Suffolk Travel Plan Components – Residential Travel Plan

Introduction

- Overview of the proposed development, including the estimated date of completion, or estimated time to construct fully, and if the development will be phased over a set period of time
- The type of travel plan that is being submitted (Interim or Full Travel Plan)
- The numbers of dwellings and how many bedrooms each dwelling will have

Background information

- A summary of the key information from the Transport Assessment
- A list of the existing site specific barriers or issues for residents using sustainable travel
- Detailed information on the walking and cycling routes in the area and details of where the pedestrian/cycle crossings are located
- Detailed information on the roads that currently serve the development
- Information on how suitable the roads are for HGV movements (refuse vehicles, fire engines, delivery vehicles, etc.)
- Information on where the public transport is located in the area. Include the frequency and times of the first and last buses, and trains that will serve the development. Also include information on the existing bus stop infrastructure and if it is DDA complaint
- Information on where the nearest doctor’s surgeries, dentists, local shops, employment areas and other facilities that is in the proximity of the development
- Information on where the catchment primary and secondary schools are from the development, and if there is a safe walking and cycling route to the schools
- Information on any transport and infrastructure improvements that will be provided for the development
- Information on if there will be an Estate Management Scheme and if there will be additional funding from this scheme for sustainable transport measures for the residents.

Baseline Travel Information

- Include details of the number of trips that are expected to be generated by the development. Trics data or information from the Transport Assessment should ideally be used. 2011 Census data for the “Method of Travel to Work” can also be used
- Include a modal split of the forms of transport used to travel to and from the development. The modal split must be displayed in percentages
- A commitment to update the baseline data in the full travel plan when the initial baseline surveys are completed must to be included in the travel plan.

- Include the date of when the data was acquired, the number or residents surveyed and the response rate.

**Objectives**

- What is the purpose of the travel plan and who it seeks to influence.

- An objective to produce a full travel plan shortly after the baseline survey has been completed.

- The objective to “reduce single occupancy vehicles” must be included.

- Include SMART (Specific - Measurable - Achievable - Realistic - Timed) objectives that are relevant to the baseline data and the specific issues and barriers to using sustainable travel to and from the development.

**Targets**

- Modal shift targets set over a period from the baseline data and for an additional five year period from the final dwelling being occupied.

- DFT guidance such as “Making Residential Travel Plans Work” suggests a good travel plan can reduce commuter car usage between 11% and 21%. The single occupancy vehicle reduction target in the travel plan must aim to match this figure.

- The targets should take into account the current and new infrastructure that will serve the proposed development.

- Targets of reducing single occupancy travel should be revised each year to encourage an increase in sustainable travel.

**Management Strategy/Travel Plan Coordinator**

- Details of who is responsible for implementing and managing the travel plan before and after occupation.

- A Travel Plan Coordinator must be appointed six months before first occupation of the development.

- Include the contact details of the Travel Plan Coordinator. How many hours they will work, how much will it cost to employ them and who they will report to. If the details are not available at the time of writing the travel plan, a commitment to include the details in the full travel plan must be included.

- A Residential Travel Plan Coordinator is usually appointed from a consultancy company which must be identified in the travel plan.
A commitment to provide the contact details for the Travel Plan Coordinator and the Developer to Suffolk County Council as soon as they are available

Include details of how often travel plan meetings will take place, both before and after occupation

A list the individuals and organisations that the Travel Plan Coordinator will report to

**Measures**

- Initiatives that will encourage the shift from single occupancy car use, in favour of: walking, cycling, public transport and car sharing

- The measures must have specific timescales for implementation and must specify how much it will cost to implement over the duration of the travel plan

Examples of measures can include:

- Clear signage, street lighting, safe crossings, speed restrictions and better access to the site
- Good access to public transport, walking and cycling links
- Provision of personal alarms and umbrella’s for walkers
- Easily located, secure and covered cycle parking
- Provision of free cycle safety equipment for residents, such as high-viz vests and cycle lights
- Vouchers to purchase bikes, or other cycle equipment
- Negotiated discounts with cycle retailers for residents
- Bicycle Users Group (BUG) or cycle training schemes for non-confident cyclists
- Provision of clear, up to date route maps
- Promotional Events to encourage behaviour change – Bike Week, Walk to Work Week and National Liftshare Week
- Provision of up to date public transport information, including route maps, travel costs and journey times
- Negotiated discounts for residents from bus or rail companies
- Vouchers to purchase public transport season tickets, or taster tickets
- Promote and explain the benefits of Suffolk Car Share ([www.suffolkcarshare.com](http://www.suffolkcarshare.com))
- Introducing parking controls or restrictions
- Provide a Car Club car and parking space for residents
- Promote home shopping services to residents
- Promote home working to residents

Provision of a Welcome Pack for residents that includes details of the travel plan as well as information on the travel plan measures. The welcome pack must include the following:

- Walking information
- Cycling information (including Suffolk County Council cycle map if available)
- Bus and train timetables, and maps
- Suffolk Car Share link
Information on the potential cost savings of using sustainable transport
Information on the location of the local facilities with walking and cycling times
Home shopping information

Marketing Strategy

- How the travel plan will be promoted and the residents continually engaged in using sustainable transport
- The marketing must be carried out from the first occupation until the five years after full occupation of the development
- For example, newsletters, promoting national sustainable transport events such as Walk to Work Week, Bike Week and National Liftshare Week

Monitoring

- Include the details of who will be responsible for carrying out the monitoring of the travel plan
- Travel plan monitoring must be conducted from the trigger points listed below:
  - 80-100 dwellings – 75% of occupation
  - 101-150 dwellings – 65% of occupation
  - 150-200 dwellings – 50% of occupation
  - 201 or more dwellings – on occupation of the 100th dwelling
- The travel plan monitoring must be conducted as soon as the trigger point is reached and must continue being monitored on an annual basis until the five years have passed after the final dwelling has been occupied
- Annual surveys must be undertaken to understand the travel needs of residents and the progress of the travel plan. The travel plan should state if they are going to be electronic based (e.g. Survey Monkey) or paper based
- The results of the surveys must be provided to Suffolk County Council at the earliest possible opportunity
- Include how the surveys will be undertaken. Who will undertake them? Will there be any incentives (i.e. prize draw) offered to encourage a greater return rate?
- What other ways will the travel plan be monitored? Examples include: checking cycle stand usage, monitoring the uptake of parking permits and monitoring the uptake in discount vouchers

Finance plan

- Include an estimated budget for the costs of implementing the travel plan. The costs should include the cost of employing the Travel Plan Coordinator, the cost of the measures and the cost of monitoring the travel plan
The budget should cover the time from first occupation until the five year period after the final dwelling has been occupied on a year by year basis

Appendices:

- Development timetable – that shows the phasing and the estimated time to fully construct the site
- Action plan - setting out measures, timescales and responsibilities for the implementation of the travel plan
- Public transport and rail timetables
- Walking and cycling maps
- Site map that shows the internal layout of the site
- Public transport route and bus stop maps
- Example travel survey

Useful web links to include in a Travel Plan:

www.suffolkonboard.com
www.suffolkcarshare.com
www.fuel-economy.co.uk/calc.shtml
www.livingstreets.org.uk/walk-with-us/events/walk-to-work-week
www.bikeweek.org.uk/
www.liftshare.com/business/liftshareweek.asp
www.traveline.info
www.cyclestreets.net
www.openstreetmap.org
www.walkit.com