

# North Somerset Council

## Report to Full Council

**Date of Meeting:** 21st February 2023

**Subject of Report:** Adoption of the revised Travel Plans SPD following public consultation

**Town or Parish:** All

**Officer/Member Presenting:** Cllr. Hogg - Executive Member for Transport and Highways

**Key Decision:** Yes

**Reason:** The revised Travel Plan SPD will have policy implications in two or more wards

### Recommendations

To adopt the revised Travel Plans SPD following public consultation

## 1. Summary of Report

- 1.1. North Somerset Council (NSC) officers have undertaken a comprehensive review of the existing Travel Plan Supplementary Planning Document (SPD). The current SPD dates to November 2010 and is in need of a thorough update, particularly in light of the Council's declaration of a Climate Emergency and ambition to be carbon neutral by 2030.
- 1.2. A Travel Plan is a long-term management strategy put in place at the planning application stage to help facilitate travel by sustainable means within and between neighbourhoods and other developments, and to reduce car dependency. They are required for all developments which generate significant amounts of movement including residential, businesses, schools, retail, and leisure facilities.
- 1.3. The Travel Plan SPD sets out guidance for developers, officers and other stakeholders involved in the development, implementation, and monitoring of Travel Plans.
- 1.4. The updated SPD will allow the council to better manage Travel Plans and Travel Plan Statements by setting out new requirements that aim to ensure

a consistent approach across North Somerset, in line with other local authorities. It is an essential tool to support delivery against the aims of both the North Somerset Active Travel Strategy and Climate Emergency Strategic Action Plan.

1.5. The update includes:

- revised thresholds at which a Travel Plan Statement or Travel Plan is required for each type of development site.
- the introduction of two options for delivering Travel Plans – a council-led or developer-led approach.
- minimum requirements for measures and monitoring,
- the use of 'Modeshift STARS', an online platform where a Travel Plan can be stored, developed, managed, and monitored over time.

1.6. The Travel Plan Implementation Service is paid for through Section 106 contributions and sees the council carrying out the measures and monitoring within a Travel Plan. This contribution and service is not compulsory however it is preferred with the aim of avoiding inadequate delivery of Travel Plans.

1.7. As part of this review process, an internal officer consultation was undertaken in February 2020 with officers across Neighbourhoods and Transport, Planning, and Planning Policy. Changes were subsequently made to ensure the revised document reflected the current and foreseeable issues prior to public consultation.

1.8. Following NSC Executive Committee approval in September 2021, Public and stakeholder consultation was held between 20th June – 1st August 2022. Further amendments to the SPD have been made in light of the feedback received.

1.9. A decision is subsequently sought to formally adopt the revised Travel Plans SPD.

## **2. Policy**

2.1. North Somerset Council initially adopted a Travel Plan Supplementary Planning Document in 2010. This has now been updated to incorporate changes to best practise and learning from other local authorities in the West of England.

2.2. Policy relevant to the SPD includes:

- [National Planning Policy Framework \(NPPF\) \(2021\)](#)

- Department for Transport Guidance on Transport Assessment (2007)
- [North Somerset Council's Core Strategy \(2017\)](#)
- [Sites and Policies Plan Part 1 Development Management Policies \(2015\)](#)
- [North Somerset Council's Climate Emergency Strategic Action Plan \(2022\)](#)
- [The West of England's Joint Local Transport Plan 4 \(2020\)](#)
- [North Somerset Corporate Plan 2020-24 \(2020\)](#)
- [North Somerset Active Travel Strategy 2020-2030 \(ATS\)](#)

2.3. Notably the SPD supports the Corporate Plan, Climate Emergency Strategy Action Plan, and the Active Travel Strategy because Travel Plans require developers to provide residents a choice of how to travel, with the overall target to reduce car usage and increase use of public transport and active travel.

### **3. Details**

3.1. Detailed below are the key changes to the SPD:

- Travel Plan thresholds
- Delivery options – council-led and developer-led
- Minimum requirements
- Use of Modeshift STARS website

#### **Travel Plan Thresholds**

3.2. The SPD gives thresholds at which a Travel Plan Statement or Travel Plan is required for each type of development site. The thresholds follow National Guidance except for residential developments (use class C3), where they are reduced to 60 units for a Travel Plan (rather than 80 units) and 40 units for a Travel Plan Statement.

3.3. North Somerset Council's Housing Trajectory data 2019 shows 15 residential developments between 60 – 80 units. 6 of these are in Weston-super-Mare and 4 are in and around Yatton. Along with the impact of larger sites, the combination of several smaller developments has an impact on traffic. It is therefore important to ensure the smaller, yet not insignificant developments (60-80 units), have a Travel Plan and work to reduce reliance on cars.

#### **Travel Plan delivery**

3.4. Option 1 – Council-led: North Somerset Council provides a service of managing and implementing the measures in the Travel Plan on behalf of the developer in return for a set S106 contribution 'per dwelling' (for residential) or 'per square metre' (for business). This option is primarily available for Businesses and Dwelling houses, however other developments will be considered on an individual basis. The developer retains

responsibility of any hard infrastructure measures such as bus stops and pedestrian crossings, whereas the council provides the Travel Plan measures such as personal travel planning, bike loan schemes and sustainable travel vouchers.

- 3.5. A council officer will act as the Travel Plan Coordinator, working closely with the Travelwest Roadshow Team and/or other service providers to implement the Travel Plan. Officer time, resources and services are paid for from the Section 106 contribution, with trigger points timed to ensure enough money is received to start measures from first occupation.
- 3.6. Work with businesses will be run in partnership - the business will need to lead on measures the council cannot directly implement on their behalf, such as Cycle to Work Schemes. The council will also endeavour to work in partnership with residential developers, as this would likely give better outcomes to the Travel Plan.
- 3.7. Option 2 – Developer Led: The developer retains responsibility for managing and implementing the Travel Plan and pays a non-refundable monitoring fee as well as taking out a bond for any remedial work which may be needed at the end of the Travel Plan (5 years). The bond will be released once the developer has fulfilled their Travel Plan obligations as per agreement with North Somerset Council at the time of planning. This is available for all Class Use developments.
- 3.8. The monitoring fee, secured through Section 106 contributions, allows North Somerset Council to monitor the progress of the Travel Plan, attend steering group meetings, provide support, and assist in reviewing progress.
- 3.9. Developers who elect to take responsibility for implementing their Travel Plan will be required to secure funds at the time the planning consent is granted to ensure that the Travel Plan implementation is safeguarded.

#### **Minimum requirements**

- 3.10. To give more detailed guidance to developers, the SPD gives minimum requirements for monitoring and for Travel Plan measures, including providing Travel Information packs, walking, and cycling maps and Borrow a Bike scheme. This aims to ensure adequate plans are in place from the outset to meet targets to reduce reliance on cars. It will also help to reduce the time spent by officers during the planning process requesting more detail is included.

#### **Use of Modeshift Stars**

- 3.11. Modeshift STARS is an online platform where a Travel Plan can be stored, developed, managed, and monitored over time, and is free for organisations submitting planning applications to North Somerset, as well as all schools. Use of Modeshift STARS will enable officers to hold all Travel Plans in one

place, along with monitoring information and progress of measures. Whether opting for Option 1 or Option 2, developers will no longer submit their Travel Plan as a PDF but will enter data directly into the Modeshift STARS website aiding the sharing of information between parties.

- 3.12. Once information is added to a STARS site, both North Somerset Council and the developer can view the plan and its progress. A PDF of the plan can also be downloaded from the website. The sustainable travel team are already using STARS with schools and businesses.

#### **4. Consultation**

- 4.1. As part of the review process, an internal officer consultation was undertaken in February 2020 with officers across Transport and Infrastructure, Planning, and Planning Policy. Following this, a variety of amendments were made to the SPD reflecting officer feedback.
- 4.2. An informal meeting was held with Place Panel Members on the 20th July 2021. The panel were supportive of the proposed changes, particularly the introduction of options for delivery.
- 4.3. Public and stakeholder consultation on the draft Travel Plans SPD ran from 20th June – 1st August 2022. The consultation was hosted on NSC's online portal 'eConsult' and was particularly targeted at Transport consultants, developers, interested residents, businesses and Town and Parish councillors. The consultation received 54 responses through eConsult and 5 written responses by email; 59 responses in total.
- 4.4. The consultation format included one introductory question, 4 questions relating to the key changes to the draft SPD (detailed in Section 3) and a final question which enabled respondents to provide more general comments.
- 4.5. Overall, consultation feedback was positive with a good level of responses given the technical nature of the Travel Plans SPD. Respondents were given opportunity to provide free-text responses to five of the six questions posed. It is noted many comments/statements focused on factors outside of the scope of the SPD to remedy/implement, particularly regarding existing issues including the lack of public transport, existing parking issues.
- 4.6. Feedback on the changes to the SPD are summarised below:
  - Approval of reduced thresholds with request for thresholds to be reduced further.
  - Support for both council-led and developer-led options.
  - Support for the use of Modeshift STARS with two thirds of respondents agree or neutral when asked if the Modeshift STARS

online platform will make it easier for information to be shared between parties and make it easier for Travel Plans to be monitored and reviewed.

- Support for the inclusion of measures in bold as a minimum requirement.

4.7. As a result of the feedback received, a variety of amendments have been made to the SPD including:

- Reference to Paragraph 113 of National Planning Policy Framework (NPPF) updated to be clear the council reserves the right to request a Travel Plan for any development that the Council considers will generate significant amounts of movement and not where the Council considers that the transport impact will be significant as previously written.
- Additional tier for Option 1 fees (100-149 Dwellings) to equalise costs for smaller developments.
- Removal of prescriptive target for residential development in section 4 in line with section 8: “targets should be ambitious and correspond to the best estimate of the maximum number of trips that can be made by non-car modes.”
- Clarification provided on the frequency of ‘biennial monitoring’ (years 1,3 and 5) and timeframes for review.
- Section 9 of the SPD 'Creating the Travel Plan' (paragraph 2), updated to clarify for whom platform is free: “for organisations submitting planning applications to North Somerset, as well as all schools”.
- Minimum requirement of measures reviewed, and “monitoring of on-street parking” moved to ‘Monitoring actions’ section.

## **5. Financial Implications**

5.1. The Travel Plan Implementation Service will be funded by Section 106 contributions from developers, which the council has secured.

5.2. The Travelwest Roadshow team, which is currently in place across the West of England, could be utilised to provide many of the measures within the Travel Plan Implementation Service. The cost of this will be met by the developer contribution and has been included in the costing exercise carried out to understand the cost of delivering this service.

5.3. The cost of preparing the Travel Plan SPD has been met from existing team budgets.

## **Costs & Funding**

5.4. Option 1 – Council-led: The council-led service will be self-funding. All contributions required to provide the service have been calculated, covering officer time and resources needed. The table below shows the costs for the

council to run the Travel Plan service at a residential development site of 60 units over 5 years.

<b>Resource Required for 60-unit development</b>	<b>Cost</b>
Travel Plan Coordinator Officer's time to implement the Travel Plan (25 days at JG7 pay scale)	£6,432
Travel Plan Manager (5 days at JM1 pay scale)	£1,421
Training (for development sales staff and onsite champion)	£178
Monitoring (Automated travel counters and resident surveys)	£1,675
Services (Personalised Travel Plan, Roadshow events, Borrow a Bike, Dr.Bike etc)	£6,600
Marketing (Travel information packs, local walking and cycle maps, communications)	£1,190
<b>Total</b>	<b>£17,496</b>

5.5. Tables below show the contributions calculated for residential and commercial developments. Costs will usually remain the same for each size and types of development, however they are written as guidance amounts so that the council retains the ability to negotiate higher costs for sites, which have build-out schedules longer than 5 years, or low sustainable travel connectivity.

#### **Guidance costs for Residential developments**

Size of C3 Development	Cost per dwelling to implement the Travel Plan	Cost for Sustainable Travel Vouchers
60 Dwellings	£280 per dwelling	£180 per dwelling
100 Dwellings	£250 per dwelling	£180 per dwelling
150 Dwellings	£220 per dwelling	£180 per dwelling
250 Dwellings	£190 per dwelling	£180 per dwelling

#### **Guidance costs for businesses and offices**

Floor space	Number of Employees	Type of Plan	Cost for implementation by North Somerset Council (rounded)	Cost per additional m2
1500 – 2499m2	Any	Travel Plan Statement	Met by owner / developer Advice available	Not Applicable

2500m2	Up to 200	Travel Plan	£19,800	£2 per m2
2500m2	300	Travel plan	£21,800	£2 per m2
2500m2	400	Travel plan	£23, 800	£2 per m2
2500m2	500	Travel plan	£25, 800	£2 per m2

- 5.6. Fees are subject to procurement costs, inflation etc. and will be reviewed annually to ensure that service income covers costs.
- 5.7. Option 2 – Developer-led: A Monitoring and Audit fee is detailed in the draft SPD for all types of development, which require a Travel Plan. The monitoring fee is set at £4800 over a 5-year period. This amount has been costed for staff time to monitor and review developer progress, attend steering group meetings, and provide training.
- 5.8. The fee is subject to procurement costs and will be reviewed annually in line with inflation. Developers are also required to take out a bond to the same value as the contributions in option 1.
- 5.9. The bond will be released by North Somerset Council when the developer / owner has submitted evidence showing that suitable measures have been delivered and that the Travel Plan has been successfully completed. North Somerset Council would call on the bond in order to implement measures if the developer/owner does not provide evidence that measures detailed with the Travel Plan have been carried out within the 5-year period.

## **6. Legal Powers and Implications**

- 6.1. The SPD is prepared by the Council as Local Planning Authority under the powers of Town and Country Planning (Local Planning) (England) Regulations 2012. The SPD will then be used to secure Travel Plans at the relevant sites.

## **7. Climate Change and Environmental Implications**

- 7.1. The aim of the SPD update is to reduce and mitigate car use in new developments, and to increase the use of active and sustainable travel modes. Transport accounts for just under 50% of North Somerset's carbon emissions, with 24% from A roads and minor roads ([Department of Energy & Climate Change, \(2019\)](#)). Therefore, reducing emissions from car travel is an essential part of meeting carbon reduction targets. Measures in a Travel Plan aim to reduce single occupancy car use in (and to and from) new developments through services such as personalised travel planning and the provision of sustainable travel vouchers, which help to enable more bus use as well as more walking and cycling.



## **8. Risk Management**

- 8.1. Risk 1: The lag time between developers committing to using the Travel Planning service and the development proceeding. For example, receiving contributions in a timely manner either at commencement or occupation and ensuring there are adequate services in place when people are considering their travel choices such as when they move house.

Mitigation: Officers will be recruited using Section 106 funds the council has secured, subject to S106 agreement stipulations and planning conditions. Please refer to Table 4, Section 7 of the SPD which outlines trigger points for receiving S106 contributions.

- 8.2. Risk 2: The council is taking on more responsibility to make reductions in car usage.

Mitigation: Additional council officers will be required to work as Travel Plan Coordinators. Partnership working within the West of England through available DfT and Active Travel England funding means North Somerset Council has a wealth of knowledge and experience in behaviour change and sustainable travel. In addition, there is a large range of initiatives already in place which the council can replicate as part of the Travel Planning service. The council will also endeavour to work in partnership with developers and transport consultants to give the best sustainable travel outcomes.

- 8.3. Risk 3: Developers may view higher Section 106 charges negatively.

Mitigation: A balance has been sought whilst costing the service, so that Travel Plans can be adequately implemented but which will also provide an attractive offer to developers. Contributions required by North Somerset have been benchmarked against other local authorities sub-regionally and in the West of England.

## **9. Equality Implications**

- 9.1. The SPD has been updated to provide detailed guidance to support developers to fulfil their Travel Plan obligations, as detailed within CS10 of the council's Core Strategy. The higher-level Core Strategy was subject to an equality impact assessment.
- 9.2. It is anticipated that the SPD will have positive implications for equality by ensuring Travel Plans are consistently and fully implemented across North Somerset, enhancing quality of place and community cohesion within new developments.
- 9.3. We have used national guidance for protected characteristics to ensure maximum equality and diversity is considered.

## **10. Corporate Implications**

- 10.1. There are no immediate staffing implications from the Travel Plan SPD. Where developers commit to the council's service to implement the Travel

Plan, coordinators will be recruited to fulfil the roles when the development proceeds. The financial implications of this would be provided through S106 contributions and the chosen route by the developer for travel planning.

- 10.2. Travel Plan development uses standard templates which can be populated depending on each development however, publishing this Travel Plans SPD will require support from Graphics, Marketing and Communications teams.
- 10.3. The service may have an impact on Planning Enforcement if a developer defaults on their obligations.

## **11. Options Considered**

- 11.1. Several options have been considered, such as just updating minimum requirements or working with consultants to implement a development's Travel Plan. However, it is considered the best sustainable travel outcomes will be attained from a council-led service. An additional benefit to the council service is that it helps to mainstream services currently provided through short-term funding streams, which may not otherwise continue in the future. This is a more economically sustainable situation in the long term.

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### **Appendices:**

Appendix A: North Somerset Revised Travel Plans SPD

### **Background Papers:**

[North Somerset Travel Plans Supplementary Planning Document \(2010\)](#)

[North Somerset Council Core Strategy \(2017\)](#)

[Joint Local Transport Plan 4 2020-2036 \(2020\)](#)

[North Somerset Corporate Plan 2020-24 \(2020\)](#)

[North Somerset Council Development Management Policies: Sites and Policies Plan Part 1 \(2016\)](#)

[North Somerset Council's Climate Emergency Strategic Action Plan \(2022\)](#)

[North Somerset Draft Active Travel Strategy \(2020\)](#)

**Appendix A: Revised North Somerset Travel Plans Supplementary Planning Document**

**Date: January 2023**

## Travel Plans Supplementary Planning Document (SPD)

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## 1. What is a Travel Plan?

A Travel Plan is a long-term management strategy put into place to help facilitate travel by sustainable means around neighbourhoods and beyond to services, facilities and jobs. It also applies to other developments including new shops, businesses, schools and leisure facilities.

Each Travel Plan must identify measures which are linked to targets and outcomes to increase the use of more sustainable and accessible travel. The Travel Plan should cover the whole of a development, usually for 5 years post full occupation. During this time, travel behaviours are monitored, and the Travel Plan reviewed to check that it is working effectively.

Targets and measures will likely relate to the use of public transport, car sharing, cycling, walking, and reducing the need to travel to and from the development.

Benefits of the Travel Plan can include:

- more travel choices
- improved community links with less social isolation
- improvements to the local environment
- demonstration of a commitment to sustainability and the Climate Emergency
- lower travel costs for organisations and individuals
- facilities for people without access to a car or with impaired mobility
- opportunities for active and healthy travel
- improvements in air quality
- less traffic congestion and less demand for parking spaces

## 2. Travel Plan background and policy

The effects of unsustainable travel can be clearly seen on the environment, our health and our quality of life. Towns are becoming more congested with increased concerns about levels of car traffic.

In 2019 North Somerset Council declared a Climate Emergency and adopted a carbon reduction target of net zero by 2030. The transport sector, at 49%, is the largest single source of carbon emissions in North Somerset. This is considerably higher than the regional (South West) average of 44% and the national average of 36% from transport ([Department of Energy & Climate Change, \(2019\)](#)). To meet carbon reduction targets, which we know has widespread support, it is essential that we create new developments where residents are not solely reliant on cars. A well implemented Travel Plan plays an important role in this.

When asked:

*‘Do you agree that an increase in active travel (for example walking, cycling, jogging, wheeling, scooting) is needed to help North Somerset reduce its carbon emissions from transport?’ 91% said ‘yes’ and 9% said ‘no’.*

Source: Active Travel Strategy consultation questionnaire

Communities which work together in partnership are most likely to see the best results from a Travel Plan and are more likely to achieve carbon reduction targets, be this between residents, employees, educational establishments, the council and/or business.

To ensure a Travel Plan is high quality and can be easily implemented, it should follow a consistent structure, content and approach. This guidance has been written to provide a framework to ensure a consistency in quality but aims to allow flexibility to adapt the Travel Plan to site specific conditions.

### Policy Landscape

The implementation of a Travel Plan is an integral part of the Government’s policy on sustainable transport. Chapter 9 of the [National Planning Policy Framework \(NPPF\)](#) (2021) lays out the national Travel Plan policy:

Paragraph 113 “All developments that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed.”

Both North Somerset Council’s [Core Strategy](#) and its [Development Management Plan](#) provide clear guidance around transport and sustainable travel and the requirement to provide residents a choice of how to travel. The plans specifically detail that a Travel Plan will bring about a reduction in car usage:

CS10, Paragraph 3.153 “For larger scale developments a Travel Plan aimed at delivering sustainable transport objectives will be required. A Travel Plan will set out measures that will result in a reduction in car usage and an

increased use of public transport, cycling and walking as alternative modes of transport.”

DM26: “Travel Plans links to CS10 Transportation and movement. Travel Plans will aim to reduce car use generated by the development and to deliver other sustainable transport objectives, related in scale and kind to the development. Planning conditions will be attached, or a planning obligation sought, to require adoption of the Travel Plan prior to occupation and its successful implementation post occupation.”

In addition, [North Somerset Council's Climate Emergency Strategic Action Plan \(2022\)](#) supports Travel Plan aims:

“Continue to drive project delivery to shift from private car use”

“Encourage our residents to consider their transport choices through parking schemes, car sharing schemes and other measures”

The [West of England's Joint Local Transport Plan 4 \(2020\)](#) explains how a Travel Plan will be secured and delivered:

Section 8: Local Connectivity, policy L3 explains:

“Travel Plans will continue to be secured for new developments through the development control process, and we are developing guidance to improve the quality of Travel Plans submitted. Travel plan S106 contributions are a regular feature of a very high proportion of approved development sites.”

“We will enforce required contributions and explore the possibility of new supplementary planning documents (SPD) to secure the necessary resources.”

“We will continue to agree S106 funding from developers towards effective and lasting travel planning and developing supplementary planning documents, if required, to ensure appropriate funds are received. “

“We will support developers in the production, delivery and monitoring of travel plans, if required, and secure the contribution of further funds for transport improvements if mode share targets are not met.”

North Somerset Council has also developed, consulted on and adopted the [North Somerset Active Travel Strategy 2020-2030 \(ATS\)](#), which sets out to:

*‘Make walking and cycling the natural choice for a cleaner, healthier and more active North Somerset’ up to 2030.*

The ATS sets out that a new focus on travel planning is one of the tools available to boost active travel amongst new and existing communities and employment centres.

Significant updates to and 'decarbonisation reviews' of our Parking Standards Supplementary Planning Document (SPD) and Travel Plan SPD will:

- '...continue to ensure that the Active Travel Strategy is a strong fit with existing and emerging local policy; to reduce carbon and get North Somerset moving';
- '...support the Local Plan guidance for the types of active travel infrastructure we will require as part of development growth in North Somerset';
- 'reduce car travel and encourage sustainable travel, especially walking opportunities for journeys less than one mile.'
- help us to 'use local research and consult and collaborate with residents, businesses and stakeholders to inform active travel planning.'

By reviewing and updating this Travel Plan SPD, it allows the Council to improve the development, monitoring and implementation of Travel Plans and Travel Plan Statements, to ensure a consistent approach across North Somerset to enable better sustainable and active travel outcomes. The ATS supports this by raising the importance of travel planning in both shaping new developments and also ensuring that our local policies and SPDs help to increase active travel as a natural choice for shorter journeys and as the first and last mile of longer journeys:

- 'Objective 4: Shape active travel neighbourhoods through an active travel focused planning system.'
  - 'Objective 4.1: Guide development planning to create active travel communities.'
  - Objective 4.2 Ensure local supporting policies and SPDs help to expediate active travel growth.'

The strategy includes the commitment to update this Travel Plan SPD and through the implementation of the updated SPD, it will support delivery against the aims of the Active Travel Strategy.



### 3. When is a Travel Plan required?

The requirements for a Travel Plan are determined by the size and type of development and a Travel Plan or Travel Plan Statement will be needed where relevant thresholds are reached. Table 1 details thresholds for each use class.

The thresholds are based on those set out in Appendix B of the Department for Transport *Guidance on Transport Assessment* March 2007. The thresholds for Use Class C3 are adapted to local needs in North Somerset, where the lower threshold for a Travel Plan is set at 60 dwellings, and 40 dwellings for a Travel Plan Statement.

In line with [National Planning Policy Framework](#), All developments that will generate significant amounts of movement should be required to provide a travel plan. Furthermore, North Somerset Council reserves the right to request a Travel Plan for any development that the Council considers will generate significant amounts of movement on a case-by-case basis. Where a mixed-use development is below the relevant threshold, but the combined development is considered significant, the Council will require a Travel Plan. Smaller developments delivered in phases are also likely to require a Travel Plan if the thresholds outlined are met or the cumulative transport impact is significant.

For all residential and business sites, the Travel Plan or Travel Plan Statement must be submitted as part of the planning application using the 'Modeshift' website. Schools are also required to complete an Interim Schools Travel Plan form. (Information on Creating a Travel Plan is set out in Chapter 9 of this SPD.) A Transport Assessment or Transport Statement will also be needed as part of the application (See Appendix A of the North Somerset's [Highways Development Design Guide](#) for further information.)

Submitting a Travel Plan does not guarantee that a development will be acceptable from a planning perspective. Other supporting documents submitted as part of the application, such as the Transport Assessment, will need to show why the site is suitable.

Table 1 – Thresholds for a Travel Plan Statement and Travel Plan by development type

Development type	Threshold at which a Travel Plan Statement is required	Threshold at or above which a Travel Plan is required
Food Retail	>250 – <800 sq m	800 sq m
Non-food retail	>800 – <1500 sq m	1500 sq m
Financial and professional services	>1000 - <2500 sq m	2500 sq m
Restaurants and Cafes	>300 – <2500 sq m	2500 sq m
Drinking Establishments	>300 - <600 sq m	600 sq m
Hot food takeaway	>250 - <500 sq m	500 sq m

Business	>1500 – <2500 sq m	2500 sq m
General industrial	>2500 – <4000 sq m	4000 sq m
Storage or distribution	>3000 – <5000 sq m	5000 sq m
Hotels	>75 – <100 units	100 units
Residential institutions - hospitals, nursing homes	>30 - <50 units	50 units
Residential institutions - residential education	>50 – <150 units	150 units
Residential institutions - institutional hostels	>250 – <400 units	400 units
Dwelling houses	>40 – <60 Units	60 Units
Non-residential institutions including colleges and further education.	>500 – <1000 sq m	1000 sq m
Schools*	See below*	See below*
Assembly and Leisure	>500 - <1500 sq m	1500 sq m
Other developments	Please contact NSC through our <a href="#">pre-application service</a> in advance of submitting a planning application.	

\*All new schools, and extensions to schools that are likely to have a material impact on traffic movements, require a Travel Plan. We define a school as any educational facility for children up to the age of 16, including (but not limited to) nurseries, primary, secondary, academy, independent, Voluntary Aided and SEN.

Travel Plan requirements for other larger developments within North Somerset Council, including Bristol International Airport and Royal Portbury Dock are likely to require agreement on specific issues and solutions.

#### 4. The type of Travel Plan required

There are several different types of Travel Plan, depending on the nature of the development. These are:

- Travel Plan Statement
- Full Travel Plan
- Framework Travel Plan
- Interim Travel Plan

##### **Travel Plan Statement**

The Travel Plan Statement is for smaller developments (see thresholds in table 1) and takes the form of an 'Action Plan' which is promoted by and is the responsibility of the developer or occupier of the site to implement.

The statement should describe the existing conditions of the site, physical infrastructure and a full range of measures to meet sustainable travel objectives, including a Travel Information Pack.

Measures must be implemented within three months of full occupation and evidence of work carried out should be submitted to the council.

##### **Travel Plan**

A Travel Plan is required for larger developments (see table 1). The type of Travel Plan (Full, Framework or Interim) will depend on the nature of the development.

**A Full Travel Plan** is prepared where the proposed use and accessibility needs are known and when the occupier is identified or already using the site. The Travel Plan is tailored to the end occupiers and will usually last for 5 years post occupation.

- **A Residential Travel Plan** aims to reduce single occupancy vehicles travelling to and from the development through a cycle of implementing measures and monitoring and reviewing their progress against set targets. The Travel Plan Coordinator works primarily with residents, as well as other interested parties such as sustainable travel council officers, planning officers, transport providers, local community groups and the developer.
- **A School Travel Plan** is a document which sets out how a school will promote safer, active and sustainable travel to school, with the main emphasis on reducing the number of children being driven to and from school. A School Travel Plan should be based on consultation with teachers, parents, pupils and governors, sustainable travel council officers, and local community.
- **A Business Travel Plan** aims to make changes to facilitate and encourage staff to travel to work by sustainable modes. The plan should be set up across the organisation with support from Senior Management, with involvement from staff in areas such as Human Resources, Facilities, Finance, Marketing and Communications and Health and Safety.

**A Framework Travel Plan** is an umbrella plan setting out basic principles for a site but where end users are unknown. It is particularly used for mixed-use and speculative development with multiple occupiers such as residential uses and business use or if there are likely to be several development phases or if end users are unknown at the time of construction.

The framework should include joint overall outcomes and targets for the site but may lack specific details about timescales and how any measures will be delivered. A timeline should be provided within the framework, laying out when full details will be made available. A Full Travel Plan for each parcel of land should be provided prior to first occupation.

**An Interim Travel Plan** is prepared when the exact scale and split of uses cannot be identified at the planning application stage and where end users are unknown. It is usually produced when targets and measures cannot be identified. A Full Travel Plan should be provided prior to first occupation.

## **5. Options for implementing the Travel Plan**

Implementing a Travel Plan over a lengthy period can be a challenge. To provide support, and to avoid the likelihood of any enforcement action, North Somerset Council offers two options.

### **Option 1 – North Somerset Council implements Travel Plan**

North Somerset Council provides a service of managing and implementing the Travel Plan measures on behalf of the owner / developer in return for a set contribution 'per dwelling' (for residential) or 'per square metre' (for employment). This option is available for use class B1 (Business) and C3 (Dwelling houses), with other development types considered on a case-by-case basis if requested.

Under this option, the developer must submit a Travel Plan which meets the specifications in this guidance but is not responsible for implementing it.

The developer still holds the responsibility to provide and maintain hard infrastructure such as signage, lighting, walking/cycling paths, cycle parking, car park management, electric vehicle charging points and certain incentive schemes such as 'Cycle to Work' etc. This infrastructure is secured separately; however, it can still be included in the Travel Plan.

Although it is not compulsory to choose Option One and pay the Travel Plan contribution, North Somerset Council considers this is an effective option for all concerned. The alternative is Option Two.

### **Option 2 – Developer implements Travel Plan**

The owner / developer retains responsibility for managing and implementing the Travel Plan and pays a non-refundable monitoring fee as well as a taking out a bond for remedial work. This is available for all Class Use developments.

Under this option, the developer / owner retains responsibility for funding and implementing the Travel Plan, its incentives and measures, the appointment and retention of a Travel Plan Coordinator, monitoring for a period covering full build out and occupation, and identifying remedial measures.

The bond will be released by North Somerset Council when the developer / owner has submitted evidence showing that suitable measures have been delivered and that the Travel Plan has been successfully completed.

North Somerset Council would call on the bond in order to implement measures if the developer/owner does not provide evidence that measures detailed with the Travel Plan have been carried out.

The monitoring fee is to allow North Somerset Council to monitor the progress of the Travel Plan, attend steering group meetings and provide support.

A Travel Plan submitted under option 2 would also need to meet the required specifications set out in this guidance.

**Travel Plan Statement**

A Travel Plan Statement sits outside the two Travel Plan options above. It is the responsibility of the developer to write a Travel Plan Statement and implement measures in the statement (following guidance in Appendix 1) within three-months of full occupation of the development.

## 6. Travel Plan fees

### Option 1 fees

For North Somerset Council to implement the Travel Plan on the applicant's behalf, a Section 106 contribution is required. The contribution is only repayable to the developer if the planning permission expires, and no building has commenced.

Table 2 provides guidance on the cost per dwelling required for the Council to implement a Residential Travel Plan over a 5-year period. The table also shows contribution per dwelling towards sustainable travel vouchers. The vouchers will be offered to residents so that they can trial sustainable modes of travel without financial constraints. The vouchers can be spent by residents on a range of options, including bus tickets and cycling and walking equipment.

Table 2 – Option 1 Guidance fees for residential developments

Size of C3 Development	Contribution per unit for council to implement	Contribution for Sustainable Travel Vouchers
60 Dwellings	£280	£180
100 Dwellings	£250	£180
150 Dwellings	£220	£180
250 Dwellings	£190	£180

Table 3 shows guidance fees for the Council to implement a workplace Travel Plan over a 5-year period.

Table 3 - Option 1 guidance fees for business developments

Floor space	Number of Employees	Type of Plan	Cost for implementation by North Somerset Council (Guidance)	Cost per additional m <sup>2</sup>
1500 – 2499m <sup>2</sup>	Any	Travel Plan Statement	Met by owner / developer Advice available	Not Applicable
≥2500m <sup>2</sup>	Up to 200	Travel Plan	£19,800	£2 per m <sup>2</sup>
≥2500m <sup>2</sup>	300	Travel plan	£21,800	£2 per m <sup>2</sup>
≥2500m <sup>2</sup>	400	Travel plan	£23,800	£2 per m <sup>2</sup>
≥2500m <sup>2</sup>	500	Travel plan	£25,800	£2 per m <sup>2</sup>

The contributions will largely remain as standard as per Tables 2 and 3, however the council may negotiate higher contributions for sites with build out rates over several years, and where accessibility is considered particularly poor. Fees are subject to procurement costs, inflation and other costs which will be reviewed annually.

When implementing the Travel Plan, North Somerset Council will work in partnership with the business. With council officer support and guidance, business takes the lead on measures which the council are unable to directly implement. This includes, but is not limited to, car park management, Cycle to Work schemes and installing changing facilities.

### **Option 2 Fees**

Where the developer takes responsibility for the Travel Plan, a monitoring and audit fee of £4800 is payable to North Somerset Council.

There is no Management and Audit Fee for a Travel Plan Statement.

The Travel Plan Management and Audit Fee are based on Council officer time and the cost to provide monitoring of a Travel Plan progress. The fee will enable the Council to:

1. update a database to ensure monitoring takes place at appropriate times
2. attend the development's Travel Plan Steering Group meetings to monitor progress and to support the delivery and success of the Travel Plan
3. provide training to developer Travel Plan Co-ordinators
4. audit and review biennial monitoring over the five-year period of the Travel Plan
5. review Travel Plan progress considering monitoring results
6. discuss monitoring results and future measures with the site Travel Plan Co-ordinator.

For mixed-use developments, the Management and Audit Fee will be the sum of the relevant charges for each separate Use Class element.

This fee does not cover the surveys, data inputting or analysis, which are the responsibility of the developer and their Travel Plan Co-ordinator. All monitoring reports and survey output data must be submitted using the Modeshift website, unless otherwise agreed.

The full Management and Audit Fee amount will be due on commencement of building works.

The developer should take out a bond to the same amount of contribution detailed in Option 1.

Fees are subject to procurement costs, inflation and other costs and will be reviewed annually.



## 7. How is the Travel Plan secured?

A Travel Plan will be secured through a Section 106 Agreement Planning Obligation, a Unilateral Undertaking and/or a planning condition.

### Option 1

Where a developer elects to have the Council undertake the implementation of Travel Plan measures this will be secured through a separate Section 106 Agreement or Unilateral Undertaking with the Council.

To ensure the Travel Plan duties are undertaken in a timely fashion, contributions via a Section 106 agreement will be requested in line with the suggested trigger points outlined in Table 4 below.

The trigger points are subject to the size and nature of the development and can be agreed within the legal agreement

Table 4 – Trigger point guidance for Section 106 contributions

<b>Trigger Point</b>	<b>Amount due</b>
Commencement of development	20% of contribution
25% occupation of site	40% of contribution
75% occupation of site	40% of contribution

### Option 2

Developers who elect to take responsibility for implementing their Travel Plan will be required to secure funds at the time the planning consent is granted to ensure that the Travel Plan implementation is safeguarded.

The funds will be secured by provision in a Section 106 Agreement for a cash payment or a combination of the payment of a cash deposit with a bond to secure the remaining costs for the delivery of the Travel Plan. Any bond should be capable of being called upon by the Council if the developer fails to deliver the agreed measures contained within the Travel Plan. The Bond or cash sum would be set to the value of the Travel Plan implementation budget and would be drawn on by the Council if necessary.

It should be noted that any such safeguarding payments are not a penalty and simply represent an appropriate means of addressing any shortcomings in delivery, in line with the original assumptions made in the Transport Assessment or Travel Plan. The value of any financial drawdown would be defined by the measures considered necessary by the Council to remedy any shortcomings.

### How is the Travel Plan Statement secured?

Travel Plan Statements will usually be secured by means of a planning condition.

## 8. Travel Plan Targets

To set the context, the [North Somerset Active Travel Strategy's](#) key target is to increase walking and cycling trips by 300% by 2030 in order to '*Make walking and cycling the natural choice for a cleaner, healthier and more active North Somerset*'. This target is ambitious but achievable if we can use delivery tools such as the Travel Plans SPD and the resulting Travel Plan measures to increase sustainable and active travel to achieve this overarching North Somerset target.

More specifically, the overall aim of the Travel Plan is to work with residents, businesses or a school during the life of the Travel plan to make a sustained reduction in single occupancy car travel.

The outcomes of the Travel Plan should include:

- less single occupancy car travel to and from a development
- a change in the travel behaviour of individuals to sustainable modes of travel, with the change maintained
- less residential travel to and from a development
- less freight movements or delivery vehicles travelling to and from a development

To ensure these outcomes, the Travel Plan should include specific targets and related measures, monitoring and review.

The targets should be ambitious and correspond to the best estimate of the maximum number of trips that can be made by non-car modes. They should be negotiated with North Somerset Council during the planning process and will depend on the nature and location of the development.

Different data sources can be used to forecast travel demand and calculate targets. This could include data from: the Transport Assessment, the most recent Census, TRICS ([www.trics.org](http://www.trics.org)), specific surveys at an organisation's site which is similar and / or data from an existing site or occupier surveys (for expansion). The data source used will need to be approved by North Somerset Council.

Each sustainable mode of travel should be allocated an individual growth target, with combined targets matching the overall change in car usage, considering a reduction in the need for travel.

The Travel Plan should specify dates when targets will be achieved, coinciding with monitoring and review points, usually in year three and five.

Measures within the action plan should be chosen specifically for the development site and relate directly to targets.

## 9. Creating the Travel Plan

As part of a planning application submission, a Travel Plan Statement or a Travel Plan should be created using the relevant Modeshift STARS website, which is free for organisations submitting planning applications to North Somerset, as well as all schools.

[STARS Business](#) and [STARS Community](#) (formerly known as STARSfor) is for business and residential Travel Plans and is suitable for workplaces, retail, leisure, residential sites and colleges and universities. Modeshift [STARS Education](#) is the scheme for schools. The Modeshift STARS websites provides an online platform where a Travel Plan can be stored, developed, managed, and monitored over time.

National STARS accreditation is awarded to education, business and community settings that go above and beyond in developing, implementing and monitoring an Effective Travel Plan to bring about a change in travel behaviour and reduce the number of single occupancy vehicle journeys to, from and between their sites.

Once information is added to a STARS site, both North Somerset Council and the developer, transport consultant or school can view the plan and its progress. A PDF of the plan can also be downloaded from the website and should be submitted with the planning application documents on the planning portal.

For access to the Modeshift website, please contact the sustainable travel team [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk) where you will be provided with a log on.

### **Creating a Residential or Workplace Travel Plan**

Travel Plan officers will review a residential or workplace Travel Plan via the STARS Business and STARS Community website - a separate document does not need to be submitted as part of the planning application.

Under both options 1 and 2, the developer or consultant is responsible for fully completing all sections on the website. See Appendix 2 for more information on what needs to be included.

Additional images and documents can be uploaded to the website and are expected to provide a full picture of the site and proposed plans.

After the planning process, where option 1 has been selected the Council will take ownership of the Travel Plan and update the Modeshift website where appropriate. Where option 2 is selected, the developer retains ownership of the Travel Plan and holds responsibility for updating the Modeshift website.

### **Creating a School Travel Plan**

To submit a Travel Plan as part of a planning application, use the appropriate 'Interim School Travel Plan form' alongside Modeshift STARS, as explained below. Forms can be downloaded from the North Somerset website. A Transport Statement or Transport Assessment should also be submitted alongside the Travel Plan.

There is an opportunity to discuss your Travel Plan with the Sustainable Travel team and to find out about any expectations that they may have regarding its content. Contact the team on [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk)

New school sites should submit information as part of a planning application using the 'Interim School Travel Plan - New Sites'. The form is designed to allow information to be transferred easily to the Modeshift STARS website when planning approval has been gained. The content in the Modeshift STARS website will then become the school's live Travel Plan and should continue to be maintained.

Existing schools which are expanding their site, should submit a current Travel Plan (using the Modeshift STARS website) as part of a planning application. If the school does not currently have a Travel Plan, they will be required to have an approved STARS Travel Plan in place prior to occupation of the new building.

In addition to this, an 'Interim School Travel Plan - Existing Site' form will need to be completed to provide the additional information required to support the planning application.

Further information may also be requested on a case-by-case basis. Once completed, the form should be uploaded to the school's STARS pages under the Planning Tab.

See Appendix 3 for more information on what needs to be included in a School Travel Plan.

## 10. Travel Plan Measures

The Travel Plan should consider measures which relate to:

1. single occupancy car travel
2. car sharing
3. car parking management strategy
4. promotion of public transport use
5. promotion of cycling, walking and other types of active travel
6. servicing arrangement
7. fleet management (where appropriate)
8. incentives linked to alternative modes for instance bus ticket discounts, cycle vouchers or a cycle to work scheme
9. use of electric vehicles
10. use of powered vehicles with low emissions
11. avoiding the need to travel

Measures should be appropriate and proportionate to the size, locality and accessibility of the proposed development.

North Somerset Council has a minimum expectation of measures to be included in a Travel Plan. These are listed in Appendix 4 (residential) and Appendix 5 (business) along with possible other measures which could be included.

Under option 1, where the Council takes responsibility for the implementation of the Travel Plan, the selected measures within the Travel Plan will be reviewed and adjusted where necessary.

Developers electing for option 2 are encouraged to procure specific Travel Plan implementation measures from North Somerset Council. Business developers particularly are encouraged to make use of initiatives such as the Travel to Work survey and Travelwest Challenge. Developers should contact the Council at [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk) at the appropriate time to discuss available measures and to agree costs. Possible initiatives include:

1. Travel to Work surveys
2. The Travelwest Challenge which rewards those who travel by sustainable modes
3. Providing Sustainable Travel Advice (Personalised Travel Planning)
4. Roadshow events
5. Marketing and marketing materials, including promotional packs and maps
6. Public transport vouchers
7. Cycle vouchers
8. Cycle training
9. Cycle and electric bike try-out schemes

This list is not exhaustive – further information can be found on the [Travelwest website](#).

Supporting physical infrastructure, for example the provision of electric vehicle charging points, bus stops and cycle facilities should be considered in parallel with the Transport Assessment and be in place prior to occupation.

## 11. Monitoring

The monitoring process is carried out after measures have been implemented and provides evidence of whether travel behaviour has changed. Monitoring for both delivery options should be biennially - years 1, 3 and 5. Requirements beyond 5 years will be agreed on a case-by-case basis e.g. For some major developments it may be appropriate to agree a 15-year period of monitoring.

The data collected should be compared to baseline data and targets and used to inform the review of the Travel Plan.

At the planning stage, a Travel Plan must include a set of baseline travel data and a description of how monitoring will be undertaken. There should be detail of what data will be collected and how it will be reported on.

The monitoring programme needs to consider the following elements:

1. frequency of monitoring
2. a description of how surveys will be undertaken
3. the duration of surveys
4. the use of traffic counters
5. resident/employee surveys and the survey return rate
6. who will be responsible for the survey work and analysis of the results

The Travel Plan should clearly state who is responsible for monitoring compliance.

Under option 1 the Council will undertake monitoring, with reports uploaded to the Modeshift website.

Under option 2, monitoring reports should be submitted to the Council through the Modeshift website. The timeframe and submission of these reports should be specified in the Travel Plan at the planning stage.

## 12. Review

The review process determines whether the delivery of the Travel Plan is adequate, or if it requires revision and further monitoring.

Under both options 1 and 2 North Somerset Council will undertake reviews during the 5-year life of the Travel Plan.

Under option 1 the council will make changes based on the outcome of the review with the aim of ensuring the Travel Plan is successfully delivered within 5 years.

Under option 2, the review will be in conjunction with the developer/occupier with the opportunity to discuss progress and negotiate changes which are needed to achieve the agreed outcomes.

Timeframes for review should be identified within the Travel Plan during planning. The review is usually biennially after monitoring has taken place in years 1, 3 and 5.

The review enables the Travel Plan to be adjusted and under option 2, tries to avoid the need for the council to draw on the bond.

The review will:

- use the monitoring data to check progress against outcomes, objectives and targets
- assess whether outcomes are likely to be achieved within the agreed timescales
- consider the effectiveness of individual measures
- discuss, through the Steering Group, any variations in the measures and their implementation that may be needed to ensure that outcomes and targets are met in the future

Once alternative courses of action have been agreed, under option 2 the Travel Plan will need to be adjusted on the Modeshift website by the developer and then approved by the Council, and the monitoring process can then continue in the subsequent time period.

### **13. Enforcement and Drawing on the Bond**

The progress of the Travel Plan will be evident through the monitoring and review cycle. The Council will seek to remedy any situation through negotiation and may require the developer to extend the implementation and monitoring period of the Travel Plan if adequate evidence is not submitted to show the measures within the Travel Plan have been implemented. This may incur additional monitoring audit fees.

In addition, where measures are not satisfactorily delivered, the council reserves the right to draw on the bond at any point during the 5-year life of the Travel Plan or after any extended monitoring period. The amount drawn upon would be calculated to allow the Council to implement site specific remedial measures.

Where measures have been satisfactorily implemented over the 5-year period, the council will not draw on the bond.



## Appendix 1 – Content of the Travel Plan Statement

<p><b>1. About the Site</b></p>	<p>Include basic information about the developer such as:</p> <ul style="list-style-type: none"> <li>• Site name, address,</li> <li>• Details of occupation and build out,</li> <li>• Main contacts,</li> <li>• Details of Travel Plan Coordinator (If not yet appointed, the authors of the travel plan will be held accountable as the Travel Plan Coordinator until this field is updated).</li> <li>• Aims and objectives of Travel Plan</li> </ul>
<p><b>2. Site Audit</b></p>	<p>Provide detail of travel options to and from the site including:</p> <ul style="list-style-type: none"> <li>• Location details, site plans, layouts,</li> <li>• Links to walking and cycling network and summary of infrastructure (e.g. cycle stands, storage facilities)</li> <li>• Links to Public Transport network and summary of infrastructure (e.g. bus routes and stops, access arrangements...)</li> </ul>
<p><b>3. Sustainable Travel Action Plan</b></p>	<p>Provide detail of measures which will be carried out, cost provision and timescales for implementation.</p> <p>A minimum requirement is:</p> <ul style="list-style-type: none"> <li>• provision of Travel Information Packs</li> <li>• personalised travel planning opportunity for all residents</li> <li>• promotion of <a href="http://www.travelwest.info">www.travelwest.info</a> and <a href="http://www.betterbybike.info">www.betterbybike.info</a> websites</li> <li>• Provision and promotion of sustainable travel information available in estate agents, show rooms etc.</li> </ul> <p>This is in addition to hard infrastructure measures such as cycle parking and electric vehicle charging points, as per the North Somerset Parking Standards.</p>

## Appendix 2 - Content of the Residential and Workplace Travel Plan

Content for the Travel Plan should be entered into the Modeshift website <https://www.modeshiftstars.org/> as detailed in Chapter 9. Further detail of content required is detailed below.

<p><b>1. About the Site</b></p>	<p>Include basic information about the developer such as:</p> <ul style="list-style-type: none"> <li>• Site name, address,</li> <li>• Details of occupation and build out,</li> <li>• Main contacts,</li> <li>• Details of Travel Plan Coordinator (If not yet appointed, the authors of the travel plan will be held accountable as the Travel Plan Coordinator until this field is updated).</li> <li>• Aims and objectives of Travel Plan</li> </ul>
<p><b>2. Working Group</b></p>	<p>Enter working group contacts in this section once known. This may include the developer, public transport operator, neighbouring businesses, a resident group and other local interest groups.</p> <p>For workplaces this group would also include support from Senior Management and include involvement from departments across the organisation such as Human Resources, Facilities, Finance, Marketing and Communications and Health and Safety.</p> <p>This section may not be fully completed at the planning stage but should be complete by the time building commences.</p>
<p><b>3. Site Audit</b></p>	<p>Provide detail of travel options to and from the site including:</p> <ul style="list-style-type: none"> <li>• Location details, site plans, layouts,</li> <li>• Links to walking and cycling network and summary of infrastructure (e.g. cycle stands, storage facilities)</li> <li>• Links to Public Transport network and summary of infrastructure (e.g. bus routes and stops, access arrangements...)</li> <li>• Arrangements for car travel and parking as well as a parking management strategy.</li> </ul>

	For both residential and workplace plans, the site audit should be reviewed and resubmitted annually.
<b>4. Travel Surveys</b>	<p>The North Somerset Travel Plan Officer will assign a travel survey through the Modeshift system. This can be completed electronically or on paper (and inputted into the system), or a mixture of both. The travel plan officer can create additional surveys if needed.</p> <p>Prior to development, baseline data can be ascertained using census data for the ward, or data from a similar development or business. This data can be uploaded as PDF in the “Additional Surveys” tab. Trip rates can be stored here too.</p> <p>We require a baseline residential survey to be undertaken upon 30<sup>th</sup> occupation (or within 3 months of first occupation) and annually or biennially thereafter for the life of the travel plan as agreed in the monitoring programme.</p> <p>For workplaces we require a baseline staff survey to be undertaken on Stars Business within 3 months of first occupation, and annually thereafter for the life of the travel plan.</p> <p>Automatic Traffic Counts may also be appropriate over the same timescales.</p> <p>A response rate of 30% and higher is acceptable for both resident and workplace travel surveys.</p> <p>From the baseline survey, we require targets to be set. There should be single car occupancy reduction target and growth targets for each mode of sustainable travel, public transport use and reducing the need to travel. These targets are negotiable with North Somerset Council during the planning process.</p>
<b>5. Travel and Transport Issues</b>	This section is to record issues at the development site as they arise
<b>6. Sustainable Travel Action Plan</b>	<p>This is the key section to add, create and report on measures that support sustainable travel at the development.</p> <p>Appendix 4 and 5 provides a list of measures which could be included. For plans to be approved, the minimum requirement in each section listed must be included. Further measures should be chosen based on the accessibility assessment and information compiled in the site audit and surveys.</p>



### **Appendix 3 - Content of the Schools Travel Plan**

Content for the Travel Plan should be entered into Modeshift STARS [modeshiftstars.org/education](https://modeshiftstars.org/education) as detailed in Chapter 9. Further detail of content required is included below.

Schools should read the Modeshift STARS document 'User Guide – Getting Accredited'. Modeshift has produced a range of free resources, including guidance documents, campaign toolkits and educational resources that are suitable for both primary and secondary schools. For more information and access to your schools travel plan account on Modeshift STARS, contact the Schools Officer at [Sustainable.Travel@n-somerset.gov.uk](mailto:Sustainable.Travel@n-somerset.gov.uk).

For a Schools Travel Plan required as part of a planning application, you will need to complete sections of a STARS online travel plan and also supply the additional information requested via the appropriate 'Interim School Travel Plan' form. As a minimum standard we will be looking for:

- A designated Travel Plan co-ordinator (Travel Champion)
- Establishment of a working group
- Clear identification of the travel and transport issues at the site. (These are what the plan will seek to mitigate)
- Surveys and consultation exercises undertaken
- A range of initiatives to increase active and sustainable travel to the site that will be implemented before and after occupation
- Monitoring schedule

For existing sites, the STARS Travel Plan should be up to date and include a recent Modeshift survey of current and preferred travel modes. The Action Plan should also include sustainable travel initiatives that will be implemented before and after the development is completed.

## Appendix 4 – Residential Travel Plan Measures

Measures listed in **bold** are a minimum requirement. This list is not exhaustive and North Somerset Council invite developers to incorporate new, innovative solutions within a bespoke Travel Plan.

	<b>Residential</b>
Marketing the Travel Plan	<ul style="list-style-type: none"> <li>● <b>Travel Information Packs</b> provided to all new residents should contain: <ul style="list-style-type: none"> <li>○ Contact details of the Travel Plan Co-ordinator</li> <li>○ Details of online journey planner</li> <li>○ Details of local sustainable travel modes available</li> <li>○ Local bespoke travel map</li> <li>○ North Somerset Cycle Map</li> <li>○ Advice leaflets</li> <li>○ Car share information</li> <li>○ Details of Borrow a Bike scheme</li> <li>○ Car Club information (if relevant)</li> <li>○ Bus timetables, ticketing options</li> <li>○ Sustainable Travel Voucher details</li> </ul> </li> </ul> <p>Packs should be easily accessible and designed to engage and inspire residents. For an example see <a href="http://www.travelwest.info/movinghome">www.travelwest.info/movinghome</a>.</p> <ul style="list-style-type: none"> <li>● <b>Information about the provision and promotion of sustainable travel available in estate agents, show rooms etc.</b></li> <li>● <b>Voucher for residents</b> to spend flexibly on sustainable and active travel. This might be on bus taster tickets or cycling equipment.</li> <li>● <b>Personalised Travel Planning</b> with induction sessions and Travel Information Packs for new residents and sales staff</li> <li>● <b>Promotion of TravelWest and Better by Bike</b> <a href="http://www.travelwest.info">www.travelwest.info</a> and <a href="http://www.betterbybike.info">www.betterbybike.info</a> websites</li> <li>● <b>Sustainable travel information for residents available digitally</b> and on the development's website</li> <li>● <b>Prominently placed notice boards</b> containing public transport maps, car sharing, car clubs, cycling and walking routes and related information</li> <li>● Regular social media, email, travel meetings and roadshows for communication with staff</li> <li>● Media for communication with visitors, accessible on an external web page or newsletter</li> <li>● Community travel website and events</li> <li>● Participate in national promotional events, for example National Bike Week, National Car Free Day, Bike2Work Days, The Travelwest Challenge</li> <li>● Travel Plan Co-ordinator to join any local appropriate networks attended by other Travel Plan Co-ordinators. Network and Cycle Champion scheme</li> <li>● Periodic issue of travel newsletter</li> </ul>

<p>Minimise single occupancy car travel</p>	<ul style="list-style-type: none"> <li>• <b>Provide directions to the site (inline and in marketing materials) that promote active travel, public transport and car sharing over solo car travel</b></li> <li>• <b>Promotion of a car-share matching service</b></li> <li>• <b>Annual event</b> for residents to meet each other with a view to setting up car sharing. This may be part of a wider sustainable travel event</li> <li>• <b>Electric Vehicle charging points, as per North Somerset's Parking Standards SPD</b></li> <li>• Taxi-sharing service</li> <li>• Delivery of a car club vehicle including discounted membership for residents</li> <li>• Raise awareness of impact and costs of car ownership costs</li> </ul>
<p>Promotion of Public Transport Use</p>	<ul style="list-style-type: none"> <li>• <b>Active dissemination of public transport information</b> in coordination with North Somerset Council and bus and train service providers</li> <li>• <b>Real time bus information at the developments' bus stops</b></li> <li>• <b>Promotion of bus checker apps</b> <a href="https://travelwest.info/apps">https://travelwest.info/apps</a></li> <li>• <b>Promote bus travel</b> through an event or week such as 'Catch the Bus' week</li> <li>• A contribution to, or provision of, new bus service for large developments</li> <li>• Improvement of public transport waiting environments</li> <li>• Facilities to improve interchange with other forms of travel, e.g. cycle parking at interchanges</li> </ul>
<p>Promotion of Cycling</p>	<ul style="list-style-type: none"> <li>• <b>Cycle parking and storage for residents and visitors as per North Somerset Parking Standards SPD</b></li> <li>• <b>Borrow a Bike scheme</b> – contact North Somerset Council for details of any scheme available</li> <li>• <b>Event each year to promote cycling</b> which may be breakfasts and Dr Bike sessions, security bike marking, led bike rides or cycle skills training</li> <li>• <b>Cycle Maps</b> – contact North Somerset Council for details of maps that may be available</li> <li>• Promotion of health benefits</li> <li>• For larger developments, create a cycle friendly network, including links to key destinations</li> <li>• Cycling club or bike user group set up for residents</li> <li>• Increase bike stands if demand exceeds capacity after monitoring</li> </ul>

Promotion of Walking	<ul style="list-style-type: none"> <li>• <b>Appropriate well-lit and signed footpaths</b></li> <li>• <b>Adequate site pedestrian access points</b></li> <li>• <b>Walking maps for residents</b></li> <li>• <b>Hold promotional events such as ‘Walk to Work week’</b></li> <li>• Promotion of health benefits</li> </ul>
Servicing arrangements (where relevant)	<ul style="list-style-type: none"> <li>• <b>Broadband access</b></li> <li>• Provision for managing delivery and freight activity associated with the site, including during construction, for example through a freight consolidation centre or collaborative procurement</li> <li>• Short-stay parking lay-bys (e.g. allocated parking for home deliveries, unloading) where applicable</li> <li>• Co-operation with other site users on common purchasing and recycling policies, to reduce delivery vehicle movements</li> <li>• Home delivery of products with drop-off point, where applicable</li> <li>• Local sourcing of raw materials / produce</li> <li>• Measures to ensure site users have access to key facilities and services where they cannot easily access them by walking, cycling or public transport</li> </ul>
Monitoring actions	<ul style="list-style-type: none"> <li>• <b>Baseline resident travel survey</b> within 3 months of first occupation, followed by at least biennial travel surveys for the life of the travel plan</li> <li>• <b>Review actions</b> at least biennially and update according to survey results</li> <li>• <b>Trip counts</b> at least biennially across all modes at the development entry and exit points</li> <li>• <b>Report submitted to the Council</b> at least biennially to monitor progress towards targets, and report on activity carried out.</li> <li>• Counts of bikes on bike stands in community spaces (if applicable)</li> <li>• Monitoring of on street parking and addressing issues</li> </ul>



## Appendix 5 – Business Travel Plan Measures

	<b>Business</b>
Marketing the Travel Plan	<ul style="list-style-type: none"> <li>• <b>Travel information packs provided to all new starters</b></li> <li>• <b>Personalised Travel Planning for all new starters and opportunities available for staff available</b></li> <li>• <b>Promotion of TravelWest and Better by Bike websites and social media <a href="http://www.travelwest.info">www.travelwest.info</a> and <a href="http://www.betterbybike.info">www.betterbybike.info</a> websites.</b></li> <li>• <b>Company intranet or equivalent shows sustainable travel information for staff</b></li> <li>• <b>Noticeboards display travel information and initiatives</b></li> <li>• <b>Regular social media posts</b> (Facebook, LinkedIn, Twitter, Yammer, email) for staff and / or customers</li> <li>• <b>Roadshow events for communication</b> with staff and to promote initiatives</li> <li>• Communication of travel information with visitors, accessible on an external webpage or newsletter</li> <li>• Participate in national promotional events, for example National Bike Week, National Car Free Day, Bike2Work Days, The Travelwest Challenge</li> <li>• Travel Plan Co-ordinator to join any local appropriate networks attended by other Travel Plan Co-ordinators. Network and Cycle Champion scheme</li> <li>• Periodic issue of travel newsletter</li> </ul>
Minimise single occupancy car travel	<ul style="list-style-type: none"> <li>• <b>Car park management strategy to reduce usage but ensure cars aren't displaced to surrounding streets.</b></li> <li>• <b>Car-share promotion with incentives for staff and regular events</b></li> <li>• <b>Join and encourage use of a car sharing platform such as <a href="http://joinmyjourney.com">joinmyjourney.com</a></b></li> <li>• Taxi-sharing service</li> <li>• Option for staff to work from home</li> <li>• Option for staff to work flexible hours</li> <li>• Teleconferencing facilities</li> <li>• Raise awareness of car ownership costs</li> </ul>
Promotion of Public Transport Use	<ul style="list-style-type: none"> <li>• <b>Active dissemination of public transport information</b></li> <li>• <b>Promotion of bus checker apps <a href="https://travelwest.info/apps">https://travelwest.info/apps</a></b></li> <li>• <b>Public transport tickets for staff</b> to allow at least a week's free bus or train travel</li> <li>• <b>Promote public transport through events</b> or weeks such as 'Catch the Bus' week</li> <li>• Company shuttle bus service</li> </ul>

Promotion of Cycling and scooters	<ul style="list-style-type: none"> <li>• <b>Secure covered Sheffield stand cycle parking in line with standards set out in North Somerset Parking Standards SPD</b></li> <li>• <b>Cycle friendly access points to site and reach cycle parking</b></li> <li>• <b>On-site showers, changing facilities and lockers</b></li> <li>• <b>Incentive vouchers to spend on cycle equipment</b></li> <li>• <b>Open a Cycle to Work scheme with tax incentives</b></li> <li>• <b>Emergency cycle repair kit held on site</b></li> <li>• <b>Emergency lights, batteries and reflective clothing held on site</b></li> <li>• Pool of electric bikes for business travel with planned and costed maintenance</li> <li>• Promotion of health benefits</li> <li>• Promotion of cycle links to local key destinations</li> <li>• Create a Bicycle User Group (BUG)</li> <li>• Free cycle training sessions made available to staff</li> <li>• Dr Bike maintenance days for staff to get their bike checked</li> <li>• Cycle mileage rates for business travel</li> </ul>
Promotion of Walking	<ul style="list-style-type: none"> <li>• <b>Appropriate well-lit and signed footpaths</b></li> <li>• <b>Adequate site pedestrian access points</b></li> <li>• Set up a lunch time walking groups</li> <li>• Changing facilities on site</li> </ul>
Servicing arrangements (where relevant)	<ul style="list-style-type: none"> <li>• Provision for managing delivery and freight activity associated with the site, including during construction, for example through a freight consolidation centre or collaborative procurement</li> <li>• Co-operation with other site users on common purchasing and recycling policies, to reduce delivery vehicle movements</li> <li>• Local sourcing of materials / produce</li> <li>• Measures to ensure site users have access to key facilities by sustainable travel methods</li> <li>• Provision of no emissions vehicles to travel around large sites</li> </ul>
Other	<ul style="list-style-type: none"> <li>• <b>Review of company car policy, with a focus on grey fleet use</b></li> <li>• Convert all or part of business fleet to electric</li> <li>• <b>Install electric vehicle charging points in line with standards set out in North Somerset Parking Standards SPD.</b> These should be available for public use</li> <li>• Review of mileage rates and provide rates for those who cycle for business</li> <li>• Provide electric pool bikes and encourage cycling for business travel</li> <li>• Sign up to Click Travel or equivalent and encourage most sustainable travel modes for business travel</li> </ul>

	<ul style="list-style-type: none"><li>• Provide training for employees to learn about more economical driving</li><li>• Use a driving monitoring system to understand driver behaviour</li><li>• Use route planning to reduce fuel usage</li></ul>
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## Appendix 6 - Example Travel Plan targets

### Workplace

The percentage of employees driving to work will not exceed X%

The number of weekday vehicle trips generated by the site when fully occupied will not exceed X

A reduction in peak hour travel

Possible additional targets for visitor, business travel, deliver etc.

### Residential

The number of car vehicle trips per occupied unit per weekday will not exceed X

The number of weekday vehicle trips generated daily by the site once fully occupied will not exceed x

A reduction in peak hour travel trips by X

### Example of change in travel mode over 5-year period

Mode of travel	Baseline	Year 1	Year 3	Year 5
Works from home	6%	6%	7%	8%
Bicycle	3%	3%	4%	4%
Walking	10%	10%	11%	12%
Public Transport	6%	7%	8%	9%
Motorcycle	1%	1%	1%	1%
Car Share	6%	7%	8%	8%
Car	68%	66%	61%	58%