

Travel plans

Advice for developers in Cornwall



A guidance document which outlines the approach that should be taken in developing and implementing effective travel plans delivered in support of a planning application.

Introduction

Travel plans have now bedded well into the planning process in Cornwall, with higher quality, more effective travel plans being submitted.

However, the need to see behavioural change in respect of travel choice is ever more critical. Fuel costs, obesity levels, chronic illness levels, diabetes in young people are all on the increase, with avoidable life style choices being reported as one of the contributing factors influencing this trend. National, regional and local transport policy places a strong emphasis on developing strategies which support and deliver sustainable transport trips and move away from an over reliance on the car for every journey. The overall aim of a travel plan is to develop a strategy for the whole site which maximises opportunities for all types of travel movements to and from the development and focuses on a design which accommodates everyone. Through this approach, travel plans aim to improve the quality of life for everyone in Cornwall, whether visiting or resident, by facilitating development that is socially and economically beneficial and also environmentally sustainable.

This travel plan guidance describes how Cornwall Council uses the planning process to secure travel plans which will improve and promote sustainable travel. The guidance sets out a consistent and fair approach which all developers should apply when developing their own site specific travel plan.

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Policy background

National Policy

NPPF: National Planning Policy Framework (March 2012)

The National Planning Policy Framework, published in March 2012, presents a clear focus on planning for change and growth and requires that development which is considered to be sustainable should be approved without delay. Under the objective 'Promoting sustainable transport' the significance of developing transport policies which help to facilitate sustainable development is underlined. Strategies should be developed to support major generators of travel demand, with the sustainable transport solutions providing the additional benefits of promoting healthier options for travel, reducing CO₂ emissions, reducing congestion and increasing travel choice.

Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to

- accommodate the efficient delivery of goods and supplies;
- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;
- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- consider the needs of people with disabilities by all modes of transport.

Walking and Cycling: Local measures to promote walking and cycling as forms of travel or recreation, National Institute for Health and Clinical Excellence (November 2012)

Recommendations from the NICE guidelines on walking and cycling include the following:

Consider providing specific support for people at a transition point in their lives, for instance, when they are changing job, house or school. At these times people may be open to trying a new mode of transport or new types of recreation

Create a supportive environment to encourage and sustain walking and cycling

Address infrastructure and planning issues to ensure local facilities and services are easily accessible by bicycle and make changes to existing roads, where necessary, to reduce traffic speeds.

Creating Growth, Cutting Carbon – Making Sustainable Local Transport Happen (January 2011)

The local transport white paper, “Creating Growth, Cutting Carbon”, sets out the Government’s vision for a sustainable local transport system which supports the economy and reduces carbon emissions. It explains how the Government is placing localism at the heart of the transport agenda, taking measures to empower local authorities when it comes to tackling these issues in their areas. This white paper, alongside the associated Local Sustainable Transport Fund, represents a clear commitment by government towards supporting the local delivery of sustainable transport solutions.

Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Department for Transport (DfT, April 2009)

This document highlights the role travel plans have in securing the provision of sustainable travel choices both to new developments and extensions to existing sites, whatever their use.

“Travel plans can be a key tool in achieving national, regional and local objectives to manage the demand for movement and improve accessibility for everyone”.

Making Residential Plans Work (2007)

This Department for Transport document provides guidance on developing travel plans for housing developments. The document states that successful travel plans need to be built on the foundation of good location and site design which provide opportunities for sustainable movements and permeability throughout the development. The promotional strategy of the travel plan, alongside the convenient location of services and facilities on site, such as car clubs and bus stops, will ensure that opportunities are maximised to establish long term sustainable travel habits by residents.

The Highways Agency (HA) – Circular 02/2007 is a policy to promote travel plans as an integral part of managing the capacity of the trunk road network¹. As an alternative to building additional highway infrastructure to accommodate traffic growth, the HA is instead seeking to reduce demand from developments with a combination of measures to promote sustainable access to sites. For developments which could significantly impact on the trunk road network the HA should be consulted from an early stage in the development proposal.

¹ The trunk road network is a system of strategic routes of national importance that caters for the through movement of long distance traffic. The network includes motorways and all purpose A roads, so in Cornwall this is the A38 and the A30.

Local Policy

The Local Plan

The Local Plan for Cornwall will set out plans for future growth and development and will set the framework for all subsequent development plan documents. As part of the development of the Local Plan, town frameworks are being developed for 11 major urban areas. In relation to transportation, the Local Plan will need to identify coherent transport strategies for the specified urban areas to facilitate future growth. Sustainable transport will form a significant part of this strategy and travel plans will assist in implementing elements of the strategies.



Connecting Cornwall: 2030

Connecting Cornwall is the key policy tool through which Cornwall Council will deliver its transport strategy for the next 20 years and is underpinned by a series of implementation plans setting out the schemes to be delivered over a shorter time period.

Several of the goals and objectives of Connecting Cornwall will be delivered through the implementation of the Cornwall Council travel plan strategy as set out in this guidance. These include:-

Tackling Climate Change



We will seek to ensure that new developments are designed to minimise car use and that effective planning policy is incorporated into Cornwall's Core Strategy.

We will work with developers and planners to ensure sustainable transport is built into new developments. This will be secured through good quality street design; promoting cycling and walking; reducing car use; provision of on-site facilities and providing access to public transport links to support a high take up of sustainable transport options.

We will ensure sustainable travel is built into new developments.

In order to influence travel behaviour it is imperative that the future needs of a community are considered and captured through good quality planning before infrastructure is put in place. In order to encourage sustainable travel we will look for new developments to:

- Provide a comprehensive and direct network for walking, cycling and public transport that includes priority cycle and public transport routes
- Deliver walkable neighbourhoods so that a range of services and facilities are within walking distance
- Provide a street layout that is easy to read and the pedestrians and cyclist can navigate
- Ensure walking and cycling routes are attractive and safe
- Provide high quality interchanges to improve connectivity between transport modes
- Provide high quality sustainable transport infrastructure within the development, such as real time passenger information (RTPI), bus shelters and cycle shelters
- Implement and monitor travel plans

We will work with new and existing employers to develop Travel plans.

To ensure that the benefits of reduced travel are considered in the planning and servicing of employment sites. We will:

- Use the local planning process to secure travel plans in line with the thresholds given in “Travel plans – Advice for Developers in Cornwall”
- Seek planning conditions or obligations which commit developers to implementing the travel plan upon first occupation
- Measure the effectiveness of a travel through compatible monitoring mechanisms and/or automatic traffic counters, where appropriate



Supporting economic prosperity

We will use the local and strategic development control processes to seek to ensure that:-

- All high trip generating developments are located in areas with frequent public transport, good accessibility, connectivity and capacity (either currently or where new transport schemes are committed)
- The design and layout of development sites maximise access on foot, cycle and to public transport facilities
- Planning contributions are sought for transport improvements where appropriate



Encouraging healthy, active lifestyles

We will work with developers, planners and with reference to design to ensure that new development is designed to enable and encourage people to walk and cycle safely and easily.

All developments will need to demonstrate they are accessible by walking and cycling. We will use national design guidance, such as Manual for Streets to prioritise pedestrians and cyclist in street design. New developments will:-

- Create permeability and advantage through the use of connections and links not available to cars
- Provide links to the wider walking and cycling network, including quality routes to town centres, schools, employment sites and transport interchanges
- Implement speed reduction and traffic management on roads within the development
- Include safe and covered cycle parking or storage
- Complete a pedestrian and cycle audit of existing and proposed schemes
- Provide safe road crossings for cyclists and pedestrians
- Provide information, maps and promotion of cycling and walking

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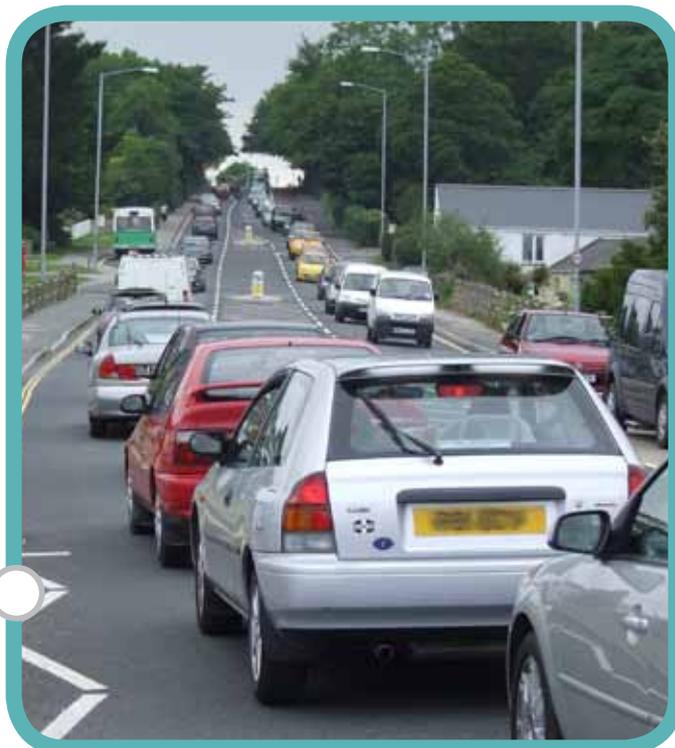
What is a travel plan?

“A travel plan is a long-term management strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

(Good practice guidelines: Delivering travel plans through the planning process, Department for Transport, 2009)

Travel plans must be unique to each site and contain measures which are deliverable and clearly demonstrate how non car modal targets will be met. They must combine the hard measures of site design, sustainable transport infrastructure and new or improved services, with the soft measures of marketing, promotion and ongoing awareness raising. New developments should be linked into existing sustainable transport networks, such as footways, cycle ways and bus routes, and enhance accessibility for the whole community, including the existing one.

A travel plan is not a static document and will evolve following monitoring and review. Influencing behaviour in respect of how people choose to travel is not simple, and so the measures must be adapted according to the circumstances of each development site and present a realistic picture of what it is likely achieve. A travel plan should not be used to compensate for poor site location or design.



Definition of terms

Transport statement – an assessment of the anticipated transport impacts of a small scale new development (see Guidance on Transport Assessment, Department for Transport, Chapter 3)

Transport assessment – an assessment of the anticipated transport impacts of a large scale new development (see Guidance on Transport Assessment, Department for Transport, Chapter 4)

Travel statement – a strategy for managing access to a small site, focussing on sustainable modes and reducing the need to travel. The measures delivered in a travel statement will more likely be built into the design of the development, with some ongoing promotional aspects. Monitoring will not normally be required.

Full travel plan – a long term strategy for managing access to a larger site, focussing on sustainable modes and reducing the need to travel, informed by the transport assessment (see section 4). Monitoring and target setting is mandatory and the implementation of the travel plan will be monitored by the planning authority, with conditions enforced through a s106 agreement. A full travel plan should be prepared and submitted along with the planning application, and will be informed through liaison with the council's travel plan officer and highways development management officer at the pre-application stage.

Area wide travel plan – An overarching travel plan that embraces a large development which may have mixed uses and multiple occupiers/phases. Specific travel plans would be created for developments within the site which would need to be consistent with the wider targets and requirements of the area wide travel plan.

Framework/draft/interim travel plan – A travel plan presented with an outline application or a speculative development, which specifies some measures/targets and provides details of the key principles/issues which will need to be addressed through the full travel plan. A framework travel plan will need to be accompanied by a legal agreement which indicates the timing of the full travel plan. In order for a framework travel plan to bear any weight in a planning decision the document will need to clearly illustrate the commitment of the developer towards delivering sustainable trips to and from the site. Where there is likely to be any issues with parking, a parking strategy will also need to be outlined at this stage.

The full travel plan will need to be agreed and approved prior to occupation of the site. A re-submission of an interim or draft travel plan is unacceptable. A detailed full travel plan with an action plan, measures, monitoring and responsibilities will be required in order for a travel plan condition to be discharged prior to occupation.

Non Motorised User Audit - A non motorised user (NMU) audit is carried out as part of a highway improvement design to consider the specific needs of road users who are walking, cycling or on horseback. They also give particular consideration to the needs of disabled people. The audit will consider the accessibility, safety, comfort and convenience of access for non motorised users to the development. An NMU audit may be required to accompany an application where there are concerns that these users may be marginalised, or where there are concerns over safety and access.

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Travel plan guidance thresholds

These thresholds are for guidance purposes and should not be read as absolutes. Each application will be assessed taking consideration of local circumstances, such as air quality issues and congestion/safety hotspots.

Land use	Description of development	Gross floor area in M ² or in units stated	
		Travel plan statement required	Full travel plan required
A1 Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	>250<800	>800
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	>800<1,500	>1,500
A2 Financial and professional services	Financial Services – banks, building societies and bureau de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	>1,000<2,500	>2,500
A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	>300<2500	>2500
A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	>300<600	>600
A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	>250<500	>500
B1 Business	(a) Offices other than in use within class A2 (financial and professional services) (b) research and development laboratories, studios (c) light industry.	>1,500<2,500	>2,500
B2 General industrial	General industry (other than classified as in B1), the former “special industrial” use classes, B3 – B7, are now all encompassed in the B2 use class.	>2,500<4,000	>4,000
B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	>3,000<5,000	>5,000
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if “no significant element of care is provided”.	>75<100 Bedrooms	>100 Bedrooms

C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	>30<50 Beds	>50 Beds
C2 Residential institutions - residential education	Boarding schools and training centres.	>50<150 students	>150 students
C2 Residential institutions - institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	>250<400 residents	>400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	>50<80 dwelling units	>80 dwelling units
D1 Non-residential institutions	Medical and health services – clinics and health centres, crèche, day nursery, day centres and consulting rooms (not attached to the consultants or doctors house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	>500<1,000	>1,000
D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other Indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	>500<1,500	>1,500
Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, PO's, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners, trunk road service areas.	Discuss with Cornwall Council highways development management or the Highways Agency as appropriate	Discuss with Cornwall Council highways development management or the Highways Agency as appropriate

Applications will be assessed on an individual basis. Other factors which may necessitate the need for a full travel plan are as follows:

- When the development is likely to have an adverse affect on sensitive locations (e.g. heritage and conservation areas or air quality management zones)
- When the development is likely to exacerbate on-street parking in the locality
- When the development is likely to exacerbate local congestion and safety problems
- New and expanded schools and health facilities should always be accompanied by a travel plan.

Thresholds based on those in Guidance on Transport Assessments, (DfT, March 2007).

Scoping and the comparison table

Pre planning scoping is an essential exercise for any application. Establishing accessible designs for sustainable modes which provide key links to existing sustainable infrastructure is crucial in helping to reduce an over reliance on the car by residents/ users of the new development, and is an essential part in delivering good travel plan outcomes. Well designed car parking should also be agreed at this stage.

The development of any travel plan should begin with a thorough assessment of the site in terms of existing transport links and any opportunities within the vicinity of the site where links could be made to local facilities – schools, shops, employment and leisure.

An important exercise to undertake is to analyse how long it takes to travel by walking, cycling, public transport and by car to identified destination points. These destination points will be identified by looking at the catchment area for local schools, key employment areas, local retail sites, for example. The journey time results from this analysis should then steer the direction of the travel plan and identify opportunities and barriers which will need to be addressed in the travel plan measures. It will also assist in establishing what the travel plan is likely to achieve in terms of a shift in travel patterns towards particular modes.

The results should be presented in a comparison table and should clearly illustrate whether there are sufficient sustainable transport links which an employee or resident is likely to adopt in preference to the car. This exercise will justify the approach taken in the travel plan and will explain why certain measures are adopted.

Destination	Travel time (minutes)*			
	Walk	Cycle	Bus	Car
Truro city centre (Lemon St / Boscawen St junction)	19	7	9	11
Truro Railway Station	20	7	22	8
Royal Cornwall Hospital	39	14	27	12
Sainsbury's Supermarket	17	6	12	8
Post Office	17	7	16	13
Pharmacy	12	4	9	7
Truro School	27	10	20	9
Bosvigo County Primary School	17	6	18	9
Truro High School for Girls	7	3		5
Threemilestone Industrial Estate	66	22	34	14

* Includes estimate for car parking

Key stages in securing a travel plan through the planning process

Planning application

Planning application stage	Activity
Scoping	<p>Applicant establishes the need for a transport assessment (TA) and travel plan (TP) through reference to the thresholds and through discussion with Cornwall Council highway development management officers and travel plan officer.</p> <p>Applicant and authority agree scope - how the TA/TP should be integrated; establish and agree any baseline data, key outcomes sought and assumptions to be applied.</p> <p>Applicant registers their development on Cornwall Council's online travel plan monitoring tool www.iontravel.co.uk/cornwall and provides details around the development proposal. More information is provided in section 12 regarding the iOnTRAVEL monitoring system.</p>
Pre application discussions	<p>Applicant submits draft TA/TP for initial evaluation by the local authority. This advice is subject to a charge, please see section below.</p> <p>Authority provides feedback to applicant to enable review of the transport assessment and travel plan.</p> <p>Applicant undertakes informal consultation on proposed application and the associated travel plan.</p> <p>Applicant and local planning authority undertake negotiations, which include any highway requirements and mitigation measures with input from the Highways Agency, where appropriate. Safety audits and a non motorised user audit may also be requested.</p> <p>Local authority and applicant agree draft terms of legal agreement, and extent of any conditions, if appropriate.</p>

Submission	<p>Developer submits final transport assessment and travel plan with planning application.</p> <p>Cornwall Council carries out further/final evaluation of plan to determine its "fitness for purpose".</p> <p>Local planning authority undertakes statutory consultation.</p> <p>Authority and applicant agree any amendments to the travel plan and legal agreement and finalise supporting documentation. If an interim/framework travel plan, the legal agreement should include timing of full travel plan.</p> <p>Once the travel plan has been agreed the travel plan, targets and action plan will be input into iOnTRAVEL to enable a formal approval of the travel plan to be issued by the council.</p> <p>The s106/conditions relating to the travel plan will be agreed and signed by all parties to ensure that the travel plan document is legally enforceable.</p>
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Following the process above will help to ensure that the majority of highway requirements of a particular development will be agreed prior to the application being submitted. This will speed up the process of approval through the planning application process. Pre application discussions with the local planning authority are essential to this.

Pre application planning advice

From 31 January 2012 the council has introduced fees for its pre-application services in accordance with the pre-application planning and building control advice. This guidance note includes information about the fees chargeable as well as details of what services we can provide at the pre-application stage.

Please refer to the Cornwall Council website for further advice and the form required for requesting pre-application advice at www.cornwall.gov.uk

Transport assessment - the basis of a travel plan

The transport assessment (TA) will provide a full assessment of the transport implications of proposed developments and will identify suitable measures to achieve sustainable and safe transport infrastructure taking into account the needs of all users, including those people who have a disability. A TA should also address issues likely to be of concern to the local highway authority (and the Highways Agency where relevant) in performing their network management duties.

In preparing a transport assessment the following will need to be considered.

Supporting and facilitating sustainable travel

- **Reducing the need to travel, especially by car** - reducing the need for travel, reducing the length of trips, and promoting multi-purpose or linked trips through the development of mixed use sites which reduce the physical separation of key land uses.
- **Tackling the environmental impact of travel** - by improving sustainable transport choices and by making it safer and easier for people to access jobs, shopping, leisure facilities and services by public transport, walking and cycling.
- **The accessibility of the location** - the extent to which a site is, or is capable of becoming, accessible by non car modes, particularly for large developments that could potentially produce a significant level of car trips.
- **Other measures which may assist in influencing travel behaviour** - achieving reductions in car usage (particularly single occupancy vehicles) through measures such as car sharing, car clubs, car park charging and parking management strategies.

Managing the existing network

- **Making best possible use of existing transport infrastructure** - for instance, through improvements to the local public transport network and using advanced signal control systems, public transport priority measures (bus lanes), or other forms of intelligent transport systems (ITS) to improve operations on the highway network. It should be noted that the capacity of the existing public transport infrastructure and footpaths is finite, and in some areas capacity issues already exist.
- **Managing access to the highway network** - taking steps to maximise the extent to which the development can be made to 'fit' within the available capacity by managing access from developments onto the highway network.

Mitigating residual impacts

- **Through demand management** - using traffic control measures across a wide network to regulate flows.
- **Through improvements to the local public transport network, and walking and cycling facilities** - for example, by extending bus routes and increasing bus frequencies, and designing sites to facilitate walking and cycling to key destination points.
- **Through minor physical improvements to existing roads** - it may be possible in some circumstances to improve the capacity of existing roads by relatively minor physical adjustments such as improving the geometry of junctions within the existing highway boundary.
- **Through provision of new or expanded roads** - it is considered good transport planning practice to demonstrate that the opportunities above have been fully explored before considering the provision of additional road space such as new roads or major junction upgrades.

Consideration of these matters should take place at an early stage in the process of preparing a development proposal. Work on developing the transport assessment can then help inform, and be informed by, discussions about the location of the site and the scale and mix of uses proposed.

For more information on the requirements of a transport assessment for an individual site please contact highways development management.

www.cornwall.gov.uk/default.aspx?page=17735

Or telephone **0300 1234 100**

Please also refer to the development design guidance which can be found on the Cornwall Council website and contains links to several useful documents which should be referred to in any submission in respect of highways and development applications –

www.cornwall.gov.uk/default.aspx?page=12495



Parking guidelines

Manual for Streets (DfT, 2010) advises parking standards should be established on a scheme by scheme basis.

The Chartered Institution of Highways and Transportation (CIHT) guidelines on residential parking indicate that the government is encouraging local decision making in respect of parking provision and policy. These policies should take account of, “expected levels of car ownership, the importance of promoting good design and the need to use land efficiently”

Design should be the focus when assessing the required parking for both a residential and an employment site. For a residential location a mix of on street, in curtilage and courtyard parking will help to deliver a high quality public realm with streets that are pedestrian, cycle and vehicle friendly. Non allocated parking allows for flexibility of use and takes account of future changes in the household, for example, where children grow up and purchase their own car.



The CIHT guidance emphasises the differences between residential, or origin based parking and employment, retail and leisure, or destination parking. The evidence indicates that reducing residential parking levels does not lead to the desired outcome of reduced car use, and that this approach is more effectively applied with destination based parking. Where an under provision of parking is proposed then the developer will be required to provide evidence that public consultation concerning the levels of car parking has taken place. This consultation should illustrate that there is not an unreasonable level of public concern and that the impact of the under provision in parking will not be detrimental to the local area due to the necessary measures/mitigation being in place.

A site which allows for parking on pavements or parking where there is no defined parking space is a key indication of poor design.

Car parking arrangements: good practice

It is recommended that the following key principles based on Car Parking: What Works Where (English Partnerships, 2006) should be followed when considering the design and location of car parking:

1. The design quality of the street is paramount,
2. There is no single best solution to providing car parking – a combination of on-plot, off-plot and on-street will often be appropriate;
3. The street can provide a very good car park – on-street parking is efficient, understandable and can increase vitality and safety;
4. Parking within a block is recommended only after parking at the front and on-street has been fully considered – rear courtyards should support on-street parking, not replace it;
5. Car parking needs to be designed with security in mind – advice on this issue is contained in Safer Places. See also the Safer Parking Scheme initiative of ACPO; and,
6. Consideration needs to be given to parking for visitors and disabled people.

Cornwall Council parking standards were approved as Supplementary Planning Guidance (SPG) in the Cornwall Structure Plan 2004 and are shown on the next page.



Cornwall Council parking guidelines (Maximum Standards)

Food Retail	1 sp/14 sqm GFA
Non-food retail	1 sp/25 sqm GFA
D2 including leisure	1 sp/25 sqm GFA
B1 including offices	1 sp/35 sqm GFA
B2 Employment	1 sp/50 sqm GFA
B8 Warehousing	1 sp/50 sqm GFA
Hospitals	1 sp/4 staff + 1 sp/3 visitors +
Higher and further education	1 sp/2 Staff + 1 sp/15 total possible students
All other schools	1 sp/2 staff other spaces will require justification
Stadia	1 sp/15 seats
Cinemas/conference/places of worship	1 sp/5 seats
Community centres	1 sp/5sqm public floor space
Food and Drink	1 sp/5sqm public floor space
Housing	1 sp/unit where highly accessible 2 spaces/unit elsewhere 1 ½ spaces/unit not to be exceeded overall larger developments
Studios/bedsits	1 sp/3 units
Old peoples homes	1 sp/6 residents + 1 space/2 staff
Hotels	1 sp/bedroom allowance made for other facilities
Disable parking spaces	5% (min) of all uses
Cycle provision	4% (min) of all uses
Motorcycle/moped provision	2% (min) of all uses

Cycle parking

All cycle parking should be sited in a place that encourages the use of a bicycle as first choice for short trips. It should always be placed in the curtilage of the property, unless it is for visitor parking. Cycle parking should always be secure, covered and conveniently located following best practice guidelines.



Examples of good cycle parking



Examples of bad cycle parking



Types of travel plan

Residential travel plan

The spatial strategy set out in the Cornwall Local Plan 2010-2030 requires that 42,250 homes should be built over the plan period. Key to the delivery of this housing will be the implementation of robust transport strategies which seek to reduce use of single occupancy car travel by residents. This will enable a sustainable growth in development to take place, whilst managing the impact of development on the strategic and local road networks.

A residential travel plan is an important mechanism to ensure that new housing proposals are accessible by all users, including the mobility impaired, who may rely on the use of a mobility scooter. It is widely accepted that a change to life circumstances provides a good opportunity to encourage and support travel behaviour change. Moving to a new house represents a significant change in circumstances and, if all the right factors are in place, can lead to individuals adopting more active, sustainable travel habits from the offset.

Developments of 80 dwellings or more will require a full travel plan to be submitted in support of the planning application.

The residential travel plan will include all of the content listed in Section 9. Special consideration needs to be given to the following:

- Home to school trips
 - Home to work trips
 - Leisure trips
- } Essential peak hour trips

A thorough assessment of how the above trips can be carried out using sustainable transport will be the focus of the residential travel plan and the inclusion of a journey time comparison table by all modes is required. A residential travel plan will not be approved if the peak hour trips have not been assessed in terms of sustainable transport modes. Solutions will be required where there is a shortfall in the provision of public transport and walking or cycling routes which connect to the new development.

Connectivity and permeability are key to the design of residential developments. For larger sites, buses should be able to travel through the development with ease, serving bus stops which are located at convenient locations throughout the site, a 5 minute walk is a desirable distance (400m). Making the connection to existing walking and cycling routes is essential. Roads should be designed to lower speeds (20mph limit) and should include safe crossings which follow walking and cycling desire lines.

Residential travel plans should be 'front loaded' in terms of their measures, with all the hard measures being in place before any occupation of the site. The soft measures will then be managed and implemented by the travel plan co-ordinator for the site for a minimum term of 5 years beyond full occupation. The residential travel plan co-ordinator will also be responsible for monitoring the travel plan and submitting the data to the council on an annual basis via the council's online monitoring tool iOnTravel (see section 12).

Solutions and measures for a residential site might include:-

- A regular bus service which ensures the residential site is linked to key destination points – employment, education and leisure.
- Bus stops on site – 200m to 400m from each residential dwelling.
- Bus ticket discounts for the first 6 months, to be negotiated between the developer and the bus service provider.
- On and off site cycle way links. Where a cycle route is identified, but a key link is missing, then the developer may be required to provide the missing infrastructure in order to link the site effectively to an existing cycle route.
- On and off site pedestrian routes to key destination points.
- An ongoing marketing strategy will be necessary in order to sustain the travel plan outcomes. A householder travel pack should provide all the information required in terms of travel choices, and the Travel Plan Co-ordinator should reinforce this through individual household visits.
- Travel plan co-ordinator (TPC) for the duration of the travel plan. Contact should be made between the TPC and Cornwall Council upon appointment. An ongoing system of review will need to be co-ordinated by the TPC and it will be their responsibility to input any updates and data onto the council's travel plan monitoring system – iOnTRAVEL.
- Targets will be required. Census, TRICS² or any other relevant data relating to the proposed location of the housing will be used to inform these targets. The targets will need to be agreed with Cornwall Council prior to approval of the travel plan. See Section 10 for further information.
- Monitoring – the scale of monitoring will be tailored to each residential site, but a minimum of 5 years monitoring will be required. Residential travel surveys will be sufficient for smaller developments whereas TRICS compatible multi modal monitoring/Automated Traffic Counters and/or Automatic Number Plate Recognition Systems will be required on larger scale sites to supplement and support the qualitative data collection. A Residential Travel Survey template is available on iOnTRAVEL

Management of residential travel plan

The residential travel plan involves an ongoing commitment, a minimum of 5 years, in which the agreed sustainable travel targets should be met. This commitment is usually enforced through a s106 agreement. The developer will appoint a travel plan co-ordinator to implement the travel plan and how this post is managed once the developer has left the site will need to be set out in the travel plan document. The ongoing stewardship of the travel plan is an area which will need to be agreed prior to the travel plan being approved by Cornwall Council. A residents association or the implementation of a community interest company for the residential site may provide a good solution to the ongoing management of the travel plan. Members of these groups will be living within the residential site and will naturally wish to see the maximum transport benefits being delivered for the development in which they live.

² The national standard for trip generation analysis

Workplace travel plan

The workplace travel plan will have all of the content listed in section 9. The developer will need to look at site and building design to ensure that it incorporates and facilitates access by sustainable modes and will also need to consider improvements to off site infrastructure, such as providing links to existing cycle routes, providing safe and appropriate crossings.

Car parking, both in terms of provision and management, will need to be outlined in the workplace travel plan. A parking strategy should be considered which takes into account the following:-

- Local on street parking pressures- an assessment of existing parking issues should be undertaken. Where a proposed site is in an area of existing on street parking problems then a robust strategy will be necessary to support the parking allocated to the site.
- Where an under provision of parking is proposed then a robust parking management and enforcement strategy will need to be included within the travel plan. Physical measures, such as, barriers and automated number plate recognition systems should be considered to support the strategy.

Examples of possible solutions and measures might include:-

- Cycle and pedestrian friendly site providing a site design which avoids conflict between walkers and cyclists and car users.
- Sustainable modes should be given prominence within the site with signing, well lit and convenient cycle parking and car share parking next to the entrance.
- Improvements must be considered to link the site with local walking and cycling networks and key destinations such as the local railway station and bus stop.
- Where there is no existing public transport links to the proposed site then a dedicated works bus should be considered to transport staff to and from their workplace.



School or college travel plan

An effective school travel plan puts forward a package of measures and initiatives to manage the travel needs of all users of an educational site. It sets out clear aims and targets that will promote and encourage a range of sustainable travel modes in keeping with the unique needs and geography of the site and user population.

A school travel plan must contain the following elements:

- Description of the location, size and type of school
- Development proposals
- Description of the travel/transport problems/issues faced by a school/cluster of schools
- Survey results: 1) How children currently travel to/from school 2) How they would prefer to travel to/from school 3) How staff currently travel to/from school
- Clearly defined objectives and targets
- Details of proposed measures
- Detailed timetable for implementation
- Clearly defined responsibilities
- Evidence that all parties have been consulted
- Monitoring and review proposals



Visitor travel plan

A visitor travel plan can be an effective tool in managing the transport impact of a new visitor attraction or holiday accommodation site. Travel is an integral part of any holiday and considering the accessibility should be an important element in determining the location and design of any new site.

Communication is key to encouraging and supporting visitors to travel by different means when they are on holiday, and this will be a critical element of the visitor travel plan. Promoting the accessibility of a site by different modes can become part of the visitor offer, see www.gwelanmor.com where they offer a cycle hire scheme to enable visitors to take advantage of the local cycle trails on their doorstep. The information is easily located on their website and hire can be arranged prior to arrival.



Examples of possible solutions and measures might include:-

- Communication strategy which enables visitors to access travel information prior to their visit and book days out, such as coach trips, ferry trips or cycle rides.
- The site should be linked to local cycle and walking routes, to enable visitors to access locations on their doorstep, without the need to use their car.
- Conveniently located cycle parking and lockers for storage of clothes and equipment.
- Reduced entry tickets for visitors arriving by sustainable modes of travel.

Travel plan content

The travel plan content will vary according to the development, but in order to be acceptable it must contain all of the following elements.

Context: Site description and use, access provision, discussion and conclusions arising out of separate transport assessment

Data including parking provision: Existing modal split data (if available), TRICS, Census Journey to Work data as well as the quantum of car/cycle/coach parking provided for visitors, residents and employees.

Scope and objectives: Clear indication of what the travel plan is going to achieve, including a link with parking provision.

Measures: Hard and soft measures will need to be included which support and encourage travel by public transport, walking, cycling, car sharing, home working and reducing the need to travel.

Measures to dissuade car use: Examples such as, on site car parking management/restrictions or car park charging.

Target and outcomes: The objectives will have set out what is hoped to be achieved by the travel plan, the targets will put values on this with associated dates.

A clear tabular action plan: This is to include monitoring and review dates, triggers in terms of when elements of the travel plan will be delivered, responsibilities and costs.

Default travel plan measures: A list of measures for implementation should be provided in the event that travel plan targets are not met. This is negotiable as per each application. It should be noted that these measures are considered to be a last resort and that it is expected that if a travel plan is implemented successfully then they will not be necessary.

Defined responsibility for implementation: A travel plan co-ordinator (TPC) will need to be appointed to implement the travel plan over its lifetime. A handover arrangement may also need to be outlined. This would apply where a residential development has a TPC appointed who is part of the marketing team. Once the development has been built out then ownership of the travel plan may be transferred to a residents association, who will have an interest in continuing to roll out the travel plan and monitor its progress.

Monitoring: Annual monitoring for the lifetime of the travel plan will be necessary. The data is required to be uploaded using Cornwall Council's online travel plan monitoring tool – iOnTRAVEL. See section 12 for further information.

Marketing: A clear ongoing communication strategy is required to ensure the users of the site are informed regularly about the choices that are available in respect of sustainable travel to a site.

Targets and outcomes

Targets and timescales for implementing actions will normally be set out for a minimum five year period following occupation of a site. The travel plan should continue to be promoted after the agreed life time so that the ongoing benefits are felt into the future.

Targets should be ambitious and correspond to the best estimate of the maximum number of trips that can be achieved by non-car modes. Targets will be required in order for a travel plan to be approved and should be informed by data that relates to the particular development, such as:

- Trip generation databases such as TRICS.
- Information about trips generated by similar developments in the county.
- Information about levels of car use and ownership in the area of the development, for example, journey to work census data relating to a particular ward.
- Existing travel data that relates to the site or the employees who will be re-located.

Suggested process for setting targets

1. Determine a starting vehicle trip generation (from TRICS or method used in the TA).
2. Determine the total number of person trips (from TRICS or first principles).
3. Provide an informed estimate of the maximum number (or percentage) of trips that can be made by non car modes, cross referenced to the measures being put in place to achieve these figures.
4. The trip rates must relate to peak/off peak time periods which have been agreed with Cornwall Council highways development management, for example, weekdays only, or including weekends and times of the day on which trip rates and modal splits are to be based. Seasonal and non season measurements may also need to be considered.

How will the travel plan document be evaluated?

The developer will need to understand early on in the application process whether the travel plan proposals are considered acceptable by Cornwall Council.

The travel plan will be assessed against the criteria set out in travel plan assessment/ feedback form, which reflects the content requirements listed at section 9.

Overarching considerations

Full travel plans and travel plan statements

- Does it contain or make reference to a transport assessment or transport statement containing reliable, relevant and up to date data?
- Does it conform to best practice and contain the key elements outlined in section 9?
- Does it contain measures which are appropriate for the site and commensurate with the scale of development?
- Does it tip the balance in favour of sustainable transport options?

Full travel plans, in addition

- Are the measures likely to achieve the modal split necessary to avoid unacceptable local on-street parking issues and/or junction/network overcapacity?
- Is the modal modelling realistic (levels of walking, cycling, bus use etc)?
- Does the travel plan contain a combination of incentives and demand restraint measures?
- Are the outcomes/targets specific, measurable, realistic, achievable and time related?
- Is there a management strategy in place which will guarantee the implementation of the travel plan in full?

Monitoring

The achievement of planning permission with an agreed travel plan document is the first stage of the travel plan process. Ongoing monitoring will be required using an agreed methodology with the associated costs allocated and funded by the developer. Monitoring will involve the use of qualitative data collection using residential travel surveys or workplace travel surveys. Templates are available on the iOnTRAVEL website (see below). These templates are recommended for use where appropriate, the data will be assimilated and analysed using the NOVI survey software and will update iOnTRAVEL automatically. A minimum response rate of 40% should be achieved in order to provide a representative sample of the travel habits of the occupiers/users of a site.

Qualitative data will often need to be supported by quantitative data collection. TRICS surveys (multi modal trip generation analysis), automatic traffic counters, automatic number plate recognition technology or manual traffic counts should be used in order to validate the survey data and provide a more detailed picture of all travel movements associated with a particular development.

iOnTRAVEL – online travel plan monitoring tool

This system enables Cornwall Council to track and monitor the implementation of travel plans across the county, and enables an ongoing dialogue to take place between the developer/travel plan co-ordinator and the council during the lifetime of the travel plan. All travel plan documents will be uploaded onto the system, which will allow the public to access the information relating to individual travel plans.

The site description, monitoring methodology, action plan and targets must be agreed and details entered onto iOnTRAVEL before the travel plan is approved. Online surveys for residential and workplace travel plans are available for developers to use. This is recommended as the information is automatically aggregated and submitted to the council making the process of data collection simpler.

The process of ongoing monitoring, reporting and review is essential in ensuring an effective, well managed and fully implemented travel plan.

Please go to www.iontravel.co.uk/Cornwall for further information on how to use the system.

Getting started on iOnTRAVEL

1

Register as a new user or log-in as an existing user

2

Enter basic information about your site and how it will operate

You will then need to develop your travel plan in line with this travel plan guidance and any pre application discussions held with the travel plan officer and highways development management officers.

Once your travel plan is agreed you will receive a formal feedback assessment form from us. You are then ready to:-

3

Enter the travel plan document onto iOnTRAVEL

4

Input a series of actions from your agreed travel plan

5

Input a series of targets to quantify changes in the use of alternative modes of transport over time

Your travel plan will not be approved until steps 1 to 5 have been completed. This requirement will be outlined in any s106 or legal agreement associated with the development.

6

Complete actions and submit survey data over the life of your plan using the iOnTRAVEL system to submit your data



Management of the travel plan

This section outlines the requirements and responsibilities for the ongoing operation and management of the travel plan.

The travel plan co-ordinator for the site will be responsible for reporting against the agreed travel plan targets and action plan using the Cornwall Council online monitoring tool – www.iontravel.co.uk/cornwall

The travel plan co-ordinator (TPC) must be appointed prior to occupation and may need to be in post sometime before the occupation phase. This is the case with residential developments where residents will need to be informed of the travel plan measures and incentivised at an early stage in order to maximise the opportunities for modal shift away from the car at the earliest opportunity.

Monitoring will be agreed for a period of between 5 – 15 years, depending on the build out rate of the site. Should the development fail to meet the agreed targets and outcomes by an agreed timescale then the TPC may be required to continue in their role in order to ensure that the targets are met. The TPC role can be handed on to successive organisations during the travel plan life, for example, from developer to management company or residents association.

- **Managing residential travel plans:**

The responsibility for the travel plan lies with the developer. Where management of the travel plan is allocated to a site management company or a contracted consultant, a named individual must be nominated as the TPC, and this information will be uploaded onto the iOnTRAVEL system. All costs are payable by the developer and should be factored into the travel plan budget. A residents association or community interest group may also be given the responsibility and budget to carry forward the travel plan implementation. A residents association may be an ideal group to manage the travel plan as they will have a vested interest in ensuring the travel plan is effectively implemented so that car parking issues and associated congestion are managed down.

- **Managing non residential travel plans (excluding schools):**

For all land uses other than housing, the developer, owner or occupiers must accept responsibility for implementing and monitoring the travel plan. Participation in the travel plan is a requirement upon all occupiers, and this should be included within the terms of the lease; however, where such terms are not included, the requirement will still apply. Ongoing costs may be payable by the developer or owner holding the freehold, or the leaseholder or management company.

- **Management of multi-occupier and mixed use sites:**

On large developments with a range of uses and more than one occupier, one co-ordinator or manager (or travel management association) must be employed to coordinate the travel plan for the whole development, with individual co-ordinators allocated for each development use, such as, supermarket, housing and employment site.

Travel plan statement

Since most measures will be expected to be in place either on opening of the site or within a relatively short time span, the planning enforcement officer or the travel plan officer will make site visits and meet with the developer or his agent to confirm that the travel plan conditions have been met and the measures are in place. In addition, the Council will expect the plan to be reviewed annually by the occupant of the site and amended as conditions dictate, and may request a status report on the travel plan statement at any time up to 5 years after the condition has been imposed.

Transport contributions and enforcement

A travel plan will need to be supported by the necessary infrastructure in order to ensure that sustainable transport is considered a viable and convenient option by the occupiers of a site. The developer will be required to deliver this infrastructure in the construction phase of the development or alternatively a contribution will be sought and the scheme will be delivered by the council under a section 278 agreement. A section 106 agreement or a planning condition will be used to legally enforce the necessary requirements for highway and transport infrastructure which will be delivered as part of a development.

It is essential that this process is transparent, consistent, can be implemented easily and clearly states what is required of developers.

What might be secured through a s106 agreement?

- Timetable for preparation, implementation, monitoring and review of all stages of the travel plan
- Requirement to appoint a travel plan co-ordinator
- Provision of transport infrastructure or services, or a transport contribution with respect to their provision, appropriate to the size and location of the development
- A discount may be applied to the transport contribution (held by the council as a bond) which would be released if the agreed travel plan targets/trip rates are met
- Outline of parking controls and management and any traffic regulation orders
- The travel plan targets
- A monitoring and review programme, detailing the criteria to be used and who is responsible for funding, undertaking and reporting on this programme. A requirement to update the iOnTRAVEL monitoring system will be included.
- Details of the travel planning requirements for occupiers and future occupiers
- Details of any on or off site walking and cycling infrastructure improvements and ongoing maintenance responsibilities
- Payment details – this will be dependent on the size of site, phasing, build out rates, agreed targets. Financial contributions towards highways schemes and measures should be agreed early on in the application process with the s106 serving to enforce these requirements and providing a timescale for payments.

The preferred approach is for all travel plans to be approved through the planning process and for the s106 agreement to then reflect what is required to be delivered as part of the travel plan, alongside the wider transport requirements. However, there are some circumstances, normally with smaller sites, where it is acceptable for the travel plan to be agreed after the planning application has been approved. A travel plan condition will then be placed on the development which reflects the need for an agreed travel plan to be approved prior to occupation of the development. This can however result in unforeseen requirements being placed on the developer in order to ensure the successful implementation of the travel plan.

Both the examples below are simplified versions. Any infrastructure that is required to support the sustainable travel to and from the site will be included and this will be determined on a site by site basis.

Example of a planning condition where there is no agreed travel plan:

1. The Development shall not be occupied until a Travel Plan has been submitted to and approved by Cornwall Council. The Travel Plan will include the following details:

- Baseline data from which the Travel Plan targets will be established
- Details of existing and proposed sustainable transport links, to include links to pedestrian, cycle and public transport networks
- An action plan which outlines a timetable for the implementation of measures designed to promote travel choice for all users of the site
- Details of the provision of cycle parking
- Details of the marketing strategy to include site specific travel information packs and incentives such as public transport discount vouchers
- Details of the appointment of a travel plan co-ordinator and how this role will be handed over once the development has been fully built out
- Monitoring will take place over a minimum period of 5 years post final dwelling being occupied. Data must be fed back to the council via the online travel plan monitoring tool – iOnTRAVEL

2. Approval of the Travel Plan is conditional upon steps 1 to 5 being completed by the applicant on iOnTRAVEL

3. During the course of the construction, occupation and use of the Development on the Relevant Land the Owner shall carry out all requirements of the approved Travel Plan.

Example of planning condition where there is an agreed travel plan:

Each condition will be different as it will reflect the requirements of a specific site, but as an example the following text may be used as a guide (this would be applied to a large, mixed use development).

The Owner covenants to:

- Implement the requirements included within the travel plan prepared by Consultants dated 23rd July 2012 and annexed hereto or such amended travel plan as may be agreed between the parties from time to time (hereinafter referred to as the "Approved Travel Plan") and not to occupy any part of the Development until those parts identified in the Approved Travel Plan as capable of being implemented prior to occupation shall have been implemented. Those parts of the Approved Travel Plan that are identified therein as capable of implementation after occupation shall be implemented in accordance with the action plan contained therein and shall continue to be implemented for the lifetime of the Approved Travel Plan
- The Travel Plan Co-ordinator, appointed for five years as per the requirements set out in the Travel Plan (annexed hereto) provide written evidence to the Council to demonstrate the efforts made to communicate to all new occupants of the Dwellings (via a Household Travel Pack)
- Provide a Bus Voucher to each Dwelling in the Development on first (1st) Occupation of such Dwellings which may be used by residents to travel on local buses
- Provide written evidence to the Council on a six monthly basis following the occupation of the first (1st) Dwelling until the occupation of the final Dwelling on the Development to demonstrate that such Bus Vouchers have been provided
- Monitoring will take place for a period of 5 years post final dwelling/employment space being occupied. Data must be submitted to the Council via the online travel plan monitoring tool - iOnTRAVEL
- To incentivise the Modal Shift target proposed in the Travel Plan, the Council shall apply a discount of 20% to the Transport Contribution. Such monies equal to the sum of 20 % of the Transport Contribution shall be held in Bond by the Council and will be released to the Owner or the Developer should post development monitoring (1 year after final occupation) show that the Modal Shift Target has been achieved by the Owner and/or the Developer.

"They are an established and valuable mechanism for securing planning matters arising from a development proposal. They are commonly used to bring development in line with the objectives of sustainable development as articulated through the relevant local, regional and national planning policies."

Planning Obligations: Practice Guidance Dept for Communities and Local Govt, 2006

Travel plan success factors

The following is extracted from a dissertation written about the effectiveness of travel plans implemented in Cornwall.¹ The findings were based on interviews conducted with 9 travel plan co-ordinators responsible for implementing and monitoring travel plans across Cornwall.

Key factors which influence the ongoing success of the travel plan

Attitude – Attitude of the organisation (Corporate Social Responsibility motivations), its users/visitors and the travel plan co-ordinator themselves towards the travel plan.

On-site infrastructure – A well planned site and building which provides all of the facilities to enable sustainable travel choices ie cycle storage, showers, on site bus stops.

Wider infrastructure – Accessibility and availability of alternative sustainable transport modes which can compete with car use in terms of cost effectiveness.

Incentives and disincentives – The use of financial means to push and pull people towards making alternative choices.

Information sharing – Publicity of the availability of alternatives are key to sustaining a travel plan rather than simply publicising the travel plan document itself. Making information available in a digestible format to inform people of the restrictions in place (ie parking controls/rationing/availability) and what alternative transport options exist is one of the highest priorities for TPC's.

Site specifics: location and parking supply – Those organisations that are best located to promote alternative modes are situated in the densest urban areas within Cornwall, which have the most restricted parking provision and are accessed by the most congested roads.

¹ Travel plans in Cornwall: The effectiveness of schemes implemented through the planning process: H. Nicholls, November 2012.

Glossary

Definitions of particular terms used in association with travel planning:-

Accessibility: Providing improved access to places, people and services for all users of a site. This can be done by providing better transport systems, including walking and cycling facilities, but can also be achieved by ensuring that services and activities that people need are provided locally or are accessible without the need to travel.

Default mechanisms: These are built into the travel plan to allow flexibility in the way measures are implemented or the way outcomes may be achieved. These are also appropriate where impacts are difficult to predict and back up measures or other possible mitigation is identified in advance.

Demand management: Modifying behaviour through a wide range of activities, including reducing the need to travel, reducing the length of journeys, encouraging modal shift, changing the times that travel takes place, ensuring that the capacity of the network is used efficiently and introducing charges. Managing demand in this way includes both 'carrots' and 'sticks' so that, alongside the improvement of sustainable travel options, there may be increased parking charges, or reductions in car parking spaces.

Hard measures: The provision of infrastructure and improvements to highway and public transport networks, including those to benefit pedestrians, cyclists and other road users.

Indicators: Statistical measures that can be used to monitor progress to help in understanding how the site is being accessed and how effectively different modes are meeting travel needs.

Planning obligation: A legal agreement negotiated under section 106 of the Town and Country Planning Act 1990 between a developer and the planning authority. They are a method of helping to deliver sustainable development and offset the impacts which cannot be addressed by conditions attached to a planning condition.

Mobility: Providing opportunities for movement for those with disabilities. Those who have impaired mobility require assistance to ensure that they can meet their basic needs. Evidence suggests that, when these are considered in the design of transport systems, such as the provision of dropped kerbs and low floor buses, everyone benefits. These issues should therefore be taken into consideration throughout the design of new development and all modifications to the public realm, including the provision of new transport infrastructure.

Monitoring: The monitoring of individual travel plans involves the collection and reporting of data/statistics/information to track implementation of the travel plan measures and achievement of targets (based on trip rates/percentage of single occupancy vehicular use/percentage using sustainable modes of transport).

Soft measures: The provision of services and information to encourage the use of sustainable transport. These include new or improved public transport services, changes to working practices, provision of information and the appointment of a travel plan co-ordinator.

Sustainable access: The provision and promotion of access by all modes of travel and by all users.

Targets: For new developments targets are best expressed in terms of maximum end levels of car use which are deemed acceptable and appropriate, taking into account a number of factors, for example, impact on the local highway/junctions and a realistic assessment of what is considered achievable in terms of securing sustainable travel to and from the development.

Transport contribution (in context of a planning obligation): The developer contribution includes a sum towards the provision of strategic infrastructure that is necessary to enable developments in the area to proceed. It is a fixed amount based on the calculation of the cost of such infrastructure as shared amongst developments that benefit.

Travel Plan Co-ordinator: A travel plan co-ordinator should ideally be based on site and is responsible for managing and implementing the travel plan. The travel plan coordinator will act as a principle point of contact for residents/employees/visitors of a site and will be responsible for monitoring the travel plan, including carrying out and collating travel plan survey data of staff/residents/visitors. This data will then feed into a review of the travel plan which will be carried out by the travel plan co-ordinator on an annual basis.

TRICS (Trip Rate Information Computer System): is a database of trip rates for developments in the UK. It challenges and validates assumptions about the transport impacts of new developments. It is the national system of trip generation analysis, a large database of inbound and outbound transport surveys covering a wide variety of development types.

Trip rate: Trips per unit per day. The Guidance for Transport Assessment states, "A Person Trip is a one way journey by one person by any mode of transport, including walking, cycling, privately operated vehicles, or any public transport modes. A Vehicle Trip is a one way journey by a single privately operated vehicle regardless of the number of persons in the vehicle. For example, two or more people travelling together in a car would be counted as one vehicle trip. The criteria for determining the need for an assessment use two way trips throughout as a standard for assessing travel."

Notes

Notes



For more information about
Workplace Travel Plans please contact:

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Truro, Cornwall TR1 1EB**

telephone: **0300 1234 222**

email: **localtransportplan@cornwall.gov.uk**
www.cornwall.gov.uk



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