to improve the RTP (if needed) – including suggestions of how all the activities mentioned above can be changed to provide better results (including remedial measures) and a recommendation to produce a revised RTP reflecting the proposed changes

5.4.1 Indicators

The issues that will be monitored should relate directly to the objectives and targets of the RTP, so that relevant information is collected. This section should describe all the indicators that will be monitored, such as purpose of journeys, how residents travel, reasons for using their preferred travel modes, uptake of RTP incentives, etc.

5.4.2 Monitoring methods

This section should describe each of the monitoring methods that will be used. It should explain why the combination of monitoring methods has been selected, what indicators they will provide data for and who will carry out the monitoring. Monitoring methods to consider include:

- Travel questionnaires (let residents know if this can be done electronically or by phone)
- Traffic counts (automated or manual as necessary)
- Cycle and pedestrian counts on routes into the development
- Face-to-face interviews
- Travel forums
- Usage of cycle parking spaces
- Usage of garages/car parking spaces
- Uptake of vouchers/discounts (bus passes, cycle shop discounts, etc)
- Residents' travel diaries
- Membership of travel groups (car share scheme, car club, walking bus/buddy group, cycling buddy group, etc)
- Etc

5.4.3 Review

This section should state:

- How, when and who will regularly review and update the Residential Travel Plan both before and after its implementation
- How interested parties (such as the residents and the LPA) will be informed of relevant monitoring results and of any changes that have been made to the plan
- Whether all elements of the RTP are effective (including type of RTP measures, the management structure, monitoring methods, etc) and what changes should be made to boost the performance of the RTP.

5.4.4 Monitoring and Review Schedule

This section should draw up a table showing who will undertake each monitoring activity and when this will be done (avoiding periods of unusual travel patterns, such as school holidays).

Example

Table ...: Monitoring and Review Schedule

Monitoring method		Responsible		Timeframe/ Stage
YEAR 1				
Monitoring activities	Traffic counts	Travel Plan Coordinator		Four weeks in October
	Travel questionnaires	Travel Plan Coordinator		Last two weeks of October
	Etc...			
Assess monitoring results and draft revised RTP if necessary		Travel Plan Coordinator, in liaison with the Steering Group		Within 1 month of the last monitoring activity
Submit the Annual Monitoring Report and draft revised RTP to the LPA		Travel Plan Coordinator		Within 6 weeks of the last monitoring activity
Submit and seek approval of the final revised RTP from the LPA who will liaise with CCC and HA as necessary		Travel Plan Coordinator		Within 2 weeks of receiving the LPA feedback
Notify all residents and stakeholders of the amendments; distribute copies of the agreed revised RTP to the LPA, Steering Group, etc		Travel Plan Coordinator		Within 1 month of written agreement from the LPA and County Council on the revised RTP
YEAR 2 (baseline monitoring year)				
Monitoring activities	Traffic counts	Travel Plan Coordinator		Four weeks in October
	Travel questionnaires	Travel Plan Coordinator		Last two weeks of October
	Travel diaries	Residents aged 18+		All data from unbiased months
	Bicycle parking use	Travel Plan Coordinator		Two weeks during each month of October, January, April and July

YEAR 2 (baseline monitoring year)(continued)			
	Etc...		
Assess monitoring results and draft revised RTP if necessary		Travel Plan Coordinator, in liaison with the Steering Group	Within 1 month of the last monitoring activity
Etc...			

5.5 Remedial measures and triggers

This section should include those measures that will be undertaken if targets are not met. The assessment of monitoring results should identify reasons for poor performance. These issues can then be tackled specifically, or alternatives sought. This section should specify the triggers for resorting to remedial measures.

Example

Table ...: Remedial Measures and Triggers

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

5.6 Enforcement

Please describe any enforcement action that applies to the site. Details of this should be discussed with the Local Planning Authority. Enforcement measures may be included in any planning condition or Section 106 Agreement.

5.7 Long term sustainability

This section should describe all the measures that will be undertaken to ensure that the RTP continues to be implemented and managed after the Travel Plan Coordinator has left. This should include the creation of a Residents Group and developing good relations with the wider community.

5.7.1 Creation of a Steering Group and Residents Group

The RTP should identify who will take on the various responsibilities after handover and when they will be trained, who will undertake the training (usually the Travel Plan Coordinator) and how future RTP activities will be funded.

This section should include a draft handover note, to be used by any new person given the responsibility of managing the RTP in future. The location of all previous Annual Reports and data held by predecessors should be clear.

Particular attention should be paid to the security of confidential data that the Travel Plan Coordinator holds (e.g. personal data belonging to car club members). It is crucial that the Residents Group has the full trust and support of the residents.

5.7.2 Forming strong links with the wider community

See Appendix 9 for further information on why it is important to build good relations with the local community and the type of measures that could be implemented to achieve this.

CONCLUSION

This section should summarise what the document has provided and describe any additional action that will be taken to ensure the success of the document.

APPENDIX 4

Travel Information Pack Requirements

All residential developments where a Residential Travel Plan is required must provide Travel Information Packs for each dwelling, the contents of which must be agreed with the Local Planning Authority, who will liaise with Cambridgeshire County Council where necessary. Travel Information Packs inform residents of the sustainable travel options available to them, incentives available, key contacts and other information related to sustainable travel.

The Packs should be delivered to dwellings prior to occupation or upon occupation. They should be provided to all new residents of each dwelling during the monitoring period, including any subsequent occupiers during the monitoring period.

Travel Information Packs usually consist of a wallet with information leaflets, maps and incentives (e.g. free bus passes, free car club membership, etc). The Packs should be provided to residents in hardcopy because it is possible that not all residents will be able to access electronic copies. The option of receiving the Travel Information Pack on CD could be made available for those residents who prefer this format. The Pack should also be available to view and print on the development's travel web pages by residents or visitors. The Pack should also be available in hardcopy at strategic points on the site.

Below is a list of the essential and desirable contents to be included in each Travel Information Pack wallet. Additional information may be included, but must first be agreed with the Local Planning Authority.

Essential contents of a Travel Information Pack

- | |
|---|
| <ul style="list-style-type: none">• A cover letter which summarises the benefits of travelling sustainably, in the contents of the Pack, what the RTP is and contact details of the Travel Plan Coordinator |
| <ul style="list-style-type: none">• Information on the Residential Travel Plan (including why residents should use sustainable transport, key RTP measures, how and when the RTP will be marketed and monitored, etc) |
| <ul style="list-style-type: none">• Information on promotional schemes e.g. car sharing, car club, pool bikes, walking/cycling groups, adult cycle training, etc |
| <ul style="list-style-type: none">• Maps showing routes for walking, cycling and public transport within the site and to key destinations |
| <ul style="list-style-type: none">• Timetables and routes for public transport |

<ul style="list-style-type: none">• The location of cycle parking and how to use it (e.g. where to get a key for enclosed bike shelters)
--

<ul style="list-style-type: none">• Useful websites and contact details (e.g. for local bike shops, public transport, taxi and community transport providers, Local Planning Authority and County Council web pages on sustainable travel, CamShare.co.uk, Walkit.com, Streetcar.co.uk, etc)
--

Desirable contents of a Travel Information Pack
--

<ul style="list-style-type: none">• Discounts, vouchers and other incentives (e.g. free/discounted public transport tickets, discounts at local cycle shops, discounted car club use, free adult cycle training, etc)

<ul style="list-style-type: none">• Lists and maps/location of local services and facilities (such as cycle shops, sports centres, etc)

<ul style="list-style-type: none">• Etc...
--

APPENDIX 5

Residential Travel Plan Measures

The following measures must be included in all Residential Travel Plans:

- i. **Travel Information Packs** must be provided for each dwelling, the contents of which will be agreed with the Local Planning Authority. A list of essential and desirable contents for Travel Information Packs is provided in Appendix 4.
- ii. A **Travel Plan Coordinator** must be appointed for the proposed development. The nature of this appointment (full time/part time, length of contract, duties, etc) should be included in the RTP. The role of the Coordinator typically involves developing the final RTP, implementing the RTP measures, monitoring the performance of the RTP and recommending adjustments to the plan where necessary. The Travel Plan Coordinator should be based at the site, or visit the site frequently, so he/she becomes a known face to the residents.
- iii. Where the planning application for the development requires a **Transport Statement/Assessment** and/or a **Design and Access Statement**, any measures in these documents which relate to or impact on sustainable travel should also be indicated in the RTP. Examples of such measures include the creation of new pedestrian crossings, provision of cycle parking spaces and an on-site convenience store.
- iv. A **Steering Group** must be created to assist in delivering the RTP. This group will work closely with the Travel Plan Coordinator and their specific duties will be detailed in the RTP. The Steering Group should have representation from, for example, the residents, the developer, the management agent, the housing association, local transport operators, the Local Planning Authority and neighbouring developers/residents.
- v. Provision must also be made for a **Residents Group** (which may comprise members of the earlier formed Steering Group), who will take over implementing and managing the RTP after the Travel Plan Coordinator position terminates. The handover arrangements should be detailed in the RTP, including duties of the Residents Group and how it will sustain itself. These duties may be taken up by residents or an external management group who liaises closely with residents.

Other measures can be selected from the toolkit below, or new measures suggested. The RTP should explain why certain measures have been selected over others, as is demonstrated in Appendix 6.

TOOLKIT OF RESIDENTIAL TRAVEL PLAN MEASURES

MEASURES TO ENCOURAGE WALKING
Pedestrian friendly infrastructure
Creation and enhancement of walking links serving the site
Road safety improvements to highways infrastructure serving the site
Adoption of home zone principles or home zone features
Site speed limits
Pool umbrella scheme*
Walkers' group / walking buddy scheme*
MEASURES TO ENCOURAGE CYCLING
Cyclist friendly infrastructure
Creation and enhancement of cycling links serving the site
Road safety improvements to highways infrastructure serving the site
Highways safety measures/traffic calming
Site speed limits
Adoption of home zone principles (where the site design provides space for motor vehicles but fully accommodates the wider needs of residents)
Cycle parking
Bicycle maintenance equipment in cycle storage areas
Free/discounted cycles and cycle equipment*
Cycle training*
Pool bike scheme*
Pool raincoat scheme*
Bicycle user group / bike buddy scheme*
MEASURES TO ENCOURAGE PUBLIC TRANSPORT USE
Bus routing (ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area)
Bus infrastructure such as stands, stops, shelters, bus gates and real time information
Provision of off-site bus infrastructure/priority on routes serving the site
New or enhanced bus services
New or enhanced rail services
Facilities to improve interchange (e.g. cycle parking and lockers at stations)
Pool umbrella/raincoat scheme*
Free/discounted use of public transport*
MEASURES TO DISCOURAGE SINGLE-OCCUPANCY CAR TRAVEL
Highways safety measures/traffic calming
Restrictions on car movements within the site
Vehicle parking restraint (or potential for car-free site)
Minimising intrusion from parking (where parking does not dominate the visual appearance of the site and does not block cycling or walking access to properties)
Allocation of all on site parking
Control of off site parking (e.g. yellow lines or CPZ)

Car club service established on site and/or membership of an existing car club (e.g. Streetcar.co.uk in Cambridge City)
Car share scheme established on site and/or membership of CamShare.co.uk
Allocation of parking bays for car club and car share vehicles
Discounted taxi service
Arrange home deliveries with other residents to avoid multiple deliveries
Free use of car share scheme*
Free/discounted use of car club*
MEASURES TO REDUCE THE NEED TO TRAVEL
Areas for social exchange, recreation, seating, play and biodiversity
Leisure facilities
Community facilities (e.g. community meeting places and drop-in centres)
Health facilities
Education / childcare facilities
Shopping facilities
Provision of office space in houses
Broadband access in houses
Employment facilities on-site (e.g. mixed residential/office use or live/work accommodation, tele-centre)
Home deliveries
Secure (and refrigerated) storage areas for home deliveries
Free/discounted use of nearby facilities (e.g. gyms, cinemas)*
STRATEGIC MEASURES
Measures to complement other (nearby) travel plans (e.g. schools, workplaces, leisure facilities, community centres, other housing developments)
Unique measures to improve visitor travel modes (e.g. a Visitor Travel page on the development's website, travel leaflets available at convenient locations at the site)
Measures to strengthen links with the local community (see Appendix 9)
MEASURES TO RAISE AWARENESS
Travel plan training for sales/marketing staff
Personal travel advice/personalised travel planning
Induction sessions for new residents and follow up visits
Travel information packs (see Appendix 4)
Travel web site
Travel notice-board
Travel events (e.g. to launch the RTP, to launch new travel services, national bike week)
Community travel forums (where residents are invited to give feedback to the travel coordinator about travel arrangements)
MEASURES TO DELIVER AND MANAGE THE RTP
Appointment of a Travel Plan Coordinator
Formation of a Steering Group
Formation of a Residents Group

Hiring of travel consultants to conduct personalised travel planning and/or monitoring
--

Handover arrangements (e.g. training the Residents Group to take over the implementation and management of the RTP)

*These measures are helpful particularly in marketing and promoting the sustainable travel.

APPENDIX 6

Hypothetical Residential Travel Plan Cases

Below is a selection of RTP measures that have been selected for 4 different hypothetical cases, in order to demonstrate the type of evidence required for choosing certain measures over others. As is described in the RTP Template (Appendix 3) the full details of each measure should be described in a separate section. The main purpose of this section is to outline reasons why certain measures have been selected for implementation and others have been excluded from the RTP.

Cases 1 and 2 refer to residential developments in a rural setting with fairly good transport infrastructure, services and links to key destinations. Cases 3 and 4 apply to an urbanised town or city with very good transport infrastructure, services and links to key destinations.

RURAL AREA

Case 1 - A development proposing 25 dwellings in a rural village

Case 2 - A development proposing 300 dwellings in a rural village

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)		Justification for Case 2 (300 dwellings in a rural village)	
Measures to encourage walking				
Walkers' group / walking buddy scheme	✘	The site is not within walking distance of any shops, schools, work or leisure facilities. Instead emphasis has been placed on other measures such as creating a Bike Buddy Group.	✔	A walking group will be set up and popular walking destinations identified.
Etc...				

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)		Justification for Case 2 (300 dwellings in a rural village)	
Measures to encourage cycling				
Creation and enhancement of cycling links serving the site	✓	A new cycle lane will be created to link the site entrance to the off-site roads.	✓	New cycle lanes will be created that link the eastern and northern site entrance to the off-site roads and to the public right of way to the north of the site. The 2 other entrances to the site already have well developed cycling links so no further enhancement necessary.
Etc...				
Measures to encourage public transport use				
Bus routing: ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area	✗	The site is too small to accommodate new bus routing but timetables and maps showing the location of the nearest bus stops will be distributed to all residents. Also see improvement to existing bus infrastructure below.	✓	The site design will allow for buses to access the site.
Bus infrastructure such as stands, stops, shelters, bus gates and real time information	✓	Bus shelters will be constructed at the 2 existing bus stops outside the development site.	✓	2 new bus stops will be created within the site to ensure that all homes are within ... minutes walk to a bus stop. Real-time signs will be in place at both bus stops prior to occupation.
Etc...				

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)		Justification for Case 2 (300 dwellings in a rural village)	
Measures to discourage single-occupancy car travel				
Car club service established on site or membership of an existing car club	✓	The Travel Plan Coordinator will liaise with the existing car club (... <i>name of car club</i>) to facilitate residents' membership.	✓	A new car club will be created. ... (<i>number</i>) vehicles will initially be provided for the car club. More vehicles will be provided in accordance with growing member numbers.
Etc...				
Measures to reduce the need to travel				
Broadband access	✓	Broadband access will be supported in all dwellings.	✓	Broadband access will be supported in all dwellings.
Etc...				
Strategic measures				
Measures to strengthen links with the local community	✓	Interested residents in the surrounding area will be invited to attend the Residents' Travel Forums held by the Travel Plan Coordinator.	✓	<ul style="list-style-type: none"> - A Community Travel Website will be developed to serve the wider community and visitors to the village. - The local community will have access to the new car club, car sharing group, walking group and cycling group, with the consent of residents. - The local community will be invited to travel events such as the launch of the Community Travel Website and launch of the new car club.
Etc...				

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)		Justification for Case 2 (300 dwellings in a rural village)	
Measures to raise awareness				
Provision of Travel Information Packs for each dwelling	✓	Local requirement. The pack contents are detailed in Section ...	✓	Local requirement. The pack contents are detailed in Section ...
Travel Forums	✓	Residents and wider community member will be invited to give feedback to the Travel Plan Coordinator on travel arrangements and proposals. The Forums will be held quarterly; the Travel Plan Coordinator will also conduct face-to-face visits to residents throughout the year.	✓	Travel Forums will be held every other month, with an open invitation to residents and neighbouring community members.
Etc...				
Measures to deliver and manage the RTP				
Appointment of a Travel Plan Coordinator	✓	Local requirement. This will be a part-time appointment (18 hours per week) because of - the small number of dwellings proposed - the duties described in section ... can be the implemented in this time	✓	Local requirement. A full-time Travel Plan Coordinator will be employed and based on-site.
Formation of a Steering Group	✓	Local requirement.	✓	Local requirement.
Formation of a Residents Group	✓	Local requirement.	✓	Local requirement.

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)		Justification for Case 2 (300 dwellings in a rural village)	
Formation of a Residents' Group	x	Due to the small size of the site, a Residents' Group will not be form. Instead regular Travel Forums will be held for all residents. Representatives will also be selected by residents to sit on the Steering Group and Residents Group.	✓	The activities and duties of the Residents' Group are described in Section All residents will be encouraged to join the Group.
Etc...				

URBAN AREA

Case 3 - A development proposing a 50 dwelling extension to an existing residential development in an urban town or city

Case 4 - A development proposing 1,500 dwellings in an urban town or city

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)	Justification for Case 4 (1,500 dwellings in an urban area)
Measures to encourage walking		
Pedestrian friendly infrastructure	✓ The site already has very good pedestrian infrastructure. In addition, adequate security lighting will be installed at the new buildings.	✓ New pedestrian lanes, pedestrian crossings, benches and lighting will be established on the site to encourage walking.
Etc...		
Measures to encourage cycling		
Cycle parking	✓ Sheltered cycle parking will be provided for residents and visitors in line with the Local Planning Authority's (LPA) standards.	✓ Sheltered cycle parking will be provided for residents and visitors. The spaces provided will exceed the LPA's requirements to demonstrate the developer's commitment to encourage cycling in an already cyclist friendly town/city.
Etc...		

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)	Justification for Case 4 (1,500 dwellings in an urban area)
Measures to encourage public transport use		
Facilities to improve interchange	✗ Popular destinations (e.g. ... Bus Station, ... Train Station, ... Leisure Centre) have been consulted and it has been demonstrated that existing facilities will easily be able to accommodate the increased demand from this site. Details of this finding are in Section ...	✓ A contribution will be made to assist provision of (<i>number</i>) additional cycle parking spaces at ... Train Station and (<i>number</i>) additional cycle parking spaces ... Bus Station. Discussions are on-going concerning the provision of lockers at these interchange points. Details of the confirmed and proposed improvements are in Section ...
Etc...		
Measures to discourage single-occupancy car travel		
Car share scheme	✓ A car share scheme has already been developed at the site. The new residents' details will be added to the database on request. See Section ... for measures to promote the scheme to new residents. <i>CamShare</i> will also be promoted to increase chances of people finding matches for their journeys.	✓ An on-site car-share scheme will be developed, which will also be open to neighboring residents or employees (with the consent of the residents on-site). <i>CamShare</i> will also be promoted to increase chances of people finding matches for their journeys.
Etc...		
Measures to reduce the need to travel		
Education / childcare facilities	✓ The site is too small to accommodate a storage room for home deliveries	✓ The development proposal includes a primary school.
Etc...		

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)		Justification for Case 4 (1,500 dwellings in an urban area)	
Strategic measures				
Measures to complement other Travel Plans	✓	<p>- The existing RTP for this site has been consulted when preparing this RTP. Joint planning will continue in order to minimise isolation from the additional 50 dwellings to the existing residents.</p> <p>- The Travel Plan Coordinator for ... Primary School was also consulted. Residents will be made aware of the School's Walking Bus. School Staff members have been invited to join the site's car sharing scheme.</p>	✓	<p>The following nearby establishments have been consulted in preparing this Travel Plan:</p> <ul style="list-style-type: none"> - ... Community College - ... University Campus - ... Business Centre - ... Leisure Centre - ... Shopping Centre <p>Full details of the travel measures that will be jointly used are in Section</p>
Etc...				
Measures to raise awareness				
Provision of Travel Information Packs for each dwelling	✓	Local requirement.	✓	Local requirement.
Personalised travel planning (PTP)	✓	This free service will be provided to all residents by the Travel Plan Coordinator from as early as confirmation of sale of a dwelling, in order to ensure good travel habits from the outset.	✓	PTP will be available to all residents prior to or upon occupation. All new residents will receive a free PTP session within ... weeks of occupation. In addition, residents will be able to request a new PTP session if their travel arrangements change.
Etc...				

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)		Justification for Case 4 (1,500 dwellings in an urban area)	
Measures to deliver and manage the RTP				
Appointment of a Travel Plan Coordinator	✓	Local requirement. The current Travel Plan Coordinator at the site will be given a new contract to increase their working hours from ... hours to ... hours per week, in order to cater for the increased number of residents.	✓	Local requirement. A full-time Travel Plan Coordinator will be employed and based on-site.
Hiring of consultants to conduct PTP and/or monitoring	✗	The Travel Plan Coordinator has in the past conducted PTP and monitoring and has the capacity to continue doing so with this additional number of dwellings without hindering the quality of his/her performance.	✓	During particularly busy stages of the RTP, the developer will temporarily employ travel consultants to assist the Travel Plan Coordinator with his/her duties. Details of this arrangement will be provided to the LPA and County Council by the Travel Plan Coordinator prior to appointment.
Etc...				

APPENDIX 7

Example Planning Condition and Section 106 Agreement for a Residential Travel Plan

Example Planning Condition

'The approved Residential Travel Plan dated ... shall be implemented and retained as such thereafter, unless otherwise agreed in writing by the Local Planning Authority.'

Example Section 106 Agreement

DEFINITIONS

“(Site name) Residents Group” or “Residents Group” means the local resident group who have a stake in travel issues at *(site name)* and whose duties (including taking ownership of the RTP at the end of the Travel Plan Coordinator’s employment) will be specified in the Approved RTP.

“Residential Travel Plan” or “RTP” means a travel plan document for a residential development, which includes a package of measures aimed at increasing sustainable travel options and reducing the need for travel, at the development. It is based on relevant national, regional and local policy and guidance. **“Approved Residential Travel Plan” or “Approved RTP”** means a Residential Travel Plan which has been submitted to and approved in writing by the Local Planning Authority and which is in accordance with national, regional and local policy and guidance. Unless otherwise agreed by the authorities, the RTP and Approved RTP shall contain the following:

- **Introduction**
- **Background on RTPs**
- **Site Description and Existing conditions Objectives and Targets:**
The targets shall include among others a target to reduce vehicle trips across all dwellings by an initial target of at least ...% (using the baseline figure of ...% taken from the Transport Assessment accompanying the planning application) before full occupation of the development. This target is subject to on-going review with agreement of the Local Authority, in light of the outcomes of the future Baseline Survey and Annual Surveys. Interim targets are also expected for the length of the monitoring period.
- **RTP Measures:** which will include but not be limited to Travel Information Packs, appointment of a Travel Plan Coordinator, travel-related measures that are mentioned in any Transport Statement/Assessment and Design and Access Statement for the development, creating a Steering Group/Residents Group
- **Management:** which will include the management structure, funding, raising awareness, marketing and promotion, monitoring and review, remedial measures and triggers, enforcement and long term sustainability

“Annual Monitoring Report” means the report required pursuant to ... and which shall contain the following:

- Introduction - including background, objectives and targets
- Description of the activities that have been undertaken in the last year/period - including RTP measures implemented, monitoring activities, awareness-raising, marketing and promotional activities and management activities
- An assessment/evaluation of the performance of all the activities mentioned in above, particularly in relation to the targets set
- Recommendations to improve the RTP (if needed) – including suggestions of how all the activities mentioned above can be changed to provide better results (including remedial measures) and a recommendation to produce a revised RTP reflecting the changes

“Travel Plan Co-ordinator” means the person who shall be responsible for implementing, monitoring and reviewing the Approved RTP, liaising with the local authorities and other RTP stakeholders where necessary;

“Steering Group” means a group of representatives, comprised of concerned parties of the residential development (including but not limited to the residents’ Travel Plan Coordinator, the owner, residents and community facility providers) whose duties will be specified in the Approved RTP;

“Travel Survey” means a survey conducted on the travel of residents at the development, designed to provide a range of data as is needed (such as traffic counts, use of cycle parking spaces and attitudes to sustainable travel) in order to demonstrate the RTP’s performance against set objectives and targets;

“Working Day” means any day on which clearing banks in the City of London are open during banking hours (or would be but for a strike lock-out or other stoppage affecting particular banks or banks generally) and "Working Days" shall be construed accordingly.

1.1 THE OWNERS COVENANT WITH THE LOCAL AUTHORITY:

- 1.1.1 to use reasonable endeavours to comply with and implement the Approved RTP at all times and in accordance with an agreed programme and timescales, as detailed in the Approved RTP;
- 1.1.2 to appoint a Travel Plan Coordinator prior to first occupation and thereafter to fund the post of the Travel Plan Co-ordinator for at least three years after the date of full Occupation;
- 1.1.3 to create a Steering Group within (e.g. 6 months) of appointment of the Travel Plan Coordinator, the detailed duties and composition of which will be agreed in the Approved RTP;
- 1.1.4 to conduct a baseline Travel Survey during the Spring or Autumn season following Occupation of the (e.g. 100th) Dwelling;
- 1.1.5 to conduct regular annual Travel Surveys, starting within ... months of the First Dwelling Occupation Date and continuing for at least

- three years after full Occupation, except within the year that the baseline Travel Survey is conducted
- 1.1.6 to undertake additional methods of monitoring as agreed in the Approved RTP, other than Travel Surveys. Any additional monitoring activities should enhance the monitoring data provided and should not hinder the Travel Survey process or the RTP's implementation in any way;
- 1.1.7 to produce draft Annual Monitoring Reports after each Travel Survey (including the baseline Travel Survey) and to provide a copy of these to the Local Planning Authority for comment. The Local Planning Authority will provide comments on the RTP Annual Reports within ... Working Days of receipt;
- 1.1.8 to produce and provide a copy to the Local Planning Authority and to make available to the residents the approved RTP Annual Reports, within ... Working Days of receiving comments from the Local Planning Authority, in the instance where such comments have been received;
- 1.1.9 to implement the recommendations in the approved RTP Annual Report, which may include where necessary:
- (a) modifications to the previously agreed targets as a result of the monitoring data results;
 - (b) modifications to the activities undertaken throughout the previous period (namely, the RTP measures implemented, monitoring (including travel surveys), marketing and promotion and management activities and techniques) based on their assessment in the Annual Monitoring Report;
 - (c) implementation of additional remedial actions if the Approved Travel Plan is not meeting its objectives within the timescales specified, which remedial actions may include, but may not be limited to, undertaking new or additional monitoring activities to those specified in the Approved Travel Plan.
 - (d) the production of a revised RTP for the period following the relevant RTP Annual Report, to be submitted to the Local Planning Authority within ... Working Days from the submission of the related Annual Monitoring Report, for written approval from the Local Planning Authority. The Local Planning Authority will confirm approval or rejection of the revised RTP within ... Working Days of receipt.
- 1.1.10 to implement the measures set out in any revised Approved RTP;
- 1.1.11 to create a Residents Group within ... months of appointment of the Travel Plan Coordinator, the detailed duties and composition of which will be agreed in the Approved RTP;
- 1.1.12 to ensure that the handover arrangements from the Travel Plan Coordinator to the Residents Group, agreed in the approved RTP, are implemented.

1.2 THE LOCAL AUTHORITY COVENANTS WITH THE OWNERS

Draft Cambridgeshire Residential Travel Plan Guidance

- 1.2.1 to provide comments and suggestions for improvement on the first draft RTP submitted to the Local Planning Authority by the Owners, within ... Working Days of receipt.
- 1.2.2 to confirm approval or rejection of the revised draft RTP to the Owner, within ... Working Days of receipt;
- 1.2.3 to provide comments and suggestions on the RTP Annual Reports within ... Working Days of their receipt.

APPENDIX 8

Example Travel Questionnaire for Residents

Below is an example of what could be included in a travel questionnaire. It is not conclusive; the questionnaire should ask further questions, particularly to provide data that the other monitoring methods may not address, such as attitudes towards sustainable travel and awareness of RTP schemes.

There should be a small introduction which briefly states who has organised the survey, the purpose of the questionnaire, its relation to the RTP and how residents can find out the survey results. It should also explain how the results will be used and reassure residents that all confidential data will be stored securely.

Instructions should be provided on how to fill in the questionnaire and where to send the completed form.

1. How did you travel to each of the places below over the past 2 weeks?

Please tick (✓).

If you used more than one travel mode per activity, please tick the one you travelled the furthest distance with.

Activity		Bicycle	Walk	Bus	Train	Car (share)	Car (alone)	Motor bike	Other
M O N D A Y	Work								
	Leisure e.g. gym, cinema								
	Household shopping								
	Other activity: (e.g. school run)								
Activity		Bicycle	Walk	Bus	Train	Car (share)	Car (alone)	Motor bike	Other
T U E S D A Y	Work								
	Leisure e.g. gym, cinema								
	Household shopping								
	Other activity: (e.g. school run)								
Etc									

**2. What would encourage you to travel more sustainably?
Please tick (✓) all the boxes that apply.**

What would encourage you to cycle more?	<input checked="" type="checkbox"/>	What would encourage you to walk more?	<input checked="" type="checkbox"/>
Adult cycle training	<input type="checkbox"/>	Improved routes	<input type="checkbox"/>
Discounts on bikes/accessories	<input type="checkbox"/>	Improved signage	<input type="checkbox"/>
Improved routes	<input type="checkbox"/>	Information on routes	<input type="checkbox"/>
Improved parking	<input type="checkbox"/>	Paying for parking	<input type="checkbox"/>
Improved signage	<input type="checkbox"/>	Pool umbrellas to borrow	<input type="checkbox"/>
Information on routes	<input type="checkbox"/>	Better lighting to improve safety	<input type="checkbox"/>
Pool bikes to borrow	<input type="checkbox"/>	Other	<input type="checkbox"/>
Paying for parking	<input type="checkbox"/>		<input type="checkbox"/>
Better lighting to improve safety	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
What would encourage you to use the bus or train more?	<input checked="" type="checkbox"/>	What would encourage you to car share more?	<input checked="" type="checkbox"/>
A closer bus stop/train station	<input type="checkbox"/>	Help finding car share partners	<input type="checkbox"/>
Discounts on tickets	<input type="checkbox"/>	Discounts	<input type="checkbox"/>
Improved routes	<input type="checkbox"/>	Free guaranteed ride home	<input type="checkbox"/>
Improved bus shelters	<input type="checkbox"/>	Improved parking	<input type="checkbox"/>
More information on fares, etc	<input type="checkbox"/>	Information on how to car share	<input type="checkbox"/>
More frequent services	<input type="checkbox"/>	Paying for parking	<input type="checkbox"/>
More reliable service	<input type="checkbox"/>	Reserved parking for car sharers	<input type="checkbox"/>
Paying for parking	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Etc ...	<input type="checkbox"/>		<input type="checkbox"/>

3. Etc...

Thank you for taking the time to complete this questionnaire.

APPENDIX 9

Community Impact and Involvement

RTPs should not have any adverse impact on the residents or the community at large. The equality strands to be considered include age, sex, gender reassignment, marriage and civil partnership, disability, ethnicity, race and culture, sexual orientation, religion or belief, pregnancy and maternity, rural isolation and deprivation⁶.

Involving the wider community in the RTP is important because:

- it can facilitate the delivery of the RTP, particularly the delivery of RTP schemes that thrive on a large uptake, such as a local car sharing scheme or a bike buddy scheme
- it can facilitate the exchange of ideas to improve travel planning at the development, for example through community brainstorming at travel forums
- it will support the long term sustainability of the RTP, since the existing local community is sometimes well-established in the area and can play a key role in ensuring the RTP is implemented and managed in the long term
- it will demonstrate the developer's commitment to improving travel across the wider area and not just at the development in question

The Travel Plan Coordinator should liaise with all key people/groups/institutions across the community, including community groups, schools, business centers, leisure centers, Town and Parish Councils, etc. The Local Planning Authority may be able to suggest nearby developments to liaise with in promoting sustainable travel. Contact should be made with potential partners early in the planning process to ensure their support throughout the monitoring period and beyond.

Some of the measures that can be implemented to help build good relations with the wider community include:

- community representation on the Steering Group and/or Residents Group
- liaising in organising events e.g. holding a sustainable travel talk or stall at community events
- hold community meetings or welcome the wider community to join the residents' travel forums
- create a community travel website, or place sustainable travel information on a public notice board accessible to the wider community
- liaise with Community Development Officers at the Local Authority

⁶ An Equality Impact Assessment for the Guidance has shown that the Guidance will only have positive or neutral impacts on the community.

APPENDIX 10

Local Authority Contact Information

Any queries on whether an RTP is required for a proposed development, or queries on specific LPA requirements for a proposed development, should be made to the relevant City or District Council. The LPA will liaise with the County Council in answering these queries where necessary.

Any comments or queries on the content of the Cambridgeshire RTP Guidance or any general residential travel planning issues should be made to Cambridgeshire County Council.

The information provided below was correct as of February 2011.

Cambridgeshire County Council	
Contact	Environment Business Manager
Address	Cambridgeshire County Council Environment Management and Climate Change CC1312 Castle Court Shire Hall Castle Hill Cambridge CB3 0AP
Tel	01223 715560
Fax	01223 699701
Email	emcc@cambridgeshire.gov.uk
Web pages	<ul style="list-style-type: none"> • Residential Travel Plans http://www.cambridgeshire.gov.uk/environment/sustainabletravel/residentialtravelplans.htm • Sustainable Travel http://www.cambridgeshire.gov.uk/environment/sustainabletravel/ • Transport and Streets www.cambridgeshire.gov.uk/transport • About Planning www.cambridgeshire.gov.uk/environment/planning/about • Housing www.cambridgeshire.gov.uk/housing

Cambridge City Council	
Contact	Case Officer (if already assigned) or Transport Planning Team or Development Control Team
Address	Cambridge City Council The Guildhall Market Square Cambridge CB2 3QJ
Tel	01223 457457 or 01223 358962
Fax	-
Email	enquiries@cambridge.gov.uk
Web pages	<ul style="list-style-type: none"> • Alternatives to dependence on car travel www.cambridge.gov.uk/ccm/navigation/growth-and-urban-expansion/what-we-want-to-achieve-through-growth/alternatives-to-dependence-on-car-travel • Planning and Building Control http://www.cambridge.gov.uk/ccm/navigation/planning-and-building-control/ • Transport planning http://www.cambridge.gov.uk/ccm/content/transport-and-streets/transport-planning.en • Housing www.cambridge.gov.uk/ccm/navigation/housing
East Cambridgeshire District Council	
Contact	Case Officer (if already assigned) or Transport Planning Team or Development Control Team
Address	East Cambridgeshire District Council The Grange Nutholt Lane Ely CB7 4EE
Tel	01353 665555
Fax	-
Email	customerservices@eastcambs.gov.uk
Web pages	<ul style="list-style-type: none"> • Roads and Transport Information http://www.eastcambs.gov.uk/roads-transport/roads-transport-east-cambridgeshire • Planning and Building http://www.eastcambs.gov.uk/planning/development-services • Housing and Property http://www.eastcambs.gov.uk/housing/housing-property

Fenland District Council	
Contact	Development Control Team (ideally the Case Officer in this Team, if already assigned) or Planning Policy Team
Address	Fenland District Council Fenland Hall County Road March PE15 8NQ
Tel	01354 654321
Fax	-
Email	info@fenland.gov.uk
Web pages	<ul style="list-style-type: none"> Public Transport in Fenland http://www.fenland.gov.uk/ccm/navigation/community/transport/ Planning and Building www.fenland.gov.uk/planning-and-building Housing www.fenland.gov.uk/ccm/navigation/housing
Huntingdonshire District Council	
Contact	Case Officer (if already assigned) or Transport Planning Team or Development Control Team
Address	Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon PE29 3TN
Tel	01480 388388
Fax	01480 388099
Email	mail@huntsdc.gov.uk
Relevant web pages	<ul style="list-style-type: none"> Transport and Roads http://www.huntingdonshire.gov.uk/Transport%20and%20Roads/Pages/default.aspx Planning Applications http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx Housing www.huntsdc.gov.uk/Housing

South Cambridgeshire	
Contact	Case Officer (if already assigned) or Development Control Team which is divided into two teams – one for the East part of the District and one for the West
Address	South Cambridgeshire District Council South Cambridgeshire Hall Cambourne Business Park Cambourne CB23 6EA
Tel	03450 450 500
Fax	01954 713149
Email	Planning service: planning@scambs.gov.uk Development Control Team (East): DCTeamEast@scambs.gov.uk Development Control Team (West): DCTeamWest@scambs.gov.uk
Web pages	<ul style="list-style-type: none"> • Planning Service http://www.scambs.gov.uk/Environment/Planning/default.htm • Transport and Streets www.scambs.gov.uk/TransportandStreets/default.htm • Housing Services www.scambs.gov.uk/Housing/default.htm