



Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments:

UPDATED APRIL 2021

As a Highway Authority, the requirement to oversee the monitoring of a Travel Plan is normally the responsibility of Suffolk County Council. This is a discretionary function of the County Council and requires a suitable level of resource to ensure that it is maintained and Travel Plan stakeholders, such as the Developer and Local Planning Authority (who oversees the compliance of the Travel Plan) benefit from this service.

To ensure Suffolk County Council offer is maintained and is effective, also taking into account the increased service demand on Council resources, a consistent Travel Plan monitoring framework has been set to ensure the Suffolk County Council Travel Plan team maintain a high level of service offered to stakeholders.

This monitoring process is written in accordance with the Travel Plan monitoring requirements identified in the “Travel Plans, Transport Assessments and Statements” section of the 2014 Planning Practice Guidance and best practice examples that were identified in the “Making Residential Travel Plans Work” DFT Guidance document.

January:

- Travel Plan Coordinators to scope out and agree suitable dates for Automatic Traffic Counts (ATC's) or Multi-modal surveys to be set up before end of September to ensure they are accommodated in the monitoring reports. These surveys must be undertaken at a time that avoids public and school holidays. ATC's must be set up for a minimum of 14 continuous days.

March:

- Suffolk County Council notify all Travel Plan Coordinators for sites in Suffolk that require a Travel Plan to undertake their monitoring and set up their ATC's during before the end of September and send them the Modeshift STARS Business/Community link (www.modeshiftstars.org) for the Travel Plans to be updated and survey link generated

July:

- Suffolk County Council set up survey on Modeshift STARS Business/Community and send link to Travel Plan Coordinators for completion in September
- Suffolk County Council also send the Residential Travel Plan Monitoring Template (<https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Travel-Plans/2020-02-04-Residential-Travel-Plan-Monitoring-template.xlsx>) to collect some of the ATC data, main mode of travel survey data and total uptake of multi-modal vouchers (from first occupation to date of annual monitoring)

September:

- Survey goes live for the month of September

October:

- Suffolk County Council close survey and instruct the Travel Plan Coordinators to provide updated Travel Plans on STARS Business/Community and complete Residential Travel Plan Monitoring Template and raw ATC data (for validation against the Residential Travel Plan Monitoring Template) by the 31st October

November:

- The process in the ***“How do we make sure the Travel Plan is implemented?”*** section of the Suffolk Travel Plan Guidance is followed for any missed and non-compliant monitoring reports

December:

- Suffolk County Council notify the Travel Plan Coordinators of the outcome of the reviews. The process in the ***“If the Travel Plan Targets are not achieved”*** section of the Suffolk Travel Plan Guidance is followed for any Travel Plan targets that are missed
- The Travel Plan Coordinators are then notified about repeat process being replicated the following year. If agreed Travel Plan review duration has concluded and if the Travel Plan was secured by a planning condition the Travel Plan Coordinator must contact the relevant Local Planning Authority to discuss the discharge any related Travel Plan conditions
- Results will be published in the Suffolk Annual Travel Plan Monitoring report in the New Year

Please note for sites with established Travel Plans, any Travel Plan monitoring reports submitted early will not be reviewed until the following August



Required Travel Plan Monitoring Report content:

- **Residential Travel Plans:**

- Site name
- Planning reference
- Total number of dwellings on development
- Dwellings occupied at date of monitoring
- Predicted AM and PM trips generated and trip rate from supporting Transport Assessment. This must include both arrivals and departures
- Actual trips from ATC's (Tue-Thur two-week average) during the AM (0800-0900) and PM (1700-1800) peak periods, including both arrivals, departures and two-way. ***Please use the Excel template and upload onto Modeshift STARS Business in the "Additional Surveys" section***
- Method of Travel to Work Survey modal breakdown (SOV, Car Share, Rail, Bus, Cycle, Walk) taken from Modeshift STARS Business
- Method of Travel to Work response rate
- Update of multi-modal vouchers

- **Workplace:**

- Site name
- Planning reference
- Total number of employees (both full and part time)
- Predicted AM and PM trips generated and trip rate from supporting Transport Assessment. This must include both arrivals and departures (if applicable)
- If applicable, actual trips from ATC's (Tue-Thur two-week average) during the AM (0800-0900) and PM (1700-1800) peak periods, including both arrivals, departures and two-way. ***Please use the Excel template and upload onto Modeshift STARS Business in the "Additional Surveys" section***
- Method of Travel to Work Survey modal breakdown (SOV, Car Share, Rail, Bus, Cycle, Walk)
- Method of Travel to Work response rate